

**MINUTES** of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 20 June 2019 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin

**PRESENT:** Councillor, J P Cooper presiding, together with Councillors E M Ahearn, J A Bassett, J P Cooper, L L Frost, A M Kerridge, S H Kinsman and K J Phillips.

Councillors J Gammon and K W Stubbs were in attendance but did not vote, not being members of this committee.

**IN ATTENDANCE:** Mr S Facer (Town Clerk), Mrs A Banks (Responsible Finance Officer (RFO)), Mr P Martin (Executive Support Officer (ESO)) and Mrs B Briggs (Senior Admin Assistant (SAA)).

**CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:**

Apologies had been received from Councillors P T Cooper and D A Henderson. As Councillor P T Cooper (Chairman, FSPM) was not in attendance at this meeting, the Mayor assumed the Chair for agenda items 1,2 and 3.

		Action	Date
FSPM/2019/048	<p><b>Public Representation Session</b></p> <p>There were no members of the public present.</p>		
FSPM/2019/049	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>		
FSPM/2019/050	<p><b>Election of Finance, Staffing &amp; Performance Management Committee Vice-Chairman</b></p> <p>Councillor A M Kerridge was unanimously elected as Vice Chairman and assumed the Chair, thanking the Mayor for overseeing the previous three items of business.</p>		
FSPM/2019/051	<p><b>To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 18 April 2019</b></p> <p>A copy of the minutes was circulated with the agenda.</p> <p>The Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 18 April 2019 were approved and passed for signing.</p>		
FSPM/2019/052	<p><b>Terms of Reference for the Finance, Staffing &amp; Performance Management Committee</b></p> <p>A copy of the Terms of Reference was circulated with the agenda.</p> <p>The Terms of Reference were adopted for the forthcoming year.</p>		

FSPM/2019/053	<p><b>West Cornwall CCTV Management Group – to appoint a representative</b></p> <p>It was <b>AGREED</b> that Councillor J A Bassett be appointed as the Council’s representative to the West Cornwall CCTV Management Group. The Town Clerk advised that he would inform the West Cornwall CCTV Management Group of this new appointment.</p>	TC	21.06.19
FSPM/2019/054	<p><b>To consider and agree the Annual Governance Statement 2018/19 (page 4 on AGAR 2018/19 part 3)</b></p> <p>A copy of AGAR 2018/19 part 3 was circulated with the agenda.</p> <p>The Town Clerk noted an administrative error in that the years listed on the agenda had been incorrectly stated as 2017/18 rather than 2018/19. He noted that the agenda would be annotated, and the corrections signed by the Chairman.</p> <p>The RFO noted page 3 of this document was the internal audit report. She reported that this had been signed off by the internal auditor, who was satisfied that the Council had adequate controls in place which was as good as it gets in terms of internal audit approval.</p> <p>The RFO noted that page 4 was the Annual Governance Statement which she would go through page by page for Members to consider and, if appropriate, agree.</p> <p>The RFO then went through each point individually to offer Members the option to request any clarification. She noted that point nine was not applicable.</p> <p>The RFO informed Members that they were required to agree each of the first eight points on page 4 individually, and then the statement as a whole, during the Special Council Meeting immediately following this meeting.</p>		
FSPM/2019/055	<p><b>To receive the Draft Accounting Statements for the Year Ending 31 March 2019 (page 5 on AGAR 2018/19 part 3) including:</b></p> <p>The RFO noted that there was only one variation on page 5 requiring explanation as the variation was over 15% (page 8 of the Statement refers). She reported that the reason for this variance was the 2017/18 sale of the Public Rooms and Mount Folly Toilets, as detailed on page 8 of the Statement.</p> <p><b>(a) General Reserves</b></p> <p>The RFO informed Members that this sum was detailed on line number seven on page 5 of the Statement.</p> <p><b>(b) Earmarked Reserves</b></p> <p>The RFO noted that there was a list detailing the Earmarked Reserves on page 7 of the Statement. She noted that these are for</p>		

