

MINUTES of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 21 April 2016 at 6:30 p.m. in the Shire House Suite, Bodmin.

PRESENT: Chairman, Councillor R Solomons, presiding; together with Councillors, A J Coppin, J Gammon, S J Horne, A M Kerridge, S H Kinsman and K W Stubbs. Councillors J R Gibbs and P L G Skea were also present but did not vote, not being members of this Committee.

IN ATTENDANCE: Mr S Facer (Town Clerk), Mrs A Banks (Responsible Finance Officer) and Mr D Kinnair (Committee and Cemeteries Officer)

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES

There were no announcements and apologies had been received from Councillors L G J Kennedy and C J M Wilkes.

FSPM/2016/28 Public Representation Session

Cornwall Councillor Pat Rogerson, Mr Marc Thorne, Mr Rowan Marriott, Mr Alan Brown and Ms Linda Baker were in attendance.

Mr Thorne, Secretary of the Public Rooms Trust enquired as to why there had not been another meeting to discuss the disposal of the Public Rooms to the Public Rooms Trust since 14 January 2016, despite calls for and promises made by BTC that another meeting would be forthcoming.

The Chairman enquired as to what Mr Thorne believed another meeting would achieve.

Mr Thorne responded to advise that it would assist to clarify all parties position and all also enable the Public Rooms Trust to ask questions relating to the two options that had been presented to them by the Council.

At this moment, Mr Thorne believed that the Heads of Terms issued for either option was unworkable especially the proposed flying freehold for the Museum but that the Trust's preferred option was Option 1 but clarification was required on the detail of this option.

Mr Brown stated that he was a resident of St Mary's Ward and enquired with his Ward Councillors present what their stance was on the sale of the Public Rooms to the Public Rooms Trust.

Councillor A M Kerridge responded to advise that the offer put to the Trust was reasonable but believed that a face-to-face meeting was required to clarify the position.

Councillors Coppin and Stubbs both agreed with the Council's decision to offer the two options with a flying freehold to safeguard the future of the Museum.

Mr Thorne reiterated his request for another meeting and was supported by Ms Linda Baker who believed that a face-to-face meeting was the only way to negotiate and clarify positions, as emails and letters can be mis-interpreted, which is what she believes has led to the current impasse situation and the long delays.

The Town Clerk advised that BTC has been taking advice to ascertain the VAT

position and that as the offer to the Trust under Option 1 of £1 plus VAT is an undervalue of the market valuation of the building, the flying freehold was the best option from a VAT treatment perspective and would safeguard the Museum.

The Chairman stated that a 'preferred option' stance was not what the Council was asking, but that if the Trust categorically decided on one of the options then the Council would continue to negotiate and finalise the detail from the Heads of Terms.

Further discussions took place with repeated and reiterated comments that had been discussed at various Full Council and Committee Public Representation sessions, culminating in Mr Thorne stating that the meeting on 14 January 2016 with BTC relating to the proposed rental of the Museum was 'not the Trust's finest hour'.

Following discussion, it was agreed that the Council would discuss at Item 21 on the Agenda, the possibility of meeting with representatives of the Public Rooms Trust to clarify Option 1 as this was stated as the Trust's preferred option.

The Chairman thanked the Members of the Public present for their attendance and contributions.

FSPM/2016/29 **Declarations of Interest – Members to declare interests in respect of any item on the agenda**

The Town Clerk confirmed that the dispensations that were recorded in the Policy Committee Meeting held on 14 April 2016 relating to the hire of the Shire House Suite complex would carry over to this meeting.

Councillor S Kinsman declared a discloseable pecuniary interest in item FSPM/2016/42.

FSPM/2016/30 **Terms of Reference – Town Clerk to report**

The Town Clerk reported that the opening statement of the Committee's Terms of Reference needed to be updated to reflect the full name of the Finance, Staffing and Performance Management Committee.

The Town Clerk also confirmed that there was an amendment agreed at the FSPM Committee Meeting held on 20 June 2013, which was to change the word 'consider' on the first bullet point on page 2 to 'approve.' So as to read, 'To approve matters relating to the Council's Staffing Structure, staffing compliment, grading etc.....'

Following discussion, it was **AGREED** to **RECOMMEND** adoption of the amended Terms of Reference in the form prescribed above.

FSPM/2016/31 **Minutes of the Finance, Staffing and Performance Management Committee Meeting held on Thursday 18 February 2016**

Minutes of the Finance, Staffing and Performance Management Committee Meeting held on Thursday 18 February 2016.

These minutes had been before Council and were acknowledged as a true record.

FSPM/2016/32

Correspondence:

- a) **Letter from Bodmin Bowls Club requesting a Letter of Support** – a copy of this letter was tabled at the Meeting and it was **AGREED** that a Letter of Support be sent to Mr Runnalls as requested
- b) **Any item of correspondence that the Chairman considers appropriate** - There were no other items of correspondence for consideration.

