

**MINUTES** of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 21 June 2018 at 6:30 p.m. in the Shire House Suite, Shire House, Bodmin.

**PRESENT:** Chairman, Councillor A M Kerridge, presiding; together with Councillors P Brown (left at 8.05 p.m. and from item FSPM/2018/063), P T Cooper, L L Frost, J Gammon, S H Kinsman, P L G Skea and K W Stubbs..

Councillors E M Ahearn (arrived at 7.56 p.m. and from item FSPM/2018/59 (b)), J A Bassett, J P Cooper, J R Gibbs (arrived at 6.34 p.m. and from item FSPM/2018/054) and L F Sanders 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 Mrs B Briggs (Senior Administration Assistant)

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

Councillor Kerridge had no announcements and apologies had been received from Councillor A J Coppin.

#### **FSPM/2018/051 Declarations of Interest**

There were no declarations of interest.

#### **FSPM/2018/052 Election of Vice Chairman**

Councillor J Gammon was elected as Vice Chairman of this Committee.

#### **FSPM/2018/053 Public Representation Session**

There were no members of the public present.

#### **FSPM/2018/054 Minutes of the Finance, Staffing and Performance Management Committee Meeting held on Thursday 19 April 2018**

The Minutes of the Finance, Staffing and Performance Management Committee Meeting held on Thursday 19 April 2018 were approved and passed for signing.

Councillor J Gibbs arrived at 6.34 p.m.

#### **FSPM/2018/055 Correspondence:**

##### **a) Email regarding St Petroc's Church Floodlights**

A copy of the email was circulated with the agenda.

The Town Clerk reported that the church are seeking support towards the cost of replacing their floodlights. It had been discussed at a recent Christmas lights meeting that, in conjunction with the floodlight replacement, the church were exploring the option of projecting images onto the church as part of the WWI centenary celebrations. But it was clarified that this current request was for support with the new lights more generally.

The Town Clerk noted that this did not fall under the Council's responsibilities under s215 of the local government act 1972, but that if

Committee was minded to support a contribution, they could do so under the s137 LGA 1972 or s111 LGA 1972.

Following discussion, it was **AGREED** to **RECOMMEND** making a contribution of £100.00 to the church to assist in the purchase and commissioning of new floodlights.

**b) Any item of correspondence that the Chairman considers appropriate.**

There were no items of correspondence for consideration.

FSPM/2018/056 **To consider and agree the Annual Governance Statement 2017/18 – RFO to report**

A copy of the Annual Governance Statement 2017/18 was circulated with the agenda.

The document was reviewed on a page-by-page basis with the RFO talking Members through the document and answering questions. The RFO confirmed that the document must be approved in two parts and that it has been signed off by the auditors.

Following discussion, it was **AGREED** to **RECOMMEND** to the Special Council Meeting to be held immediately following this meeting that the Annual Governance Statement for the year ending 31 March 2018 be adopted.

FSPM/2018/057 **To receive the Draft Accounting Statements for the Year Ending 31 March 2018 – RFO to report**

The Draft Accounting Statements for the year ending 31 March 2018 were circulated with the agenda.

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

The RFO noted that the auditor was interested to receive information on variances over 15% but that she had provided members with a more detailed breakdown for their information.

The Town Clerk wished to note his thanks to the RFO for all her hard work in preparing for year-end as these fairly brief statements did little justice to the behind the scenes number crunching work.

**a) General reserves**

A copy of the general reserves was circulated with the agenda.

The RFO confirmed that these would be adjusted in line with any amendments made to the earmarked reserves below.

She also noted that the calculation for the total on this document was incorrect, and that the total was double what it should be. The RFO advised that the correct figure was £1,374,070.89.

## b) Earmarked reserves

A copy of the earmarked reserves was circulated with the agenda. The RFO noted that, if a project within the earmarked reserves was no longer going to go ahead, the money would be moved into general reserves. The Town Clerk commented that a finalised set of objectives would be useful in reviewing the earmarked funds. The Chairman responded that once the objectives had been agreed, it would be prudent to look at the list of earmarked reserves again.

