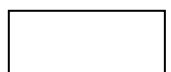
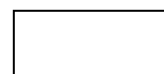


Finance & Policy Committee Minutes
NEWQUAY TOWN COUNCIL

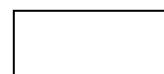
MINUTE REF:		ACTION
	<p>Minutes of the Finance & Policy Committee Meeting held on Monday the 27 March 2017 at 7.00 pm in the Council Chamber, Municipal Offices, Marcus Hill, Newquay.</p> <p>Present</p> <p>Cllrs Mrs M North (Chair), C Leadbetter (Vice-Chair), S Slade, A Hannan, Mrs J Bunt, Mrs R Craze and K Towill</p> <p>Also in attendance</p> <p>Mr J Piwecki (Deputy Town Clerk), Miss L Sykes (Support Officer), Cllr Mrs Z Dixon</p>	
FP032/17	<p><u>Apologies</u></p> <p>Cllr S Carter</p>	
FP033/17	<p><u>Dispensations & Declarations of Interest</u></p> <p>No declarations of interest were registered.</p> <p>It was proposed by Cllr Mrs J Bunt seconded by Cllr C Leadbetter, and RESOLVED to bring Agenda Item 6 Grant request to be discussed next on the Agenda.</p>	
FP037/17	<p><u>Grant Requests</u></p> <p>A. Cornwall International Male Choral Festival - £1000 It was proposed by Cllr Mrs M North, seconded by Cllr Mrs R Craze, and RESOLVED to recommend to Full Council the release of £1000 from General Grants EMR.</p> <p>B. Wave Project - £1950</p> <p style="text-align: center;"><i>(Cllr S Slade declared an intrest and left the meeting at 19.06pm)</i></p> <p>It was proposed by Cllr A Hannan, seconded by Cllr Mrs M North, and RESOLVED to delegate authority to the RFO & Chair to ratify with the Wave Project the amount received from their Crowd Funding Campaign then recommend to Full Council to release up to £1950 from the Sports Grant EMR depending on what shortfall they now have.</p> <p style="text-align: center;"><i>(Cllr S Slade re-entered the meeting at 19.09pm)</i></p>	
FP034/17	<p><u>To adopt the Minutes of the meeting held on 30 January 2017 & 27 February 2017 as a true and accurate record</u></p> <p><i>i. 30 January 2017</i></p> <p>It was proposed by Cllr K Towill, seconded by Cllr Mrs M North , and RESOLVED to accept the minutes held on 30 January 2017 as a true and accurate record.</p>	



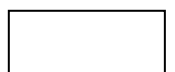
	<p><i>ii. 27 February 2017</i></p> <p>It was proposed by Cllr Mrs M North seconded by Cllr C Leadbetter , and RESOLVED to accept the minutes held on 27 February 2017 as a true and accurate record.</p>	
FP035/17	<p><u>Matters Arising</u> None</p>	
FP036/17	<p><u>Public question time (15 minutes permitted)</u></p> <p>There were no members of the public in attendance.</p>	
FP038/17	<p><u>Youth Shelter – St Columb Minor</u> Newquay Town Council completed an application form on behalf of St Columb Minor Residents Association for the Tesco Bags for Life Scheme. The application was successful the second prize of £10,000 was awarded. A bespoke 6x6m shelter was chosen quoted for at a cost of £9000 + VAT. A quote was also sourced for a hard standing base at a cost of £3870 +VAT. Cllr Leadbetter is therefore asking if the Committee would be minded to agree to assist with the funding gap to install the hard core surface. Members discussed.</p> <p>It was proposed by Cllr A Hannan seconded by Cllr Mrs M North , and RESOLVED to delegate authority to the Office & Chair to clarify landownership issues once resolved to recommend to Full Council the release of the shortfall upto £3870 +VAT to come out of the Contingency Fund.</p>	
FP039/17	<p><u>Terms of Reference</u> No updates at this time</p>	
FP040/17	<p><u>Training & Development Policy</u> The Policy already been reviewed by the Chair & Vice-Chair of Staffing. Cllr Mrs Z Dixon wished to make some recommendations to amending the Policy. Cllr Mrs Z Dixon will make these changes and send to the Town Clerk and Chair & Vice-Chair of Staffing to review again.</p>	
FP041/17	<p>It was proposed by Cllr Mrs R Craze seconded by Cllr C Leadbetter , and RESOLVED that the Training & Development Policy should be reviewed again by the Staffing Committee with the recommendations from Cllr Mrs Z Dixon.</p> <p><u>Risk Assessment(s) Update</u> The Risk Assessment document has been completed by our compliant body Ellis Whittam. The Office have been working through this, this has highlighted other polices that we are required to implement.</p>	
FP042/17		
FP043/17	<p>It was proposed by Cllr Mrs R Craze seconded by Cllr Mrs M North , and RESOLVED to note the Risk Assessment Spreadsheet.</p> <p><u>Opting to Tax Land and Property</u> The Town Clerk is stills sourcing quotes for this item of work.</p>	
FP044/17		



