

HELSTON TOWN COUNCIL
Konsel an Dre Hellys



The Guildhall, Helston, Cornwall, TR13 8ST
 Tel: 01326 572063
 Email: townclerk@helston-tc.gov.uk



2nd March 2021

To: The Mayor and Councillors R J L Boase, Mrs F N E Boase, M H Thomas
 Mrs N Roberts, T E Grattan-Kane, R F Edgcumbe & M J Kenchington

Copy to Members of the Town Council for information

Dear Councillor,

A Meeting of the Policy, Finance and Resources Committee will be held virtually on **TUESDAY 9TH MARCH 2021 at 6.30 p.m.** for the purpose of transacting the undermentioned business.

Yours faithfully

Pamela Lavelle
 Town Clerk

AGENDA

1. Apologies for absence.
2. Declarations of Interest.
3. To approve and sign the Minutes of the meeting held on 12th January 2021 (**Page 3**).
4. Matters Arising from the 12th January 2021 Minutes (for information exchange only).
5. At this juncture the Meeting will adjourn for a period of up to fifteen minutes to permit members of the public present to make observations in respect of any items on this Agenda.
6. To consider the Budget Monitoring Statement to 31st January 2021 (**Page 7**).
7. To arrange an Internal audit by Members.
8. Review of the Effectiveness of Internal Controls – to receive a verbal report by the Town Clerk.
9. To give consideration to a report by the Town Clerk regarding Ear-marked Reserves (**Page 15**).

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10. To review the Investment Policy (**Page 19**).
11. To review the New Councillor Induction Pack (**Page 23**).
12. To consider the draft Calendar of Meetings 2020/21 (**Page 39**).

13. Exclusion of the Press and Public

The Committee is invited to pass the following resolution:-

“That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act, 1960 the press and public be excluded from the Meeting for the following item of business by reason of the confidential nature of the business to be transacted.”

14. To consider a report by the Town Clerk regarding staffing matters (**Page 41**)
15. To consider a report by the Town Clerk regarding card payments (**Page 49**).

MINUTES OF THE POLICY, FINANCE AND RESOURCES COMMITTEE MEETING
HELD VIRTUALLY
ON TUESDAY 12TH JANUARY 2021 AT 6.30 PM

Councillors: T E Grattan-Kane (in the Chair)

R J L Boase	J Martin (Town Mayor)	R F Edgcumbe
Mrs F N E Boase	Mrs N Roberts	B Thomas
M H Thomas	M J Kenchington	

Officers: Miss P J Lavelle – Town Clerk
Miss A D Retallack – Deputy Town Clerk

196. Apologies

An apology for absence was received from Councillor Mrs Roberts.

197. Minutes

On the proposition of Councillor Kenchington, seconded by the Mayor, it was

RESOLVED – that the Minutes of the Meeting held on 10th November 2020 be approved and signed as a true record.

Councillor M H Thomas entered the meeting at 6.37pm.

198. Budget Monitoring Statement

Members considered the Budget Monitoring Statement to 30th November 2020 (circulated prior to the meeting).

It was proposed by Councillor Mrs Boase, seconded by Councillor Kenchington, and unanimously

RESOLVED – that the November Budget Monitoring Statement be noted.

199. Internal Audit by Members

Members considered a report by the Town Clerk that contained details of an internal audit conducted by Councillors Mrs Boase and Mrs Roberts on 8th December 2020.

It was proposed by the Mayor, seconded by Councillor Kenchington, and unanimously

RESOLVED – that the report be accepted.

Councillor Edgcumbe entered the meeting at 6.46pm.

200. Review of Standing Orders

Members reviewed Standing Orders and agreed corrections and amendments as follows:

Standing Order 5.1 ii) and iii) be switched to put the correction of an inaccuracy in the Minutes prior to approving the accuracy of the Minutes.

Standing Order 25.9 be amended to read 'Only the Town Clerk shall have access to employee records referred to in Standing Order 25.7 and 25.8 above by access to keys and/ or computer passwords.'

Standing Order 25.10 be deleted.

On the proposition of Councillor Mrs Boase, seconded by the Mayor, it was

RESOLVED – that Standing Orders, as amended and corrected, be recommended to Full Council.

201. Review of the Strategic Plan

Members reviewed the Strategic Plan and made amendments and additions to the Forward Plan. On the proposition of Councillor Kenchington, seconded by Councillor Mrs Boase, it was

RESOLVED – that the Strategic Plan, as amended, be recommended to Full Council.

202. Consultation on Code of Conduct

Members considered the Standards Committee Consultation on proposed changes to the Code of Conduct (circulated prior to the meeting).

It was proposed by the Mayor, seconded by Councillor Kenchington, and

RESOLVED – that the Town Council supported the proposed changes.

203. Exclusion of the Press and Public

On the proposition of the Chair, seconded by the Mayor, it was unanimously

RESOLVED – that pursuant to the provision of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business by reason of the confidential nature of the business to be transacted.

204. Staffing Matters

Members gave consideration to a report by the Town Clerk regarding the provision of support for the Town Clerk during the commencement of her new role. Following a detailed debate, it was proposed by the Mayor, seconded by Councillor Kenchington, that support be provided for the Town Clerk until the end of May 2021 up to a maximum cost of £1,000.

An amendment was proposed by Councillor Mrs Boase, seconded by Councillor Kenchington, that support be provided for the Town Clerk until the end of April 2021 up to a maximum cost of £500. The amendment was carried and became the Substantive Motion and it was

RESOLVED – that support be provided for the Town Clerk until the end of April 2021 up to a maximum cost of £500.

It was further proposed by Councillor Mrs Boase, seconded by Councillor M H Thomas, and

RESOLVED – that the Policy, Finance and Resources Committee would meet without staff present to discuss the format, style and questions for the review of the Town Clerk at the end of her probationary period.

The Town Clerk and Deputy Town Clerk left the meeting during this item at 7.14pm.