Following discussion, it was **AGREED** to **RECOMMEND** the following changes to the earmarked reserves:

- Remove £1,000.00 for Access Gate to Priory Meadow as this work had now been carried out by Cornwall Council as part of the Growth Deal;
- Reduce Information Centre Replacement DMS System from £7,000.00 to £1,000.00 due to the decision to no longer provide accommodation booking as part of new Council website. It was agreed to leave £1,000.00 in order to consider provision of publicly accessible tablets equipped with internet access when accommodation booking was no longer being offered.
- Remove £9,000.00 for Shire Hall PCI Compliance Work as it was not considered justifiable that online sales would generate enough revenue to justify this expense.
- Reduce Election fund from £15,000.00 to £5,000.00 due to costs of elections coming in at less than expected. It was agreed to keep a reduced figure in case of a by-election, or for use in the next election without risking increase in precept to cover these costs nearer the time.
- Remove £4,080.00 for building of new website due to this being paid from the Devolution Fund.
- Parks staffing underspend – remove total balance of £10,481.00.

## c) Bank reconciliation

A copy of the bank reconciliation was circulated with the agenda.

Following discussion, it was **AGREED** to **RECOMMEND** to the Special Council Meeting to be held immediately following this meeting, that the Transfers to and from Reserves for the year end 31 March 2018 be adopted.

It was further **AGREED** to **RECOMMEND** to the Special Council Meeting to be held immediately following this meeting that the Draft Accounting Statements for the year ending 31 March 2018 be adopted.

## FSPM/2018/058 Appointment of Mace Bearer

The Town Clerk reported that, due to the unexpected and untimely passing of Mace Bearer Ken Pearce, Mr P Wrixon had been offered the position on an interim basis at short notice for Mayor Choosing on 17 May, having supported the Council previously with deputising duties for both the former Town Crier and as a Mace Bearer. It was noted that Mr Wrixon had been on reserve for a number of years, but it was acknowledged that Members may have other

candidates.

Following discussion, it was **AGREED** to **RECOMMEND** offering the role of Mace Bearer to Mr P Wrixon.

## FSPM/2018/059 **Hire Charges Working Party**

### **a) Overview of charges**

The Town Clerk reported that there had been a query relating to the validity of a decision taken by Full Council at its meeting on 24 May 2018, relating to the recommendation from the FS&PM Committee regarding hire charges, and that the discussion, as minuted at the meeting on 24 May was held in contravention to Standing Orders.

The Town Clerk clarified that this query was not related to the accuracy of the minutes but that Council had issue with the recommendation arising from those minutes. He explained that the FS&PM Committee only has delegated authority for matters relating to the monthly payment schedule and staffing issues and that all other items are on an 'agree to recommend' basis, giving Council the ability to either approve those recommendations at their next Full Council meeting, or to take other action.

Therefore, should Council not have been supportive of the recommendation regarding hire charges, a clearer route would have been to refer the matter back to Committee for further discussion. However in this case the Town Clerk appreciated that Council were mindful of summer bookings and therefore opted to move to a different set of hire charges which were voted on and agreed at the meeting on 24 May.

Having consulted with both a fellow Clerk to a large Town Council, and with the Executive Offer at CALC, the responses were that there was no overriding issue with the Council's decision making but that, for clarity, the item should be re-itemised on the next Full Council agenda on 19 July.

The Town Clerk explained that the alternative would be to consider a rescission of the previous resolution and explained that this would require 9 members providing a written notice as a special resolution to Full Council. The matter would then be re-itemised on the agenda for further discussion and voting. He pointed out that, in this scenario, Council would need to consider what to do about hire charges in the interim until a future vote was held.

Following discussion, it was **AGREED** to **RECOMMEND** that the hire charges, as voted on and agreed at the Full Council meeting, be adopted and noted at the next Full Council meeting on 19 July 2018.

Councillor E M Ahearn arrived at 7.56 p.m.

### **b) Notes from Hire Charges Working Party meeting held on 24 April 2018**

A copy of the notes was circulated with the agenda.

The RFO outlined that the key point was on page 4 of the meeting notes,

regarding the proposal not to increase hire charges for the Shire House meeting rooms until the required works are carried out. She noted that the Working Party are keen to maximise the rental potential of the rooms in the rest of the building, allowing Council to offer the Shire House Suite at lower cost for community use. She also highlighted that the Working Party is keen to progress the works in order that the building be fit for purpose.

The RFO reported that the repairs to the roof of Shire House had been on Contracts Finder and the quotations were being checked by RTP surveyors for compliance with the necessary regulations. A report would be brought before Council on 19 July.

