

**MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 7<sup>th</sup> SEPTEMBER 2015 in the Committee Room at the St Austell One Stop Shop, 39 Penwinnick Road, St Austell at 6.00 pm.**

**Present:** Councillors: Brown, Murtagh, Oxenham and Walker (Chair).

**In attendance:** David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

**F/15/18) Apologies for absence**

Apologies for absence were received from Councillors Bradford, French, Leonard and Palmer.

It was noted that Councillor S Double had resigned.

**F/15/19) Declarations of Interest**

There were no declarations of interest.

**F/15/20) Dispensations**

There were no requests for dispensations.

**F/15/21) Minutes of meeting held on 15<sup>th</sup> June 2015**

It was **RESOLVED** that the minutes of the meeting held on the 15<sup>th</sup> June 2015 be approved and signed as a correct record.

**F/15/22) Matters to Note**

The Clerk advised that the audit of Town Council's 2014/15 Accounts had been completed and that the Council had once again received a clean bill of health and an unqualified report. He advised that he had not yet received a quotation for the CCTV camera for Cemetery Park because of delays in completing the upgrade of the existing CCTV systems. He advised that the St Austell cameras had been fully upgraded and were working reasonably, but there were a number of minor technical issues with cameras in Newquay and the monitoring suite.

In respect to a question with regard to devolution, the Clerk advised that Cornwall Council officers were still working on the Town Council's package of services and that an alternative package had been submitted incorporating all car park income and the running of the library service. This is an alternative to the original proposal which included a profit sharing scheme for car park income which Cornwall Council's officers would not approve. He advised that some costing information had been received for public conveniences but TUPE details were still awaited.

Councillor Brown advised that a meeting of Cornwall Councillors was due to take place later in September where they would be briefed on the current situation with regard to devolution from Cornwall Council's perspective.

**F/15/23) Public participation**

There were no members of the public present.

## **F/15/24) Financial Regulations**

Members considered a report and draft financial regulations based upon a model set of regulations produced by the National Association of Local Council's (NALC). Members discussed a number of matters with regard to the Financial Regulations and recommended the following amendments:

- Paragraph 1.6. Replace the word "is" with "may be considered".
- Paragraph 1.14. The proposed financial limit was approved.
- Paragraph 2.2. Change "quarter" to "half year" and "Chairman" to "Mayor"
- Paragraph 3.1. It was noted that currently the Council does not budget on a Committee basis but that the paragraph might become appropriate if the Town Council were to expand.
- Paragraph 4.1. It was agreed to change "£5,000" to "£500" in the first bullet point, to change "over" to "up to" in the second bullet point and to change the third bullet point to read "The Clerk, for any items below £500 within approved budgets".
- Paragraph 4.2. The words "or in accordance with an agreed scheme of virement" be added after the word "committee".
- Paragraph 4.5. The proposed financial limit be approved.
- Paragraph 4.8. The proposed variances be approved.
- Paragraph 5.5 (c). The proposed financial limit be approved
- Paragraph 5.8. The proposed financial limit be approved.
- Paragraph 6.6. This paragraph be deleted altogether.
- Paragraph 6.16. The second and third sentences be deleted and the word "will" be replaced by the word "must".
- Paragraph 6.20. The final sentence be deleted and the words "and nominated officers" be added after "clerk".
- Paragraph 8.7. The words "including transfers between Bank Accounts held in the same Bank or Branch" be deleted.

It was **RECOMMENDED** that the draft financial regulations with the above amendments be approved.

## **F/15/25) Lease of Shop Mobility Unit**

It was **RESOLVED** that the Clerk be authorised to renew and sign the leases relating to the Shop Mobility unit at White River Place and to employ the services of a Solicitor within a budget limit of £500.

## **F/15/26) Mayor and Deputy Mayor Election and Mayor Making Ceremony Procedure**

Members discussed a report relating to the procedures for the election of the Mayor and Deputy Mayor and for the Mayor Making Ceremony. Members generally supported the proposals contained within the report subject to the timely publication of the names of those nominated for election, amendment of the Mayor Making Ceremony to leave the issue of Prayers at the discretion of the incoming Mayor and the provision of a slot for the Deputy Mayor to briefly address the gathering.

It was **RECOMMENDED** that the procedure as set out with the amendments agreed above be submitted to the full Council for approval.

### **F/15/27) Member Officer Relations Protocol**

Members discussed a draft Member Officer Relations Protocol which had been amended to reflect previous recommendations from the Finance and General Purposes Committee. It was agreed that the draft document be recommended to the full Council subject to the following amendments:

- The deletion of the apostrophe in paragraph 3.1
- An additional bullet point be added to 3.1 to read "Members on outside bodies are expected to provide update reports in a timely manner with an appropriate level of detail"
- The addition of "and to be treated in a professional manner" after the word partnership in paragraph 3.2
- The addition of a new bullet point in paragraph 3.3 to read "it is accepted that officers may have to communicate with individual or a number of Councillors on specific items of business between meetings"
- In paragraph 5.2 replace "for example" with "alternatively"

It was **RECOMMENDED** that subject to the above amendments the draft protocol be approved.

### **F/15/28) Budget Monitoring Report**

Members considered budget monitoring reports and bank reconciliations as at 30<sup>th</sup> June 2015 and 31<sup>st</sup> July 2015.

It was **RESOLVED** to note the reports.

### **F/15/29) Bank Account Mandate**

It was **RESOLVED** that Councillors T French, J Keast, J Bull and B Palmer be approved signatories for the time being and that Councillors D Collins and S Double be removed from the list of approved signatories.

### **F/15/30) Car Parking Initiative**

It was **RESOLVED** to refer this matter to the full Council.

### **F/15/31) Small Business Saturday**

It was **RESOLVED** to refer this matter to the full Council.

### **F/15/32) Dates of Next Meeting**

It was noted that the next meeting of the Finance and General Purposes Committee was on Monday 30<sup>th</sup> November 2015.

The meeting closed at 7.40pm.