Meeting closed 7.42pm

Confirmed

Chair

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Budget Monitoring to 31st January 2021

Expenditure

Code	Explanation
4000	£45,285 Salaries will exceed the budget agreed in December 2019 due to the Council making the Projects Officer and Mayor's Secretary & Administrative Officer full-time posts and creating a seasonal Grounds Maintenance post. (Full Council 19 th March 2020 - Min No.373/2019)
4005	(£700) This will remain unspent due to the cancellation of Flora Day.
4035	£7,110 Overpayment due to collection of Lease charge for 2019/21 not previously invoiced.
4050	(18,000) This will remain largely unspent due to the lack of building repairs carried out during 2020/21.
4116	(£3,700) Insurance will underspend due to an over-estimate of the renewal cost.
4129	(£9,000) Contract cleaning will underspend due to an over-estimate of the renewal costs and due to reduction in charges following closure of the public conveniences during April – June.
4200	(£3,400) Road closure savings from Flora Day being cancelled and no Civic Service.
4204	2,800 There will be an overspend in the current year due to being under-charged during 2019/20.
4251	(£650) This will remain unspent due to the cancellation of Flora Day.
4252	(£2,100) Council agreed to carry this forward to 2021/22 in an E-M Reserve.
4253	(£2,500) This is likely to remain unspent due to Covid-19 and social distancing.
4999	£26,017 Miscellaneous expenses:
	£1,329 Defibrillator – Central Methodist Church paid £860 towards this cost.
	£ 126 VE75 bunting & poster competition prizes
	£ 140 Trevenen Exhibition Award (to be re-imbursed)
	£ 210 Helston Welfare Trust (Re-imbursed)
	(£ 38) To be re-imbursed to a CERT volunteer
	£6,498 Road Closure Covid-19 (to be re-imbursed)
	£ 77 CERT volunteer expenses
	£ 4 Planning App – Helston AFC recharge error
	£2,000 Contribution to Village Works project
	£1,250 Grant to SKA – Youth Workers

Cont.

£8,854	Wellmoor Play Area Project (funded by s106)
£ 449	Replacement Defibrillator Case
£ 595	Damp Survey
£ 300	Seagull Proof Sacks
£1,400	Repair of Map Board (Insurance Claim £1,150)
£ 246	Mayors Welfare Fund (to be re-imbursed)
£1,210	Wedding Licence Renewal
£ 960	Professional Fees
£ 15	Additional Cleaning Materials for Play Areas
£ 392	Structural Survey – Penrose Road Car Park

Income

Code		Explanation																				
1000	£4,620	Guildhall lettings is likely to be severely affected by the Covid-19 lockdown it is doubtful that the target income will be achieved.																				
1001	£1,370	Weddings are unlikely to achieve its income target due to the Covid-19 lockdown with only one wedding being held so far this year.																				
1030	£1,000	The Saturday indoor market will potentially achieve none of its £1k income target due to the Covid-19 lockdown.																				
1031	£420	The Monument Walk markets will under-achieve its £500 income target due to the Covid-19 lockdown.																				
1032	£7,000	Flora Day street market will not achieve its £7k income target due to the Covid-19 lockdown.																				
1181	£12,232	<table> <tr> <td>£ 400</td> <td>Bowling Club rent</td> </tr> <tr> <td>£ 893</td> <td>St Michaels Church grounds maintenance</td> </tr> <tr> <td>£10,000</td> <td>Revitalising Railways Grant</td> </tr> <tr> <td>£ 250</td> <td>Crowan Parish Council Grant - Railway Project</td> </tr> <tr> <td>£ 689</td> <td>Cornwall Council LMP (Footpath Maintenance) Grant</td> </tr> </table>	£ 400	Bowling Club rent	£ 893	St Michaels Church grounds maintenance	£10,000	Revitalising Railways Grant	£ 250	Crowan Parish Council Grant - Railway Project	£ 689	Cornwall Council LMP (Footpath Maintenance) Grant										
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£ 893	St Michaels Church grounds maintenance																					
£10,000	Revitalising Railways Grant																					
£ 250	Crowan Parish Council Grant - Railway Project																					
£ 689	Cornwall Council LMP (Footpath Maintenance) Grant																					
1999	£22,839	Miscellaneous income: <table> <tr> <td>£1,504</td> <td>Insurance claim – damaged CCTV camera</td> </tr> <tr> <td>£ 780</td> <td>Pitch fee for NatWest Mobile Bank</td> </tr> <tr> <td>£1,200</td> <td>Grant returned – Carleen Church Care Centre</td> </tr> <tr> <td>£1,150</td> <td>Insurance claim – damaged map board Pt 1</td> </tr> <tr> <td>£ 538</td> <td>Insurance claim – damaged map board Pt 2</td> </tr> <tr> <td>£1,386</td> <td>Insurance claim – Pod Swing</td> </tr> <tr> <td>£8,854</td> <td>Section 106 Contribution – Wellmoor Play Area Project</td> </tr> <tr> <td>£7,197</td> <td>Re-opening High Street Grant</td> </tr> <tr> <td>£ 210</td> <td>Reimbursement – Helston Welfare Fund</td> </tr> <tr> <td>£ 20</td> <td>Refund South West Water</td> </tr> </table>	£1,504	Insurance claim – damaged CCTV camera	£ 780	Pitch fee for NatWest Mobile Bank	£1,200	Grant returned – Carleen Church Care Centre	£1,150	Insurance claim – damaged map board Pt 1	£ 538	Insurance claim – damaged map board Pt 2	£1,386	Insurance claim – Pod Swing	£8,854	Section 106 Contribution – Wellmoor Play Area Project	£7,197	Re-opening High Street Grant	£ 210	Reimbursement – Helston Welfare Fund	£ 20	Refund South West Water
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£ 210	Reimbursement – Helston Welfare Fund																					
£ 20	Refund South West Water																					

Commitments from General Reserves

£165,548	General Reserves as at 31st March 2020
£45,285	Additional salaries
£ 2,000	Contribution to Village Works project (from former Helston & the Lizard Works budget moved into General Reserves)
£ 1,250	Grant to SKA – Youth Workers
£ 450	Replacement Defibrillator Case
£ 595	Damp Survey
£ 750	Insurance excess for three claims (repair of map board x 2 & pod swing)
£ 1,210	Wedding Licence Renewal
£ 850	Professional Fees

Income not included in the Budget

£13,905	Grass verges Service Level Agreement (April 2020)
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Target Year-end General Reserves

