

Kenwyn Parish Council

1 Nancevallon
Higher Brea
Camborne
TR14 9DE

Mrs K J Harding
Clerk to the Council
Tel: 01209 610250/0800 234 6077
e mail clerk@kenwynparishcouncil.gov.uk
www.kenwynparishcouncil.gov.uk

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON WEDNESDAY 23rd OCTOBER 2019 AT SHORTLANESEND VILLAGE HALL AT 7.15PM

**252/2019 PRESENT: CLLR. HOLROYD (CHAIRMAN), CLLR. HARRY (VICE CHAIR), CLLR. B HILTON
CLLR. GAMMON, CLLR. ROBINSON, CLLR. DYER MBE**

MRS K J HARDING – CLERK TO THE COUNCIL

Also present: Cllr. Green, Cllr. Yexley, Cllr. Smith, Cllr. Hart, Cllr. Hewitt and one member of the public

The Chairman made everyone aware that the meeting was being recorded

253/2019 APOLOGIES:

No apologies.

254/2019 DECLARATIONS OF INTEREST

No declarations of interest.

255/2019 PUBLIC PARTICIPATION (10 MINUTES MAXIMUM, 3 MINUTES MAXIMUM PER PERSON ON FINANCE & GENERAL PURPOSES COMMITTEE MATTERS ONLY)

No public participation.

**256/2019 TO CONSIDER THE FINANCIAL REPORT POWERPOINT PRODUCED BY THE CLERK AND TO
CONSIDER THE BUDGETARY REQUIREMENTS FOR 2020/2021 INCLUDING THE ANNUAL REVIEW
OF THE SALARY BUDGETS AND TO CONSIDER EXTRA BUDGETARY REQUIREMENTS – S100A LOCAL
GOVERNMENT ACT 1972 THE PRESS AND PUBLIC WILL BE EXCLUDED FROM THE DISCUSSION
BASED ON THE LIKELY DISCLOSURE OF EXEMPT INFORMATION UNDER THE LOCAL GOVERNMENT
ACT – MAY APPLY FOR PART OF THIS ITEM**

The Chairman read out the email that had gone with the background papers for the meeting and explained how the meeting would be conducted and who could and could not vote. All members were welcome to give any input to the meeting but only committee members could vote. Once all the recommendations had been formulated, they would be sent to the full council to ratify at the next meeting.

The PowerPoint had been sent to members ahead of the meeting and the Chairman presented it at the meeting with help from the Vice Chairman and the Clerk.

Extra amounts were added to some of the figures produced by the Clerk. In particular the website needed a complete overhaul to ensure it complied with legislation that would be in place by September 2020. This would be a very expensive task and an extra amount was added to the budget.

There was a need to replace fencing at both Shortlanesend and Threemilestone Playing Fields, so members increased the playing fields budget to get this done.

An extra amount was set aside for increased weed spraying following requests from several parishioners to include connecting footpaths at Threemilestone, Shortlanesend and Gloweth.

A by election had now been forced in Shortlanesend and was expected to cost in the region of £3000 so the election budget was increased by £3000 to reimburse this amount to it.

Members increased the Communications Committee budget to £1000 from the £500 figure the Clerk had set aside.

257/2019 TO APPROVE THE LIST OF DUE PAYMENTS WHICH ARISE ON A REGULAR BASIS AS THE RESULT OF A CONTINUING CONTRACT, STATUTORY DUTY, OR OBLIGATION INCLUDING SALARIES, PAYE AND NI, AND REGULAR MAINTENANCE CONTRACTS AND THE LIKE FOR WHICH THE COUNCIL AUTHORISES PAYMENT FOR THE YEAR PROVIDED THAT THE REQUIREMENTS OF FINANCIAL REGULATION 4 (BUDGETARY CONTROLS) ARE ADHERED TO

RESOLVED: TO APPROVE THE LIST OF DUE PAYMENTS WHICH ARISE ON A REGULAR BASIS AS THE RESULT OF A CONTINUING CONTRACT, STATUTORY DUTY, OR OBLIGATION INCLUDING SALARIES, PAYE AND NI, AND REGULAR MAINTENANCE CONTRACTS AND THE LIKE FOR WHICH THE COUNCIL AUTHORISES PAYMENT FOR THE YEAR PROVIDED THAT THE REQUIREMENTS OF FINANCIAL REGULATION 4 (BUDGETARY CONTROLS) ARE ADHERED TO

