

**MINUTES** of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 15 February 2018 at 6:30 p.m. in the Shire House Suite, Shire House, Bodmin.

**PRESENT:** Chairman, Councillor J Gammon, presiding; together with Councillors, P Brown, L L Frost, A M Kerridge, S H Kinsman, K J Phillips and P L G Skea. Councillor K W Stubbs was also present but did not vote, not being a member of this Committee.

**IN ATTENDANCE:** Mrs A Banks (Responsible Finance Officer (RFO)) and Mrs B Briggs (Senior Admin Assistant).

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

There were no announcements and apologies were received from Councillors P T Cooper, J A Bassett and A J Coppin.

FSPM/2018/007 **Declarations of Interest – Members to declare interests in respect of any item on the agenda**

No declarations of interest were made.

FSPM/2018/008 **Public Representation Session**

There were no members of the public in attendance.

FSPM/2018/009 **Minutes of the Finance, Staffing and Performance Management Committee Meeting held on Thursday 14 December 2017**

As a matter of accuracy, Councillor P Brown noted that he had been in attendance at this meeting.

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

FSPM/2018/010 **Minutes of the Finance, Staffing and Performance Management Committee (Budget) Meeting held on Thursday 4 January 2018**

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

FSPM/2018/011 **Any item of correspondence that the Chairman considers appropriate**

There were no items of correspondence for consideration.

FSPM/2018/012 **External Audit**

The RFO reported that to date no external audit had been received.

FSPM/2018/013 **Shire House**

**a) Hire Charges – RFO report**

The RFO's report was circulated with the agenda, and outlined the need for Council to advise as to whether the hire charges should be increased on 1 April 2018 for 2018/19. The charges have not been increased since 2015 and the RFO's recommendation was not to

increase once again for this year, pending a review of the properties' services, facilities and charges.

Following discussion, it was **AGREED to RECOMMEND** not to increase the Shire House Suite and Shire Hall hire charges for 2018/19.

**b) Letter from Bodmin & District Age Concern treasurer**

A letter, circulated with the agenda, had been received from the Treasurer of BDAC requesting that the hire charges for the Shire House Suite not be increased.

It was hoped that the decision by Members not to increase the charges for 2018/19 would please the BDAC Treasurer and it was **AGREED** that the RFO would respond to the letter advising of this decision, also noting that charges have not increased since 2015.

**FSPM/2018/014 Treasury Management Strategy and Annual Investment Strategy**

A copy of the strategy document was circulated with the agenda. The RFO noted that the Councillors are yet to receive training relating to this document. It had been scheduled for 6 March 2018 but the company providing the training had unfortunately had to postpone and the RFO was awaiting revised dates. Once Members have been through this training, the RFO suggested that they may wish to review the investments and decide how to move forward, but the training is required before this can be undertaken.

The strategy document requires approval each year, and the RFO noted that, once the training has been completed, Members may wish to review and update the document.

The RFO noted that, in the circulated document, the changes were to update the year, and under item 2.6 that she had added some additional detail regarding the dates previous movement of investments had been made.

Following discussion, it was **AGREED to RECOMMEND** adoption of the amended Treasury Management and Annual Investment Strategy document with an amended copy to be annexed to these Minutes for circulation.

**FSPM/2018/015 Credit Management Code of Practice**

A copy of the Code of Practice document was circulated with the agenda. The RFO reported that the only change to this document was to update the dates to the current year and that this document was still current and the Council was adhering to it.

Following discussion, it was **AGREED to RECOMMEND** adoption of the amended Credit Management Code of Practice document with an amended copy to be annexed to these Minutes for circulation.

**FSPM/2018/016 Year to date Budget 31 December 2017**

The budget reports were circulated with the agenda. The RFO reported that

the January reports were not yet available as they only come in after the 11<sup>th</sup> of the month and the RFO had been on leave, having come off leave to attend the present meeting. She confirmed that they reflected the previously agreed adjustments.

The reports were noted.

FSPM/2018/017 **Risk Management Update**

The Risk Management document for FS&PM and Full Council was circulated with the agenda. The RFO noted that there were three new items added to this document that would need to be rated during the next meeting of the Risk Management Working Party.

The RFO also noted that within Full Council and FS&PM, all risks are now rated as medium or low risk which is positive. She invited Members to email her should they ever have any concerns relating to risk.

FSPM/2018/018 **To consider and, if appropriate, pass for payment the Schedule of Accounts for January 2018**

The schedule was circulated prior to the meeting.

The current situation regarding the agility trails was queried. The Chairman confirmed that they are currently in storage awaiting erection once preparation work at Berryfields has been completed. It was suggested that, once completed, the new equipment be promoted on the Council's Facebook page and website with some photos.

The fence panel hire charges relating to the Public Rooms was queried. The RFO confirmed that the Council had agreed with Merlin Cinemas to recharge for the costs associated with these panels.

The charge from Western Steeplejacks was queried as to whether this was for replacement of a single or multiple slates. The RFO confirmed that she would check and report back.

The charge by T Clarke South West Ltd for the alarm callouts was also queried. The RFO reported that this was due to a fault occurring from the requirement to disconnect the alarms during the installation of the new safes in Shire Hall. Complications relating to this disconnection resulted in a lengthy visit, plus a return visit to reset the alarms. The RFO noted that this had been necessary in order not to leave the building unalarmed.

The Schedule of Accounts for December 2017 was approved and passed for signing from payment ref 4300000564 to 4300000612 and cheque numbers 0000124138 to 0000124140 in the sum of £86,938.81.

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