

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 8th APRIL 2019 in the Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP at 6pm.

Present: Councillors: Brown, Bishop, Cohen, Jones, Lanxon, Oxenham, Palmer, Rees and Styles.

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

F/18/70) Apologies for absence

Apologies for absence were received from Councillor French, King and Walker.

F/18/71) Declarations of Interest

There were no declarations of interest.

Councillor Lanxon arrived

F/18/72) Dispensations

There were no requests for dispensations.

F/18/73) Minutes of meeting held on 25th February 2019

It was **RESOLVED** that the minutes of the meeting held on the 25th February 2019 be approved and signed as a correct record.

Councillor Brown arrived during the next item

F/18/74) Matters to Note

The Clerk advised that further to minute number **F/18/56** the new Data Protection Regulations have been issued and that Councillors, Lords and MP's are all exempt from the need to register individually with the Information Commissioner.

Further to minute number **F/18/67** the Clerk advised that the car park tarmacking has been completed and some of the faded white lines re-marked.

With regard to minute number **F/18/68** the Clerk advised that the collapsed wall is in the process of being repaired by the adjoining property owner at no expense to the Town Council.

F/18/75) Public participation

There were no members of the public present.

F/18/76) Polling Districts

The Clerk advised that by law, Cornwall Council must conduct a polling districts and polling places review every five years and that the current review offers two periods of consultation as follows:

Stage 1. 4th March 2019 to 15th April 2019 – consultation based on the current 122 electoral divisions.

Stage 2. 3 June 2019 to 15th July 2019 – consultation based on the current 122 electoral divisions and the new 87 electoral divisions that take effect in 2021.

A further review of the polling districts and polling places will also take place after the community governance review.

Members agreed that it would be sensible to carry out an in-depth review of the Polling Districts and Polling Places once the community governance review has been completed.

It was **RESOLVED** to accept the current Polling Districts and Polling Places as they are for the time being.

F/18/77) Financial Accounts – 2018/19

The Clerk advised that good progress is being made with the 2018/19 Accounts with the latest figures showing a small saving. The Council's Internal Auditor is due to audit the figures at the end of April in preparation for the Town Council to formally receive the final figures at their Annual Town Council meeting in May.

F/18/78) Budget Monitoring Report

The Clerk advised that the car park income is slightly below budget, but savings have been made on salaries/wages and premises. He advised that electric/gas for the library are more than budgeted for but that he had negotiated an improved deal which should see improved figures next year. He advised that although there are a few budget variances, overall, the Town Council is well within budget and that he had no concerns.

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

F/18/79) Member Internal Audit Review

The Clerk advised that the Chairman and Vice-Chairman had carried out the Internal Audit checks and had made the following recommendations:

- A review of the cheque signatories and cheque signing procedures;
- Achievement of the Cyber Essentials accreditation.

Members thanked Councillor Jones and Palmer for their thorough audit.

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

F/18/80) Health and Safety Update

The Clerk referred Members to the Ellis Whittam Safety Action Plan which identifies seven health and safety actions for the Town Council to complete, six of which have been completed with the seventh awaiting an electrician to rectify. The Clerk explained that the health and safety standards at the Town Council are extremely high and are acknowledged as such by Ellis Whittam.

Arising from a question, the Clerk confirmed that regular legionella testing is carried out at the Stable Block, Priory Toilets and the Library and that arrangements will be put in place with Young People Cornwall for The House as soon as the formal transfer of the building from Cornwall Council to the Town Council has taken place.

The Clerk confirmed that fire drills will be carried out over the coming 12 months at The Stable Block.

Members expressed their thanks to the Operations Manager for his excellent work with regard to Health and Safety at St Austell Town Council.

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

F/18/81) Poltair Café

The Clerk advised that the café was due to be installed during the week commencing 24th April which would be followed by 2 or 3 weeks of reinstatement works. He explained that it would be helpful to have some consultancy support for the procurement/tender work for the letting of the café/toilet and that he had received a recommendation of a suitable consultant from Falmouth Town Council.

Members expressed concern at the length of time that the café is taking to install, the fixtures/fittings that would come with the café and the length of tenancy that would be granted.

It was **RESOLVED** that the Town Clerk be authorised to appoint consultancy support up to a maximum of £2,500 to assist with the procurement/tender work required to let the café/toilet at Poltair Park.

F/18/82) Asset Register

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

F/18/83) St Austell Library

The Deputy Town Clerk advised that a new employee is due to start at the Library on Tuesday 23rd April to replace Helen Barden who is due to retire around the same time. She added that all permissions had been obtained for the installation of the library door and that the Operations Manager is liaising with the contractor to agree a suitable installation date. It was noted that footfall in to the library was slightly down in March which was possibly due to the temporary traffic lights directly outside of the library whilst the services installation works for the new café/toilet were taking place.

F/18/84) 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 1st July and Monday 23rd September 2019.

The meeting closed at 6.55pm