FSPM/2016/33

Motion by Councillor R Solomons

A motion by Councillor R Solomons was circulated with the Agenda with an addendum relating to facility hire charges and following discussion, it was **AGREED to RECOMMEND** this motion with the addendum as set out to take effect following the ratification of these Minutes at the Adjourned Council Meeting scheduled for 26 May 2016. A copy of said Motion and Addendum is annexed to these Minutes.

FSPM/2016/34

Dementia Friendly Awareness Group

The Town Clerk clarified the situation with the Bodmin Dementia Friendly Awareness Group, and advised that the Council appointed the following representatives to that group at its Adjourned Annual Council meeting held in May 2015:

Councillor Gammon;
Councillor Kinsman; and
Councillor Wilkes

Whilst the Council has provided free use of the Suite for the launch event on 14 May, the Town Clerk was not aware that the Council is directly taking a lead on this for the community.

As discussed at the Policy Committee Meeting held on 14 April 2016, a fairer and consistent approach to room hire is needed and further information is being prepared for consideration by the Policy Committee at its next Meeting scheduled for 4 August 2016.

This information was noted by the Committee.

Councillor A M Kerridge commented that the Churches Together group have not, as yet, had an invitation to the Dementia Friendly Bodmin launch event to be held in the Shire House Suite on 14 May 2016.

Councillor S Kinsman kindly agreed to check the contact details that were held for the Churches Together group and send out the appropriate invitations.

FSPM/2016/35

Summary of Investments for 2015/16

The RFO reported that the Council received £18,611.47 from the Wealth Strategic Solutions Service during the financial year to 31 March 2016. The cost of this service was £6,700.23 giving a net profit on the investment of £650,000 of £11,911.24.

If this had been invested in the Money Market the likely return would have been in the region of 0.25% - 0.55% equalling £3,575 per annum.

In response to a question from Councillor K W Stubbs, the RFO responded to advise that more money would have been invested but in this last financial year there had been a number of large projects that the Council had undertaken, which has limited the investment monies available.

FSPM/2016/36 **Bodmin May Fair 2016**

The Town Clerk advised that Simon De Vey, from Anderton & Rowland, has made contact to book the May Fair from Sunday 8th May with operation from Wednesday 11th May to Saturday 14th May and vacation of the Fair Park on Sunday 15th May.

The Town Clerk confirmed that he had provided this information to the Police and assumed that subject to the usual community safety measures being required by the Operator, and payment of the appropriate hire charge for use of the Fair Park in advance of the event, that Committee would be happy with this booking.

The Council will also need to notify local residents of these dates out of courtesy.

The RFO confirmed that following on from previous years and the Council's decision that the hire charges must be paid in full before they are allowed on site, an invoice will be raised tomorrow (22 April 2016) and ways to settle this payment will be communicated to the Fair.

This information was noted by the Committee.

FSPM/2016/37 **Budget and Accounts**

The RFO provided the following report:-

Shire House Complex

Hirings - are above budget but catering sales (coffee sales) are significantly below budgeted income.

The Facilities Administrator is currently looking into this service with a view to decrease the number of machines that the Council hires but provide a better type of drinks facility.

Professional Fees – have been for the completion of the roof, flat roof works and for the heating review carried out by IQ Engineering.

Shire Hall

Water Rates & Electricity Usage – This has been below previous years. The RFO has the meter readings and will be investigating this as of year-end.

Equipment Repairs & Maintenance – This relates to a replacement part (fan) in the boiler.

Bodmin Information Centre

Payroll – This is above budget due to the decision for three workers to be on duty in the building at all times on Health and Safety grounds and for lunch/break cover.

Postage & Telephone – Are both below budget but this is due to the year-end recharge journals not being done as yet.

Courtroom Experience

Professional Fees – CATA is coded across difference codes.

Equipment Repairs and Maintenance – where £1,500 is budgeted for repairs to the animatronics heads in the courtroom.

This information was noted by the Committee.

FSPM/2016/38

Risk Management Update to include:-

a) Report from Accounts Technician (CA)

A copy of the report from the Accounts Technician was tabled at the Meeting and was noted.

Councillor A M Kerridge requested that, if Committee is going to be able to study and disseminate the information contained in the Risk Management update and for the matter to be taken with due regard, Officers had to provide the information in good time, prior to the Meeting.

The RFO apologised for this being tabled at the meeting and agreed to fit the Risk Management Working Party meetings into the Committee cycle so as to eradicate the problem encountered on this occasion.

FSPM/2016/39

To consider and, if appropriate, pass for payment the Schedule of Accounts for April 2016

Councillor A M Kerridge voiced her concerns that sending this information electronically was problematic, due to the SAGE software producing reports that are unreadable due to font size.

The RFO agreed to investigate this in order for the reports to be in a more user friendly format.

The Schedule of Accounts for April 2016 was approved and passed for signing from cheque no.123201 to 123288 in the sum of £96,649.97.

Due to the confidential nature of the next business, it was **RESOLVED** to go into Committee. Please see separate page.