

LOSTWITHIEL TOWN COUNCIL  
FINANCE, STAFFING & GENERAL PURPOSES COMMITTEE MEETING

Tuesday 22 April 2014

A Meeting of the Town Council's Finance, Staffing & General Purposes Committee was held in the Guildhall on Tuesday 22 April 2014 at 7pm.

Councillors present

Committee Chairman Councillor Jewels, Committee Vice-Chairman Honoured Burgess Jones, Mayor Mrs Parsons, Councillor Gillett, Councillor May and Councillor Watkins.

In attendance

Town clerk Mrs Harris

No members of the public were present.

FSGP833/13 PUBLIC PARTICIPATION

None

FSGP834/13 APOLOGIES

Apologies were received and accepted from Councillor Robson and Councillor Mrs Wilkinson. Deputy Mayor Mrs Jarrett had also sent her apologies for the meeting although not a Committee member.

FSGP835/13 DECLARATIONS OF INTEREST

None

FSGP836/13 MINUTES

The minutes of the meeting of the 25 March 2014 were accepted, approved and duly signed by Committee Chairman Councillor Jewels. Proposed Councillor Watkins seconded Mayor Mrs Parsons. This proposal received the support of the Committee.

FSGP837/13 PROPERTY REPAIRS AND MAINTENANCE

Honoured Burgess Jones presented his monthly report. Honoured Burgess Jones advised that he will be available to meet with Cornwall Council's Conservation Officer as soon as a date becomes available. Honoured Burgess Jones further advised that tender documents need to be prepared for the decoration of Taprell House and the outside of the Library.

Honoured Burgess Jones is currently investigating a report of damp in the Chapel and will report back to the Committee next month. Councillor Watkins asked if it could be checked if Taprell House is let on a self repair lease.

Honoured Burgess Jones also reported that he will draw up the necessary tender paperwork for the repair to the Guildhall window.

It was proposed by Councillor Watkins and seconded by Councillor May that a decorator is instructed to paint the stairs wall and ceiling prior to Mayor Making. This proposal received the support of the Committee.

FSGP838/13 RISK MANAGEMENT – TO FURTHER CONSIDER THE DRAFT POLICY AND MAKE REASONABLE RECOMMENDATIONS TO COUNCIL

The Committee decided to defer this agenda item to the next meeting.

FSGP839/13 ASSET REGISTER

The Committee was advised that the Land & Parks Asset Register items have been drafted up. The Committee decided that Councillor Robson would be asked if he was prepared to draw up the FS&GP Asset Register items.

**FSGP840/13            SAFE**

Honoured Burgess Jones updated the Committee with information obtained from various safe manufacturers and advised that he would bring back to the next meeting recommendations and prices. The Committee instructed the clerk to check with the new insurers to establish if they will accept the existing safe in the existing location or in the clerk's office with or without a burglar alarm. The clerk was further instructed to ascertain if it is possible for a Zurich representative to visit the premises.

**FSGP841/13            CORRESPONDENCE**

It was proposed by Councillor Jewels and seconded by Councillor Gillett that the price of £75 to update the Mayoral Terms of Office board is accepted. This proposal received the support of the Committee.

**FSGP842/13            ITEMS FOR NEXT AGENDA**

The clerk was instructed to ensure that all deferred items listed above receive the consideration of the Committee at the next meeting.

The meeting closed at 8.05pm

Chairman

Date