

MINUTES of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 19 June 2014 at 6:30 p.m. in the Shire House Suite, Bodmin.

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

IN ATTENDANCE: Mr P O'Callaghan (Town Clerk), Mrs A Banks (Responsible Finance Officer) and Ms H Stevens (Committee Clerk).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES

The Chairman welcomed Councillor S H Kinsman to her first Committee meeting as a new Member of Bodmin Town Council.

The Chairman congratulated Councillor P L G Skea on his recent award which recognised his efforts as a disability rights campaigner and for which he has been named on the Association of College's Roll of Honour after he was nominated by the National Star College in Cheltenham.

Councillor P Kerridge acknowledged the contribution of Councillor P L G Skea's mother, Mrs Marjorie Skea, in assisting Councillor P L G Skea in his work as a disability rights campaigner and recommended that this Council pay tribute to her in the form of a letter.

FSPM/2014/42 Election of Vice Chairman

Councillor K W Stubbs was elected as Vice-Chairman of this Committee.

FSPM/2014/43 Public Representation Session – There were no members of the public present.

FSPM/2014/44 Declarations of Interest – Members to declare interests in respect of any item on the agenda - No declarations of interest were made.

FSPM/2014/45 Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 17 April 2014 - (copy enclosed)

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

FSPM/2014/46 Correspondence:

(a) E-mail received from Mr P Brock dated 5 June 2014 requesting the use of the Crest of King Athelstan for new signage for the Bodmin Bowls Club – (copy enclosed);

Following discussion it was to **AGREED** to **RECOMMEND** that the Bodmin Bowls club be granted the use of the Crest of King Athelstan (Town Crest) for the purposes of incorporation into their logo in producing new signage.

(b) Letter received from Ms Nicola Hawkins, Trust & Grants Fundraiser, Merlin MS Centre dated 6 June 2014 requesting grant funding – (copy enclosed);

Following discussion it was **AGREED** to **RECOMMEND** that Officers respond to the Trust & Grants Fundraiser of the Merlin MS Centre, advising that given the

current financial climate facing local councils, the Council is unable to make a financial donation to the charity but may be able to offer a form of 'help in kind', such as room hire for a fundraising event.

It was further **AGREED** to **RECOMMEND** that the Town Clerk be given delegated authority in consultation with the Chairman of FS&PM to consider and respond to future requests received from charities where they are requesting funding, with referral to Council if deemed necessary.

(c) Any item of correspondence that the Chairman considers appropriate

There were no other items of correspondence.

FSPM/2014/47 **Risk Management Update – report from Accounts Technician (CA) – (copy enclosed)**

Councillor L G J Kennedy recommended that the 'Risk of Reputation' be included within the document and Officers responded that this would be considered as part of the planned review of Strategic and Corporate risks which the Town Clerk and DCE were currently working on.

Councillor M E Dominey enquired in relation to the 'Barrier Placement' and it was confirmed by Officers that this item was included following a recommendation from Zurich and which concerned risks associated with a specific type of gate.

Following discussion it was **AGREED** to **RECOMMEND** to note the information contained within the report as set out.

It was further **AGREED** to **RECOMMEND** that due to staffing resource issues, the next review meeting of the Risk Management Priorities would be scheduled for October 2014. It was further **AGREED** to **RECOMMEND** that any issues of immediate concern be raised at the Project Prioritisation meetings scheduled before that date.

FSPM/2014/48 **To receive Draft Statement of Accounts for the Year Ending 31 March 2014 – RFO to report**

The RFO circulated the Draft Statement of Accounts for the year ending 31 March 2014.

The document was reviewed on a page-by-page basis with the RFO identifying significant variances and key points.

The RFO circulated the document detailing the Reserves for the financial year ending 31 March 2014.

Following discussion it was **AGREED** to **RECOMMEND** agreement for the revised policy with respect to allocating interest to reserves and that interest is no longer allocated to capital and earmarked reserves, with the exception of the Museum reserve as they have their own separate bank account.

Following discussion it was **AGREED** to **RECOMMEND** to the Special Council Meeting to be held immediately following this meeting, that the movements in Reserves for the year ending 31 March 2014 be adopted.

It was further **AGREED** to **RECOMMEND** to the Special Council Meeting to be held immediately following this meeting that the Draft Statement of Accounts for the year ending 31 March 2014 be adopted.

