

**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD ON MONDAY 17 JUNE 2019 at 7:00 pm**

**PRESENT:** Councillors Wells (Chairman), Smith (Mayor), Biscoe (Deputy Mayor), Mrs Carlyon, Mrs Cox, Mrs Eathorne-Gibbons, Mrs Nolan, Rich, Roden, Ms Southcombe, and Mrs Stokes

Also, in attendance: Roger Gazzard, Town Clerk/Responsible Financial Officer, Ms Joanne Trevelyan, Financial Officer and Steven Pinkerton, member of the public.

**APOLOGIES:** No apologies were received

**47 DISCLOSURE OR DECLARATIONS OF INTEREST**

Councillor Mrs Carlyon and Councillor Smith (Mayor) declared an interest in matters relating to Truro Library on the grounds of being trustees of the Central Technical Schools for Cornwall.

Councillor Stokes declared an interest in item 9 of the Grants Sub-Committee meeting due to her being Chairman of the Beechwood park resident association which had an application considered.

Councillor Roden declared an interest in item 6; staffing, due to his employment with the union who reviewed the document.

A number of disclosures were made at the Grant Sub-Committee meeting; see appendix A attached.

**48 MINUTES**

The Minutes of the meeting of the Finance and General Purposes Committee held on 15 April 2019, having been before Council on 29 April 2019, were confirmed and signed by the Chairman as a correct record.

**49 TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER'S REPORT**

The Town Clerk/Responsible Financial Officer introduced members to the 2018/19 financial accounts. Once approved at Full Council these accounts would be submitted to the statutory auditor; PKF Littlejohn LLP by the end of June.

The internal auditor, Hudson Accounting, had signed off the annual return and confirmed that there were no concerns with the report; his formal report had yet to be received.

**(i) The Annual Governance Statement**

This document reminded the City Council of the financial controls in place to cover the Council's financial responsibilities and to identify risk. Truro City Council had fulfilled this requirement with this statement and, from the 2017/2018 statement, had identified potential risks and weaknesses within the organisation. In response to these weaknesses the following had been implemented; a Compliance Officer had been employed in January 2018 to ensure compliance with General Data Protection Regulation (GDPR) and Health and Safety and a Formal Scheme of Delegation would be drawn up setting out respective roles for officers and members in 2019-20. Standing orders and the Financial Regulation documents both state in general terms what the delegations are and the formal requirements.

The internal control system was in place and members had made random checking on the financial accounts; checking payments reconciled with the bank account and highlighting any discrepancies.

A discussion arose about which Councillors were conducting the checks and how this agreement had been made. Councillor Wells (Chairman) confirmed that, in a previous meeting, three members of the Finance and General Purposes Committee had been nominated to undertake these checks; Councillor Wells (Chairman), Councillor Mrs Cox (Vice-Chairman) and Councillor Roden. The decision to appoint only three members, and not all 24, had been made to ensure that the checking procedure did not impact on staff.

Upon reflection of this, members suggested that a form be compiled that members could complete that would capture the date, time, name of member and the outcome of the check. This process would ensure checks were not duplicated. Councillor Biscoe (Deputy Mayor) suggested that all 24 members should be informed of this process and Councillor Smith (Mayor) added that information collected during the check should be reflected in a summary and reported to the Finance and General Purposes Committee meeting.

The Town Clerk/Responsible Financial Officer confirmed that on the 26 June a notice would be placed outside the Municipal Buildings inviting residents, by appointment, to check the City Council's financial records and accounts. This was a requirement of Parish Councils and a separate control to the internal one discussed.

After discussion it was proposed by Councillor Eathorne-Gibbons, seconded by Councillor Smith (Mayor) and

**RECOMMENDED** that

- i) the current three nominated members complete a form with date, time and what had been checked;
- ii) all three members be expected to conduct random financial checks on the City Council's financial accounts. Other members would be called on should the current members be unable to conduct the checks.

