

**MINUTES OF THE POLICY, FINANCE AND RESOURCES COMMITTEE**  
**MEETING HELD IN THE GUILDHALL, HELSTON**  
**ON WEDNESDAY 10<sup>TH</sup> MARCH 2010 AT 7.00 PM**

**Councillors:** N J C Devenish (Town Mayor) in the Chair

Mrs S M E Swift  
K Reynolds

Mrs F N E Boase  
R R Pryor

M H Thomas

Cllr R J L Boase was also in attendance.

**Officers:** Mr C Dawson – Town Clerk

**475. Declarations of Interest**

The Mayor declared an interest in the Mayor's Allowance which was included in the Budget Monitoring Statement (Agenda Item 5), and advised that he would not take part in the debate or vote on that specific budget heading.

**476. Minutes**

On the proposition of Councillor Mrs Swift, seconded by Councillor Mrs Boase, it was RESOLVED – that the Minutes of the Meeting held on 14<sup>th</sup> January 2010 be approved and signed as a true record.

**477. Public Participation**

Councillor R J L Boase queried the proposed sum to be added to the Harvest Fair Ear-marked Reserve (Agenda Item 6) and was of the opinion that it should have been increased to reflect a surplus from the 2009/10 event. The Town Clerk advised that when all expenditure, including hire of the marquee and insurance, was taken into account the event ran at an overall deficit to the Council and the sum added to the Reserve was a specific grant received for the 2010/11 carnival.

**478. Budget Monitoring Statement**

Members considered the Budget Monitoring Statement to 31<sup>st</sup> January 2010. The Town Clerk answered questions following which it was proposed by Councillor Reynolds, seconded by Councillor Thomas, and unanimously

RESOLVED – that the Budget Monitoring Statement be accepted.

#### 479. Ear-marked Reserves

Consideration was given to a report by the Town Clerk regarding Ear-marked and General Reserves (previously circulated). Table 1 of the report contained the specific Ear-marked Reserves and each one was individually reviewed as follows:-

	Description	Balance at 1.4.09 £	Movement In/(Out) £	Balance at 31.3.10 £
1	Guildhall Disabled Access	24,240	(5,580) (10,000)	8,660
2	Equipment Replacement Fund	0	0	0
3	Play Equipment	11,710	0	11,710
4	Guildhall Refurbishment	12,656	(2,170)	10,486
5	Public Seating & Noticeboards	1,400	0	1,400
6	Elections	3,820	(1,070)	2,750
7	Harvest Fair	2,520	+250	2,770
8	Bosnoweth & An Henlys	39,990	(1,020)	38,970
9	Professional Fees	1,000	(1,000) +10,000	10,000
10	Town Plan	750	0	750
	<b>Total</b>	<b>98,086</b>	<b>(10,590)</b>	<b>87,496</b>

On the proposition of Councillor Reynolds, seconded by Councillor Mrs Boase, it was unanimously

RESOLVED – that

- (a) the Ear-marked Reserves be adjusted as set out, and
- (b) the 2010/11 surplus/deficit be transferred to/from General Reserves.

#### 480. Calendar of Meetings 2010/11

Members considered a report by the Town Clerk (previously circulated) that contained a draft calendar of meetings for 2010/11.

On the proposition of the Mayor, seconded by Councillor Mrs Swift, it was unanimously

RECOMMENDED – that the Calendar of Meetings 2010/11 be accepted.

**481. Internal Audit Report**

Members considered a report by the Town Clerk (previously circulated) that contained copies of the Internal Audit Reports completed by Councillors Mrs Swift and Reynolds on 13<sup>th</sup> January 2010.

There being no questions, the Mayor thanked Councillors Mrs Swift and Reynolds for their efforts and due diligence.

**482. Policy, Finance & Resources Committee and Staffing Sub-Committee Terms of Reference**

Consideration was given to a report by the Town Clerk (previously circulated) that contained draft Terms of Reference for the Staffing Sub-Committee and draft amendments to the Terms of Reference for the Policy, Finance & Resources Committee.

The Town Clerk advised that he had reconsidered the original draft and suggested some amendments. During the debate Members agreed further amendments and it was then proposed by Councillor Pryor, seconded by Councillor Thomas, and

RECOMMENDED – that the Terms of Reference for the Policy, Finance & Resources Committee and Staffing Sub-Committee, as amended during the meeting, be adopted.

**483. Review of Standing Orders and Financial Regulations**

The Town Clerk advised that he had listened to two presentations regarding the new Model Standing Orders published by NALC and was of the opinion that the re-drafting of the Council's Standing Orders would take longer than first envisaged. He then suggested that a small Working Party be created, preferably that could meet during normal working hours, to produce the draft Standing Orders document.

Following the debate it was proposed by the Mayor, seconded by Councillor Pryor, and

RESOLVED – that the Town Clerk produce a new draft set of Standing Orders and report back to the Committee.

**484. Cornwall Council Car Parking Charges Questionnaire**

Members considered a questionnaire from Cornwall Council regarding parking charges and agreed a response.

On the proposition of the Mayor, seconded by Councillor Mrs Swift, it was

RESOLVED – that the Town Clerk submit a response to the Car Parking Charges questionnaire, as agreed at the meeting.

**485. Polling Cards**

The Town Clerk advised that the by-election scheduled for 8<sup>th</sup> April 2010 would be contested and enquired whether Members required polling cards to be issued. He further advised that Cornwall Council needed the answer the following morning. In response to a suggestion by Councillor Thomas, the Town Clerk informed the Committee that, if required, polling cards had to be posted to electors by Royal Mail and could not be delivered by Members to save costs.

At the conclusion of the debate it was proposed by Councillor Thomas, seconded by Councillor Reynolds, and

RESOLVED – that Polling Cards be requested for the 8<sup>th</sup> April 2010 by-election.

**486. Exclusion of the Press and Public**

On the proposition of Councillor Mrs Swift, seconded by Councillor Mrs Boase, it was

RESOLVED – that pursuant to the provision of the Public Bodies (Admissions to meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business by reason of the confidential nature of the business to be transacted.

**487. Insurance**

Members considered a report by the Town Clerk (previously circulated). Following a brief debate it was proposed by Councillor Reynolds, seconded by Councillor Mrs Boase, and

RECOMMENDED – that the Council enter a new 3-year Agreement with WPS Insurance Brokers to provide the necessary insurance cover with Aviva.

**488. Tender Opening**

Members witnessed the tender opening for the following contracts:-

- (a) ERDF Scheme maintenance
- (b) Footpath maintenance
- (c) Works to the footpath in the Hellis Wartha play area.

**Meeting closed 9.03pm.**

**Confirmed**

**Town Mayor**