

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee held on Tuesday 12 February 2013 at 7.00 pm in the Council Chamber, Trecerus Industrial Estate, Padstow

Present: M J Hunt (Chair), K Freeman, R Higman, A Rickard and C Watson-Smyth

- FGP2012/38 Apologies for absence and Announcements:** Apologies received from Councillors Mrs K Seaber and Mrs T Walter, there were no announcements.
- FGP2012/39 Declarations of Interest:** Councillors R Higman declared an interest in agenda item 14(b) and C Watson-Smyth in agenda item 14(a).
- FGP2012/40 Public Participation:** None.
- FGP2012/41 Minutes of the meeting held on 20 November 2012:** it was **RESOLVED** that the minutes be signed as a true record of the meeting.
- FGP2012/42 Budget:** a) the third quarter budget figures were noted. b) office move costs were noted; c) The Responsible Financial Officer advised that since the agenda had been despatched she had received detail on a preferred contractor following advice from a utilities broker. **RESOLVED** a 3 year fixed price contract be entered into with EDF.
- FGP2012/43 Review of Investment Strategy and Risk Assessment Management Plan:** The Responsible Financial Officer advised that these issues for consideration were following advice and consultation with the Internal Auditor. **RESOLVED** that a) the revised Investment Strategy be approved; b) the Risk Assessment Management Plan be approved.
- FGP2012/44 Youth Funds:** There was much debate on this issue, in particular the ring-fenced sum of £5,095.49. Comment was made that the Youth Forum had raised this sum however, it was difficult to quantify if this was the case. The Responsible Financial Officer had made such endeavours but due to a number of changes with the Youth Forum it was difficult to ascertain this information. It was possible to establish that since 2010 Padstow Town Council had issued grants totalling £11,000.

RESOLVED that:

- a) £5,095.49 be placed in an earmarked reserve for the Padstow Youth Forum until 31 December 2013, or until proof is forthcoming from the Padstow Youth Forum that they raised the money in which case it will be returned to them;
- b) £4,533.63 is retained in a Padstow Youth Forum reserve for them to access until 31 March 2013, after which the remaining balance will transfer to the Grant Reserve and access to the remaining money will be via the Padstow Town Council Grant Policy.

FGP2012/45

Pensions: There was much debate on this issue. The report detailed two possible schemes being the Local Government Pension Scheme (LGPS) and National Employment Savings (NEST). It was noted the Town Council would need to contribute to a pension scheme for all eligible employees by 1 August 2016 at the latest.

RECOMMEND that

- a) the LGPS pension scheme be offered to TC and RFO posts from the 1 April 2013 for future service;
- b) the remaining workforce be offered the NEST pension scheme; and
- c) the Town Clerk facilitate a staff meeting to ascertain staff views on this issue and report back to the Staffing Committee.

FGP2012/46

Toilet Devolution: The Committee considered a letter from Councillor Bert Biscoe and were updated that Cornwall Council could not give any assurance that an income stream would be available for longer than one year and there would be any increase to the payment that was offered.

RESOLVED that

- a) the resolution made on 25 September 2012 still stands as no rise in funding or assurance of an income stream for longer than one year has been forthcoming;
- b) staffing implications to be considered by the Staffing Committee.

FGP2012/47

Car Park Spaces: RESOLVED that 2 car park spaces be leased from Padstow Motor Body Repairs, Town Clerk to negotiate best price.

FGP2012/48

Fire Risk Assessments: Areas identified within the report had been actioned, the report was noted.

FGP2012/49

HMS Dasher: The Town Clerk advised that the re-dedication ceremony would take place on Saturday 9 March with a

precession including a Navy Band and Sea Cadets from the Sailing Club, through the Railway Car Park and along Riverside to South Quay. A road closure had been requested however, traffic restrictions would be kept to a minimum as a rolling road closure would be in place just at the times of the precession. Key users of the Railway Car Park, tenants and affected businesses would be advised on such disruption. Costs to the Council would be staff time on the day of the re-dedication and donation from the mayors' fund towards a reception afterwards at Prideaux Place. The Town's Crest would be presented to HMS Dasher in honour of their re-dedication and displayed on their funnel.