3 – 4 months of budgeted expenditure for 2020/21 is £139,728 - £186,303

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08/02/2021

Helston Town Council

Page 1

15:50

Detailed Income & Expenditure by Account 31/01/2021

Month No: 10

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Income - Guildhall Lettings	7,401	374	5,000	4,626			7.5%
1001 Income - Guildhall Weddings	2,000	1,053	1,800	747			58.5%
1005 Income - Guildhall Basement	412	495	490	(5)			101.0%
1010 Income - Agency Agreements	675	13,905	0	(13,905)			0.0%
1015 Income - Parking Spaces	1,543	955	1,570	615			60.8%
1020 Income - Hire of Monument Walk	750	0	0	0			0.0%
1030 Income - Indoor Market	822	0	1,000	1,000			0.0%
1031 Income - Outdoor Market	280	77	500	423			15.4%
1032 Income - Flora Day Market	5,026	355	7,000	6,645			5.1%
1035 Income -Street Trading Licence	62	0	0	0			0.0%
1149 Income - Com. Infra. Levy (CIL)	0	625	0	(625)			0.0%
1176 Income - Precept	468,170	521,010	521,010	0			100.0%
1180 Income - Council Support Grant	12,996	13,913	13,910	(3)			100.0%
1181 Income - Grants received	7,985	12,232	1,930	(10,302)			633.8%
1184 Income - Seagull Proof Bags	714	371	0	(371)			0.0%
1190 Income -Bank Interest Received	2,606	656	2,500	1,844			26.2%
1195 Income - Recharges	3,389	0	0	0			0.0%
1999 Income - Miscellaneous	3,985	22,839	0	(22,839)			0.0%
Total Income	518,816	588,859	556,710	(32,149)			105.8%
<u>Expenditure Detail</u>							
4000 Salaries	259,834	266,619	273,080	6,461		6,461	97.6%
4005 Street Stall Superintendant	493	0	700	700		700	0.0%
4010 Other/Medical Expenses	0	265	150	(115)		(115)	176.7%
4015 Protective Clothing	1,969	1,696	1,600	(96)		(96)	106.0%
4019 Training - Members	0	50	1,500	1,450		1,450	3.3%
4020 Training - Staff	8,827	2,150	4,950	2,800		2,800	43.4%
4021 Honorariums	904	608	1,000	392		392	60.8%
4025 Memberships	314	159	320	161		161	49.7%
4030 Travel Expenses - Staff	823	16	750	734		734	2.2%
4031 Travel Expenses - Members	10	0	250	250		250	0.0%
4035 Vehicle Hire	4,729	15,058	10,960	(4,098)		(4,098)	137.4%
4040 Mayor's Allowance	2,500	1,917	2,570	653		653	74.6%
4045 Freeman Insignia/ Ceremonies	2,576	0	2,000	2,000		2,000	0.0%
4050 Building Repairs	2,971	4,495	22,660	18,165		18,165	19.8%
4099 Lease of Facilities	1,320	1,080	1,440	360		360	75.0%
4100 Business Rates	14,264	14,290	14,980	690		690	95.4%
4101 Water Charges	2,484	2,068	3,450	1,382		1,382	60.0%
4105 Gas	1,451	869	1,100	231		231	79.0%
4106 Electricity	2,694	2,219	4,030	1,811		1,811	55.1%

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Detailed Income & Expenditure by Account 31/01/2021

Month No: 10

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4110 Telephones	1,726	2,110	1,840	(270)		(270)	114.7%
4115 Postages	1,021	516	1,100	584		584	46.9%
4116 Insurance	10,513	7,758	11,500	3,742		3,742	67.5%
4117 Stationery/Small Equipment	7,416	7,855	8,150	295		295	96.4%
4118 Advertisements	1,059	720	1,200	480		480	60.0%
4119 Publications	178	108	280	172		172	38.6%
4120 Subscriptions	2,981	3,525	3,600	75		75	97.9%
4121 Furniture	368	153	400	247		247	38.2%
4122 Cleaning Materials	1,854	972	2,500	1,528		1,528	38.9%
4123 Website	295	115	500	385		385	23.0%
4125 Waste Disposal	1,456	1,751	2,200	449		449	79.6%
4129 Contract Cleaning	19,033	12,768	25,300	12,532		12,532	50.5%
4130 Consultancy/Professional Fees	6,598	750	2,600	1,850		1,850	28.8%
4131 HR & H&S Services	1,881	1,919	1,880	(39)		(39)	102.1%
4135 Marketing	9,176	1,250	10,000	8,750		8,750	12.5%
4140 Public Seating	1,641	820	1,600	780		780	51.2%
4141 Signs & Notice Boards	0	35	1,500	1,465		1,465	2.3%
4150 Local Elections	0	0	2,500	2,500		2,500	0.0%
4160 Playground Equipment	0	0	2,000	2,000		2,000	0.0%
4162 Play Equip. Replacement Fund	0	0	5,000	5,000		5,000	0.0%
4166 Trees	2,429	375	3,750	3,375		3,375	10.0%
4175 Public Projects	0	1,800	0	(1,800)		(1,800)	0.0%
4177 Carbon Footprint reduction	0	16,676	20,000	3,324		3,324	83.4%
4180 Play & Young People	166	0	200	200		200	0.0%
4190 Town Warden Materials	999	981	1,200	219		219	81.7%
4200 Street Stalls & Road Closures	4,033	95	3,500	3,405		3,405	2.7%
4203 Grounds Maintenance	9,722	8,316	10,000	1,684		1,684	83.2%
4204 Ride On Mower	538	4,830	3,320	(1,510)		(1,510)	145.5%
4215 Traffic Regulation Order	0	0	5,000	5,000		5,000	0.0%
4220 Devolution Of Services	1,714	0	5,000	5,000		5,000	0.0%
4222 Roundabouts	6,113	288	5,000	4,712		4,712	5.8%
4225 Helston Museum	2,500	0	2,500	2,500		2,500	0.0%
4226 CAST Building Project	2,500	0	0	0		0	0.0%
4227 Furry Cafe	9,000	9,000	9,000	0		0	100.0%
4230 Public Realm CCTV	14,560	12,800	14,400	1,600		1,600	88.9%
4240 S137 Payments	20,623	102	20,000	19,898		19,898	0.5%
4250 Town Twinning	0	0	2,500	2,500		2,500	0.0%
4251 Flora Day Decorations	830	0	650	650		650	0.0%
4252 Christmas Lights	7,983	3,900	6,000	2,100		2,100	65.0%
4253 Civic Hospitality	2,193	2	2,500	2,498		2,498	0.1%
4254 Hanging Baskets	86	0	250	250		250	0.0%