**The Internal Control Environment**

This document highlights the major elements that the City Council uses to control the finances and ensure that Truro City Council lives within its means. Standing Orders and the Financial Regulations detail the arrangements in place for policy setting and decision making and the delegation of powers to members and officers. Standing Orders were reviewed periodically and, along with the Investment Policy, would be reviewed again this financial year. In relation to the Council's Management Plan, Councillor Biscoe (Deputy Mayor) questioned if the Parks and Amenities 10-year management plan for Council assets should be widened to include the growing number of assets in the Finance & General Purposes Committee i.e. should it be a corporate plan?

The Town Clerk/Responsible Financial Officer suggested the long-term asset management plan could either be treated as single items or addressed under each of the separate committees. The Town Clerk/Responsible Financial Officer suggested that, due to the document under discussion being a factual record of the position in the last financial year, any amendment to the process be brought to a future Finance and General Purposes Committee meeting to be discussed.

It was proposed by Councillor Biscoe (Deputy Mayor), seconded by Councillor Smith (Mayor) and

**RECOMMENDED** that the Town Clerk/Responsible Financial Officer bring a paper to a future Finance and General Purposes committee meeting outlining how the City Council would deal with all assets and create an asset management strategy.

### **Policies and Procedures**

The Town Clerk/Responsible Financial Officer highlighted that the budget setting and management process was a robust process that reported financial information to the Finance and General Purposes committee on a monthly basis. He highlighted several other policies in place; Code of Conduct, the whistle blowing policy and professional internal and external professional auditors appointed. Councillor Mrs Eathorne-Gibbons questioned if all Councillors had received an up to date copy of the code of conduct telling them exactly what being a Truro City Councillor meant and how to adhere to it. The Town Clerk/Responsible Financial Officer confirmed that the document had been issued following the 2017 elections but that he would arrange for the policy to be sent to all Councillors. Members were advised that this document could be found on Truro City Council's website and Cornwall Council's website.

### **Significant Internal Control Issues**

The Town Clerk/Responsible Financial Officer highlighted that, in his opinion, there were currently no significant control issues. However, he indicated policies that were currently being worked on; Scheme of Delegation, Procedure Manual, the Compliance and Transparency code and the compliance function.

Following the presentation of the report it was proposed by Councillor Biscoe (Mayor), seconded by Councillor Smith (Mayor) and unanimously

**RECOMMENDED** that the report be approved.

### **ii) Financial Accounts 2018/2019**

The Town Clerk/Responsible Financial Officer highlighted the underspend in the budget of 73k against the revised estimated 74k. The primary reason for this was the delay of the library devolution.

The only concern with reserves was that the revenue reserve, the only balance that was not earmarked for any specific purpose needed to be a minimum of 10% of the precept to avoid the statutory auditor formally considering there to be a risk. It was currently at a satisfactory level of 11% and, should members approve the recommendations proposed to the allocation of the reserves, the balance would remain at 11% and not be reportable by the statutory auditor. He confirmed that there were no bad debts and no write offs proposed for this year and therefore nothing to submit to the committee.

### **Major Variance Analysis**

#### **Administration**

The administration budget was below the estimated budget due largely to a successful claim that had been made to Cornwall Council in respect of the loss of revenue from the room hire in the Municipal Buildings and the move to Truro Community Library. This money had been received and had been reflected in the final underspend in the budget.

### **Tourist Information Centre (TIC)**

The variance in the TIC budget had been a result of cover during staff sickness and the cost of the Truro Guide. Several members considered if the guide should be re-visited with a view to updating the format and content based on current need and trends. Councillor Smith (Mayor) suggested that obtaining data that reflected the number of views the Guide received online would help instruct future plans. The website and its lack of usage as a marketing tool was discussed and members confirmed that they would like to discuss both the website and Truro Guide at a future Finance and General Purposes Committee meeting.

The Town Clerk/Responsible Financial Officer added that footfall and sales had increased since the move of premises and that plans to create an online shop and to gain a licence to sell alcoholic products were both underway. Both were viewed as ways to increase TIC revenue. He also added that there were ongoing negotiations between Truro BID and the City Council to create a formal service level agreement. This would include formal contributions from BID towards the work that the City Council does and would encompass an agreement that each organisation host a link to the others' website.

