

**MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 2<sup>nd</sup> JULY 2018 in the Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP at 6pm.**

**Present:** Councillors: Bishop, Cohen, Jones, King, Lanxon, Palmer, Rees, Styles and Walker.

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

**F/18/01) Election of Chairman**

It was **RESOLVED** that Councillor Jones be elected as Chairman of the Committee for the 2018/19 civic year.

**F/18/02) Election of Vice-Chairman**

It was **RESOLVED** that Councillor Palmer be elected as Vice-Chairman of the Committee for the 2018/19 civic year.

**F/18/03) Apologies for absence**

Apologies for absence were received from Councillors Brown, French and Oxenham.

**F/18/04) Declarations of Interest**

There were no declarations of interest.

**F/18/05) Dispensations**

There were no requests for dispensations.

**F/18/06) Minutes of meeting held on 16<sup>th</sup> April 2018**

It was **RESOLVED** that the minutes of the meeting held on the 16<sup>th</sup> April 2018 be approved and signed as a correct record.

**F/18/07) Matters to Note**

The Clerk advised that paragraph 2.9 of the Financial Regulations had been amended and approved by full Council and that a second, full page Town Council news article had been placed in this week's edition of the St Austell Voice.

**F/18/08) Public participation**

There were no members of the public present.

**F/18/09) Anti-Fraud and Corruption Policy**

Members reviewed the draft Anti-Fraud and Corruption Policy. During discussion, the Clerk agreed to clarify which Councillors require a DBS check. It was also suggested that the name of the External Auditor should be taken out of the list at 6.37 and the words "Internal Auditor" added.

It was **RECOMMENDED** that the Anti-Fraud and Corruption Policy be approved as drafted subject to the following amendments:

1. The words "PFK Littlejohn LLP" being deleted from paragraph 6.37 and;
2. The words "Internal Auditor" being added to paragraph 6.37.

### **F/18/10) Standing Orders**

It was **RECOMMENDED** that the Standing Orders be approved as drafted subject to the following amendments:

1. The page index/page numbers be amended;
2. Paragraph 23 a (i) to read "*inspect any land and/or premises/**property** which the council has a right or duty to inspect*"

### **F/18/11) General Data Protection Regulation (GDPR)**

The Clerk introduced a report setting out the latest arrangements that have been put in place to satisfy the new GDPR legislation and drew Members' particular attention to the potential to provide Councillors with dedicated Town Council e-mail addresses. He advised that the Town Council's IT consultant had met with a small working group, including the Mayor, to discuss the benefits of dedicated e-mail addresses and that a general agreement had been reached that in the interest of security and professionalism, this was the correct way forward.

The Clerk added that Cornwall Council had registered each of their Cornwall Councillors with the Information Commissioner for Data Protection Purposes which makes them a Data Controller in their own right. A test case is however going through the courts to determine whether such a registration is necessary, the result of which should be known in September. The Clerk suggested that in the light of the costs involved, the Town Council should await the outcome of the test case before pursuing this matter further.

Members reviewed the Data Protection and the Document Retention Policies and suggested that there should be clarification within the Data Retention Policy about how long partner/other agency information should be kept.

It was **RESOLVED** that:

1. St Austell Town Council e-mail addresses should be set up for all Town Councillors;
2. The Clerk should register each Councillor separately with the Information Commissioner for Data Protection purposes subject to the outcome of the test case currently being considered.

It was **RECOMMENDED** that:

1. The revised Data Protection Policy be approved;
2. The revised Document Retention Policy be approved subject to paragraph 1.4 being amended to read:

*"Documents and Policies **which contain personal data** generated by partners or other agencies will be held for a minimum of three months and a maximum of 12 months."*

### **F/18/12) New Electoral Arrangements for Cornwall Council**

The Clerk referred Members to the draft recommendations on the new electoral arrangements for Cornwall Council and updated the Committee on the views of Councillor Brown.

During discussion, Members raised the following issues:

- Concern that the number of Cornwall Councillors representing St Austell is being reduced from 5 to 3 (a reduction of 40%);
- Concern that the Town Council Wards had to change to reflect the Cornwall Council Divisions;
- Concern that Wards with seven or six Councillors as proposed for St Austell would lead to fewer elections and a diminution in local democracy;
- A view that there was the potential to re-name the Ward/Divisions (St Austell West, St Austell Central, St Austell East)
- A strong view that "St Austell Gover Division" should be re-named "Gover and Central St Austell"
- Disappointment that the proposals fail to recognise that the housing in Boscoppa to the north of St Austell should be more aligned with St Austell for governance and that the areas of urban expansion to the south of St Austell at Trewhiddle Farm, Porthpean Road and Holmbush would be better within Divisions linked to St Austell.

It was **RESOLVED** that the Clerk would draft a letter to the Boundary Commission, incorporating the views of the Finance & General Purposes Committee for consideration by the full Council at their meeting in July.

### **F/18/13) Car Park Charges**

The Clerk advised that he would like to create a Working Group to review the car parking charges for the 2019/20 financial year. He added that it would be helpful to have the views of the Chamber of Commerce and the St Austell BID and that they should be included in the review process.

It was **RESOLVED** that a Car Park Charges Working Group should be formed to review and recommend the car parking charges for the 2019/20 financial year and that the group should comprise of the Mayor, Deputy Mayor, Councillor Jones, Councillor Palmer and Councillor Walker.

### **F/18/14) Budget Monitoring Report**

The Town Clerk advised that he had no concerns with regard to the budget except that the car park income is slightly down, possibly due to a combination of Bodmin Road being closed for a number of weeks and the warmer weather which tends to draw people out of the town centre to the coast. He added that June's income had appeared to recover slightly which was pleasing.

It was **RESOLVED** to note the budget monitoring reports and bank reconciliation statement.

### **F/18/15) Cornwall Council – Ethical Standards Complaints**

The Clerk drew Members attention to a letter from the Chairman of the Cornwall Council Standards Committee outlining the work of the Standards Committee and the complaints made against Town and Parish Councillors.

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

#### **F/18/16) St Austell Library**

Members noted the St Austell Library Newsletter outlining activities in the library in recent months and the Summer Reading Challenge which will see the library engaging with 19 schools over the next few weeks.

Members expressed their continued support for the library, particularly with regard to their support for vulnerable people. It was suggested that in order to raise the profile of the WW1 crowdfunding initiative, a visible progress chart could be installed in the foyer, depicting how much money had been raised so far.

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

#### **F/18/17) To consider excluding the press and public**

It was **RESOLVED** that under Section 1 (ii) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remainder of the business of the meeting in view of the confidential contractual information to be discussed.

#### **F/18/18) St Austell Library – Installation of a door to the library garden**

The Deputy Town Clerk advised that the Town Council had agreed a budget for the installation of a door from the library in to the library garden. She explained that planning permission had been obtained and five quotations for the proposed works had been sought.

It was **RESOLVED** that the quotations from APS Construction Services Ltd in the sum of £2,795 for an accessible door from the library in to the garden and £2,640 for the associated ground works be accepted and that the Clerk be authorised to instruct APS Construction Services Ltd to undertake the works as requested.

It was **FURTHER RESOLVED** to accept a contribution from SALSA towards the works in the sum of £500.

#### **F/18/19) Dates of next meeting**

It was noted that the next meetings of the Finance and General Purposes Committee are due to take place on Monday 24<sup>th</sup> September 2018 and Monday 12<sup>th</sup> November 2018.

The meeting closed at 7.15pm.