08/02/2021

Helston Town Council

Page 3

15:51

Detailed Income & Expenditure by Account 31/01/2021

Month No: 10

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4255 WWI Centenary	(623)	0	0	0		0	0.0%
4500 Play Area Maintenance	2,871	2,586	5,500	2,914		2,914	47.0%
4510 Play Area Grounds Maintenance	13	0	0	0		0	0.0%
4950 Bank Charges	297	209	5,500	5,291		5,291	3.8%
4999 Miscellaneous Expenses	3,500	26,017	0	(26,017)		(26,017)	0.0%
Total Overhead	467,402	444,659	558,910	114,251	0	114,251	79.6%
Total Income	518,816	588,859	556,710	(32,149)			105.8%
Total Expenditure	467,402	444,659	558,910	114,251	0	114,251	79.6%
Net Income over Expenditure	51,414	144,200	(2,200)	(146,400)			
plus Transfer from EMR	18,336	903					
less Transfer to EMR	2,510	0					
Movement to/(from) Gen Reserve	67,240	145,102					

Helston Town Council

Bank - Cash and Investment Reconciliation as at 31 January 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/01/2021	Barclays Current Account	108,559.53
31/03/2014	Barclays Deposit Account	0.00
31/03/2020	Bank of Ireland 1	0.00
31/03/2020	Bank of Ireland 2	0.00
	-	0.00
31/12/2020	NatWest Bonus Saver	164,367.33
31/12/2020	NatWest Current	100.00
31/01/2021	Public Sector Deposit Fund	309,654.00
31/12/2020	Barclays No 3 A/c - 93731391	2.33

582,683.19

Other Cash & Bank Balances

200.00

582,883.19

Receipts not on Bank Statement

0.00

Closing Balance

582,883.19

All Cash & Bank Accounts

1	Barclays Current A/c 20478652	108,559.53
2	Closed A/c - 03552861	0.00
3	Bank Of Ireland - 64910679	0.00
4	Bank Of Ireland No2 - 72923904	0.00
5	Natwest Bonus Saver 54084628	164,467.33
6	Public Sector Deposit Fund	309,654.00
7	Barclays No 3 A/c 93731391	2.33
	Other Cash & Bank Balances	200.00
	Total Cash & Bank Balances	582,883.19

REPORT FOR: Policy, Finance and Resources Committee - 9th March 2021

1.0 SUBJECT OF REPORT: Ear-marked and General Reserves

2.0 SUMMARY OF IMPLICATIONS:

(a) Policy:	None
(b) Financial:	Yes, Reserve balances
(c) Legal:	None
(d) Environmental	None

3.0 REPORT

3.1 It is good practice to review the Council's reserves annually. As the financial year end is approaching now is a good opportunity to conduct such a review and to create new Ear-marked Reserves if required.

3.2 The Ear-marked Reserves are adjusted in real time to reflect actual expenditure and balances. Attached at **Appendix I** is a table that shows the Ear-marked Reserves as at 1st April 2020 and movements up to 31st January 2021.

4.0 DETAILS

4.1 Play Equipment (EMR 321) – This reserve is used for repairs to existing play equipment and has not been required this year.

4.2 Guildhall Refurbishment (EMR 322) – The Guildhall Working Party continues to refurbish the Guildhall reporting to the Amenities Committee. It is recommended that a further £15,000 be added to this Reserve for future Guildhall works.

4.3 Public Seating and Noticeboards (EMR 323) – Recommend no change.

4.4 Elections (EMR 324) – Recommend no change.

4.5 Bosnoweth and Hellis Wartha (EMR 325) – This was established to account for the Commuted Sum from Midas Homes. The Reserve is used for expenditure on improvements, grounds maintenance and play equipment maintenance. The figure quoted will be adjusted to account for any expenditure during March.

4.6 Professional Fees (EMR 326) – This Reserve was retained to fund advice relating to legal matters such as the conveyancing for Monument Walk. It is recommended to increase this reserve by £1,000.

4.7 Equipment Replacement Budget (EMR 327) – This Reserve was introduced to build up a sum for the cyclical replacement of office equipment. It is recommended increasing this reserve by £2,000.

4.8 Proceeds of Sale (EMR 328) – This was created in 2013/14 to contain the proceeds from the sale of 3 Penrose Road.

- 4.9 CCTV (EMR 329) – A reserve was originally built up and used to fund a camera at Monument Walk. It is recommended to add a further £2,000 this year to bring the sum available to £8,000.
- 4.10 Play Equipment Replacement Fund (EMR 330) – This reserve was created to fund the future replacement of play equipment as it becomes obsolete. This Reserve is currently sufficient.
- 4.11 Helston & the Lizard Works (EMR 331) – This reserve is no longer required.
- 4.12 Roundabout Project (EMR 332) – This reserve will be used to part fund the roundabouts outside Sainsburys and the Premier Inn. It is recommended that the balance of the Roundabouts budget for 2020/21 be added to this Reserve.
- 4.13 Marketing (EMR 333) – This reserve is currently sufficient.
- 4.14 Granite Pavements (EMR 334) – This reserve was created to fund improvements to the pavements within the town centre.
- 4.15 Traffic Regulation Order (EMR 335) – This reserve is currently sufficient.
- 4.16 Guildhall Public Conveniences Refurbishment (EMR 337) – Recommend no change.
- 4.17 Marketing Strategy (EMR 338) – This reserve was amalgamated with EMR 333 and is no longer required.
- 4.18 Signs De-clutter (EMR 339) – This was originally allocated to a Helston Business Improvement Partnership project and was paid over to Cormac Solutions Limited. The work has not been carried out therefore a refund was requested and received.
- 4.19 Freeman Ceremonies (EMR 340) – Recommend placing an additional £1,000 in this Reserve for a future ceremony.
- 4.20 Christmas Lights (EMR 341) – This reserve will be created following Council's agreement to carry forward the balance from the 2020/21 budget (Min. No. 45/2020).
- 4.21 Pledged Grants (EMR 342) – Recommend that this reserve be created for the £13,758 grant funding pledged to organisations in 2019/20 and 2020/21.
- 4.22 Town Vitality Fund Projects (EMR 343) – Recommend that this reserve be created for the £10,250 funding held for the Revitalising the Railway project. The value of this reserve will be adjusted to account for any expenditure or additional income received during March.