Councillor Mrs Nolan highlighted that the defibrillator that was specifically sourced for the TIC had not be installed in the shop. She requested for this to be investigated as, in her opinion, there was space for it.

### **Community**

The Town Clerk advised that an underspend had occurred in the CCTV budget due to a reallocation of energy costs by Cornwall Council. This had resulted in a saving of over £10k.

### **Truro Public Cemetery**

Members highlighted the loss in this financial year and suggested that the fees be reviewed by the Parks and Amenities committee prior to the 2020 estimates report being compiled. Members were reminded about the two fields that Truro City Council bought adjacent to the cemetery that would be used in the future should there be a lack of space.

### **Café in the Park**

The Town Clerk/Responsible Financial Officer highlighted that three actions had been taken in reflection of this and would show in the following years accounts. A full time member of staff had resigned, and been replaced by a very part time employee which would result in reduced staffing costs, a card machine had been purchased which would generate more revenue and a change in the coffee supplier would result in a reduction in the current cost of stock. He reminded members that the Café remained open to ensure the correct management of the tennis courts which had also affected the cost of running the Café in the Park.

The proposed café building and tennis facilities, once built and running, would create new opportunities for the Café and a plan would be drawn up to highlight this. Councillor Wells (Chairman) suggested that the Café in the Park be reviewed by the Parks and Amenities Committee in a future meeting.

Councillor Biscoe (Deputy Mayor) suggested that a piece of narrative be written to accompany the Café in the Park's financial accounts as the Town Clerk/Responsible Financial Officer had offered a detailed overview which demonstrated the direction and the value of the Café in the Park.

Councillor Rich left the room at 19:45 and returned at 19:49

**Lemon Quay**

Councillor Mrs Carlyon questioned the accounts relating to Lemon Quay. A person had been employed and charged against the Lemon Quay accounts and there was a split in the accounts as that person started halfway through the year. Next year the administrative recharge would reduce and the salary figure increase to reflect this. A saving of £9,600 had been made as the cleaning and waste management had been used as negotiation in the devolution of the library and under the current contract TCC does not pay this cost. Rental leases are paid to Cornwall Council and then forwarded to TCC.

The Town Clerk reminded Councillors that for 2016/17 and 2017/18 surpluses to the revenue account had been transferred to the library building fund.

The Town Clerk/Responsible Financial Officer had requested in the recommendations that the underspend of £73,496 is also transferred into the Finance Committee Building Fund being allocated to Truro library.

The Town Clerk/Responsible Financial Officer highlighted that the only change for the Full Council would be the internal auditors report that had been promised imminently.

Following lengthy discussions, it was proposed by Councillor Wells (Chairman) and

**RECOMMENDED** that

- i) the Committee approve the Financial Accounts for the year 2018-19, noting the under spend of £73,496;
- ii) approve the transfers to earmarked funds required to review the recommended contributions to the earmarked funds which the Council approved at the estimates meeting in January as well as any additional ones;

Therefore, it is proposed the following contributions to the funds are made: -

As agreed at revised estimate time:-

<b>Fund</b>	<b>Amount</b>
Finance Committee Revenue Fund	£33,100
Finance Committee Buildings Fund	£27,000
Parks Committee Fund	£130,400

In addition, in recent years, the Council set up an Allotment Development Fund which is designed to meet costs in connection with the creation of new allotments, both the loan costs of the acquisition of land and the costs of developing the land for allotment use. It is recommended the sum of £6,396 is placed in this account, which was the sum approved as expenditure at revised estimates. Further the Council has set up a Nursery Development Fund, and as agreed at the estimates meeting a sum of £16,073 is recommended to be placed in this fund;

- iii) the revised estimates also include a transfer of £14,000 from the Community Development Fund to the revenue account to support the community development expenditure in the year;
- iv) that the under spend for the year, in the sum of £73,496 is transferred into the Finance Committee Building Fund being allocated to the Truro Library building;
- v) Annual Return -
  - a) to approve section 2 of the Annual Return relating to the Accounting Statements;
  - b) to authorise the Mayor to sign the Annual Return for submission to the statutory auditor.

