

MINUTES of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 13 December 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, P T Cooper, L L Frost, S H Kinsman, P L G Skea and K W Stubbs.

Councillors J P Cooper (left at 7.07 p.m. and from item FSPM/2018/126) and D A Henderson 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 (RFO)) and Mrs B Briggs (Senior Administration Assistant)

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES

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

Councillors J P Cooper and L L Frost noted that they would need to leave the meeting early.

FSPM/2018/119 Declarations of Interest

L L Frost declared a Non-Registerable Interest in item FSPM/2018/137(a) due to social connection to the member of staff.

FSPM/2018/120 Public Representation Session

There were no members of the public present.

FSPM/2018/121 Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 18 October 2018

It was noted that the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 18 October 2018 had been before Full Council on 15 November 2018 and they were acknowledged as a true record.

FSPM/2018/122 Correspondence

a) Email from Bodmin Youth Football Club (BYFC) regarding Priory Car Park car boot sale income

A copy of the email from BYFC was circulated with the agenda.

The Town Clerk reported that the commission of 20% of the gross income from the events relates to an adjustment, made in April 2013, to the long-standing arrangement between the Council and BYFC when it was reduced by the Council from 30% of gross takings down to 20% due to BYFC reporting at that time that income from the events was reducing.

The Town Clerk reported that, since around 2012, the Club have reported problems with reduction in popularity of the car boot sales, with more competition locally.

The RFO reported BYFC's income for the previous two years. In 2016/17 the club took £1,197 (with commission of £239.40 payable) and in 2017/18 they took £657 (with commission of £131.40 payable). After paying insurance costs and commission, BYFC had reported that they would be

left with a profit of £160 from these events at the end of 2017/18.

There was a discussion around the wish for the Town Council to support the club, whilst also being mindful of the need to be fair and equitable to other organisations and community groups using Council property for their events. Also to be considered was the previous decisions made by the Council to refuse requests for free of charge use. Members appreciated that the car boot sales offer BYFC an income stream and felt that BYFC provides a vital service to the local community and therefore wanted to ensure its ability to continue into the future by assisting with reducing the cost to the club of running these fundraising events.

Following discussion, it was **AGREED** to **RECOMMEND** reducing the commission paid to the Town Council by BYFC from 20% to 10%, effective for the 2017/18 and 2018/19 financial years. This agreement is made on the understanding that BYFC ensure all refuse is removed from the site following each event, and that the Council reserves the right to recharge any costs incurred by the Council for the removal of refuse.

Councillor P Brown voted against this decision.

b) Any other important item of correspondence which the Mayor considers appropriate

There were no further items of correspondence to consider.

FSPM/2018/123 Update on BTC Objectives (copy report enclosed), to include:

a) To locate all office-based staff within Shire Hall

The Town Clerk reported that listed building consent application PA18/09144, for the fixing of intumescent strips to the 5 existing doors and various other internal works, had a determination deadline of 26 December. As previously reported, the Historic Environment Planning Team at Cornwall Council had concerns relating to the floor boxes to support office work and their view is that this should be reconsidered given the potential loss of important historic fabric of the building.

The RFO updated Members that she had responded to the Team's concerns with a proposal that, for all desks located around the outside of the room, she was happy to have sockets on the skirting but that, for the desks in the middle of room, it was important to have six floor boxes as any alternative would take away storage space in the desks, meaning wall space would need to be utilised. So by installing six floor boxes, the walls would be protected. She reported that the Team had responded positively to this suggested amendment, which the RFO has submitted.

b) To undertake a staffing review to ensure sufficient capacity and capability to deliver agreed objectives

The Town Clerk updated to advise that four letters had been sent out seeking quotations from companies for the initial stage of the review and he had received two expressions of interest to date. The matter would be reported further in due course when more information was available.

FSPM/2018/124 **Interim Internal Audit Report**

A copy of the audit report was circulated with the agenda.

This report was noted.

FSPM/2018/125 **Annual Governance and Accountability for Smaller Authorities in England – Internal Audit Recommendations – Assertions 1 and 2**

A copy of the recommendations was circulated prior to the meeting.

The RFO outlined that the Council has historically relied on the internal and external audits but that, as Members were accountable, it was necessary for them to be more involved in the process going forward. She noted that working through the recommendations from the internal auditor was a lengthy process but felt that, as Members are responsible and accountable, it was important for them to have all the available information. She noted that there were eight assertions in all that she would report on and that she had now completed assertions 1 and 2, as set out in her report.

The RFO reported that two Members would be required to review the assertions on a monthly basis. She recommended that the Chair of FS&PM Committee be included in this review each month and that the rest of the FS&PM Committee Members take part on a rota basis. This would mean that each member of the Committee was able to build up a knowledge of the requirements they were, as a Council, responsible for.

Following discussion, it was **AGREED** to **RECOMMEND** that the RFO implement monthly meetings with the Chair of FS&PM and one other Member on a rotational basis.

FSPM/2018/126 **CCTV – To authorise the Town Clerk to sign the Grant Agreement paperwork from the office of the Police and Crime Commissioner (PCC) for Cornwall to progress the grant for CCTV funding to achieve a workstation in the Bodmin Police Hub**

The Town Clerk provided some background information in that, at the Office of the Police and Crime Commissioner meeting held on 22 January 2018, the PCC's Management Board had offered the Town Council a contribution of 75% of the capital costs of installing a workstation (£12,088.10) at the Police Hub subject to the grant funding terms and conditions.