5.0 RECOMMENDATIONS

- 5.1 Adjust Ear-Marked Reserves as agreed during the meeting.
- 5.2 Transfer the 2020/21 surplus/deficit to/from General Reserves.

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 Earmarked Reserves	0.00		0.00
321 EMR - Play Equipment	8,957.00		8,957.00
322 EMR - Guildhall Refurbishment	5,000.00		5,000.00
323 EMR - Pulic Seating & Noticebo	1,630.00		1,630.00
324 EMR - Elections	7,000.00		7,000.00
325 EMR - Bosnoweth & Hellis Warth	4,644.58		4,644.58
326 EMR - Professional Fees	2,365.00		2,365.00
327 EMR - Equipment Replacement Re	2,096.67	-902.50	1,194.17
328 EMR - Proceeds of Sale 3 Penro	106,070.00		106,070.00
329 EMR - CCTV	6,000.00		6,000.00
330 EMR - Play Equipment Replaceme	38,354.00		38,354.00
331 EMR - Helston & Lizard Works P	0.00		0.00
332 EMR - Roundabouts	5,126.57		5,126.57
333 EMR - Marketing & Events Post	15,178.63		15,178.63
334 EMR - Granite Pavements	5,260.00		5,260.00
335 EMR - Traffic Regulation Order	9,180.00		9,180.00
336 EMR - Monument Walk Shelter	0.00		0.00
337 EMR - G/hall Pub Cons Refurbis	48,350.00		48,350.00
338 EMR - Marketing Strategy	0.00		0.00
339 EMR - Signage	2,000.00		2,000.00
340 EMR - Freeman Ceremony	1,000.00		1,000.00
	268,212.45	-902.50	267,309.95

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Helston Town Council

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Investments Policy

March 2021

1.0 INTRODUCTION

- 1.1 This Policy is reviewed under guidance issued by the Ministry of Housing, Communities and Local Government in 2018 '*Statutory Guidance on Local Government Investments (3rd Edition)*'.
- 1.2 Helston Town Council acknowledges its responsibility to the community and the importance of prudently investing reserves held by the Council.

2.0 OBJECTIVES

- 2.1 The Policy objective is the prudent investment of the Council's balances.
- 2.2 Investment priorities are:-
- i) Security - protecting the capital sum from loss;
 - ii) Liquidity - keeping the money readily available for expenditure when needed;
and then
 - iii) Yield – return on the investment.
- 2.3 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

3.0 POLICY

- 3.1 The Town Council shall diversify its reserves between multiple relatively highly rated UK banks and/or building societies.
- 3.2 The Town Council shall retain a minimum of four months estimated expenditure in current and deposit accounts giving immediate access.
- 3.3 A significant percentage of the Council's reserves shall be placed in interest bearing deposits such as Fixed Rate Bonds, if available.
- 3.4 To retain liquidity Fixed Rate Bonds should be placed with phased end dates.
- 3.5 No one investment shall be for longer than 12 months unless specifically approved by the Policy, Finance & Resources Committee.
- 3.6 Investments shall be decided and placed by the Town Clerk & Responsible Financial Officer following a due diligence exercise.

- 3.7 New investments, will be reported to the Policy, Finance & Resources Committee with an explanation of security, liquidity and yield.
- 3.8 The performance of investments will be regularly monitored and reported to the Policy, Finance & Resources Committee
- 3.9 The Town Clerk & RFO shall review credit ratings of organisations in which the Council holds investments on a quarterly basis and take action as necessary. (A Credit Rating Agency is one of the following three companies: Standard & Poor's; Moody's Investors Service Ltd; and Fitch Ratings Ltd).
- 3.10 The Guidance states that councils must not borrow more than, or in advance of their needs, purely in order to profit from the investment of the extra sums borrowed.

4.0 CURRENT INVESTMENTS

4.1 As at 1st January 2021 the Council holds the following accounts:-

- | | |
|-----------------------------------|-----------------|
| • Barclays Current Account | Instant Access |
| • Barclays Deposit Account | Instant Access |
| • NatWest Bonus saver account | Instant Access |
| • CCLA Public Sector Deposit Fund | Next Day Access |

5.0 REVIEW

- 5.1 This Policy shall be reviewed by the Policy, Finance & Resources Committee annually in January.
- 5.2 Any revisions to the Policy shall be approved by Full Council prior to the commencement of the new financial year.
- 5.3 If no revisions are recommended, the Full Council shall note the Policy.

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HELSTON TOWN COUNCIL

Induction Pack

for

New Councillors

TABLE OF CONTENTS

Section	
A	Getting Started <ol style="list-style-type: none"> 1 Introduction 2 Who to Contact 3 Declarations of Acceptance of Office 4 Registering Financial and Other Interests 5 Code of Conduct 6 Members' Allowances 7 Freedom of Information 8 Training
B	Council Meetings <ol style="list-style-type: none"> 1 Attending your first meeting 2 Calendar of Meetings 3 The Annual Town Meeting 4 The Annual Council Meeting 5 Organisation of Meetings 6 Agenda, Reports and Minutes 7 Constitution of Committees and Committee Structure
C	The Respective Roles of Members and the Town Clerk <ol style="list-style-type: none"> 1 Introduction 2 The Role of Members 3 The Role of the Town Clerk 4 How These Roles Work in Practice 5 Statutory Powers and Duties 6 Summary
D	Code of Conduct and Declarations of Interest <ol style="list-style-type: none"> 1 Introduction 2 Declaration of Interests 3 Disclosable Pecuniary Interests 4 Non Registerable Interests 5 Dispensations 6 Gifts and Hospitality
E	Guidance Notes <ol style="list-style-type: none"> 1 The General Principles of Public Life
F	Appendices

SECTION A GETTING STARTED

1. Introduction

Welcome and congratulations on your election to serve as a member of Helston Town Council. This guide is to help you understand

- Your obligations as a Councillor
- Your role as an elected member
- The Council's rules and procedures for the conduct of its business.

This guide also contains details of the Council's policies, Standing Orders & Financial Regulations and other documents which you will find offer helpful guidance.

The Council is able to use email for the mailing of Council agendas, meeting papers and other notices. To receive your correspondence you will be provided with an email address which is confidential to you as a Councillor and not accessible by anyone else. This will become your official email address and correspondence will be subject to requests under the Freedom of Information Act.

If you have any queries during your term of office please do not hesitate to contact the Town Clerk who is always willing to help.