Thanks, were offered to the Town Clerk/Responsible Financial Officer and staff for a very well laid out report and the amount of work needed to compile the accounts.

**50 STAFFING**

Councillor Roden expressed an interest in this item as he was employed by the union during the review of this document and left the room during consideration of this item.

The Town Clerk/Responsible Financial Officer presented members of the Finance and General Purposes Committee with the Employees Policies and Procedures document highlighting the amendment on page 49 agreed following the Parks and Amenities Committee meeting on the 10 June 2019. The document had been reviewed and amended in reflection of new legislation as the original document was written in 2015.

It was proposed by Councillor Mrs Eathorne-Gibbons, seconded by Councillor Smith (Mayor) and unanimously

**RECOMMENDED** that the policies and procedures are approved.

**51 FINANCING FOR IDLESS NURSEY**

The Town Clerk/Responsible Financial Officer requested that members of the Finance and General Purposes Committee consider the recommendations made by the Parks and Amenities Committee on the 10 June 2019.

- i) The Council borrows the sum of £320,000 to pay for the development of the Idless Nursery and, in the first year of operation, the additional cost of £7,919 be met from Reserve;*
- ii) The Finance and General Purposes Committee be requested to consider if the loan proposed by the Town Clerk is long enough.*

The Town Clerk/Responsible Financial Officer suggested that, contrary to the original recommendation, a 30-year loan is sought for a PWLB loan of £320,000 for the development of Idless Nursery. This would ensure that the precept would not be increased.

A discussion arose as to the business that the Idless Nursery would generate once it was up and running. Members highlighted that the original nursery plans would need to be reviewed in reflection of current trends before it could be marketed as a viable business. The Town Clerk/Responsible Financial Officer

confirmed that in the winter this would be reviewed, and decisions made as to the future of the Idless Nursery and how it would generate revenue.

Councillor Ms Southcombe left the room at 8:20 and returned at 8:23pm

After discussion it was proposed by Councillor Biscoe (Deputy Mayor), seconded by Councillor Mrs Eathorne-Gibbons and

**RECOMMENDED** that approval be sought from the Secretary of State for Housing and Local Government to apply for a PWLB loan of £320,000 up to 30 years for the development of Idless Nursery.

Councillor Mrs Carlyon and Mrs Stokes requested that their names be recorded as having voted against the above recommendation.

**52 GRANTS SUB-COMMITTEE**

**(Appendix A)**

The Town Clerk/Responsible Financial Officer read the grant application schedule submitted to the Grants Sub-Committee prior to the Finance and General Purposes meeting. Eleven applications were considered, of which nine were accepted, one was accepted in principle, subject to a detailed report being submitted to the Council on the accountability of the Community Navigator and the possibility of setting up an operational budget by the funding partners, and the other was deferred pending further information relating to the project.  
A total of £3,450 was considered for allocation.

It was proposed by Councillor Wells (Chairman) and, unanimously

**RECOMMENDED** that the Grant Sub-Committee minutes for the meeting held, be confirmed at Full Council.

**53 LIBRARY DEVOLUTION**

The Town Clerk/Responsible Financial Officer updated members of the Committee on the significant work being done to complete the devolution of the library. Unfortunately, there had been several setbacks which had resulted in the transfer date currently being set for the 1 September 2019. He further added that repair work had begun on the building and he was looking into the possibility of locking down areas of the building to facilitate evening opening without the need for two members of staff.

**54 CORRESPONDENCE**

Councillor Mrs Eathorne-Gibbons spoke about the Casual Vacancy and Councillor Roden questioned if the City Council would adopt the NALC model and procedures. It was confirmed that the vacancy would follow the correct procedure and in line with Council policy.

The meeting closed at 8:49 pm.