FSPM/2014/49 **Summary of Investments Made In the Financial Year 2013/14 – (copy enclosed)**

The RFO reported that the Council received £19,345.30 in interest on its investments in the HSBC money market and the HSBC fixed income scheme.

The Fixed Income Scheme had a net income of £9,991.74 against the budget of £7,500.00 which the RFO commented was a good return considering the erosion in capital.

The RFO advised that the revised Treasury Management and Investment Strategy will be prepared and itemised for consideration at the FS&PM meeting on 21 August 2014 to seek Council's approval to move into equities.

This information was noted by the Committee.

FSPM/2014/50 **To consider a donation to St Petroc's Church for the Mayor Choosing event (item deferred from Adjourned Council Meeting held 21 May 2014 (Item C/2014/92 previously refers)) – Town Clerk to report**

Following discussion and a vote taken, it was **AGREED** to **RECOMMEND** a donation of £350 to St Petroc's Church for hosting the Mayor Choosing Ceremony 2014.

It was noted that Councillor K W Stubbs abstained from this voting on this item.

FSPM/2014/51 **Update on Appraisals and to consider a request for further training to include: 'Having difficult conversations' and 'Equality and Diversity' – RFO to report**

Following the recent introduction of the Council's Appraisal system and associated training, the RFO reported that the majority of appraisals had been completed and feedback which had been received had suggested that the system was working well with suggestions for improvement adopted.

Following consultation with ACAS and to further support managers with this process, the RFO put forward a recommendation to provide an in house training session facilitated by ACAS and concerning 'Having Difficult Conversations' at a cost of £835.00. This was considered the most cost effective option and would be attended by all Managers.

In response to a query from Councillor S H Kinsman, the RFO advised that it had not been considered necessary to seek other training providers in this instance. ACAS had recently provided some excellent and related training and the trainer facilitating the event was considered competent and able to meet the training needs. In addition the total cost was not considered high.

The RFO put forward a further recommendation for all staff to receive 'Equality and Diversity' training at a cost of £520 for x2 half day sessions. This followed a recommendation received at a recent employment seminar and which would

minimise the council's risk of future claims.

The RFO explained that once staff have received the Equality and Diversity training, they then hold individual liability and as such any potential claims would be directly against staff and not the Council.

Following discussion it was **AGREED** to **RECOMMEND** approval of the expenditure for the ACAS training courses as detailed above, at a total cost of £1,875.00 which would be taken from the training budget.

It was further **AGREED** to **RECOMMEND** that it be made clear to staff attending the Equality and Diversity event, that once they have received the appropriate training, they are personally accountable for their actions and any legal claims made against them.

It was further **AGREED** to **RECOMMEND** that Equality and Diversity Training would be offered for Council Members and in this regard, Officers would e-mail out to check availability before arranging a suitable date.

It was further **AGREED** to **RECOMMEND** that the Car-Park Inspector be included within the training for 'Having Difficult Conversations' in recognition of the duties involved within the role.

FSPM/2014/52 **To approve the expenditure for the annual maintenance of x2 public use defibrillators (item deferred from Adjourned Council Meeting held 21 May 2014 (item C/2014/71 previously refers))– Town Clerk to report**

Following discussion it was **AGREED** to **RECOMMEND** approval of the associated expenditure relating to the annual maintenance of x2 public access defibrillators at an annual cost of £600.00 (£300.00 per unit) and that this expenditure would be taken from contingency for this financial year and budgeted for future years.

It was further **AGREED** to **RECOMMEND** that Officers would work with the Chairman of Promotions to prepare a press release in this regard.

FSPM/2014/53 **Schedule of Monthly Accounts – June 2014**

The Schedule of Accounts for June 2014 was approved and passed for signing from cheque no.121750 to 121808 in the sum of £182,534.83.

Cheque no. 121781 - Kernock Park Plants Ltd – Various Plants – Bodmin in Bloom and Commemorative Flower Bed – The RFO advised that Officers had obtained only one quotation in relation to this purchase due to the specialist nature of the plants, the lack of an alternative supplier to deliver the quantity and variety required at this late stage and to ensure the delivery of the commemorative beds and displays for Bodmin in Bloom.

It was **AGREED** to **RECOMMEND** that delegated approval be given to the RFO to use the General Fund to fund this expenditure.

Following enquiries from Members, Officers provided assurances that staff seek out the best value pricing and quality, obtaining quotes from a variety of sources where possible.

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