2. Contact Details

Miss Pamela Lavelle, Town Clerk, Helston Town Council, The Guildhall, Helston, TR13 8ST.
Email: townclerk@helston-tc.gov.uk, Tel: 01326 572063.

The Town Clerk is normally available Monday to Friday between 9am and 4pm.

The Town Clerk is your first point of contact for all matters including any complaints, or requests for action or matters concerning the business of the Council.

3. Declarations of Acceptance of Office

On accepting the office as Councillor you will be asked to complete a Declaration of Acceptance of Office. When you sign the Declaration you will undertake to observe the Code of Conduct adopted by the Council so it is essential you have read the Code, a copy of which is attached, and about which more details are given at Paragraph 5 below.

You cannot participate as a Councillor (including participating in any meetings of the Council, its committees, sub committees or as a representative on an outside body) until you have signed a Declaration of Acceptance of Office.

The relevant form will be available for you to sign in the presence of the Town Clerk at the Guildhall on Friday 14th May 2021. Should this date not be convenient please contact the Town Clerk to make an alternative appointment.

4. Registering Financial and Other Interests

As a member of your local Council you are also statutorily required complete a Register of Pecuniary (Financial) Interests. This form will be lodged with the Monitoring Officer of Cornwall Council and the Town Clerk will also hold a copy for future reference. It is a public document and will be published on line by Cornwall Council; it may also be inspected on request by any member of the public and may be referred to where there is an alleged breach of the Council's Code of Conduct.

A registration form is attached for you to complete and return to the Town Clerk within 28 days of your election to the Council. This is a requirement of the Code and will enable you to register your Disclosable Pecuniary Interests. Full instructions are given on the form regarding its completion.

The details, which you will need to register, are set out in full in Part 5 of the Code of Conduct for Members. You are also required to register any change to the interests previously registered, within 28 days of becoming aware of such a change. If you have any changes to register at any time, please inform the Town Clerk so ensure that the appropriate changes are advised to the Monitoring Officer.

Please note that you are responsible for keeping your Register entries up to date. The fact that you have registered a particular interest in writing, does not absolve you from making a disclosure of that interest at meetings should circumstances arise. In fact, it should remind you of the need to make a disclosure. Further information on making disclosures at meetings is given in Section D.

5. Code of Conduct

As an elected member you are required to consider all matters with an open mind, in an open and transparent process free from an interest. The Council has adopted a Code of Conduct for its Members, which reflects its statutory requirement to promote and maintain these high standards of conduct as required by the Localism Act 2011. The Code applies to you whenever you are acting as a Councillor or the public perceive you to be acting as a Councillor and it is essential that you become familiar with its contents as soon as possible.

When signing your Declaration of Acceptance of Office, you undertake to observe the Code and uphold the principles of public life. You are required to treat fellow Councillors with respect and not seek to undermine, bully or harass your Town Clerk and other members of staff.

The importance of this cannot be over-emphasised; breaches of the Code may be reported to the Monitoring Officer of Cornwall Council who has the duty to consider and investigate potential breaches of the Code. If a case is serious enough, it may be referred to an independent panel to make a judgement, which could result in public censure or in certain circumstances a criminal action.

A copy of the Code is attached and further guidance on the Code is given at Section D.

6. Members' Allowances

The Council has not adopted the Local Authorities (Members Allowances) (England) Regulations 2003 for the payment of a Basic Members Allowance.

The Council can make payments in respect of Parish Travelling and Subsistence Allowance (Regulation 26) for approved duties in line with the Council's expenses policy and agreed rates for reimbursement. "Approved Duties" include Members attending training events or attending meetings as a representative of the Council and need to be specifically approved by the Council in advance.

7. Freedom of Information (FOI)

The Council is obliged by law to make information on its activities available to the public on request. It maintains a Publication Scheme, which is available to the public and identifies classes of information, which are routinely in the public domain. All information held by the Council is available to the public although in certain cases an exemption may apply which may permit the Council to refuse to supply information.

Information held by Members of the Council is also covered by FOI and therefore Members may be approached to produce their records if a specific enquiry warrants it. This includes notes, answering machine messages, recorded telephone conversations etc and you should seek advice from the Town Clerk if you have any concerns or are approached by a member of the public for this information.

8. Training

The Council recognises that Members and the Town Clerk should attend regular sessions to update and improve their understanding of matters affecting local government. It supports and encourages Councillors and the Town Clerk to attend training events, conferences and seminars provided by organisations including the Cornwall Association of Local Councils, Society of Local Council Clerks, and Cornwall Council. You are expected to undertake Code of Conduct training within six months of your election, and it is recommended that you also attend training relevant to any role you undertake within the council.

Examples of training available include

- Code of Conduct
- Councillor Skills
- Chairmanship
- Planning
- Finance including budgeting, audit and risk management

Please contact the Town Clerk for further information on your training requirements.

SECTION B COUNCIL MEETINGS

1. Attending your first Meeting

Having completed all of the above, the first meeting you attend will be the first meeting after your election/co option to office. An agenda and papers will be sent to you at least 3 working days before the meeting and you should familiarise yourself with the items for discussion. You may find it helpful to meet with the Town Clerk and/or Mayor before your first meeting to understand the issues to be discussed.

2. Calendar of Meetings

The Full Council meets on the third Thursday of each month. In addition to the Full Council, there are three Committees which meet on a regular basis. Namely, Amenities, Planning and Policy, Finance & Resources.

A calendar of meetings is published each year and you should endeavour to attend as many meetings as possible. In addition the Mayor may call additional meetings of Full Council as required. These are known as Special meetings and may be called giving 3 clear days notice.

3. The Annual Town Meeting

The Annual Town Meeting must be held between March and June of any year. It is open to all the electors in the parish and is normally chaired by the Mayor.

Strictly speaking electors can set the agenda, and in practice these meetings often celebrate local activities and debate current issues in the community. Members will therefore find it useful to be present.

4. The Annual Meeting of the Council

The Annual Meeting of the Council is held in May. The agenda for this meeting includes :

- The election of Mayor and Deputy Mayor for the year
- Appointment of Members to the various council committees
- Appointment of representatives to outside bodies

5. Organisation of Meetings

Meetings usually take place in the Guildhall, although due to the pandemic they are presently being held remotely via Zoom. All meetings currently start at 6.30pm unless the agenda states otherwise, but this may alter for physical meetings. You should always check the date, time and venue before attending any meeting. This information will be at the top of the summons to attend.