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CHAIRMAN

**MEETING OF THE GRANTS SUB-COMMITTEE HELD ON  
MONDAY 17 JUNE 2019 at 6:15pm**

**PRESENT:** Councillor Wells (Chairman), Biscoe (Deputy Mayor), Mrs Carlyon (joined the meeting at 6:18), Mrs Cox, Rich (joined the meeting at 6:35), Roden, Ms Southcombe and Smith (Mayor).

Also in attendance; Roger Gazzard, Town Clerk/Responsible Financial Officer and Steven Pinkerton, member of the public

1 **APOLOGIES:** No apologies of absence were received.

2 **DISCLOSURE OR DECLARATIONS OF INTEREST**

Councillor Roden and Wells (Chairman) declared an interest in item 5 on the grounds of both being on the board of directors; both abstained from the vote.

Councillor Wells (Chairman) declared an interest in item 1 on the grounds of being a potential member of the group; he abstained from the vote.

Councillor Ms Southcombe declared an interest in item 4 and 2 on the grounds of her involvement with both groups.

Councillor Biscoe (Deputy Mayor) declared an interest on item 7 on the grounds of his daughter being an employee. He also declared an interest on item 10 on the grounds of his support in the event.

Councillor Smith (Mayor) declared an interest in item 9 on the grounds of his role as secretary for the group.

Councillor Rich declared an interest in item 9 on the grounds of his involvement in the group.

Councillor Wells (Chairman) highlighted that there were several community groups which had applied for grant funding, of which several members of the Grant Sub-Committee had connections with. He suggested that any trustee of the group leave the room and abstain from the vote. However, this was unnecessary for a simple involvement in a group.

3 **OPEN AGENDA FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS  
AGENDA VERBAL QUESTIONS (5 minutes only)**

4 **MINUTES OF THE GRANTS SUB-COMMITTEE MEETING HELD ON 26  
NOVEMBER 2018, HAVING BEEN BEFORE COUNCIL ON 10 DECEMBER 2018**

The minutes were agreed as a correct record

5 **FUNDING AVAILABLE FOR DISTRIBUTION**

Members considered the current budget for 2019/20 of £13,862.00, of which £8,701.00 being the current annual budget and £5,161.00 brought forward from the previous year.

6 **GUIDANCE FROM THE CHAIRMAN**

Councillor Wells (Chairman) confirmed that he would advise that only 50% of the allocated budget be used for the current applications. This would ensure that an equal opportunity of grant funding remained for the November 2019 grant applications.

7 **GRANT APPLICATIONS**

**(Appendix A)**

The Committee considered applications (attached) under the appropriate section of The Local Government Act 1972 as amended.

Councillors Roden and Wells left the meeting at 6:26 until 6:28 while the New Beginnings Community Association application was discussed and vote taken.

GRANTS SUB-COMMITTEE – 26 JUNE 2017

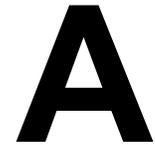
The Town Clerk/Responsible Financial Officer confirmed that all community groups were free to apply for grant funding through Truro City Council's grant scheme.

Following guidance from the Chairman, it was proposed by Councillor Wells (Chairman) and

**RECOMMENDED** that the attached recommendations totalling, £3,450.00 be referred to the Finance and General Purposes Committee for approval and the balance of £10,412.00 be carried forward to the next Grants Sub-Committee meeting to be held 25 November 2019.

The meeting closed at 6:50 pm.

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CHAIRMAN



To: The Mayor (Councillor R J Smith)  
Deputy Mayor (Councillor B Biscoe)  
and Members of the  
**GRANTS SUB-COMMITTEE:**  
Councillors Mrs Carlyon, Mrs Cox, Rich, Roden, Ms Southcombe and Wells