**Proposed by: Cllr. Harry
Seconded by: Cllr. Gammon
Vote: unanimous**

258/2019 TO APPROVE THE ONGOING USE OF BACS TO PAY MONTHLY SALARIES AND HMRC PAYMENTS

RESOLVED: TO APPROVE THE ONGOING USE OF BACS TO PAY MONTHLY SALARIES AND HMRC PAYMENTS

**Proposed by: Chairman
Vote: unanimous**

259/2019 TO APPROVE THE USE OF A VARIABLE DIRECT DEBIT AS THE PAYMENT METHOD FOR UTILITY SUPPLIES (ENERGY, TELEPHONE AND WATER)

RESOLVED: TO APPROVE THE USE OF A VARIABLE DIRECT DEBIT AS THE PAYMENT METHOD FOR UTILITY SUPPLIES (ENERGY, TELEPHONE AND WATER)

Proposed by: Cllr. Gammon

Seconded by: Chairman

Vote: unanimous

260/2019 TO CONSIDER AND MAKE A RECOMMENDATION TO THE FULL COUNCIL FOR THE USE OF A DEBIT CARD AS AN ALTERNATIVE PAYMENT METHOD TO CHEQUES TO BE USED WHERE NECESSARY. TO AGREE METHOD OF INTERNAL CHECKING OF PAYMENTS MADE BY THIS METHOD – CLLR. HARRY

Cllr. Harry presented this item and advised the council could take advantage of better prices on purchases if it had more choice in the companies it used. By only having cheque payments this limited the number of companies that purchases could be made from.

Advice had been sought by the Clerk from Cornwall Association of Local Councils and this was discussed at the meeting. CALC had advised the use of a Credit Card as another payment method.

Members decided to recommend the Clerk apply for both a credit and a debit card on behalf of the council. The Clerk would be the only card holder and user.

RESOLVED: TO RECOMMEND TO THE FULL COUNCIL THAT THE CLERK APPLY FOR A CREDIT CARD AND A DEBIT CARD ON BEHALF OF THE PARISH COUNCIL WITH THE CLERK BEING THE SOLE USER. TO RECOMMEND THE USE OF A CREDIT CARD AND DEBIT CARD AS ALTERNATIVE PAYMENT METHODS TO CHEQUES TO BE USED WHERE NECESSARY. TO RECOMMEND THE SUGGESTED METHOD OF INTERNAL CHECKING OF PAYMENTS MADE BY THESE METHODS ALONG WITH EXISTING METHOD OF CHECKING MONTHLY ACCOUNTS AND RECONCILING PAYMENTS

Proposed by: Cllr. Gammon

Seconded by: Cllr. Harry

Vote: unanimous

261/2019 TO CONSIDER AND MAKE A RECOMMENDATION TO THE FULL COUNCIL TO ADOPT THE POLICY ON THE USE OF A DEBIT CARD WRITTEN UP BY THE CLERK. THE POLICY BE UPDATED TO INCLUDE THE USE OF A CREDIT CARD.

RESOLVED: TO RECOMMEND TO THE FULL COUNCIL THAT THE POLICY ON THE USE OF A DEBIT CARD WRITTEN UP BY THE CLERK BE ADOPTED AND THE POLICY TO BE UPDATED TO INCLUDE THE USE OF A CREDIT CARD.

Proposed by: Cllr. Harry

Seconded by: Chairman

Vote: unanimous

262/2019 TO CONSIDER AND MAKE A RECOMMENDATION TO PURCHASE ADOBE ACROBAT FOR INTERACTIVE SIGNING TO CUT DOWN USE OF PAPER IN RELATION TO CLIMATE EMERGENCY DECLARATION – CLLR. HILTON

RESOLVED: TO MAKE A RECOMMENDATION TO THE FULL COUNCIL TO PURCHASE ADOBE ACROBAT FOR INTERACTIVE SIGNING TO CUT DOWN USE OF PAPER IN RELATION TO CLIMATE EMERGENCY DECLARATION. TO DO IN YEAR AS SAGE SUBSCRIPTION HAS NOW BEEN TERMINATED AND ADOBE ACROBAT SUBSCRIPTION TO TAKE ITS PLACE. NO EXTRA BUDGET REQUIRED THEREFORE.

Proposed by: Cllr. Gammon

Seconded by: Cllr. Harry

Vote: unanimous

263/2019 TO CONSIDER AND MAKE A RECOMMENDATION ON PURCHASE OF TABLETS FOR PARISH COUNCILLORS AS PART OF WORK TOWARDS CLIMATE EMERGENCY DECLARATION – CLLR. HARRY

Cllr. Harry -spoke on this item and advised that the use of tablets would negate the need for paper and printing by councillors and the Clerk. This would achieve one objective on the parish council's climate change declaration project. For around £3000 a tablet, docking station and keyboard could be purchased. The equipment would be pre-loaded with the required software and training would be provided. The equipment would be protected by a policy to be drawn up and this would cover GDPR and how the equipment was used and to enforce the point that the equipment was owned by Kenwyn Parish Council and must be returned when councillors resigned or retired.

