

**MINUTES** of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 20 April 2017 at 6:30 p.m. in the Shire House Suite, Shire House, Bodmin.

**PRESENT:** Vice-Chairman, Councillor J Gammon, presiding; together with Councillors, A J Coppin, L Frost, L G J Kennedy, S H Kinsman, K W Stubbs and C J M Wilkes. Councillors P Cooper, G G C Minors 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 (Executive Support Officer)

#### **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES**

The Vice-Chairman, with deep regret, announced that Cornwall Councillor Steve Rogerson had died suddenly on Easter Sunday.

The Town Clerk commented that Steve Rogerson had been a stalwart of the community in Bodmin as both a teacher and a Councillor and would be greatly missed by all that knew him.

The Town Clerk confirmed that a letter of condolence had been sent to the family by the Mayor, on behalf of the Council and further confirmed that the St Petroc's Ward Election for Cornwall Council would now take place on 8 June 2017.

Apologies were received from Councillors A M Kerridge and R Solomons.

FSPM/2017/30 **Declarations of Interest – Members to declare interests in respect of any item on the agenda**

Councillor S H Kinsman declared a Discloseable Pecuniary Interest in Item FSPM/2017/043 – Aged Debtors, being an employee of the Cornwall Foundation Trust.

FSPM/2017/31 **Public Representation Session**

Councillor-Elect Liz Ahearn was in attendance but wished to make no representation.

FSPM/2017/32 **Minutes of the Finance, Staffing and Performance Management Committee Meeting held on Thursday 16 February 2017**

**Minutes of the Finance, Staffing and Performance Management Committee Meeting held on Thursday 16 February 2017** - these Minutes had been before Council and were acknowledged as a true record.

FSPM/2017/33 **Correspondence:**

- a) **Email from James Wilton regarding an outdoor dance performance on Mount Folly on 25 July 2017** – a copy of this email had been circulated with the Agenda and it was **AGREED** to **RECOMMEND** that the hire charge should be levied.
- b) **Any item of correspondence that the Chairman considers appropriate** - there were no further items of correspondence for consideration.

FSPM/2017/34 **Proposal by the Mayor, Councillor L G J Kennedy for deferment to the Properties Committee Meeting scheduled for 1 June 2017:-**

That this Council, following the continued success of the community involvement of the boxing club and its associated activities, enter into discussions with the Trustees of the gymnasium / boxing club with a view to terminating any Council interest in the building by considering a discounted sale of any outstanding amount of the original sale valuation, thereby removing any overages previously entered into.

FSPM/2017/35 **Bodmin May Fair 2017 – Town Clerk to report**

The Town Clerk advised that Anderton & Rowland Fair Operators have requested to visit the Fair Park for a 2 week period as follows:

- Arrival on site - Sunday 7 May;
- Monday & Tuesday (8 & 9 May – set-up rides and equipment);
- Wednesday 10 May to Sunday 14 May (inclusive) – operational days;
- Wednesday 17 May to Saturday 20 May (inclusive) – operational days;
- Sunday 21 May – departure from site

The Fair will operate only during the times agreed as per previous Fair visits i.e. Weekdays (Monday to Friday) 6.00 p.m. until no later than 9.30 p.m., Saturdays 2.00 p.m. until no later than 9.30 p.m. and Sundays 2.00 p.m. until no later than 6.00 p.m.

The Town Clerk advised that he had consulted with the Police who did not have any concerns and that a note would be sent to local residents to inform of the visit dates and operational times of the Fair. The usual community safety arrangements would be required of the Fair Operator.

To assist with additional measures, the Town Clerk recommended that Kestrel guards be engaged at the rate of £6 per patrol to provide a presence at the Fair Park to mitigate vandalism to the public toilets and to enhance visibility at the Mount Folly, the rear of the Public Rooms / BCA / Town Museum and Narisa Hall as these town centre sites had seen unwanted interest from youth activity which had culminated in vandalism, litter and disturbance to both BCA bookings and the volunteers in the Museum.

Following discussion, it was **AGREED** to **RECOMMEND** that the Anderton & Rowland Fair be permitted to attend the Fair Park in line with the dates as set out.

It was further **AGREED** to **RECOMMEND** that Kestrel Guards be engaged to provide additional patrol work during the duration of the Fair visit.

