

LOSTWITHIEL TOWN COUNCIL  
FINANCE, STAFFING & GENERAL PURPOSES COMMITTEE MEETING

Tuesday 20 May 2014

A Meeting of the Town Council's Finance, Staffing & General Purposes Committee was held in the Guildhall on Tuesday 20 May 2014 at 7.15pm.

Councillors present

Mayor Mrs Jarrett, Deputy Mayor May, Councillor Gillett, Councillor Jewels,  
Honoured Burgess Jones, Councillor Mrs Ross, Councillor Robson.

In attendance

Town clerk Mrs Harris

No members of the public were present.

FSGP61/14                    ELECTION OF FINANCE, STAFFING & GENERAL PURPOSES COMMITTEE  
CHAIRMAN

It was proposed by Honoured Burgess Jones and seconded by Mayor Mrs Jarrett that Councillor Jewels is elected Chairman of the Finance, Staffing & General Purposes Committee for the year 2014/15. This proposal received the support of the Committee.

FSGP62/14                    ELECTION OF VICE CHAIRMAN OF FINANCE, STAFFING & GENERAL  
PURPOSES COMMITTEE

It was proposed by Mayor Mrs Jarrett and seconded by Councillor Gillett that Councillor Mrs Ross is elected Vice Chairman of the FS&GP Committee for the year 2014/15. It was also proposed by Councillor Jewels and seconded by Councillor Robson that Honoured Burgess Jones is elected Vice Chairman of the FS&GP Committee for the year 2014/15. The Committee agreed to vote by written ballot as a result of the written ballot Councillor Mrs Ross was elected Vice Chairman of the FS&GP Committee. This proposal received the support of the Committee.

FSGP63/14                    PUBLIC PARTICIPATION

None

FSGP64/14                    APOLOGIES

None

FSGP65/14                    DECLARATIONS OF INTEREST

None

FSGP66/14                    STAFFING COMMITTEE

In accordance with Lostwithiel Town Council's Finance, Staffing and General Purposes Committee Terms of Reference it was proposed by Councillor Jewels and seconded by Deputy Mayor May that Councillor Mrs Ross serves on the Staffing Sub Committee alongside the Mayor and Chairman of the Finance, Staffing and General Purposes Committee. This proposal received the support of the Committee.

FSGP67/14                    MINUTES

The minutes of the meeting of the 22 April 2014 were accepted, approved and duly signed by Committee Chairman Councillor Jewels. Proposed Councillor Robson seconded Honoured Burgess Jones. This proposal received the support of the Committee.

#### FSGP68/14 APPROVED CONTRACTORS LIST

It was proposed by Councillor Robson and seconded by Councillor Gillett that the following contractors are added to the Approved Contractors List:-

Bodmin Funeral Services	Chubb Fire
Clarity Copiers	Cormac Solutions Ltd
Hotdog Decals	Parc Signs
Revival Design	South West Hygiene
South West Wildlife Services	Western Web Ltd

This proposal received the support of the Committee.

#### FSGP69/14 INTERNAL AUDITORS REPORT

It was proposed by Honoured Burgess Jones and seconded by Mayor Mrs Jarrett that the clerk is instructed to obtain three quotations for structural surveys of both Edgcombe House and the Guildhall and three quotations for valuations of the same. Councillor Robson agreed to continue to collate all the information required to re-write the asset register in the prescribed format. This proposal received the support of the Committee.

#### FSGP70/14 PROPERTY REPAIRS AND MAINTENANCE

Honoured Burgess Jones reported on the meeting held with Cornwall Council's Conservation Officer Victoria Robinson. Honoured Burgess Jones advised that the written report following this meeting has yet to be received. It was proposed by Councillor Robson and seconded by Mayor Mrs Jarrett that as soon as the written report is received a written specification is sent out to request tenders to remove the panelling in the Town Clerk's office to allow the walls to dry, to strip the walls of paper etc in the office above and to free the windows in both offices which currently will not open due to paint. This proposal received the support of the Committee.

#### FSGP71/14 RISK MANAGEMENT DRAFT POLICY

The Committee decided to defer this agenda item to next month's meeting.

#### FSGP72/14 ASSET REGISTER

Please see agenda item FSGP69/14.

#### FSGP73/14 COMMITTEE STRUCTURES AND WORKING PRACTICES

The clerk was instructed to circulate the proposals put forward by Committee Chairman Councillor Jewels and Councillor Robson and to make this item an agenda item for next month's meeting.

#### FSGP74/14 CORRESPONDENCE

It was proposed by Councillor Mrs Ross and seconded by Councillor Jewels that the clerk is instructed to check the following regarding the proposed repointing of the chimney:-

1. Details of the total costs and if there is going to be an apportionment of costs.
2. Sight of the builder's insurance documents
3. Confirm the Council grants permission for access to the chimney via the Town Council's roof.
4. Confirm the Council agrees to a repoint only – if on closer inspection it transpires that there are other issues which need further work the Council requires prior notification of the intended works.
5. Prior notification of the intention to start the repointing works.

This proposal received the support of the Committee.

#### FSGP75/14 ITEMS FOR NEXT AGENDA

Land Charges Searches for properties adjoining the Methodist Chapel.

The meeting closed at 9.20pm

Chairman

Date