

Finance & Policy Committee Minutes

NEWQUAY TOWN COUNCIL

| MINUTE REF: | Minutes of the ordinary Finance & Policy Committee meeting held on Monday 19 August 2019 at 19:00 in the Council Chamber, Municipal Offices, Marcus Hill, Newquay TR7 1AF. | ACTIONS: |
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| | <p>Present Cllr L Gardiner (Chair), Cllr R Craze (Vice-Chair), A Pringle, O Monk, G Jones, D Cheney, A Hannan, K Towill</p> <p>Also in attendance Mr A Curtis (Town Clerk & RFO), Miss L Sykes (PA to the Town Clerk) and Mr L Holroyd (Finance Assistant).</p> | |
| FP083/19 | <p><u>Apologies</u></p> <p>Apologies have been received from Cllr M Gardiner.</p> | |
| FP084/19 | <p><u>Dispensations & Declarations of Interest</u></p> <p>As & when</p> | |
| FP085/19 | <p><u>Minutes</u></p> | |
| FP085/19 (A) | <p>A. 29 July 2019</p> <p>It was proposed by Cllr L Gardiner, seconded by Cllr O Monk and RESOLVED to accept the minutes held on 29 July 2019 as a true and accurate record.</p> | |
| FP086/19 | <p><u>Matters Arising</u></p> <p>None</p> | |
| FP087/19 | <p><u>Public Engagement Time</u></p> <p>No members of the public in attendance</p> | |
| FP088/19 | <p><u>Correspondence</u></p> <p>None</p> | |
| FP089/19 | <p><u>Financial Statement</u></p> <p>Cllr R Craze declared an interest in the Financial statement & left the room at 19.03pm.</p> <p>It was proposed by Cllr A Pringle, seconded by Cllr G Jones and RESOLVED to agree & authorise the Financial Statement.</p> <p><i>(Cllr R Craze re-entered the room at 19.05pm)</i></p> | |

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| <p>FP090/19 FP090/19 (A)</p> | <p><u>Working Party Updates and Decisions</u></p> <p>A. Climate Strategy Miss L Lane is the Officer tasked to oversee these meetings. Daytime meetings have been agreed and Members are looking to hold a meeting in early September.</p> | |
| <p>FP090/19 (B)</p> | <p>B. Dinard Twinning Cllr A Hannan has received an email back from Dinard. They wish to come to visit Newquay in May/June 2020 with a party of around 10. The Clerk confirmed that we have a budget of £2559. Members discussed. It was proposed by Cllr L Gardner, seconded by Cllr O Monk and RESOLVED to delegate authority to the Dinard Working Party to look at planning & costing the visit before we move forward.</p> | |
| <p>FP090/19 (C)</p> | <p>C. Business Plan Mr J Piwecki is the Officer involved and will look to arrange a meeting as soon as convenient.</p> | |
| <p>FP091/19 FP091/19 (A)</p> | <p><u>Grant Applications</u></p> <p>A. Update and further decisions on Blystra Arts Grant of £1800 following a meeting with the applicant(s)</p> <p>Cllr R Craze declared an interest in this item & will leave when any decisions are made.</p> <p>Cllrs Gardner and Jones gave an update on their meeting held with Blystra Arts. Members discussed in detail. <i>(Cllr R Craze left the meeting at 19.42pm)</i></p> <p>It was proposed by Cllr K Towill, seconded by Cllr A Hannan and RESOLVED delegate authority to Cllrs L Gardener & G Jones to spend up to the grant amount of £1800 once they have agreed the invoices.</p> <p><i>(Cllr R Craze re-entered the room at 19.42pm)</i></p> | |
| <p>FP092/19 FP092/19 (A) FP092/19 (B) FP092/19 (C) FP092/19 (D) FP092/19</p> | <p><u>Governance and Accountability</u></p> <p>A. To receive and consider making recommendations to Full Council on any updates to the Committee Terms of Reference No update</p> <p>B. To receive, consider and make any decisions or recommendations in relation to any other Governance or Accountability matters raised by the Responsible Financial Officer</p> | |

