

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 16th APRIL 2018 in the Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP at 6pm.

Present: Councillors: Bishop, Brown, Cohen, French, Jones (Chair), Lanxon, Oxenham, Palmer, Styles and Walker.

Also Present: Councillor: King

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

F/17/78) Apologies for absence

Apologies for absence were received from Councillor Rees.

Councillor Walker advised that he had to leave early for another engagement.

F/17/79) Declarations of Interest

None.

F/17/80) Dispensations

There were no requests for dispensations.

F/17/81) Minutes of meeting held on 26th February 2018

It was **RESOLVED** that the minutes of the meeting held on the 26th February 2018 be approved and signed as a correct record.

F/17/82) Matters to Note

The Clerk advised that further to minute number **F/17/67** the Moo Moo van would not now be located at the library due to technical difficulties. He advised that Cornwall Council had recently re-confirmed its ethical investment policy and read the details to the Committee.

F/17/83) Public participation

There were no members of the public present.

F/17/84) Review of Standing Orders

The Clerk advised that he had updated the existing draft Standing Orders which were based upon a national template to reflect changes to the Terms of Reference of the various committees, the re-naming of the Planning Committee to Planning and Regeneration Committee and a number of amendments required to bring the Standing Orders in line with the Financial Regulations. Members raised a number of issues and identified a range of amendments and areas where the Standing Orders could be improved.

It was **RESOLVED** that the Clerk should improve paragraphs:

1. (f)

1. (g)
1. (m)
1. (n)
3. (r)
5. (k)
10. (a) ix
11. (b)
23. (a) i

It was **FURTHER RESOLVED** that:

1. The terms and reference for the Finance and General Purposes Committee be amended to include responsibility for governance arrangements;
2. The recording of votes as set out in paragraph number 3 (r) be checked;
3. The Clerk bring back a revised copy of the Standing Orders to the next Finance and General Purposes Committee.

F/17/85) Review of Financial Regulations

The Clerk advised that he had reviewed the Financial Regulations and updated references to the Audit Commission Act 1998 which had now been superseded and changed the sections on payment of suppliers to reflect the current approved practices. Arising from a question, the Clerk agreed to check the wording of paragraph 2.9 to ensure that it reflects the latest enactment.

It was **RECOMMENDED** that the Financial Regulations as re-drafted be approved subject to checking the content of paragraph 2.9.

F/17/86) Financial Procedures

The Clerk introduced new financial procedures for Payroll, Invoice Payment, Petty Cash and Purchase Orders. Arising from the discussions which took place, the Clerk **AGREED** to review and draft procedures for the handling of cash at the Library.

It was **RESOLVED** to note and approve the procedures provided.

F/17/87) General Data Protection Regulation

The Town Clerk advised that he had set aside time over the coming weeks to review the Town Council's personal data in accordance with the GDPR legislation due to take effect from 25th May 2018. Further progress reports and more details will be brought back to the Finance and General Committee in due course.

Councillor Brown advised that Cornwall Council are planning to hold a GDPR Member briefing for Cornwall Councillors shortly which is due to be webcast and that he will advise all Members of the date once known.

The Clerk advised that he had obtained a price for setting up individual e-mail addresses for Councillors using the Town Council's staustell-tc.gov.uk suffix and enquired whether Members wished this to be pursued further.

Members were generally in support of the principle but had concerns with regard to the costs involved.

It was **RESOLVED** that the Clerk would make further investigations and report back in due course.

Councillor Lanxon left the meeting

F/17/88) Budget Monitoring Report

The Clerk explained the major variances on the budget monitoring report for the period from 1st April 2017 to 28th February 2018. He advised that although there were a number of budget variances, overall, the Town Council was well within budget and that he had no concerns.

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

Councillor Walker left the meeting

F/17/89) Health and Safety Checks

The Town Clerk referred to a report setting out the annual review undertaken of health and safety matters. It was **AGREED** that the Clerk should sign the check list.

It was **RESOLVED** to note the contents of the review.

Arising from the above, concern was expressed with regard to the non-completion of compliance works at the Library by Cornwall Council.

F/17/90) Town Council – News Item

The Town Clerk circulated a copy of a newspaper publication produced previously and asked Members if they were interested in producing a similar publication 3-4 times a year with articles penned by individual Councillors to help promote and explain the Town Council's services.

It was **RESOLVED** to approve the production of further newspaper items in a format similar to that used previously with a range of articles by local Councillors.

F/17/91) St Austell Library

Members considered a report providing an update on activities in the Library. The Clerk advised that prices were being obtained to install a door in to the library garden as planned previously.

It was **RESOLVED** that the report be noted.

F/17/92) Dates of Next Meeting

It was noted that the date of the next meeting was 2nd July 2018.

The meeting closed at 7.35pm.