An agenda is produced by the Town Clerk for each meeting, and copies of the agenda and supporting material are despatched to Members generally one week before the date of the meeting, giving you the statutory 3 clear days notice.

6. Agenda, Reports and Minutes

The statute requires that you are 'summoned' to attend a council meeting. This formal notice will give you the date, time and place of the meeting and will include an agenda to give you details of the items to be discussed and the level of discussion to take place i.e. whether you are considering what action to take, receiving a report, resolving to take action. It is important that you take the time to read these papers before attending the meeting to familiarise yourself with the issues to be discussed.

When you receive agenda and reports for meetings, you will sometimes find a report marked "CONFIDENTIAL" and printed on pink paper. Any information in this report is to be treated as confidential and should not be divulged to anyone who is not a Member of the Council; where the paper relates to a committee meeting this may also include other Councillors who are not on the committee. If you have any doubts, please contact the Town Clerk who will be able to advise.

After each meeting Minutes are prepared by the Town Clerk. The Council agenda, together with the Minutes of the last meeting and of meetings of Committees form the basis on which the Council conducts its business.

The Council also has a system of public participation time at its meetings, where members of the public can raise issues, speak to items on the agenda and question council decisions.

If you wish to have an item put on the Agenda for discussion, please contact the Town Clerk.

7. Constitution of Committees and Committee Structure

The Council determines its committee structure at its Annual Meeting in May.

You will receive copies of all papers relating to any of the Council's committees and if the Standing Orders allow, may be able to attend and observe their meetings. However you will not be able to vote in committees unless you have been appointed to the Committee by the Council.

SECTION C THE RESPECTIVE ROLES OF MEMBERS AND THE TOWN CLERK

1. Introduction

This short note has been prepared with the intention of giving Members of the Council some guidance as to the respective roles of both Members and the Town Clerk in helping the Council to function, and on how these roles work in practice.

2. The Role of Members

Members are collectively responsible for making Council policy, for which they are accountable to the electorate.

Members are not directly involved in the day-to-day provision of services to the public. This does not of course mean that there should be no contact between Members and the Town Clerk on such matters and, indeed, Members may often find that they are asked by electors to pursue matters on their behalf. However, Members have no executive authority, and will need to deal with all matters either through their collective Council membership or in liaison with the Town Clerk concerning a local problem.

It therefore follows that there are no circumstances where an individual Member can issue an instruction to the Town Clerk or a Contractor. Likewise, a Member must never act “on behalf of the Council” in the organisation of any function or service. Particular care should be taken in letters/comments to the Press, to ensure they understand you speak as a “Councillor” and not on behalf of the Council as a whole. Generally, the Town Clerk on behalf of the Council issues Press statements.

3. The Role of the Town Clerk

The role of the Town Clerk is twofold, for which they are accountable to the Council. Firstly, they are the professional advisor to the Council on matters of policy and, secondly, the executor of Council policy, i.e. in carrying out the instructions of the Council.

The Town Clerk takes no part in the decision making of the Council except that they provide the independent and unbiased information to support the Council in its decision making.

4. How These Roles Work in Practice

Members take decisions on matters of major policy at meetings of the Council, after having considered the recommendations of any Committee. Any Committee will, in turn, have considered the recommendations of the Town Clerk. Members, take decisions on policy matters of more limited significance at meetings of any Committees, after having considered the recommendations of the Town Clerk and depending on their delegated powers. Within the framework of policies decided by Members, either at Full Council or Committees level, the Town Clerk, often in consultation with the Mayor, will take many decisions every working day. Most of these decisions will be concerned with the day-to-day management of services to the public, but others will be concerned with more important matters.

5. Statutory Powers and Duties

The Council derives its powers from statute. A few of these are mandatory (i.e. the Council must carry them out) but most are discretionary (i.e. the Council can carry them out if it wishes). In all cases, both Members and Officers must work within the law. The Town Clerk will act as advisor to the Council to ensure that it acts legally at all times. From time to time this may mean the Town Clerk advising Members during a meeting to alert Members to possible legal issues in the decision making process.

6. Summary

- Members are responsible for making Council policy, but do not have executive authority.
- The Town Clerk is responsible for advising Members on the making of Council policy and for ensuring that such policy is carried out.
- The Council's Terms of Reference determines which Committee, if any, deals with particular matters, and at which level decisions are taken.
- Many matters are delegated to the Town Clerk, who can make decisions on them working within established Council policies.
- The day-to-day management of services is the responsibility of the Town Clerk.
- Both Members and the Town Clerk must work within the law.
- Mutual respect between the Town Clerk and Members is essential in order for the Council to function effectively. Personal attacks on the Town Clerk should be avoided (and would be contrary to the Code of Conduct), as, under the convention of Local Government, Officers are unable to defend themselves from such comments in public.

SECTION D CODE OF CONDUCT AND DECLARATION OF INTERESTS

1. Introduction

The law relating to the declaration of Disclosable Pecuniary Interests and Non Registerable Interests is complicated. It is laid out in the Localism Act 2011 and associated regulations but the purpose of this note is to simplify matters as far as possible. There are a number of guidance notes which give more detailed information and can be referred to as particular circumstances arise.

Agenda papers are generally despatched approximately 5 days in advance of the meeting to which they relate. On receiving an agenda, you should check the items of business listed, and consider whether there is a need to declare an interest (and, if so, what type of interest) in any of the items. The Town Clerk is always willing to offer advice and guidance before (but preferably not on the day of) a meeting, but should not be asked to do so during a meeting.

2. Declaration of Interests

During your term as a Councillor you will from time to time have close links to items being discussed. The Council's Code of Conduct requires you to consider these links and if necessary declare a level of interest in the matter and leave the room when the matter is being discussed.

There will be an opportunity at the beginning of the agenda for the Council to notify the meeting of any interest but you also have a duty to declare an interest as soon as you become aware of it later on. This may mean declaring the interest during the discussion rather than at the start of the meeting.

You must state the level of interest and the nature of it and ensure that these are recorded in the Minutes of the Meeting.

3. Disclosable Pecuniary Interests

As a Councillor you are required to complete a Register of Disclosable Pecuniary Interests which is held by the Monitoring Officer at Cornwall Council and locally with your Town Clerk. You are required to declare interests held by yourself and your spouse/civil partner under the following headings.

