

LOSTWITHIEL TOWN COUNCIL
FINANCE, STAFFING & GENERAL PURPOSES COMMITTEE MEETING

Tuesday 25 February 2014

A Meeting of the Town Council's Finance, Staffing & General Purposes Committee was held in the Guildhall on Tuesday 25 February 2014 at 7pm.

Councillors present

Committee Chairman Councillor Jewels, Committee Vice Chairman Honoured Burgess Jones, Mayor Mrs Parsons, Councillor Robson and Councillor Watkins.

In attendance

Deputy Mayor Mrs Jarrett

Town clerk Mrs Harris

No members of the public were present.

FSGP693/13 PUBLIC PARTICIPATION
None

FSGP694/13 APOLOGIES
Apologies were received and accepted from Councillor May and Councillor Mrs Wilkinson.

FSGP695/13 DECLARATIONS OF INTEREST
None

FSGP696/13 MINUTES
The minutes of the meeting of the 28 January 2014 were accepted, approved and duly signed by Committee Chairman Councillor Jewels. Proposed Honoured Burgess Jones seconded Councillor Robson. This proposal received the support of the Committee.

FSGP697/13 PROPERTY REPAIRS AND MAINTENANCE
Honoured Burgess Jones advised that the necessary repairs have been undertaken to prevent further water ingress. Honoured Burgess Jones will be meeting with the Insurance Loss Adjuster tomorrow and the Planning Pre-application forms will be submitted to Cornwall Council as soon as possible.

FSGP698/13 INTERIM INTERNAL AUDIT REPORT
It was proposed by Councillor Robson and seconded by Honoured Burgess Jones that the content of this report is noted by the Committee and the recommendations followed. This proposal received the support of the Committee.

FSGP699/13 ANTI FRAUD AND CORRUPTION POLICY
It was proposed by Councillor Jewels and seconded by Councillor Robson that the Committee recognises the need for this document and accepts Honoured Burgess Jones's offer to undertake some minor amendments to this model document and to the model Whistle Blowing policy document for consideration by the Committee at next month's meeting. This proposal received the support of the Committee.

FSGP700/13 RISK MANAGEMENT
It was proposed by Councillor Robson and seconded by Councillor Watkins that the Committee recognises the need for this document and accepts Honoured Burgess Jones's offer to revise the template received for consideration by the Committee at next month's meeting. This proposal received the support of the Committee.

FSGP701/13 INVESTMENT STRATEGY

It was proposed by Honoured Burgess Jones and seconded by Mayor Mrs Parsons that the Finance Staffing and General Purposes Committee recommends to full Council the adoption of the Investment Strategy Policy as drafted. This proposal received the support of the Committee.

FSGP702/13 STATEMENT OF INTERNAL CONTROL

It was proposed by Councillor Robson and seconded by Honoured Burgess Jones that the Finance Staffing and General Purposes Committee recommends to full Council the adoption of the Statement of Internal Control as drafted. This proposal received the support of the Committee.

FSGP703/13 ASSET REGISTER

The Council considered the template Asset Register and the clerk advised the Committee regarding the significance of the columns Date Acquired and Purchase Price. Councillor Watkins offered to arrange to prepare the Land & Parks Committee items in the recommended format and Councillor Jewels and Honoured Burgess Jones agreed to prepare a list of all items under the remit of the Finance, Staffing & General Purposes Committee. Honoured Burgess Jones's offer to obtain prices to clean the painting was accepted by the Committee.

FSGP704/13 TOWN MAPS

The clerk advised Council that the map boards have not been ordered and that correspondence has been received from a Lostwithiel resident requesting an update on the project. Mayor Mrs Parsons offered to source new printing and installation quotations in order to progress the project.

FSGP705/13 CORRESPONDENCE

The correspondence received following the review of the Council's insurance policy was read to the Committee. Honoured Burgess Jones suggested that the Council may wish not to continue to self-insure the War Memorials. The suggested rebuild cost for the War Memorial on the corner of the Parade is £14,000. The Peace Memorial £8,000 and the Memorial in the Garden of Remembrance £4,000 - £5,000. Honoured Burgess Jones further explained the position regarding a new safe and it was suggested that the safe could be insured separately. Honoured Burgess Jones advised that he would ensure he had different options available for consideration by the Committee at the next meeting.

FSGP706/13 ITEMS FOR NEXT AGENDA

Asset Register
Safe
Anti Corruption & Whistle Blowing Policy
Risk management

The meeting closed at 8.05pm

Chairman

Date