The funding would come from the £10000 Climate Change Declaration Budget.

Members, in the main, agreed this was a much better way to manage council work and would be extremely helpful for new members joining the council.

RESOLVED: TO RECOMMEND TO THE FULL COUNCIL THAT TABLETS, DOCKING STATIONS, KEYBOARDS AND ASSOCIATED SOFTWARE BE PURCHASED FOR PARISH COUNCILLORS AS PART OF WORK TOWARDS CLIMATE EMERGENCY DECLARATION. AN APPROPRIATE POLICY TO BE PUT TOGETHER FOR ADOPTION BY THE FULL COUNCIL.

Proposed by: Cllr. Hilton

Seconded by: Cllr. Robinson

Vote: 5 in favour, Cllr. Dyer abstained because he had 72 emails on his computer on the day of the meeting.

264/2019 TO REVIEW THE HIRE RATES FOR SHORTLANESEND VILLAGE HALL FOR 2020/2021 AND TO REMOVE THE REFUNDABLE DEPOSIT – CLLR. HARRY

Cllr. Harry and the Clerk spoke on the refundable deposit and how it put hirers off as some could not afford to have this money outstanding for many months. The deposits had never been used and

it was a cumbersome system which was affecting families who had wanted to have birthday parties and such like at the hall. Members agreed to recommend the removal of the refundable deposit scheme.

The Clerk advised the Commercial Rate wasn't working and no-one would pay that much to hire the hall. Members agreed to recommend the removal of this rate.

Members also agreed that the current hire rates should remain the same.

RESOLVED: TO RECOMMEND THE REFUNDABLE DEPOSIT AND THE COMMERCIAL RATE BE REMOVED AND TO RECOMMEND THE CURRENT HIRE RATES FOR THE VILLAGE HALL REMAIN THE SAME FOR 2020-2021

**Proposed by: Cllr. Harry
Seconded by: Cllr. Gammon
Vote: unanimous**

265/2019 TO AGREE AND ADOPT THE INVESTMENT STRATEGY DRAWN UP BY THE CLERK

RESOLVED: TO AGREE AND ADOPT THE INVESTMENT STRATEGY DRAWN UP BY THE CLERK

**Proposed by: Cllr. Gammon
Seconded by: Cllr. Robinson
Vote: unanimous**

266/2019 TO AGREE AND ADOPT THE THREE-YEAR BUSINESS PLAN DRAWN UP BY THE CLERK

RESOLVED: TO AGREE AND ADOPT THE THREE-YEAR BUSINESS PLAN DRAWN UP BY THE CLERK

**Proposed by: Cllr. Hilton
Seconded by: Cllr. Robinson
Vote: unanimous**

267/2019 TO REVIEW THE EFFECTIVENESS OF THE CURRENT SYSTEM OF INTERNAL CONTROL AND ENSURE IT IS IN ACCORDANCE WITH PROPER PRACTICES (TO MEET AUDIT REGULATIONS)

RESOLVED: TO APPROVE THE CURRENT SYSTEM OF INTERNAL CONTROL AS EFFECTIVE AND IN ACCORDANCE WITH PROPER PRACTICES (TO MEET AUDIT REGULATIONS)

**Proposed by: Cllr. Hilton
Seconded by: Cllr. Gammon
Vote: unanimous**

Cllr. Harry wished to place on record the parish council's thanks to the Clerk for another successful audit. He also wanted to thank her for the power point presentation and for all the work that had gone into this finance meeting. Members unanimously agreed with this.

268/2019 TO AGREE TO MOVE MONEY FROM THE GENERAL FUND INTO EARMARKED RESERVES AS RECOMMENDED BY THE CLERK IN ORDER TO ADHERE TO POLICY ON LEVEL OF FREE RESERVES

RESOLVED: TO AGREE TO MOVE MONEY FROM THE GENERAL FUND INTO EARMARKED RESERVES AS RECOMMENDED BY THE CLERK IN ORDER TO ADHERE TO POLICY ON LEVEL OF FREE RESERVES

**Proposed by: Cllr. Gammon
Seconded by: Cllr. Robinson
Vote: unanimous**

269/2019 TO DISCUSS AND MAKE A RECOMMENDATION TO THE FULL COUNCIL TO COMMISSION AND INSTALL A COMMEMORATION BOARD AT SHORTLANESEND VILLAGE HALL TO REFLECT ALL PAST AND PRESENT CHAIRMEN – CLLR. GAMMON