FGP2012/50

Car Park Works: Subsequent to the recommendation from the Highways, Roads and Transport Committee the Town Clerk and Responsible Financial Officer had taken advice from the Internal Auditor, in order to comply with the Council's financial regulations any scheme exceeding £75,000 Would be required to go out to tender. It was acknowledged that all were keen to see the car park improvement works commence as soon as possible however, clearly this issue needed to be taken forward appropriately. The Town Clerk advised that she and colleagues were not experts in pulling together tendering documentation or managing a large project and that professional support would be the best way forward in progressing this issue and perhaps other larger scale projects of the Council's in future.

RESOLVED that a project manager be commissioned to manage the Railway Car Park improvement works including tender documentation and that a contract is in place for such appointment to protect the Council.

FGP2012/51

Grant Funding:

a) **PATA/TIC:** The tabled letter was considered at the meeting and it felt that an SLA would not be appropriate, mention was also made that PTC's own income was decreasing. **RESOLVED** that the Town Clerk reply to PATA/TIC outlining the Council's Grant Policy and that full accounts are to be appended to future applications.

b) **Trevone War Memorial Hall:** The tabled letter was considered at the meeting. **RESOLVED** that Trevone War Memorial Hall be paid their 2012/13 grant.

FGP2012/52

RESOLVED that the date of the next meeting be amended from **Tuesday 16 April 2013** to **Thursday 25 April 2012** at **7.00 pm** in order to consider grant applications.

- FGP2012/53 Public Bodies (Admission to Meetings) act 1960**
It was **RESOLVED** that due to the confidential nature of the business about to be transacted that the Public and Press be excluded.
- FGP2012/54 Tenders:**
- a) **Tender Process for 2013/14: RESOLVED** that notification of tenders for Ladywell Car Park space, Marks Shelter and Blockhouse be advertised for a period of 3 weeks from 13 February 2013. *[NB: Following the meeting and in consultation with the Chairman the closing date was set for noon on 11 March 2013].*
 - b) **Railway Car Park Vehicle Space: RESOLVED** that a 3 year agreement be offered to the existing tenant at the current rate for 2012/13 plus VAT, plus 10% per annum and the same charge for the following 2 years. Agreement to include provision that the space may need to be moved for car park works and that no seating is allowed.
- FGP2012/55 Leases/Agreements: i)**
- a) **Telescope Agreement: RESOLVED** that a 3 year licence be drawn up as per the agreement rental per telescope.
 - b) **Sand Transportation Agreement: RESOLVED** that Bond Pearce be instructed to write and send a letter.
 - c) **Workshop Unit 1 Reassignment:** Noted that following instruction from the Council the leases had been re-drafted and signed.
 - d) **Cory Shelter Lease Surrender: RESOLVED** that Bond Pearce be instructed to take forward the surrender of the Cory Shelter lease.
- ii) Ladywell Street: RESOLVED** that
- a) Camel Commercial provides market value details;
 - b) The Town Clerk and representative from Camel Commercial be delegated authority to undertake "without prejudice" discussions with the Old Oss Committee via its Chairman so that they are fully updated on the current position, aware of all options in pursuing this matter in order to be able to provide a more considered view on a preferred way forward; and
 - c) once further information is available the matter be considered at a future meeting of Full Council.
- FGP2012/56 PSCO Funding:** It was confirmed that funding had been agreed for 2013/14 at the last budget meeting of Council. The change to managing street traffic enforcement from the Police Authority to the Local Authority was discussed.

RESOLVED that the matter of a Civil Enforcement Officer be considered at the budget meeting of full Council.

The meeting closed at 8.45 pm.

Dated