

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 18 July 2017 at 7.00 pm in the Council Office, Unit 5B Treceus Industrial Estate, Padstow.

Present: Councillors R Higman (Chairman), F J Bealing, R Buscombe, K Freeman, A Rickard, Mrs A E Symons and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Support Officer and Minute Taker)

- 2017/1 Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor R Higman be re-elected as Chairman whereupon he took the chair.
ii) **RESOLVED** that no Vice-Chairman be elected
- 2017/2 Apologies:** were received from Councillor C Watson-Smyth
- 2017/3 Announcements:** None.
- 2017/4 Declarations of Interest:** None.
- 2017/5 Public Participation:** None.
- 2017/6 Minutes Tuesday 21 February 2017: RESOLVED** that the minutes of the meeting held on Tuesday 21 February 2017 were a true record of the meeting and they were signed by the chair.
- 2017/7 Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** that one change be made, as recommended by Internal Audit, to the Scheme of Delegation item 6 (under Finance), to include after A/RFO "set up payments, TC to authorise".
- 2017/8 Internal Audit:** An update on progress to Internal Audit recommendations, as detailed in the agenda report, was noted.
- 2017/9 Budget-V-Actual Overview:** The update was noted for information.
- 2017/10 Car Park Takings:** The car park takings were noted for information. Mention was made of how much June month was down on the previous year. However, it was considered that the year prior was a "blip" and the higher income may well have been down to more people having holidays at home due to the terror attacks and uncertainty at the time with Brexit.
- 2017/11 Mayor and Consort Chains:** Attention was drawn to the agenda report which outlined Council's resolution on this item that the FGP Committee make a provision within the Council's 2017-18 budget to replace the current Mayor and Consort chains with new chains that do not require annual updating.

There was much discussion on preferences and merits to update. It was **RESOLVED TO RECOMMEND TO COUNCIL** that £3,000 be set aside in the 2017-18 budget.

2017/12 Business Plan and Budget 2017-18: The Responsible Financial Officer presented the report and updated Business Plan and Budget.

The report outlined proposed revisions, the RFO also confirmed that the budget had been updated with the "actual" totals for the end of year. It also updated actual capital costs for Station House and the provision for election expenses had been removed, as it was uncontested. It was also noted the recommended inclusion for chains as per the previous agenda item.

The Business Plan updates simply reflected the timing differences of invoices received for Station House i.e. straddled two financial years and the cemetery works, expected to be completed in the next few weeks.

RESOLVED TO RECOMMEND TO COUNCIL that the updated Business Plan and 2017-18 budget, as appended to these minutes, be adopted.

2017/13 Utility Providers: The RFO advised that it was preferred that once the Council had moved down to Station House that an external firm obtain best value for water and electrical bills. This was advisable as the Council had a number of sites.

RESOLVED that an external firm obtain best value for water and electrical bills for the Council.

2017/14 Date of next meeting: 21 November 2017 at 7.00 pm (budget) was noted

2017/15 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2017/16 Unit 5B Treceus Industrial Estate: It was considered that this matter be discussed as Station House would soon be completed. Overall the Committee preferred the option to sell the whole site (both buildings). The RFO clarified that rental income could be put into revenue but any sale would have to go into capital. Committee felt that although it had a preference to sell it would be helpful to seek advice on sale and rental values and that the same be discussed at a future meeting of full Council.

RESOLVED i) Committee recommend to Council a preference to sell both properties at Unit 5B; but ii) that the 3 local agents and Miller Commercial be contacted to undertake valuations for both sale and rental and these be reported back to full Council for future consideration.

Meeting closed at 7.45 pm.