RESOLVED: TO OBTAIN COSTINGS BEFORE MAKING A RECOMMENDATION TO THE FULL COUNCIL THAT A COMMEMORATION BOARD BE COMMISSIONED AND INSTALLED AT SHORTLANESEND VILLAGE HALL TO REFLECT ALL PAST AND PRESENT CHAIRMEN AND THE HISTORY OF THE PARISH

**Proposed by: Cllr. Hilton
Seconded by: Cllr. Robinson
Vote: unanimous**

270/2019 TO RE-ALLOCATE EARMARKED RESERVES TO PAY FOR RE-BRANDING OF KENWYN PARISH COUNCIL LOGO, WEBSITE, SOCIAL MEDIA AND LETTERHEAD AND TO CONSIDER QUOTE FOR WORK TO PROVIDE NEW LOGO – CLLR. HARRY

RESOLVED: TO RE-ALLOCATE EARMARKED RESERVES TO PAY FOR THE RE-BRANDING OF KENWYN PARISH COUNCIL LOGO, WEBSITE, SOCIAL MEDIA AND LETTERHEAD AND TO ACCEPT QUOTE FOR WORK TO PROVIDE NEW LOGO. TO DO IN YEAR AND INSTRUCT THE CLERK TO CREATE A COMMUNICATIONS COMMITTEE EARMARKED RESERVE TO COVER THE COST OF THIS AND THE WORK BEING DONE BY THAT COMMITTEE

**Proposed by: Cllr. Hilton
Seconded by: Cllr. Gammon
Vote: unanimous**

271/2019 TO CONSIDER THE PURCHASE OF A NEW CHAIRMAN'S CHAIN OF OFFICE IN 2020/21 AND ADD A RECOMMENDED AMOUNT TO THE PROPOSED BUDGET FOR 2020/2021 – CLLR. GAMMON

Cllr. Gammon spoke on this item and advised the current Chain of Office was tatty and uncomfortable to wear. It did not reflect the current council and how the council operated and

whilst she had firstly wanted to propose it be replaced, she now wondered whether it should just be displayed as an item from history and not replaced.

Cllr. Dyer disagreed and felt it should remain in place as it was an historical item and he also wanted investigation into the history of the parish going back to 1895. Cllr. Dyer said this item had caught him off guard because he hadn't read the agenda ahead of the meeting.

Discussion took place and it was eventually decided to resolve the following:

RESOLVED: TO INVESTIGATE A MORE MODERN WAY OF RECOGNISING THE OFFICE OF CHAIRMAN AND TO INVESTIGATE THE COST OF A NEW MODERN CHAIN/BADGE OR OTHER AND TO BRING BACK A RECOMMENDATION TO THE FULL COUNCIL.

Proposed by: Cllr. Gammon

Seconded by: Cllr. Hilton

Vote: unanimous

272/2019 TO AGREE AND APPROVE THE CURRENT ASSET REGISTER

RESOLVED: TO AGREE AND APPROVE THE CURRENT ASSET REGISTER

Proposed by: Cllr. Gammon

Seconded by: Cllr. Hilton

Vote: unanimous

273/2019 TO PUT TOGETHER A PROPOSED BUDGET AND PRECEPT AMOUNT FOR 2020/2021 - S100A LOCAL GOVERNMENT ACT 1972 THE PRESS AND PUBLIC WILL BE EXCLUDED FROM THE DISCUSSION BASED ON THE LIKELY DISCLOSURE OF EXEMPT INFORMATION UNDER THE LOCAL GOVERNMENT ACT – MAY APPLY FOR PART OF THIS ITEM

RESOLVED: TO SET THE RECOMMENDED BUDGET FOR 2020-2021 AT £180018.00 WITH £10,000 BEING REALLOCATED FROM THE CURRENT EARMARKED RESERVE NAMED GLENTHORNE ROAD PLAY AREA. THIS AMOUNT TO BE USED TO REDUCE THE PRECEPT REQUEST FOR 2020-2021 AND TO COVER THE CLIMATE CHANGE DECLARATION PROJECT WORK. TO RENAME THE EARMARKED RESERVE FOR THIS. TO SET THE RECOMMENDED PRECEPT AMOUNT OF £170018.00 FOR 2020/2021 AND RECOMMEND THIS BE ADOPTED BY THE FULL COUNCIL

Proposed by: Cllr. Gammon

Seconded by: Cllr. Hilton

Vote: unanimous

274/2019 ANY OTHER ITEM THE CHAIRMAN DEEMS AS URGENT

No other urgent items.

The meeting closed at 8.30pm.