The Town Clerk reported that the terms and conditions were received on 8 November 2018 and since then the Town Clerk has been liaising with SSE and the Police to discuss the workstation costs which required updating given the passage of time between the bill of quantities dated 24 October 2017 (£13,431.22 ex VAT) and receipt of the terms and conditions. This included costs associated with an additional camera and a workstation within the police hub to assist their operational effectiveness locally. He reported that they are now in discussions regarding two additional cameras, one in the vicinity of Narisa Hall and the other on Priory Road, facing up towards the Morrisons supermarket (the latter being funded by s106 contributions from the ALDI supermarket).

In terms of the Section 106 funding from ALDI, the Town Clerk reported that Cornwall Council had advised that they anticipate receipt of this funding by the end of December although at this stage the Town Clerk did not have the

information regarding how the Town Council draw that funding down.

The Town Clerk reported that he and the police had contacted the PCC with a request that the workstation at the Police Hub has the ability to control cameras and to review footage outside of the core monitoring hours by Cornwall Fire and Rescue Service (CFRS), rather than being view only as originally discussed, as this would add significant operational value to policing locally. He noted that the downloading of data would remain within the control of CFRS. He felt it likely that the PCC would be in support of this request, noting that Falmouth operate a similar model.

There was consensus among Members that this would be a positive step.

Following discussion, it was **AGREED to RECOMMEND** that the Town Clerk be authorised to sign the Grant Agreement paperwork from the office of the Police and Crime Commissioner.

Councillor J P Cooper left the meeting at 7.07 p.m.

FSPM/2018/127 **Year to date budget 31 October 2018 – RFO to report on variances**

A copy of the year to date budget was circulated with the agenda.

The RFO reported on the notable variances in the report as follows:

For Shire Hall:

- Computer Software Support – it was noted that this related to the works carried out by Hutton & Rostron (minute ref PP/2018/54 refers) which had now been completed and the invoice was to follow. The RFO noted that this item would be reported to a future Properties Committee meeting.
- Energy Costs – Electricity – it was noted that this variance is due to the invoice being received quarterly whereas payment is made by monthly direct debit.
- Property Repairs & Maintenance – it was noted that this cost related to the replacement of the outside rear door to Shire Hall. The RFO confirmed that she would follow up with the Information Officer – RFO to check with Wendy
- Property Alterations – it was noted that this budget, for refurbishment of the former holding cells, had not been spent as the work had not progressed due to the fact this piece of work is not one of Council's agreed key projects at the current time.
- Large Expenditure Items – it was noted that this sum is transferred into reserves at the end of each financial year and allocated to the Shire Hall repayment fund.

Shire House:

- Hirings – it was noted that income was over budget due to the busier period of the year already having taken place. The RFO noted that the last two months of the year were generally quieter in terms of bookings.
- Wages – it was noted that there was a saving due to the fact that the budgeted part time evening caretaker position is vacant. It was noted that this saving balanced out against the cost of agency staff currently engaged, costs for which can be seen under Agency Staff.
- Property alterations – it was noted that this cost was for the professional fees for drawing up plans for the new Shire House heating system.
- Equipment Repairs & Maintenance – it was noted that this cost related to

repairs to the boiler and the leaking roof.

- Large Expenditure Items – it was noted that the £30,000.00 in the budget is money reserved for the replacement heating system.

Court 1 – Living Museum Experience:

- Court 1 Experience – Charlotte – it was noted that the majority of income is achieved during the summer months.

The Information Centre:

- Equipment Servicing contract – it was noted that this variance was due to the service not having been carried out to date.
- Accommodation List Advertising – it was noted that this income was no longer expected as the Council had made the decision to discontinue this list.
- Books, Maps & Booklets – it was noted that this variance was due to a change in reporting these sales as gross, rather than net as reported previously.

FSPM/2018/128 HSBC Premier Discretionary Management Service Portfolio Statement – 1 July to 30 September 2018

A copy of the statement was circulated with the agenda.

This statement was noted.

FSPM/2018/129 Risk Management Update

A copy was circulated with the agenda.

The Town Clerk noted that the highest risk items on the report all related to staff workload. He commented that the new Executive Support Officer starting in January should help to alleviate some of the committee administrative burden but that given the number of projects, staff are currently operating at capacity.

Councillor P T Cooper raised the issue of there being no members of staff on-call outside offices hours and that he didn't feel the Council should be relying on the goodwill of staff in these situations. He commented that he would like to see this matter added to the risk register and a solution discussed as part of the staffing review.

The RFO confirmed that this could be added to the risk register when it is next reviewed.

FSPM/2018/130 To note the closure of the Council Offices for Christmas from the close of business on 24 December 2018 to 1 January 2019

These dates of closure were noted.

FSPM/2018/131 To consider and, if appropriate, pass for payment the Schedule of Accounts for December

Payment reference 4300001167 – Work to unblock St Petroc's well – the nature of the blockage was queried, with the Town Clerk responding that he had raised this matter at a meeting he had attended earlier in the day regarding the Bodmin Growth Deal Review. He confirmed that the Well does not fall under the Town Council's responsibility but that they had addressed the issue on this occasion on

a without prejudice basis to minimise the disruption and risk to road users. The issue appeared to have been caused by compacted silt blocking the flow of water. Members supported this course of action.

The Town Clerk reported that staff were in discussion with Cormac to address the issue in the longer term and that he would update Members in due course.

Councillor L L Frost commented that he would ask the Cornwall Council litter picker if he might be willing to check the Well should his schedule and working hours allow, and clear any detritus in order to minimise potential flooding issues in future.

Payment reference 4300001197 – Collection and delivery of Christmas tree – Councillors P Brown queried the cost of transporting the tree and requested that the source and transportation of the tree is reviewed for next Christmas.

The Schedule of Accounts for December 2018 was approved and passed for signing from payment ref 4300001154 to 430001210 and cheque number 0000124172 in the sum of £95,313.10.

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