- Employment
- Sponsorship
- Contracts held with the Council
- Land held in the town (owned, rented or leased)
- Licences with the Council
- Tenancy
- Securities and Capital held in bodies which have a place of business in the town

Further guidance and clarification is given in the Code of Conduct Guide for Members which is attached.

You will have a Disclosable Pecuniary Interest whenever the Council is discussing something which affects anything on this register and you must declare the interest and **MUST LEAVE THE ROOM** during the discussion (including when raised by the public during public participation.)

The Localism Act 2011 confirms that a breach of this part of the code is a criminal offence with a potential police prosecution and a fine of £5000.

4. Non Registerable Interests

During your time in office, the Council will also discuss many things which may have an impact or relevance to yourself, a family member, a close personal acquaintance or an outside body on which you serve. If this interest is financial i.e. would have a financial impact on you, a family member, close personal acquaintance or outside body, you have a Non Registerable Interest.

Only you can decide this, but remember it is not whether you think that your judgement of the public interest would be prejudiced, but what a member of the public with the relevant facts would reasonably think. In other words, you must put yourself in the position of an ordinary member of the public and view the situation through their eyes, and not have regard to what you might consider to be your incorruptibility.

If you decide that you do have a Non Registerable interest, you **MUST LEAVE THE ROOM** any time when the item is being discussed. Again, your withdrawal from the meeting will be recorded in the Minutes.

This is a complex area; if you have any queries you should always seek advice from the Town Clerk who may refer you to the Monitoring Officer or CALC. You may find the following examples useful :

Example 1 - Planning

Your neighbour has submitted a planning application. You must declare a Disclosable Pecuniary Interest because the application affects the land which you have declared on your Register. You also have a Non Registerable Interest because the proposal will affect you, your family and neighbours. You must leave the room whenever the matter is being discussed including any discussion during public participation. You rejoin the meeting as soon as the public participation on the application has finished and leave the room again whilst the Council is considering the proposal. Your actions will be recorded in the Minutes.

As a Councillor you are unable to address the Council to raise your concerns/comments. You may write to the Council, ask someone to represent you, and signpost the public to other Members of the Council.

Example 2 - Funding Application

You chair a local group which has applied to the Council for a grant. The grant affects the financial well being of an outside body and you will therefore declare a Non Registerable Interest in the item. However, the Code recognises that the Council might benefit from your knowledge and therefore you will be invited to stay during the first part of the discussion to help inform the

discussion. The Chairman will then ask you to leave the room whilst the Council makes its final decision.

You rejoin the meeting as soon as the public participation on this item has finished and your actions will be recorded in the Minutes.

If you are in any doubt whatsoever as to whether or not you have an interest, and particularly whether or not it is a Disclosable Pecuniary Interest, you should always err on the side of caution. The Town Clerk is able to offer advice and guidance on such matters before the meeting, but, as stated above, the decisions on whether or not you have an interest is yours, and yours alone. No other member of the Council can force you to make any declaration, but failure to do so could result in a complaint being made against you.

5. Dispensations

At times it may be helpful for the Council to allow a member or Members to stay in the room in spite of the declared interest. In certain circumstances, the Council can award a dispensation which either allows you to stay for the discussion or stay for the discussion and vote. Requests must be made in writing and meet one of the statutory criteria. A Guide to Dispensations including how to make a request is attached.

6. Gifts and Hospitality

Guidance regarding the acceptance of gifts and hospitality, and the declarations of such, is also included in the Code of Conduct. The Council's code establishes the policy for gifts and hospitality and you must bear this in mind at all times.

You should treat with caution any offer of a gift or hospitality that is made to you personally, particularly if the person making the offer may be doing or seeking to do, business with the Council, or may be applying for planning permission or some other kind of decision.

In addition to the above-mentioned requirements, you are strongly advised to register all offers of gifts or hospitality whatever the value and whether you accept them or not. You will then be protected in the event of a complaint or enquiry, and Cornwall Council's Monitoring Officer will be made aware of inappropriate offers made to Members (especially where a series of lower value offers is made).

SECTION E – GUIDANCE NOTES

1. THE GENERAL PRINCIPLES OF PUBLIC LIFE

The following is a list of principles, which the Secretary of State has ordered should govern the conduct of Members. The Code of Conduct is consistent with these principles.

Selflessness

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

SECTION F APPENDICES

The Council produces a number of documents and policies which are attached as appendices to this Induction Guide.

1. Standing Orders & Financial Regulations
2. Complaints Procedure
3. Council Policies
4. Code of Conduct
 - a. Council's Code of Conduct
 - b. Register of Interests form
 - c. Member Guide and Dispensation Guide
5. Other Information
 - d. Copies of past minutes with associated reports
 - e. Budget and accounts for the past two years.
6. Useful Contacts
 - f. Members of the Council
 - g. Outside bodies
7. Calendar of meetings
8. NALC/SLCC Guides
 - h. The Good Councillor's Guide 2018
 - i. Being a Good Employer 2016

Please feel free to add to this folder during your term of office, as it will become your first point of reference as a Councillor.

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Helston Town Council Calendar of Meetings 2021/22

	2021					2022							
	May	June	July	August	September	October	November	December	January	February	March	April	May
Saturday	1								1		1		1
Sunday	2								2		2		2
Monday	3								3		3		3
Tuesday	4								4		4		4
Wednesday	5								5		5		5
Thursday	6								6		6		6
Friday	7								7		7		7
Saturday	8								8		8		8
Sunday	9								9		9		9
Monday	10								10		10		10
Tuesday	11								11		11		11
Wednesday	12								12		12		12
Thursday	13								13		13		13
Friday	14								14		14		14
Saturday	15								15		15		15
Sunday	16								16		16		16
Monday	17								17		17		17
Tuesday	18								18		18		18
Wednesday	19								19		19		19
Thursday	20								20		20		20
Friday	21								21		21		21
Saturday	22								22		22		22
Sunday	23								23		23		23
Monday	24								24		24		24
Tuesday	25								25		25		25
Wednesday	26								26		26		26
Thursday	27								27		27		27
Friday	28								28		28		28
Saturday	29								29		29		29
Sunday	30								30		30		30
Monday	31								31		31		31
Tuesday													
Wednesday													
Thursday													
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Saturday													
Sunday													

P.F. & R. = Policy, Finance and Resources Committee

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