	<p>projects which are continuing, or which the Council wishes to progress in future.</p> <p>The Chairman reminded Members that they had been through this list as part of the budget setting process at the FS&amp;PM Committee meeting on 3 January 2019.</p> <p>The RFO commented that this list had been matched against the Council's strategic aims and key objectives and that money had been allocated to some of these within earmarked reserves. She reported that she had recently transferred £190,000.00 into the Council's general reserves and recommended that it would be prudent to earmark these funds in order to help fund their objectives.</p> <p>Following discussion, it was <b>AGREED</b> to <b>RECOMMEND</b> allocation of the £190,000 reserves as follows:</p> <ul style="list-style-type: none"> <li>- Machinery Shed - £30,000.00</li> <li>- Refurbishment/Rebuild of Fair Park and Priory Park Toilets – £50,000.00</li> <li>- Staffing review – £10,000.00</li> <li>- Shire House and Suite – £30,000.00</li> <li>- New Cemetery Site – £30,000.00</li> <li>- Refurbishment of Cells – £20,000.00</li> <li>- Tour of Britain Finish Event – £10,000.00</li> <li>- Beacon Monument Maintenance – £10,000.00</li> </ul> <p>The RFO noted that the earmarked reserves would be amended and that the revised version would be submitted to the Auditor.</p> <p><b>(c) Bank reconciliation</b></p> <p>The RFO noted that the total included in line number 8 on page 5 matches the Bank Reconciliation detailed on page 9 of the Statement.</p> <p>The RFO noted that line 10 on page 5 reflected the Shire House loan.</p> <p>Members enquired as to the level of BTC reserves in comparison to the recommended minimum. The RFO responded that there is often difference between acceptable limits depending on the view of the auditor appointed by the Council but as a general rule as to what the recommended minimum should be, it is generally accepted as being between 3 months up to 12 months of revenue expenditure.</p> <p>The RFO explained that BTC's level of general reserves are not exceptionally high, but that the Council has a high level of earmarked reserves due to the number of projects the Council wishes to achieve under its ambitious set of objectives. The Town Clerk advised that some of these projects are coming to the point of being started and would be delivered in the coming months, most notably the skate park and public toilet redecoration and that the land for a new cemetery was progressing well. It was worth bearing in mind that from a local ratepayers perspective, some projects needed several years' worth of budget preparation before delivery could commence.</p>	RFO	
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	<p>The Chairman commented that the level of reserves would naturally vary over the four-year life of the current Council. She noted that the preceding two years had involved a lot of planning and decision making and that, in the next two years, the Council was looking to deliver on a number of projects and therefore a proportion of the money in reserves would be spent.</p> <p>The RFO noted that the current levels of reserves would also protect the Council against future government cuts.</p>		
FSPM/2019/056	<p><b>Summary of Investments in the Financial Year 2018/19 made by Bodmin Town Council</b></p> <p>A copy statement was circulated with the agenda.</p> <p>The RFO noted that the investment income earned was put back into general reserves.</p>		
FSPM/2019/057	<p><b>Update on BTC Key Objectives, to include: To undertake a staffing review to ensure sufficient capacity and capability to deliver agreed objectives – to note that this item will be considered at the Special Council meeting immediately following this meeting</b></p> <p>This item was noted.</p>		
FSPM/2019/058	<p><b>Museum – audio visual project – to consider and, if appropriate, approve, expenditure</b></p> <p>The RFO reported that the museum had attracted funding towards the cost of a new interactive kiosk and they are requesting permission to withdraw funds from their reserves for the remaining value. The RFO clarified that the total project cost was £4,805.00 and that a grant had been received of £1,000.00.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that the museum be given permission to withdraw £3,805.00 from their reserves to fund these project costs.</p>	RFO	
FSPM/2019/059	<p><b>Internal Audit Report</b></p> <p>A copy of the report was circulated with the agenda.</p> <p>The RFO referred to page two of the report, which stated that:</p> <p><i>“The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance &amp; Accountability Return with no qualifications, this in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.”</i></p>		

	<p>The RFO noted that the only outstanding item to follow up on was a review of the Financial Regulations.</p> <p>Members queried whether the information relating to the audit was displayed on the Council's website. The RFO confirmed that it was, and that the schedule of accounts was uploaded each month following the meeting at which it was presented to Members. Members then wondered whether it would be possible to find out how many views these documents were getting on the website and how long people were spending viewing them. The Town Clerk confirmed that the SAA would be able to investigate producing this information and would circulate to Members.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that this document be referred to the Special Council meeting immediately following this meeting for adoption.</p>	SAA	None agreed
FSPM/2019/060	<p><b>Risk management update</b></p> <p>A copy of the report was circulated with the agenda.</p> <p>This document was noted.</p>		
FSPM/2019/061	<p><b>HSBC Premier Discretionary Management Service Portfolio Statement – 1 January to 31 March 2019</b></p> <p>A copy of the report was circulated with the agenda.</p> <p>This report had been circulated for information and was noted.</p>		
FSPM/2019/062	<p><b>To consider and, if appropriate, pass for payment the Schedule of Accounts for June 2019</b></p> <p>Payment ref 4300001524 – Replacement radar locks – The Town Clerk noted that this replacement had been necessary due to vandalism. He also noted that someone with a radar key had been accessing the disabled toilet facility in Fair Park specifically to vandalise the toilet, causing repeated damage to the facility.</p> <p>Payment ref 4300001538 – Payment to Helston Town Council for ROSPA training – It was queried as to why this cost had been paid to Helston Town Council. The Town Clerk clarified that they had arranged the training and had offered BTC a spare space, for which reimbursement of the training fee was made.</p> <p>Payment ref 4300001543 – The use of Kestrel Guards for daytime events was queried. The RFO clarified that these payments were outside the core hours of the current Caretaker and were covered by the funds in the budget for the second Caretaker role which had not been fulfilled. The Chairman noted that BTC would be paying the salary of a second caretaker should they not be paying these fees to Kestrel Guards.</p>		

	<p>The RFO reminded Members that they had agreed to pay up to £1,000.00 to the Heritage &amp; Riding Day Committee. Due to the timescale of the event, the RFO requested delegated authority to pay the difference (less the costs/charges owed to BTC by the Heritage Committee).</p> <p>It was <b>AGREED</b> to permit the RFO to arrange the payment to the Heritage &amp; Riding Committee.</p> <p>The Schule of Accounts for June 2019 was approved and passed for signing from Payment Ref 4300001523 to 4300001573.</p>		
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Due to the confidential nature of the next business it was **RESOLVED** to go into Committee.  
Please see separate page.