<p>FP045/17</p>	<p><u>Internal Control Checks</u> The Internal Control checks were recently completed by Cllrs J Fitter & D Cheney. They have highlighted an issue regarding the cheque stubs they should be signed by the Office who wrote the Cheque and the two Councillors that signed the cheque. There are signatures form Councillor's missing on cheque stubs. This issue is slowly be eradicated as we move to our online payments. They also noted that the Staff overtime records require signing off by the Chair or Vice-Chair of Staffing.</p> <p>It was proposed by Cllr Mrs M North seconded by Cllr C Leadbetter, and RESOLVED that the Control Checks have been noted and the actions required will be undertaken.</p>	
<p>FP046/17</p>	<p><u>Energy Prices 2017-20</u> Members discussed.</p> <p>It was proposed by Cllr Mrs M North seconded by Cllr C Leadbetter, and RESOLVED to not go forward with the proposals from Inenco Direct but to pass this item back to the EDGP Committee to follow through with the Facilities Manager who can begin investigations in the interim.</p>	
<p>FP047/17</p>	<p><u>Annual Calendar of Meetings 2017-18</u> Members discussed. Members felt that a Full Council Meeting in August is required to deal with Business during the summer. Members agreed that the Mayor Making Ceremony should change to 31st May for this year.</p> <p>It was proposed by Cllr S Slade seconded by Cllr Mrs M North, and RESOLVED to RECOMMEND to Full Council that a Full Council Meeting in August is included in the Annual Calendar of Meetings.</p>	
<p>FP048/17</p>	<p><u>Committee Structure</u> The Deputy Town Clerk explained some radical change to the Committee Structure that the Town Clerks are investigating. Members felt that they required more information on what the changes are before they could make any opinions or decisions on the matter.</p>	
<p>FP049/17</p>	<p><u>Mayor Making Process 2017-18</u> It was proposed by Mrs M North seconded by Cllr A Hannan, and RESOLVED to agree that the Mayor Making Ceremony should take place on 31st May and the Civic Parade on 9th July for 2017.</p>	
<p>FP050/17</p>	<p><u>Mayor & Deputy Mayor Election Process 2017-18</u> The Town Clerk has suggested that this year due to the Elections the nominations of the Mayor & Deputy Mayor should take place at the Full Council Meeting on the 17th May.</p>	
	<p><u>Committee Selection Process 2017-18</u> Members also agreed that after consultation with CALC & NALC that a new standing order should be implemented if legal those Councillors who sit Cornwall Council Planning are not able to sit of the Town Council Planning Committee. Members discussed.</p> <p>It was proposed by K Towill seconded by Cllr Mrs M North, and</p>	



<p>FP051/17</p>	<p>RESOLVED that Councillors who sit on Cornwall Council Planning Committee cannot sit on the Town Council Planning Committee this is subject to advice from CALC and/or NALC as appropriate.</p>	
<p>FP052/17</p>	<p><u>Election Timetable</u> No update</p>	
<p>FP052/17(i)</p>	<p><u>Exempt of Business</u> It was proposed by Cllr C Leadbetter , seconded by Mrs M North and</p> <p>RESOLVED unanimously to invoke Standing Order 10 A (XI) that in accordance with the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following matters on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act by virtue of the paragraph specified.</p>	
<p>FP053/17(ii)</p>	<p>i. <u>Library and Information Service</u> Full Council has confirmed that they wish to take over the Marcus Hill building & Library Service. A draft response letter has been circulated to Cllrs Mrs M North, C Leadbetter as well as our Solicitors Tozers for any amendments. This will be sent to Cornwall Council and clarify the points outlining the agreement. The Deputy Town Clerk is in communication with an Officer at Cornwall Council in regard to completing a joint press release.</p>	
<p>FP054/17</p>	<p>ii. <u>Mountwise Building</u> The specification of works have been completed we have also been provided with a quotation to complete the tender exercise at cost of £500. Members discussed and felt that they should now also gather a confidential valuation of the Mountwise Building.</p>	
<p>FP055/17</p>	<p>It was proposed by A Hannan seconded by Cllr Mrs M North, and RESOLVED to acquire two confidential valuations of the Mountwise Building for commercial sale.</p> <p><u>Items for information & discussion only</u> Cllr Mrs R Craze has been contacted in her capacity as Chair of Tourism & Leisure by the Porth Residents Association in regarding the purchase of two heritage boards for the Porth Promenade. They have a substantial shortfall in money and asked if the Town Council could pay the invoices for the boards in order to claim the VAT back. The Deputy Town Clerk has confirmed this is not possible. Members felt that the best course of action would be to advise the Resident's Association that they can come to the committee with a grant request if further funding is required. The Deputy Town Clerk will contact the Resident's Association and advice accordingly.</p> <p><u>Date and time of next meeting</u> The next meeting is to be decided but will take place at 7pm in the Council Chamber, Marcus Hill, Newquay.</p> <p>That Chairperson thanked all for attending and closed the meeting at 20.48pm.</p> <p>Signed..... Chairman Cllr M North</p>	



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