The RFO then reported on the Shire House heating system, and that there would be a report going to the Properties Committee meeting on 28 June regarding timelines and progressing this work. She noted that Aston Reef Consultant Engineers would have documents back to Council by the end of June for putting on Contracts Finder.

Following discussion, it was **AGREED** to **RECOMMEND** adopting the recommendations of the Hire Charges Working Party not to increase Shire House Suite hire charges until necessary works are complete.

It was further **AGREED** to **RECOMMEND** continuing to progress the procurement issues as outlined in the report, including the Chairman of the Properties Committee in any future meetings.

#### FSPM/2018/060 **Investment report**

The RFO reported on the HSBC Fixed Income Scheme, noting that the estimate previously received for estimated quarterly income the third quarter was incorrect and therefore actual interest received by Council to 31 March 2019 was £24,182.88, a reduction of £329.49 compared to the previous figures provided at the FS&PM Committee meeting on 19 April 2018.

She also reported that the cost of this service was estimated at £7,300.00, giving a net profit of £16,882.88 on the investment of £650,000.00.

#### FSPM/2018/061 **Year to date budget to 31 May 2018**

A copy of the budget was circulated with the agenda.

The RFO reported on the notable variances in the report. For Shire Hall:

- Property alterations related to budgeted works for the repairs/refurbishment of the back cells
- The interest on the loan is paid in certain months (the budget has been adjusted)
- Large Expenditure Items related to funds to be transferred to reserves (the budget has been adjusted)

For Shire House:

- Hirings have exceeded the budget in April and May
- Salaries were under budget as we are yet to recruit a part time caretaker for evenings/cleaning of the complex

- Large Expenditure Items relates to refurbishment of the Complex

For the Court Room Experience:

- Subscription is paid as an annual lump sum (the budget has been adjusted)

#### FSPM/2018/062 **Shire House Suite water leak**

The Town Clerk reported that a water leak had been discovered following routine inspection works by South West Water (SWW) in St Nicholas Street, where there is a stop tap to Shire house located in the footpath.

SWW informed the Parks Manager, who contacted Pipeworx Ltd to attend and detect the leak and carry out necessary works. The leak was detected in an area at the back of the Shire House Suite bar area, and repairs were carried out at a cost of £499.38 plus VAT, which was considered excellent value for the works completed.

The Town Clerk also noted that there will need to be further investigation relating to the potential financial impact of the leak, which has been reported to SWW, as the meter readings appear very low and there is a question as to whether the Shire House Suite has historically been receiving an unmetered supply.

#### FSPM/2018/063 **Bodmin Town Council Parking Order**

A report was circulated with the agenda.

The Town Clerk reported that this item related to a query from the new Chamber of Commerce as to whether the Council could offer an hour's free parking in Priory Car Park. He outlined that 8.00 – 9.00 a.m. is currently free of charge throughout Priory Car Park, and charges are only enforced until 4.00 p.m. in Priory 1 Car Park (shoppers car park) and 3.00 p.m. in Priory 2 Car Park (long stay parking). Therefore, in essence the Council are already offering 1-2 hours of free parking during standard retail opening times.

The Town Clerk advised that, should Council wish to make changes to parking charges, a change to the Parking Order would be necessary and may require rescinding the previous amendment to introduce new times. He also advised that this would require software updates to the ticketing machines and may prove complex to enforce.

It was suggested that an attractive alternative to changing parking charges would be the possibility of offering a free day's parking for Christmas shoppers in December.

Following discussion, it was **AGREED** to **RECOMMEND** keeping parking charges in Priory Car Park as they currently stand.

#### FSPM/2018/064 **Risk Management update**

The RFO noted that the key high risk items were the need to finalise the objectives and match them to staff capacity, the loss of key Officers and the need to replace them, the feasibility of relocating staff to be reported on at Full Council meeting on 19 July) and progression of the Skate Park project.

As an update on the Skate Park project, the RFO reported that an expression of interest was currently on Contracts Finder.

FSPM/2018/065 **To consider and, if appropriate, pass for payment the Schedule of Accounts for June 2018**

A copy of the schedule was circulate prior to the meeting.

The RFO noted that there was one additional payment to those on the schedule circulated to members but that it was included on the signature copy for approval. This payment was for £1,250.00 to Hudson Accounting the Council's internal Auditors.

The Schedule of Accounts for June 2018 was approved and passed for signing from payment ref 4300000801 to 4300000855 and cheque numbers 0000124147 to 0000124149 in the sum of £78,013.08.

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