

## **FINANCE & GENERAL PURPOSES COMMITTEE**

15<sup>th</sup> December 2020 at 6.30 pm, Virtual Meeting

### **Minutes**

(Please note that all Councillors are now members of the Finance & General Purposes Committee.)

#### **1. APOLOGIES**

NONE

**PRESENT: CLLRS COAKLEY, GOLD, TOLMAN, LONG, MOORE, MORGAN, RAPHAEL, TAGG (CHAIR) & WATSON**

**OFFICER: TOWN CLERK & ASSISTANT TOWN CLERK  
FACILITIES & MAINTENANCE OFFICER FOR IT SUPPORT**

#### **2. MINUTES**

It was proposed by Cllr Gold seconded by Cllr Moore and agreed unanimously that the minutes of the meeting held on the 24<sup>th</sup> November 2020 be approved.

#### **3. MATTERS ARISING**

**None.**

#### **4. DISCLOSURE OF INTEREST**

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

**None.**

#### **5. DISPENSATIONS – To consider any requests for dispensations**

**None**

#### **6. FINANCE**

##### **A) Approval of payments**

It was proposed by Cllr Long seconded by Cllr Moore and agreed unanimously to approve the payments as listed;

|     |       |                           |   |                |               |                |
|-----|-------|---------------------------|---|----------------|---------------|----------------|
| THP | 12205 | Barron Surveying Services | WC's refurb project interim surveyors fee | 1550.00        | 310.00        | 1860.00        |
| OS  | 12206 | Rising Sun Nurseries      | Compost and Christmas Trees               | 184.00         |               | 184.00         |
| THP | 12207 | N Power                   | Unit 19 Electricity                       | 648.34         | 127.81        | 776.15         |
| FGP | 12208 | HR Support Consultancy    | November charges                          | 15.00          | 3.00          | 18.00          |
| OS  | 12209 | Environment Agency        | Discharge location Cemetery               | 251.00         |               | 251.00         |
| THP | DD    | Cornwall Council          | Business Rates Unit 7 & 9                 | 427.80         |               | 427.80         |
| OS  | 12210 | John Smith Tyres          | Tyre, value & balance LG64 YDD            | 59.00          |               | 59.00          |
| FGP | 12211 | Rialtas                   | Annual Support & Maintenance License      | 387.00         | 77.40         | 464.40         |
| FGP | 12212 | CPC                       | Ear headphones                            | 21.16          | 4.23          | 25.39          |
| FGP | 12213 | D Pollard                 | Zoom service                              | 11.99          | 2.40          | 14.39          |
| THP | 12214 | Biffa (2 invoices)        | Wheelie bins empty                        | 184.29         | 36.86         | 221.15         |
| FGP | 12215 | Lite (2 invoices)         | Transformer                               | 270.00         | 54.00         | 324.00         |
| FGP | DD    | google payments           | Email/internet hosting                    | 276.00         |               | 276.00         |
| FGP | 12216 | Seadog IT Ltd             | Web design - poppy page                   | 11.25          |               | 11.25          |
|     |       |                           |   | <b>4296.83</b> | <b>615.70</b> | <b>4912.53</b> |

## B) Budget Monitoring

The Clerk/RFO reported that this committee was currently underspent but there was some funds still uncommitted from the Council Tax Support Grant and if the COVID situation carries on this could be consumed. There is an underspend in the Neighbourhood Plan fund but this project is still ongoing so the underspend will be used as time progresses.

### 7. FOR DECISION - To receive any Mural Updates and agree any action required.

Cllr Tagg reported that he had spoken to the artist of the poppy wave mural and it is almost completed and should be finished and erected before Christmas.

### 8. FOR DECISION - To receive any CCTV Updates and agree any action required.

The wiring has been put in for the cameras at the Funeral Directors at the traffic lights but due to a problem with the supply chain the bracket that will go on the side of the building to hold the cameras has not yet been received. As soon as it has been received the cameras will be erected.

Cllr Watson queried the grant funding and the Clerk/RFO and Cllr Tagg confirmed that as soon as the expenditure had been proved the funding will be released.

### 9. FOR DECISION - To receive a community grant request from the CAB

Information had been previously circulated. Cllr Watson reported on the discussions that had taken place and the general consensus was that £500 be put towards room hire, once a week for a year, was a good offer. It would demonstrate that the Town Council was willing to work with the CAB to provide a service for the community.

**Resolved.** It was proposed by Cllr Watson seconded by Cllr Gold and unanimously agreed that £500 be offered to the CAB for 1.5 hours of room hire contribution, once a week for a year.

**10. FOR DECISION – To receive any updates from Cllr Watson on the grant application for the bus shelter project.**

Cllr Watson reported that the Town Council had received 'headline' costs for the three shelters from Cornwall Council but more information of these costs was required. He had been in touch with a Cornwall Council officer requesting a breakdown of these costs and was still awaiting this information. Once this information was forthcoming Cllr Watson would bring this to the next meeting. Cllr Morgan confirmed that he was familiar with some of these costs and would liaise with Cllr Watson.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Coakley and unanimously agreed to note the comments and reported from Cllr Watson and bring this back as a standing item at the next FGP meeting.

**11. FOR DECISION – To receive any feedback from recently attended Finance Training and to agree any action going forward.**

Cllr Watson reported that he had attending online training on budgetary matters and recommended that all Councillors should experience this training as soon as possible, when the new Council was formed. The Clerk questioned whether Councillors would like a representative from CALC to carry out face to face training when it was possible.

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Long and unanimously agreed that the new Council should attend finance training and any other appropriate training and that the Clerk/RFO would put this in place when convenient to do so.

**12. ANY OTHER URGENT BUSINESS**

Operation London Bridge - The Clerk gave an update on 'Operation London Bridge'. She informed Councillors that there was protocol to follow in the event of the death of a senior Royal and said it was good practice to have a policy and procedures documented. Cllr Tagg

reported that he had obtained a Policy and amended it to suit Callington Town Council's requirements and sent a draft to the Clerk/RFO. He informed the committee of what the Town Council was required to do and items that would need to be purchased to comply with procedures. He recommended that the Town Council prepare for this event now.

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Moore and unanimously agreed that the Town Council prepare for this event in readiness for when it happens.

Ground Works South – The Clerk reported that she had been approached by Ground Works South wanting to work with Youth Projects within the community. Cllr Gold reported that the Town Council had worked with this organization in the past but on this occasion they were asking to work with youngsters. She suggested that they should be talking to Youth Club and other youth organisations in the Town in the first instance with the Town Council offering suggestions and support if required. The Clerk had clarified that Ground Works South had spoken with the Community College and Duchy college and had forwarded on the request to groups such as Your Space, One Callington and the Callington Foot Project cascading it out to age appropriate youth groups. She suggested that once they have a project they approach the Town Council could offer support and guidance.

Cllr Watson had spoken with the person at the head of this Ground Works South project and reported that they wanted to engage with a number of young people and they are aware of organisations within the town. They are looking for a venue within the town where they can run sessions for a year or so. Cllr Watson suggested that he speak with the Council at the Full Council meeting in February when they have formulated a plan and spoken to the various youth groups.

**Resolved.** It was proposed by Cllr Moore seconded by Cllr Tolman and unanimously agreed to speak with Ground Works South at the February Full Council meeting to obtain more information on the project they were planning and what support or guidance the Town Council could offer.

There being no further business the meeting was closed at 6.55pm