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| <p>(E) FP092/19 (F) FP092/19 (G)</p> | <p>The Town Clerk informed Members that the Audit had been received.</p> <p>C. To receive, consider and recommend to Full Council any amendments to Standing Orders No update</p> <p>D. To receive, consider and recommend to Full Council any amendments to Financial Regulations No Update</p> <p>E. To receive, consider and note any risk assessments in relation to the committee, finance and projects that are under this committee's control The Town Clerk informed Members that Committees had been adding the Business Plan as a risk on their Risk Assessments. Members of F&P did not wish to add this to the Risk Assessment at this time.</p> | |
| <p>FP093/19</p> | <p><u>Opting to Tax Land and Property</u> Awaiting the report imminently.</p> | |
| <p>FP094/19</p> | <p><u>Data Protection Update and Data Controller</u> No updates at this time.</p> | |
| <p>FP095/19</p> | <p><u>Communications Policy</u> Members discussed in detail in regard to what they expected from the Communications Policy. Cllrs Pringle & Towill volunteered to be on a Working Party.</p> <p>It was proposed by Cllr L Gardner, seconded by Cllr D Cheney and RESOLVED to create a Working Party to discuss the Communications Policy. Cllrs Pringle, Hannan, Towill & Craze will sit on this Working Party.</p> | |
| <p>FP096/19</p> | <p><u>Council Offices</u></p> | |
| <p>FP096/19 (A)</p> | <p>A. To receive an update and make any decisions in relation to the Municipal Offices and works identified as an operational priority (if needed)</p> | |
| <p>FP096/19 (i)</p> | <p>i. Foyer Renovations The Town Clerk provided an update. There is a 6-week lead time for the lift. He is also awaiting quotations back from contractors for the renovations.</p> | |
| <p>FP096/19 (ii)</p> | <p>ii. Security and Alarm Systems The Town Clerk provided an update & brief on this.</p> | |

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| <p>FP097/19</p> | <p><u>Freedom of the Town – Armed Forces</u> The finished document has now gone off for inspection. The next step will be the official signing with an Officer of the Armed Forces & Mayor. The Town Clerk has drafted a policy for a Freedom of the Town paperwork. We are awaiting some feedback from the Armed Forces on this.</p> | |
| <p>FP098/19</p> | <p><u>Other Matters raised by Members/Outside Bodies under Standing Order 9B</u> Not discussed.</p> | |
| <p>FP099/19</p> | <p><u>Exempt of Business</u> It was proposed by Cllr L Gardner, seconded by Cllr M North and 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>FP099/19 (A)</p> | <p><u>A. Mountwise Building</u> To receive an update on the Mountwise Building Project and to make any decisions in relation to the renovation works / project <i>Please see Confidential Addendum: 19.08.19/001</i></p> | |
| <p>FP099/19 (B)</p> | <p><u>B. Council Offices</u> To receive an update and make any decisions in relation to the Municipal Offices and works identified as an operational priority <i>Please see Confidential Addendum: 19.08.19/001</i></p> | |
| <p>FP100/19</p> | <p><u>Items for Information and Discussion</u> Cllr D Cheney wished Members to think about the extra expense that it is costing to host the monthly meetings i.e. Staff time. Cllr K Towill suggested reviewing holding meetings in August for next year. Cllr G Jones said it would need to be looked at on meeting basis as some Committees have required August Meetings this year.</p> | |

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| FP101/19 | <p>Cllr A Hannan explained that they held an impromptu SWIB meeting regarding moving forward with the planning of the event.</p> <p>Cllr R Craze asked that all Chairs & Vice-Chairs on F&P are required to be set up on Unity Bank to authorise their Committee payments.</p> <p><u>Date and time of next meeting</u></p> <p>The next Finance and Policy meeting will be held on Monday 30 September 2019 at 7pm in the Council Chamber, Municipal Offices, Marcus Hill, Newquay, TR7 1AF.</p> <p>That Chair thanked all for attending and closed the meeting at 20.30pm.</p> <p>Signed_____ Chairman Cllr L Gardner</p> <p>Date_____</p> | |
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