

Lostwithiel Town Council

Finance, Staffing & General Purposes Committee Meeting

Tuesday 24 July 2012

A Meeting of the Town Council's Finance, Staffing & General Purposes Committee was held in the Town Clerk's Office on Tuesday 24 July 2012.

Councillors present

The Worshipful the Mayor of Lostwithiel Councillor Mrs Parsons
Honoured Burgess M Jones, Honoured Burgess W Nicholls
Councillor C Jewels, Councillor J Pegg,
Councillor V May and Councillor D Robson

In attendance

Deputy Mayor Councillor Mrs P Jarrett
Town Clerk Sandra Harris

No public were in attendance

FSGP164/12 PUBLIC PARTICIPATION

None

FSGP165/12 APOLOGIES OF ABSENCE

Apologies for absence were received and accepted from Councillor P Sweet.

FSGP166/12 DECLARATIONS OF INTEREST

Councillor Jewels declared a personal & prejudicial interest in Agenda item 10 Town Map boards.
Councillor May also declared a personal & prejudicial interest in Agenda item 10 Town Map boards.

FSGP167/12 ELECTION OF FS & GP COMMITTEE VICE CHAIRMAN

It was proposed by Councillor Jewels and seconded by Councillor Pegg Jones that Honoured Burgess Jones is elected Vice Chairman of the Finance, Staffing & General Purposes Committee for the forthcoming year. This proposal received the support of the Committee.

FSGP168/12 MINUTES

The minutes of the Finance, Staffing and General Purposes Committee Meeting held on 26 June 2012 were accepted, approved and duly signed by Committee Chairman Councillor Jewels. Proposed Councillor Pegg seconded Councillor Robson. This proposal received the support of the Council.

FSGP169/12 FINANCIAL REGULATIONS

It was proposed by Councillor Pegg and seconded by Honoured Burgess Jones that the Finance, Staffing & General Purposes Committee recommends to full Council the adoption of the Financial Regulations as amended. This proposal received the support of the Committee.

FSGP170/12 STANDING ORDERS

It was proposed by Councillor Pegg and seconded by Honoured Burgess Jones that the Finance, Staffing & General Purposes Committee recommends to full Council the adoption of the Standing Orders as amended. This proposal received the support of the Committee.

FSGP171/12 LOSTWITHIEL SCHOOL CAR PARK

The Committee Chairman Councillor Jewels read the letter from Lostwithiel School to the Committee. The Committee decided that no further action was necessary at this juncture. However the clerk was instructed to thank the school for their letter and to advise that the Council awaits their further advices in due course.

FSGP172/12 SIGNAGE

The Committee considered the photos of the signs. It was decided that the clerk should be instructed to contact Cornwall Council to request refurbishment and adjustment of all the 'black finger post signs' and replacement of the Cattle Market toilet sign. The clerk was also instructed to ask Cornwall Council for a Methodist Church sign to be made and erected on the posts.

FSGP173/12 TOWN MAP BOARDS

Councillors Jewels & May having previously declared both personal and prejudicial interests left the meeting room. Honoured Burgess Jones took the Chair.

It was proposed by Councillor Robson and seconded by the Worshipful the Mayor of Lostwithiel Councillor Mrs Parsons that if the Mayor can check that the older style map will still be provided and adjusted free of charge and that the lamination quotation is still valid a map is ordered and erected on the Cattle Market notice board. This proposal received the support of the Committee with five votes in favour and one against. The Mayor agreed to make the necessary checks and arrangements. Councillors Jewels & May rejoined the meeting and Councillor Jewels took the Chair.

FSGP174/12 CATTLE MARKET CAR PARK

The clerk read to Council the latest correspondence regarding the alleged collapsed drain. It was proposed by Honoured Burgess Jones and seconded by Councillor Robson that the contractor is instructed to go ahead as soon as possible if the price given is still valid. This proposal received the support of the Committee and Honoured Burgess Jones agreed to contact the contractor to make the necessary arrangements.

FSGP175/12 PROPERTY REPAIRS & MAINTENANCE

It was proposed by Councillor May and seconded by Councillor Pegg that Honoured Burgess Jones collates all repairs and maintenance issues on all Town Council property on a monthly basis for consideration at Finance, Staffing and General Purposes Committee meetings. This proposal received the support of the Committee.

FSGP176/12 COULSON PARK SHELTER

It was decided that this shelter will come under the remit of the Land & Parks Committee.

FSGP177/12 EDGCUMBE HOUSE

It was decided that Honoured Burgess Jones will check the reports regarding the window cills, police office ceiling and drains and report back to next month's Finance, Staffing and General Purposes Committee meeting.

FSGP178/12 INVENTORY

It was decided that each Committee should be tasked to produce an inventory of all items.

FSGP179/12 FINANCE REPORT

The Committee Chairman Councillor Jewels advised that Councillor Sweet and the town clerk had met to discuss amending the Scribe accounts package to reflect the new Committees. Once this has been achieved Committees should have monthly figures available to ensure that there are no overspends and that they can deliver on projects.

FSGP180/12 MAYOR'S ROLL

It was proposed by Honoured Burgess Nicholls and seconded by Councillor Pegg that the usual contractor is instructed to update the Guildhall board.

FSGP181/12 JUBILEE COUNCIL PHOTOGRAPH

It was proposed by Councillor Pegg and seconded by Councillor Robson that the Committee approves the purchase and framing of the recent full Council photo at an estimated cost of £20. This proposal received the support of the Committee.

FSGP182/12 LAND REGISTRY

It was proposed by Honoured Burgess Jones and seconded by Councillor Robson that the revised HM Land Registry applications are submitted as prepared. The Committee extended its grateful thanks to Councillor Pegg for all his hard work in preparing the forms.

FSGP183/12 CORRESPONDENCE

Resident	Request to purchase part of grass verge on property boundary. The clerk was instructed to write to the resident to confirm the request will receive the consideration of the Committee.
Edgcumbe House	Receipt of an update replacement window estimate The clerk was instructed to check with Cornwall Council if Listed Building Planning permission will be required.
Office rental	Applicant interested in top floor office on a fixed term until September 2013. The clerk was asked to instruct Jefferys to prepare the necessary document for signature.

FSGP184/12 ITEMS FOR NEXT AGENDA

Wayleaves
Library
Library courtyard wall
Twinning Pleyber Christ

The meeting closed at 8.40pm

Chairman

Date