

MINUTES OF THE POLICY, FINANCE AND RESOURCES COMMITTEE MEETING
HELD IN THE GUILDHALL, HELSTON
ON TUESDAY 9TH AUGUST 2011 AT 7.00 PM

Councillors: K Reynolds in the Chair

Mrs S M E Swift

R J L Boase (Town Mayor)

Mrs V J Matthew

M H Thomas

Mrs W A Radford-Gaby

Officers: Mr C Dawson – Town Clerk
Mr R Dennery – Town Centre Manager

Councillor J P Radford-Gaby was also in attendance

175. Declarations of Interest

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

176. Minutes

On the proposition of the Mayor, seconded by Councillor Thomas, it was

RESOLVED – that the Minutes of the Meeting held on 12th July 2011 be approved and signed as a true record.

Councillors Reynolds and Mrs Radford-Gaby abstained from the vote as they had not been present at the meeting.

177. Budget Monitoring Statement

Members considered the Budget Monitoring Statement to 31st July 2011 circulated at the meeting.

Councillor Mrs Swift expressed concern that the Council's officers would not be receiving a pay award during the 2011/12 financial year. The Town Clerk confirmed that it was the third year that local government officers would remain on the same pay with no standard of living increase. Following a short discussion it was proposed by Councillor Mrs Swift, seconded by Councillor Thomas, and

RESOLVED – that the salary spinal points of the office employees be reviewed at the next Policy, Finance & Resources Committee meeting.

In relation to the Town Centre Management expenditure, Councillor Thomas and Councillor Mrs Radford-Gaby requested that the Town Clerk provide a more detailed breakdown of subscriptions and surveys respectively.

The Budget Monitoring Statement was then noted.

178. Regeneration Committee – Terms of Reference

Members considered a report by the Town Clerk (previously circulated) containing draft Terms of Reference for the Regeneration Committee.

During the debate Councillor Mrs Swift advised that she was of the opinion it should not be a committee of the Council but rather a Forum consisting of representatives of the Town Council, the Leader of Cornwall Council, the Police and businesses and so forth and requested the view of the Town Centre Manager.

The Town Centre Manager advised that the normal pattern all over the country was to form a Partnership Board with the majority from the private sector, suggesting:

2 Helston Town Councillors
1 Cornwall Councillor
1 Police Officer

Plus 5 private sector representatives
(eg, independent and national traders, residents, community groups and professions)

9 would be a manageable size.

The Town Centre Manager further advised that agreements would normally be by consensus rather than formal vote and it would be professional management as opposed to political management.

Following the detailed debate, it was proposed by the Mayor, seconded by the Chairman, and

RECOMMENDED – that the Regeneration Committee Terms of Reference, as set out in the Appendix to these Minutes, be accepted.

179. Assistant to the Town Centre Manager

Members considered a report by the Town Clerk (previously circulated) regarding the recruitment of an Assistant to the Town Centre Manager. In response to a question, the Town Centre Manager confirmed the draft Job Description met the requirements of an Assistant. The Town Clerk advised that the contract would be Fixed Term until 31st March 2016.

Following the discussion it was proposed by Councillor Mrs Matthew, seconded by the Chairman and

RESOLVED – that an Assistant to the Town Centre Manager be recruited.

It was then proposed by Councillor Mrs Swift, seconded by the Chairman, and unanimously

RESOLVED – that the Town Clerk be authorised to expend up to £1,200 from the Town Centre Management budget to advertise the Post.

Members then discussed the selection process and it was agreed that the six members of the Policy, Finance & Resources Committee jointly short-list the applicants and then three members of the Committee with the Town Clerk and Town Centre Manager form the Interview Panel.

180. Future of the Code of Conduct

Members considered an Issues Paper by the Cornwall Association of Local Councils (CALC) on the 'Future of the Code of Conduct' (previously circulated). The Town Clerk drew Members' attention to a number of issues contained in the Paper. Councillor Mrs Swift was of the opinion that the Council required a Protocol within Standing Orders and then urged Members to attend a special event being organised by CALC in September.

Following further discussion, it was proposed by Councillor Mrs Swift, seconded by the Chairman, and unanimously

RESOLVED – that a decision on including a Conduct Protocol within Standing Orders be deferred until after the CALC meeting on the subject to which all Members were encouraged to attend.

The Town Centre Manager left the meeting at 8.35pm.

181. Exclusion of the Press and Public

On the proposition of Councillor Mrs Matthew, seconded by Councillor Mrs Radford-Gaby, 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 item of business by reason of the confidential nature of the business to be transacted.

182. Office Workload

Members considered a report by the Town Clerk (previously circulated) regarding the office workload.

The Town Clerk and Councillor J P Radford-Gaby left the meeting at 8.43pm.

The Town Clerk returned to the meeting at 9.05pm.

On the proposition of the Chairman, seconded by Councillor Mrs Radford-Gaby it was unanimously

RESOLVED – that

- (a) the Town Clerk discuss with the Mayor's Secretary & Administrative Assistant a suggested increase in the number of contracted hours worked;
- (b) the office close to the public at 1.00pm on Wednesdays;
- (c) when practical, incoming emails are read and responded to three times a day;
- (d) the Town Clerk be authorised to work some Sundays for the preceding Friday as time off in lieu; and
- (e) the Town Clerk monitor the amount of time serving visitors to the office and report back to the next meeting.

Meeting closed 9.13pm

Confirmed

**Chairman
Appendix**

Regeneration Committee

Terms of Reference

The Regeneration Committee shall comprise of six Members of the Council plus six members of business and other communities in the town centre.

Four Members of the Committee shall constitute a quorum. If the number present (not including those who have declared an interest) falls below the required quorum, the items of business not transacted shall be deferred to the next scheduled meeting or another day as the Chairman may fix.

The Committee will meet on the fourth Tuesday in September, November, January & March (unless otherwise indicated by the Council) and dissolve after the March 2012 meeting.

The Committee will facilitate the creation of an organisation that would in the long-term form a Town Centre Partnership.