## SCHEDULE OF GRANT APPLICATIONS – June 2019

Applicant/Purpose of Request		Decision £
1	<p><b>Hendra Community Group</b> Received 05/06/2019</p> <p>Newly formed community group – free BBQ/launch to increase awareness and publicity to promote and gain support</p> <p>Proposed by Councillor Biscoe, seconded by Councillor Smith (Mayor)</p>	<b>£100.00</b>
2	<p><b>Peter Lefort/Truro Soup</b> Received 04/06/2019</p> <p>To ensure the viability of future Truro Soup events (further information sent to all Councillors with the agenda)</p> <p>No previous grant</p> <p>Proposed by Councillor Roden, seconded by Councillor Mrs Carlyon</p>	<b>£400.00</b>
3	<p><b>City of Lights CIC</b> Received 03/06/2019</p> <p>To create a Truro communities lantern inspired by the theme of ‘Under the Clock’ exploring the tales and history of Truro (further information sent to all Councillors with the agenda)</p> <p>Previously received a grant for £250 to open family community workshops in the Royal Cornwall museum/Truro library in 2017</p> <p>Proposed by Councillor Smith (Mayor), seconded by Councillor Ms Southcombe</p>	<b>£500.00</b>
4	<p><b>Truro Repair Café</b> Received 28/05/2019</p> <p>Request for the start of a regular event - room rental, insurance, tea &amp; coffee</p> <p>Previously received a grant for £400 for Truro Community garden in 2014</p> <p>Proposed by Councillor Smith (Mayor), seconded by Councillor Mrs Carlyon</p>	<b>£200.00</b>

5	<p><b>New Beginnings Community Association - Malabar</b> Received 28/05/2019</p> <p>To obtain a new tea urn/boiler and some help towards the cost of transport for our 50+ group (boiler £90; transport £100)</p> <p>Previously received a grant of £500 to start up the 50+ group in 2017 Proposed by Councillor Mrs Carlyon, seconded by Councillor Smith (Mayor)</p>	£200.00
6	<p><b>Hendra Residents Association</b> Received 22/05/2019</p> <p>To set up a 'Talking Café for Hendra residents – to reduce loneliness, improve wellbeing, cover hire costs for Hendra Hall. To cover startup costs.</p> <p>No previous grant</p> <p>Agreed in principle by Councillor Wells, seconded by Councillor Biscoe (Deputy Mayor) subject to a report being submitted to the Finance and General Purposes committee to be approved by the Chairman and Vice Chairman. This would need to demonstrate a satisfactory explanation and application form of funding for any projects linked to the Community Navigator and the possibility of setting up an operational budget by the funding partners.</p>	£200.00
7	<p><b>BOP (Benefitting Older People) Lunch Club</b> Received 10/05/2019</p> <p>Towards cost of providing accessible transport and trained staff to assist elderly individuals to and from their homes. Transport is essential to enable members to attend the lunch, without this they are at significant risk of isolation.</p> <p>Previously received a grant of £500 for a chicken coop about 2-3 years ago</p> <p>Proposed by Councillor Smith (Mayor), seconded by Councillor Mrs Cox providing that evidence is submitted to confirm the money is used for the project.</p>	£500.00
8	<p><b>Cornwall Diversity food festival</b> Received 27/02/2019</p> <p>For hosting the event and provision of food. £750.00 requested.</p> <p>No previous grant</p> <p>This application was deferred appending further information relating to the project.</p>	

9	<p><b>Beechwood Parc Community Association</b> Received 06/06/2019</p> <p>To support individuals through community volunteering and practical help in the gardens. The grant will fund garden rubbish removal, garden mulch and refreshments for volunteers.</p> <p>No previous grant</p> <p>Proposed by Councillor Roden, seconded by Councillor Ms Southcombe</p>	£350.00
10	<p><b>Paul Haines – World Peace Day</b> Received 10/06/2019</p> <p>To help pay for the Truro event.</p> <p>Previously received a grant for £500 for the event in September 2018</p> <p>Proposed by Councillor Smith (Mayor), seconded by Councillor Ms Southcombe</p>	£500.00
11	<p><b>Truro Boxing Club</b> Received 10/06/2019</p> <p>The chairs in the boxing club toilets have been deemed as non-compliant with fire regulations and condemned as a fire hazard by the Community Centre (please see application for additional information)</p> <p>No previous grant</p> <p>Proposed by Councillor Biscoe, seconded by Councillor Smith (Mayor)</p>	£500.00