FSPM/2017/36 **Summary of Investments for 2016/2017 – RFO to report**

The Council received £22,316.06 from the Wealth Strategic Solutions Service during the financial year to 31 March 2017. The cost of this service was £7,138.66 giving a net profit on the investment of £650,000 of £15,177.40.

In 2015/16 the net amount of interest was £11,911.24 which is an increase of £3,266.16 more than 2014/15.

If this had been invested in the Money Market the likely return would have been in the region of 0.25% equating to £1,625 per annum.

**FSPM/2017/37 Budget and Accounts – RFO to report**

Shire Hall

62000/HE/055 – Specialist masonry report commissioned at a cost of £1,980.

73100/HE/055 – Repairs to and redecoration of windows and sills at a cost of £4,570.

82500/HE/055 – Replacement of faulty fire alarm panel at a cost of £650. Installation of a replacement security light over rear door at a cost of £452 and various repairs to the boiler at a cost of £765.

Shire House

73100/SHC/350 – Installation of windows and door to Suite entrance foyer at a cost of £4,277.

82500SHC/350 – Purchase of 12 x boxes of replacement ceiling tiles for ground floor offices at a cost of £664, deep cleaning of Suite kitchen canopy at a cost of £325 and various repairs to the boiler at a cost of £1,280.

Court Room Experience

Costs to advertise with CATA are normally split between codes 42100 and 62000 on the budget but the split was unclear this year so all expenditure has been coded to 42100 and none to 62000.

This information was noted by Committee.

**FSPM/2017/38 Risk Management Update:-**

- a) **Report from Accounts Technician (CA)** - the report from the Accounts Technician (CA) detailing the corporate and project risks for review by both the FS&PM Committee and Full Council were circulated with the Agenda and were noted.

**FSPM/2017/39 Mayor Choosing Arrangements 2017/18 – Town Clerk to report**

The Town Clerk advised that Mayor Choosing would be held at 2.00 p.m. in St. Petroc's Church on Thursday 18 May 2017. A rehearsal would be held on 17 May and a time would be agreed with the new Council following elections on 4 May.

The Town Clerk advised that the arrangements for Mayor Choosing were being progressed albeit that the impending elections created some difficulties as there was not an ability to liaise with the Mayor elect which would be the normal course of events in a year that was not an election year.

In terms of the legal position the Town Clerk informed that section 15 of the Local Government Act 1972 provides, where following an ordinary election, the Chairman ceases to be a councillor he nevertheless remains Chairman of the

council until his successor takes office. If present at the annual council meeting he must preside at the election of his successor but only has a casting vote. As soon as his successor is elected, he vacates office, must leave the chairman, and can no longer participate as a councillor in the meeting.

Therefore, Mr Lance Kennedy remains Mayor and will preside at Mayor Choosing on 18 May 2017.

In order for the new council to agree which one of its number would be Mayor and Deputy Mayor for the ensuing year, an informal meeting would be held at 6.00 p.m. on Thursday 11 May 2017. The timescales were tight and reflected the requirements of the Local Government Act 1972, Sch 12 to hold the annual meeting on, or within 14 days after, the day on which the councillors elected (in a year of ordinary elections) take office.

In terms of refreshments for the event, the Town Clerk advised that this would be along the lines of an informal afternoon tea (cocktail pasties, cream tea / cakes with coffee / tea and orange juice) rather than a formal seated event. For Mayor Choosing events not in an election year the Mayor Elect would take the lead in the event arrangements.

Following discussion, it was **AGREED** that the Town Clerk would write to all persons standing for election in St. Petroc's Ward (as there would only be one person not elected to the Council, as there were 6 people standing for 5 seats) to set out the forthcoming meetings and in particular the key dates regarding the informal meeting on Thursday 11 May, Mayor Choosing on 18 May and the Adjourned Council Meeting on 25 May. This was to ensure that new Councillors were engaged early on. This letter to also be sent to the Councillors elect in the uncontested St. Leonard's and St. Mary's Wards.

This information was noted by Committee.

FSPM/2017/40

**To consider and, if appropriate, pass for payment the Schedule of Accounts for April 2017**

The Schedule of Accounts for February 2017 was approved and passed for signing from cheque no. 124030 to 124040 in the sum of £112,397.16.

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