

**MINUTES OF THE POLICY, FINANCE AND RESOURCES COMMITTEE MEETING**  
**HELD IN THE GUILDHALL, HELSTON**  
**ON TUESDAY 10<sup>TH</sup> JANUARY 2012 AT 7.00 PM**

**Councillors:** K Reynolds in the Chair

Mrs S M E Swift  
R J L Boase (Town Mayor)

R R Pryor

M H Thomas

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

Councillors Williams and Martin were also in attendance.

**477. Apologies**

An apology for non-attendance was received from Councillor Devenish as he was attending another meeting.

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

RESOLVED – that the apology be received and accepted.

**478. Declarations of Interest**

The Mayor declared an interest in the Mayor's Allowance, Christmas Lights, Town Twinning and Harvest Fair 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.

**479. Minutes**

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

RESOLVED – that the Minutes of the Meeting held on 13<sup>th</sup> December 2011 be approved and signed as a true record.

**480. Budget Monitoring Statement**

Members considered the Budget Monitoring Statement to 31<sup>st</sup> December 2011 circulated prior to the meeting. The Town Clerk answered questions following which it was proposed by the Chairman, seconded by Councillor Thomas, and

RESOLVED – that the Budget Monitoring Statement be accepted.

**The Mayor abstained from the vote.**

#### **481. Schedule of Fees and Charges**

The Town Clerk reminded Members that the Full Council had requested the Committee give the Schedule of Fees and Charges 2012/13 further consideration.

Councillor Mrs Swift questioned the need to charge for using the table and benches in the Council Chamber 'Well' differently from hiring the whole room. Following the debate it was proposed by the Mayor, seconded by Councillor Thomas, that both areas of the Council Chamber be charged at £9.00 each.

An Amendment was proposed by Councillor Mrs Swift, seconded by Councillor Pryor, that only one hire charge of £12.00 for up to 3 hours and £3.00 per hour thereafter apply to the Council Chamber. The Amendment was carried and became the Substantive Motion and it was unanimously

RECOMMENDED – that only one hire charge of £12.00 for up to 3 hours and £3.00 per hour thereafter apply to the Council Chamber.

It was further proposed by the Chairman, seconded by Councillor Pryor, and

RECOMMENDED – that the other Fees and Charges remained as set out.

#### **482. Review of Standing Orders**

The Town Clerk informed the Committee that it was good practice to review Standing Orders annually. He further advised that any amendments or additions since the last review were highlighted.

Members considered the existing Standing Orders and agreed the following amendments:-

- Standing Order 1.4 to include a reference that Staffing Sub-Committee meetings would not be open to the press and public;
- Standing Order 29.2 amended to state that Full Council receives verbal reports from Local Cornwall Councillors;
- Amenities Committee Terms of Reference – Section (d) add 'Buildings'; and
- Regeneration Committee Terms of Reference be deleted.

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

RECOMMENDED – that Standing Orders be amended as stated above.

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

RECOMMENDED – that:

- (a) Two copies of Standing Orders be placed in the public gallery; and
- (b) At Full Council meetings, the Mayor makes an announcement referring to Standing Order 1.7 but use discretion if in the public interest.

**483. Civic Events and Hospitality**

Members considered a report by the Town Clerk previously circulated. At the conclusion of a detailed debate it was proposed by Councillor Mrs Swift, seconded by the Chairman, and

RECOMMENDED – that the £500 Civic Hospitality Budget 2012/13 be allocated as follows:-

Town Meeting	Light refreshments	£ 20
Flora Day	Light refreshments	£ 10
Mayor Choosing	Buffet	£200
Freedom Parade	Pasties	£240
Training events etc	Light refreshments	£ 30

**Councillor Pryor abstained from the vote.**

During the debate it was agreed not to allocate a budget for a Flora Day Luncheon. The Town Clerk agreed to work with the Mayor to establish a self-funding event.

A detailed debate also ensued regarding the Mayor Choosing Ceremony. Following the debate it was proposed by Councillor Mrs Swift, seconded by the Chairman, and

RECOMMENDED – that the Mayor Choosing Ceremony be held in the evening without a civic procession and include a finger buffet at a location chosen by the incumbent Mayor.

As an Amendment it had been proposed by the Mayor, seconded by Councillor Thomas, that the Mayor Choosing Ceremony be held in the evening with a civic procession and include a finger buffet at a location chosen by the incumbent Mayor. The Amendment failed.

Also during the debate it was proposed by Councillor Thomas, seconded by the Mayor, and unanimously

RECOMMENDED – that Civic Sunday refreshments be provided by the incumbent Mayor.

**484. Internal Audit by Members**

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

RESOLVED – that Councillors Mrs Swift and the Chairman conduct an Internal Audit.

**Meeting closed 8.57pm**

**Confirmed**

**Chairman**