

**MINUTES** of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 17 April 2014 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, P Kerridge and K W Stubbs. Councillors M E Dominey, J R Gibbs and P L G Skea were also present but did not vote, not being members of this Committee.

**IN ATTENDANCE:** Mr P O'Callaghan (Town Clerk) and Ms H Stevens (Committee Clerk).

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

The Chairman had no announcements.

Apologies had been received from Councillor L G J Kennedy.

FSPM/2014/27 **Public Representation Session** – No members of the public were present.

FSPM/2014/28 **Declarations of Interest – Members to declare interests in respect of any item on the agenda** - No declarations of interest were made.

FSPM/2014/29 **Minutes of the Finance, Staffing and Performance Management Committee Meeting held on Thursday 20 February 2014 - (copy enclosed)** – These minutes had been before Council and were acknowledged as a true record.

#### **Matter Arising:**

**Page 4 – item FSPM/2014/13 – Business Rates** – The Town Clerk advised that the Government has published a discussion paper, Administration of business rates in England, which describes the business rates system in England and how it is run.

Whilst the discussion paper deals with the administration of the current system, the Town Clerk considered that it provided an opportunity for the local council sector to press its longstanding case, that the whole system of business rates needs reforming. This would include access to the Non National Domestic Rate (NNDR) for our sector, particularly those larger town councils providing or significantly contributing to services such as Visitor Information Centres, town centre CCTV systems, Christmas Lights etc.

Following discussion it was **AGREED** to **RECOMMEND** that the Town Clerk responds to the discussion paper on the Administration of business rates in England suggesting that the whole system of business rates needs reforming to include the recommendations as detailed above.

It was further **AGREED** to **RECOMMEND** that included in the response be a reference to the business rates currently paid on Public Toilets and further recommending that rate relief be given in this regard as it would assist in keeping such facilities open.

FSPM/2014/30 **Correspondence:**  
**(a) Any item of correspondence that the Chairman considers appropriate**

There were no items of correspondence.

FSPM/2014/31 **Risk Management Update – report from Accounts Technician (CA) – (copy enclosed)**

Following discussion, it was **AGREED** to **RECOMMEND** noting the report as set out.

FSPM/2014/32 **Notification of Audit - 06 August 2014**

It was noted by the Committee that the Town Council's Audit was due to be carried out on 06 August 2014.

FSPM/2014/33 **New Local Audit Arrangements – Town Clerk to Report**

The Town Clerk advised that the Government has announced that the Local Government Association (LGA) and Chartered Institute of Public Finance and Accountancy (CIPFA) will take on some of the roles currently held by the Audit Commission when it is abolished next year.

An independent company overseen by the LGA will take on transitional responsibilities for the Audit Commission contracts, ahead of new rules requiring the local appointment of auditors (including those for local councils) which come into force in 2017. CIPFA, in an on-going role will develop the Audit Commission's counter-fraud measures in a new national Counter Fraud Centre.

This information was noted by the Committee.

FSPM/2014/34 **Mayor Choosing Arrangements – Town Clerk to report**

The Town Clerk advised that following a meeting with the Mayor Elect, a recommendation had been proposed for a more modest approach to the catering provision for the Mayor Choosing Ceremony in 2014, which included serving a selection of sandwiches, cocktail pasties, followed by splits and cake.

It was recognised that this approach would offer a significant cost saving from previous years.

It was recommended that the wine held within current Council stocks would be utilised for the ceremony and served by staff, thus not incurring any additional cost.

The Town Clerk advised that following the resolution on 19 September 2013 (item C/2013/128 refers) there was a need to approve this expenditure.

The Mayor expressed concern over introducing such a radical change and did not consider the menu appropriate. The Mayor suggested that this approach would not reflect the formality of the ceremony nor give due recognition to those attending.

Following discussion it was **AGREED** to **RECOMMEND** that Officers be given delegated authority for the following expenditure relating to the provision of food and drink for the Mayor Choosing Ceremony on 15 May 2014:

*Menu A to be ordered from Barnett Fare at a cost of £4.50 per head [for a number in the region of 100 people at a total cost of £450 plus VAT].*

It was noted that the Mayor, K W Stubbs requested that his name be recorded as voting against this motion.

It was further **AGREED** to **RECOMMEND** that the wine already held within Council's existing supplies would be utilised for the event.

It was further **AGREED** to **RECOMMEND** that the Town Clerk would provide Councillors with the date / time of the Mayor Choosing rehearsal.

### **Presentation of Honoured Burgess and Honoured Citizen Awards**

The Town Clerk advised that following a meeting held with the Mayor to discuss the arrangements for the Honoured Burgess Presentation, it was considered that the most appropriate way to proceed would be as follows:

1. the Mayor would make the presentation of the Honoured Citizen Certificate and present a small bunch of flowers to Ms Iris Podmore; followed by
2. the conference of Honoured Burgess, which would involve a speech by the Mayor, with presentation of the framed certificate; followed by
3. Retirement for robing.

The Town Clerk invited suggestions from Members in relation to an appropriate gift to be presented to Mr H G Vanderwolfe.

Following discussion it was **AGREED** to **RECOMMEND** that the Town Clerk would work together with the Mayor, Councillor P Kerridge and Mr J Vanderwolfe to prepare a suitably honouring speech for H G Vanderwolfe which would be delivered by the Mayor.

FSPM/2014/35

### **Schedule of Monthly Accounts – February 2014**

The Schedule of Accounts for April 2014 was approved and passed for signing from cheque no. 121585 to 121671 in the sum of £99,784.90.

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