

LISKEARD TOWN COUNCIL

AT a MEETING of the **FINANCE AND GENERAL PURPOSES COMMITTEE** held in the Council Chamber on Tuesday 15 November 2016 at 7.00 p.m. there were present:

The Mayor – Councillor Jane Pascoe – in the Chair

The Deputy Mayor – Councillor Christina Whitty

Councillors – Ian Goldsworthy, Sally Hawken, James Shrubsole and Lorna Shrubsole.

Members of the Public - None

The Mayor advised the Council of Housekeeping matters

289/16 APOLOGIES

Councillors Rachel Brooks and Sue Pike.

290/16 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

Non-Registerable Interest. Made in respect of Agenda Item 11 Christmas Car Parking Charges – the Mayor and Councillor Goldsworthy. Made in respect of Agenda Item 17 the Mayor item 102603.

291/16 TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 27 SEPTEMBER 2016

Subject to the correction of Hunt to Hall Minute 209/16 the Mayor proposed, Councillor J Shrubsole seconded and the Committee **APPROVED** the Minutes of the meeting held on Tuesday 27 September 2016.

292/16 PUBLIC PARTICIPATION - None.

293/16 TOWN CLERK'S REPORT – Noted.

294/16 BUDGET

Noted. Councillor Goldsworthy asked if the £4,500 balance of the grant had yet been paid to the Liskeard-Looe Multi Use Trail. The Town Clerk clarified that the amount would be paid from a nominated reserve from last year. He would check whether it had been paid yet.

295/16 GRANT APPLICATIONS – LISKEARD TRADERS ASSOCIATION

The Town Clerk updated the Committee on the positive meeting with the Traders Association on 11th November 2016. The Traders Association requested their application be deferred until the 6th December 2016 Council meeting to allow them to research costs and modify their application. The Committee noted the deferment.

296/16 GRANT APPLICATIONS – LISKEARD SCHOOL AND COMMUNITY COLLEGE

Following discussion, Councillor Hawken proposed, Councillor J Shrubsole seconded and the Committee **RESOLVED** to approve a grant of £500.

297/16 DEVOLUTION – CORNWALL COUNCIL

Arising from the discussion, the following changes and points were made:

1. Remove from the Cornwall Council list - Diggory's Field – Penhale Close – not in Town Council boundary.
2. Remove from the Cornwall Council list – Pendray Play Area – Pendray Gardens – not in Town Council boundary.
3. Add to the list – Westbourne Car Park
4. Add to the list – Former Avon Farmers site at West Street
5. Add to the list – Liskeard Business Park – business units
6. Add to the list – Sports Pitches
7. Add to the list - Lake Lane Allotments
8. Any properties included on the Initial Proposal Form should make clear whether freehold or leasehold and have full financial and legal liabilities

With the understanding that the submission of an Initial Proposal Form did not commit the Liskeard Town Council to enter into a Devolution transfer, Councillor Goldsworthy proposed, Councillor Hawken seconded and the Committee **RESOLVED** to approve the submission of an Initial Proposal Form to Cornwall Council for a complete Devolution package.

298/16 FINANCE AND GENERAL PURPOSES COMMITTEE BUDGET SETTING 2017/2018

Following discussion of the draft budgets, it was agreed that the Mayor and Town Clerk would meet with the Accounts Clerk to go through the draft 2017/2018 budget. This would clarify certain points including:

1. Salaries – have all the adjustments including transfers out of the cost centre been made.
2. Public Hall Equipment and Leasing – anticipated spend to year end.
3. Ellis Whittam – anticipated spend to year end.
4. Election Expenses – reduce to £8,500
5. Grants – reduce to £8,000
6. Section 106 – new growth item increase to £7,500

299/16 PRECEPT AND BUDGET SETTING 2017/2018

The Town Clerk updated the Committee with the following information:

1. Total Reserves figure at 10.5 included Nominated Reserves of £243,738 (sheet circulated).
2. Valuation Office website draft Business Rates for Council properties showed an increase of £2,059 from 1st April 2017

Following discussion, the Committee recommended, that all Committees including itself be asked to base their revised draft 2017/2018 budget and precept setting financial plans on a modified version of Option 1. Service Committee Chairs were to meet with the Town Clerk, Accounts Clerk and other relevant staff to review the anticipated current 2016/2017 year end spend figure to better inform the projected 2017/2018 draft figure. The review to include updating the Nominated Reserves listing.

The revised draft 2017/2018 Option 1 budgets should be presented to the Services Committees on:

Communications & Engagement Committee – 3rd January 2017 – already scheduled
Facilities Committee – 10th January 2017 – already scheduled
Finance & General Purposes Committee – new meeting to be held 17th January 2017 (scheduled 24th January 2017 meeting cancelled)
Town Council (Special Budget and Precept Setting) – 24th January 2017
Planning Committee (scheduled for 17th January 2017 moved forward to 16th January 2017).

The Mayor and Councillor Goldsworthy left the Council Chamber at 8.57 pm

300/16. CHRISTMAS CAR PARKING CHARGES

Following discussion, Councillor Hawken proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to **APPROVE** delegation to the Town Clerk and Mayor authority to approve an arrangement with Cornwall Council on Christmas Car Parking fees subject to the budget limit of £2,070.

The Mayor and Councillor Goldsworthy returned to the Council Chamber at 9.12 pm

301/16. CORNWALL COUNCIL – GREG REVIEW

Following discussion, it was decided that the Town Clerk would e-mail links on the GREG review to Councillors to consider the matter further.

302/16. HEALTH & SAFETY, COSHH AND GENERAL COMPLIANCE SYSTEMS AND TRAINING.

Following discussion, Councillor Goldsworthy proposed, Councillor J Shrubsole seconded and the Committee **RESOLVED** to **APPROVE** the SWATT quote at £1,330.

303/16. TRAINING AND DEVELOPMENT POLICY

Following discussion, the Mayor proposed, Councillor Hawken seconded and the Committee **RESOLVED** to **APPROVE** the Training and Development Policy.

304/16. INVESTMENT STRATEGY

Following discussion, Councillor L Shrubsole proposed, the Mayor seconded and the Committee **RESOLVED** to **APPROVE** the Investment Strategy.

305/16. EMPLOYEE HANDBOOK

Following discussion, the Mayor proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to **APPROVE** the Employee Handbook

306/16 PAYMENTS SCHEDULE

The Mayor proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to **APPROVE** the schedule of payments.

307/16 CORRESPONDENCE

None

308/16 DATE OF THE NEXT MEETING

The next meeting of the Finance and General Purposes Committee would be held at 7.00 p.m. on Tuesday 17th January 2017.