

**LOSTWITHIEL TOWN COUNCIL
FINANCE, STAFFING & GENERAL PURPOSES COMMITTEE MEETING**

Tuesday 17 June 2014

A Meeting of the Town Council's Finance, Staffing & General Purposes Committee was held in the Guildhall on Tuesday 17 June 2014 at 7pm.

Councillors present

Committee Chairman Councillor Jewels, Mayor Mrs Jarrett, Deputy Mayor May, Councillor Gillett, Honoured Burgess Jones, Councillor Robson & Councillor Watkins.

In attendance

Councillor Brewer

Councillor Mrs Parsons

Town clerk Mrs Harris

No members of the public were present.

FSGP133/14 PUBLIC PARTICIPATION

None

FSGP134/14 APOLOGIES

Apologies were received and accepted from Committee Vice Chairman Councillor Mrs Ross.

FSGP135/14 DECLARATIONS OF INTEREST

Councillor Jewels declared a non registerable interest in agenda item 17 Town Sergeant.

FSGP136/14 MINUTES

The minutes of the meeting of the 20 May 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.

FSGP137/14 PROPERTY REPAIRS AND MAINTENANCE

Honoured Burgess Jones advised the Committee that the Council is still awaiting the written report from Cornwall Council's Conservation Officer Victoria Robinson. Honoured Burgess Jones advised that he has prepared draft specifications for the necessary works which will be amended/revised if necessary when the Conservation Officer's written report has been received.

The Council discussed removing the panels in the Town Clerk's office to allow the wall to dry out and Councillor Watkins offered to free the windows in both offices to increase air circulation.

Councillor Brewer advised the meeting that a slate has slipped off Edgcumbe House roof.

FSGP138/14 TOWN MAP BOARDS – LOSTWITHIEL BUSINESS GROUP

The Committee considered the correspondence from Lostwithiel Business Group. It was proposed by Councillor Watkins and seconded by Mayor Mrs Jarrett that the clerk is instructed to forward a copy of the Town Map board design to Lostwithiel Business Group for them to check for amendments prior to the design being forwarded for printing. Any charges from the design firm for any amendments to the maps to be paid from Lostwithiel Business Group's voluntary donation to the cost of the maps. This proposal received the support of the Council.

FSGP139/14 RISK MANAGEMENT DRAFT POLICY

Councillor Watkins commended Honoured Burgess Jones on all his hard work drafting the Risk Management Policy. It was proposed by Councillor Watkins and seconded by Councillor Robson that Lostwithiel Town Council's Finance, Staffing and General Purposes Committee recommends the adoption of the Risk Management Policy to full Council as drafted. This proposal received the support of the Committee.

FSGP140/14 ASSET REGISTER

Councillor Watkins advised the Committee that the revised Asset Register is currently being drafted.

FSGP141/14 COMMITTEE STRUCTURES AND WORKING PRACTICES

It was proposed by Honoured Burgess Jones and seconded by Councillor Watkins that the following members:-

Councillor Gillett, Councillor Jewels, Councillor Robson and Councillor Watkins are appointed to a working party to report back to the Finance, Staffing & General Purposes Committee with recommendations on future Committee structures and working practices. This proposal received the support of the Committee.

FSGP142/14 EDGCUMBE HOUSE Electric & Locksmith quotations

It was proposed by Councillor Watkins and seconded by Honoured Burgess Jones that the quotation to replace two existing incomplete light fittings in the toilet area with low energy 16 watt 2d enclosed fittings at a cost of £63.38 is accepted. This proposal received the support of the Committee. The clerk was instructed to ensure that the electrician is also asked to check the main light not working in the Guildhall building and the ceiling light not working on the ring in the Mayor's Parlour.

It was further proposed by Councillor Robson and seconded by Deputy Mayor May that the quotation to install 3 x British Standard Insurance approved dead locks, one rebate kit, 2 x digi locks, 1 dead lock euro case, 1 British Standard thumb turn euro lock, 2 x escutcheons and fitting at a cost of £372.00 is accepted. This proposal received the support of the Committee.

FSGP143/14 EDGCUMBE HOUSE Fire Safety Report

It was proposed by Councillor Watkins and seconded by Councillor Robson that the clerk is instructed to forward a copy of the Fire Safety Report to Victoria Robinson to ask her advice on how the Town Council can overcome the issues raised. The clerk was further instructed to obtain a quotation to install/upgrade an automatic fire detection system that would comply with British Standard 5839 Part 1 Category L3. This proposal received the support of the Committee.

It was further proposed by Councillor Watkins and seconded by Councillor Robson that Mayor Mrs Jarrett is authorised to purchase a Visitor book and white board. This proposal received the support of the Committee.

FSGP144/14 THE MONMOUTH – DERELICT BUILDING GRANTS

The Council concluded that it should ensure that it is aware of available grant funding streams and the necessary eligibility criteria for both projects and project stakeholders.

FSGP145/14 METHODIST CHAPEL – Land Charges Searches

It was proposed by Councillor Watkins and seconded by Councillor Gillett that the Finance, Staffing and General Purposes Committee authorises the submission of Land Charges Searches on the properties adjoining the Methodist Chapel. This proposal received the support of the Committee.

FSGP146/14 CORRESPONDENCE

None-

FSGP147/14 ITEMS FOR NEXT AGENDA

Update on Fire Report

Long term plan for Edgcumbe House
Admin Assistant

The meeting closed at 8.05pm

Chairman

Date