

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Finance and General Purposes Committee held on Monday 10<sup>th</sup> September 2007 in the Council Chamber, Municipal Buildings, Falmouth at 7.00 pm.

Present: Councillors G F Evans (Chairman), K A Ayers, Mrs A J Biggins, Mrs J A Booth, G W Chin-Quee, O K Cramp (from point mentioned), Mrs M Davies, B Elliott, S D Eva, Mrs V E Eva, Ms D E Merrett, D Noakes, Mrs M Ryan, D.A. Sterratt and M A Varney.

In Attendance: A M Williams (Town Clerk)  
D Lang (Town Centre Manager)

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### **F 3504 APOLOGIES**

Apologies were received and approved from Councillor Body (work).

The Town Clerk reported correspondence from Councillor Elliot resigning from the Office of Vice-Chairman to the Committee. Councillor Elliot stated that he did not feel capable to deputise for the Chairman when required.

It was proposed by Councillor Varney, seconded by Councillor Chin-Quee and

RESOLVED that the Council be recommended to appoint Councillor Mrs V E Eva as Vice-Chairman of the Committee for the remainder of the ensuing Municipal year.

### **F 3505 INTERESTS**

None received.

### **F 3506 MINUTES**

It was proposed by Councillor Chin-Quee, seconded by Councillor Mrs Davies and

RESOLVED that Part I of the Minutes of the meeting held on 9<sup>th</sup> July 2007 be confirmed as a correct record of the proceedings and signed by the Chairman.

Councillor Cramp now entered the meeting.

### **F3507 GRANTS**

It was proposed by Councillor S D Eva, seconded by Councillor Mrs V E Eva and

RESOLVED that consideration of the application be deferred pending more information on the proposal and breakdown of other funding sources.

The letters of thanks for grant awards from Cornwall County Playing Fields Association, Falmouth School, Cornwall Air Ambulance and Falmouth Shoppers Association were duly noted.

**F3508 FORMER GPO CLOCK, THE MOOR**

The Chairman reported that the former GPO Clock, historically important and in a prominent position had not worked for some years, the leaseholder of the building on which it was affixed had advised he would contribute £1000 towards the cost of repair, estimated to be £3000.

It was proposed by Councillor Sterratt, seconded by Councillor Varney and

RESOLVED that

- (i) pursuant to Section 2 of the Parish Councils Act 1957 the Council provides funding up to £2000 from General Fund Reserves to renovate the former GPO clock subject to conditions that include the retention of the Clock in perpetuity and;
- (ii) the Town Centre Manager be requested to co-ordinate the renovation of the former GPO clock as per (i) above

**F3509 BUDGET SETTING 2008/09**

The Chairman reported that a draft budget report would be presented to the next meeting and asked Members to be cognizant of spending priorities for inclusion. This was duly noted.

**F3510 INTERNAL AUDIT REPORT**

Pursuant to Minute C3381(iii) the Town Clerk reported actions and proposals recommended arising from the Internal Audit Report.

It was proposed by Councillor S D Eva, seconded by Sterratt and

RESOLVED that

- (i) the fidelity guarantee be increased to £800,000
- (ii) capitalised items de minimus level be increased to £200
- (iii) the payment schedules be signed by the relevant cheque signatories and Responsible Finance Officer
- (iv) VAT discrepancies noted and additional scrutiny provided
- (v) low value Art Gallery stock items be written off the balance sheet
- (vi) write off debtors over twelve months due, but continue to seek recovery where appropriate
- (vii) bank reconciliations signed off by Responsible Financial Officer
- (viii) the Council continue to strive to provide required level of General Fund Reserve balance, and provide policy documentation on levels and type of reserves
- (ix) the Council determine the scope of Internal Audit in the January preceding audit
- (x) Deputy Clerk and Finance Officer to review main systems controls; and

- (xi) Administrative and Finance Assistant to formally assist with BACs Systems.

F3511 **RISK MANAGEMENT**

It was proposed by Councillor Sterratt, seconded by Ms Merrett and

RESOLVED that the attached policies be approved and adopted:  
Information Technology Policy  
Risk Management Policy  
Anti Fraud, Theft and Corruption Policy  
Risk Assessment Policy

F3512 **EMERGENCY PLANNING PROTOCOLS**

It was proposed by Councillor Mrs Davies, seconded by Varney and

RESOLVED that

- (i) the Town Council develops a Business Community Plan and request the assistance of Carrick District Council therewith;
- (ii) the County Council be requested to present to the Council current and proposed emergency planning protocols.

F3513 **VIRTUAL BOOK**

It was proposed by Councillor S D Eva, seconded by Councillor Elliott and

RESOLVED that consideration of this item be deferred for a presentation to the Council and that the Town Clerk liaises with the Curator regarding its suitability in promoting Falmouth specifically and Falmouth Art Gallery.

F3514 **DOG BINS**

The update report of the Town Clerk was duly noted.

F3515 **KIMBERLEY PARK RAILINGS**

The update report of the Town Clerk was duly noted.

F3516 **BUS SHELTERS**

It was proposed by Councillor S D Eva, seconded by Councillor Evans and

RESOLVED that

- (i) the Council in conjunction with Fernbank Advertising Ltd seek to provide bus shelters at the following sites, subject to planning and highways consents:
  - Bickland Water Road (near football club)
  - Bickland Water Road (50 metres north of junction with Davey Close)

- Trescobeas Road before school (near Union Corner)
- Trescobeas Road (next to nurseries – replacement and relocation)
- Melville Road (replace and relocate)
- Bar Road
- High Street

These to be accompanied by off-set advertising panels in Dracaena Avenue;

- (ii) Fernbank Advertising Ltd would then maintain and clean shelters at:
- Swanpool Beach
  - Falmouth Golf Club
  - Boslowick Road (junction with Messack Close)
  - Gyllyngvase Beach (outside St Michaels Hotel)
  - Middle of Old Hill
  - The Beacon (Jubilee Road)
  - Conway Road (to be confirmed); and
- (iii) the removal and re-siting of the existing shelter at Gyllyngvase Car Park by Cornwall County Council be approved;
- (iv) new shelters be provided at;
- Ships and Castles (Castle Drive)
  - Gyllyngvase Car Park (across Boscawen Road junction see (iii))
  - Treveglos Road (Golden Bank) (subject to appropriate siting)
  - Mongleath Avenue (before junction with Bosmeor Road)

**F3517 ACCOUNTS AND PETTY CASH**

It was proposed by Councillor Varney, seconded by Councillor Elliott and

RESOLVED that the accounts and petty cash schedules (attached) for July and August 2007 be approved.

**F3518 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Varney, seconded by Councillor Elliott and

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded from the meeting.