

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 16th FEBRUARY 2026 in Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ at 6pm.

Present: Councillors: Brown, Clemo, Cohen, Gray (Chair), Hamilton, Lanxon, Marshall, Preece, Thompson and Whitehouse.

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

Also in attendance: Councillor Pearce (TEAMS)

F/25/49) Apologies for absence

Apologies for absence were received from: Councillors Kimber and Young.

F/25/50) Declarations of Interest

None.

F/25/51) Dispensations

None.

F/25/52) Minutes of meeting held on 3rd November 2025

It was **RESOLVED** that the minutes of the meeting held on 3rd November 2025 be approved and signed as a correct record.

F/25/53) Matters to Note

The Clerk advised that the licencing consultation was submitted (F/23/43), the Office/Depot lease has been finalised and is ready for signature by two Councillors (F/25/47) and Cornwall Council has agreed to reimburse the Town Council in respect of the telecommunication costs incurred in accordance with the lease dated 11th December 2028 (F/25/47).

F/25/54) Public participation

There were no members of the public present.

F/25/55) Insurance Renewal

The Clerk advised that the Town Council went out to tender for insurance in 2023 and appointed Zurich Municipal based on price and experience for 3 years and the policy awarded provided a clause permitting a one-year extension.

The Clerk further advised that new reinstatement valuations have been sought for Priory toilets, Poltair café and The House which reflect increased building costs and are reflected within the following options received from Zurich:

- 1 year extension - £12,304.09
- New 1 year policy - £12,959.56
- New 3 year long term agreement - £11,711.75

The Clerk recommended that the Town Council should accept the one-year extension option and seek tenders for up to 3 years with effect from April 2027.

It was **RESOLVED** to accept a one-year extension in the sum of £12,304.09 with Zurich Municipal and seek tenders for up to 3 years with effect from 1st April 2027.

F/25/56) CCTV

The Clerk advised that an offer of a grant from the Office of the Police and Crime Commissioner has been received in the sum of £10,000 towards an investment of £21,700 for 3 additional fixed CCTV cameras and a re-deployable or mobile CCTV camera. He further advised that the Polkyth area is not currently covered by the Town Council's CCTV system and has been identified as an area that would benefit from CCTV coverage. The Clerk added that the area would need to be assessed to ensure that it is technically possible to link cameras at that site to the monitoring suite at Newquay Police station.

The Clerk advised that Young People Cornwall are supportive of the proposal and, if Members are mindful to support the installation of cameras at Polkyth he would consult Cornwall Council's wellbeing team who are re-locating to The Registrars Office, the leisure centre and the Doctors surgery.

During discussion, Members raised the following:

- Whether a contribution towards the costs could be obtained from service providers on the site;
- The costs associated with the maintenance of the new cameras.

It was **RESOLVED** that the Clerk be authorised to consult organisations based in the Polkyth area and, subject to the outcome of this exercise and there being no technical barriers to connecting further cameras to the existing system, acquire CCTV cameras to a value of approximately £21,700.

F/25/57) Budget Monitoring Report

The Clerk explained the key variations in the report for the current financial year to 31st January 2026 and raised no concerns.

Members noted that the car park income is performing well against budget and the Election re-charge from Cornwall Council was significantly lower than budgeted.

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

F/25/58) Information Technology Policy

The Clerk advised that it is good practice to have an Information Technology Policy and that he had adapted the model policy promoted by NALC for consideration.

During discussion, Members raised the following:

Paragraph 1.1.7

It was suggested that this section should read:

*"Staff and other authorised users are not to purchase any computer or mobile equipment (including software) **to connect into the Council's networks** unless previously authorised"*

Page 33

Delete the following bullet point:

"Contacts by the media relating to the council, should be referred to the Town Clerk or Mayor"

Paragraph 9.1.4 and 9.1.5

It was suggested that these paragraphs should be made more understandable.

It was **RECOMMENDED** that the policy document should be supported with the amendments suggested above and to further amendments to improve paragraphs 9.1.4 and 9.1.5 in consultation with the Chair and Vice-Chair.

F/25/59) Risk Management

The Clerk advised that the Risk Management Strategy has been reviewed with no amendments required.

The Clerk highlighted the amendments made to the Risk Register and the high-risk (red) items identified.

During discussion, Members suggested that the loss of space for the Grounds Team should be incorporated into the register as a high risk and the risks associated with the Mayor and Deputy Mayor should be reviewed.

It was **RECOMMENDED** that the updated Risk Management Strategy and the Strategic Risk Register be approved subject to the amendments suggested being incorporated/reviewed.

F/25/60) Treasury Management

It was **RESOLVED** to note the report and approve the Treasury Management Strategy for a further 12 months.

F/25/61) Library

Members noted the update from the Library Manager.

It was **RESOLVED** to thank the Library Team for their excellent work and the Library Manager for her excellent report.

F/25/62) Dates of next meeting

It was noted that the next meeting of the Finance and General Purposes Committee will be a full Council meeting, scheduled to take place on Monday 13th April 2026.

The meeting closed at 7.19pm.