

**MINUTES OF A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**HELD IN THE GUILDHALL**  
**ON THURSDAY 25<sup>TH</sup> JANUARY 2024 AT 7.00PM**

**Councillors:** Councillor S L Ramsden in the Chair

|                            |                |            |
|----------------------------|----------------|------------|
| M Kenchington (Town Mayor) | J Martin       | D Willey   |
| R Williams                 | T Grattan-Kane | M P Andrew |
| R J L Boase                | M Benyon       |            |

**Officers:** Miss P J Lavelle – Town Clerk

**262. Apologies**

An apology for absence was received from Councillor Mrs Boase.

**263. Minutes of the Finance & General Purposes Committee**

The Town Clerk confirmed that she had reviewed the notes and the recording for the 28<sup>th</sup> September 2023 meeting following the query at the previous meeting and advised that the final bullet point for Min. No. 143/ 2023 should read:

- Councillor Grattan-Kane be asked if he would reconsider the contents of his Chair report to not refer to a percentage increase at the beginning of his report.

On the proposition of Councillor Benyon, seconded by Councillor Martin, it was

RESOLVED – that the Minutes for 28<sup>th</sup> September 2023 be approved, subject to the above amendment, and signed as a true record.

**Voting: For – 7, Against – 0, Abstain – 2**

It was further proposed by the Mayor, seconded by Councillor Andrew, and

RESOLVED – that the Minutes for the Finance & General Purposes Committee meeting held on 23<sup>rd</sup> November 2023 be approved and signed as a true record.

**Voting: For – 7, Against – 0, Abstain – 2**

**264. Report from the National Trust**

The Town Clerk confirmed that Apologies had been received from the representative from the National Trust but they had asked to attend the following meeting.

**265. Officer Reports**

The Grounds and General Maintenance Supervisor updated Members on his team’s activities over the past year making particular mention to verge maintenance, the increased level of vandalism in the public conveniences and the wildflower beds which continued to

receive a positive comments from the public. The Grounds and General Maintenance Supervisor then responded to Members questions.

It was proposed by the Mayor, seconded by the Chair, and unanimously

RESOLVED – that a vote of thanks be given for the work carried out by the Grounds and General Maintenance Supervisor and his team.

**266. Budget Monitoring Statement**

Members considered the Budget Monitoring Statement to 31<sup>st</sup> December 2023. It was proposed by the Chair, seconded by the Mayor, and unanimously

RESOLVED – that the Budget Monitoring Statement be accepted.

**267. Policies Reviewed by the Policy Review Working Party**

**i) Freedom of Information Policy**

It was agreed that point 5.2 be amended to replace ‘web’ with ‘Information Commissioners Office (ICO) website’

**ii) Grants Awarding Policy**

It was agreed to amend points 1.5 and 3.8 to replace ‘reduce the community groups/ Helston’s carbon footprint, for improving biodiversity’ with ‘reduce carbon emissions, enhance biodiversity, building community resilience and raising awareness’.

It was further agreed to include a ‘Not for profit Organisation’ Yes/ No tick box in the grant application form.

**Councillor R J L Boase left the meeting at 7.22pm and returned to the meeting at 7.25 pm.**

It was then agreed to amend item 4 on the grant application form to include ‘ownership status and if leased remaining duration of lease,’

**iii) Internal Controls Policy**

It was agreed to make the following amendments:

6.4.2 – delete ‘a’ from ‘a bank signatories’;

6.7.2 – replace name of insurer with ‘an approved insurer’.

6.9.4 – replace ‘can be reset when required’ with ‘should be reset by user after 1<sup>st</sup> use’

It was proposed by Councillor Martin, seconded by Councillor Andrew, and unanimously

RESOLVED – that Freedom of Information Policy, Grants Awarding Policy and the Internal Controls Policy be accepted.

**268. General Risk Assessment**

Further to Min. No. The Town Clerk confirmed that she had reviewed the General Risk Assessment to ensure that it included climate related risk.

On the proposition of Councillor R J L Boase, seconded by Councillor Benyon, it was unanimously

RESOLVED – that the recommended additions and amendments be approved and the General Risk Assessment be accepted.

**269. Report of the Town Clerk**

**The Chair and Councillor Willey declared an interest in the following item as members of Plastic Free Helston and left the meeting at 7.46pm.**

**The Vice-Chair (Councillor Benyon) took the Chair at 7.46pm.**

**i) Plastic Free Flora Day Market 2024**

On the proposition of Councillor Benyon, seconded by Councillor Kenchington, it was unanimously

RESOLVED – that the recommendations of the Plastic Free Flora Market Task & Finish Group be accepted and be adopted for the 2024 market.

**Councillor Ramsden and Councillor Willey returned to the meeting at 7.47pm and Councillor Ramsden resumed the Chair.**

**ii) Cemetery Store Roof**

It was proposed by Councillor Grattan-Kane, seconded by Councillor Andrew, and unanimously

RESOLVED – that the decision of the Chair and Vice-Chair to contract Rebuild South West to repair the cemetery store roof be ratified.

**iii) P11D Fire Inspection**

This item was noted.

**iv) Keep Helston Tidy Litter Picks**

On the proposition of Councillor R J L Boase, seconded by Councillor Willey, it was unanimously

RESOLVED – that:

- a) the litter picks take place on the last Tuesday of each month from March to September alternating between a 10am and 2pm start time; and

- b) the Grounds Maintenance Supervisor be asked to determine the locations in conjunction with the Town Clerk.

**270. Exclusion of the Press and Public**

On the proposition of Councillor Grattan-Kane, seconded by the Chair, 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 items of business by reason of the confidential nature of the business to be transacted.

**271. Confidential Report of the Town Clerk**

**i) Generator**

It was proposed by Councillor Benyon, seconded by Councillor Kenchington, and unanimously

RESOLVED – that this item be deferred to allow the Town Clerk to investigate the costs for hiring/ purchasing a diesel pressure washer.

**ii) Fire Alarm/ Emergency Lights Inspection**

On the proposition of Councillor Benyon, seconded by Councillor Grattan-Kane, it was unanimously

RESOLVED – that Trelawney Fire & Security be appointed to carry out the required fire alarm/ emergency lights inspections for 2024.

**iii) Gas Boiler/ Hob Service**

It was proposed by the Mayor, seconded by Councillor Grattan-Kane, and

RESOLVED – that Heatline Plumbing & Engineers be appointed to service the gas boiler and hob.

**Voting: For – 8, Against – 0, Abstain – 1**

**iv) Guildhall Window Cleaning**

The Town Clerk advised that she had not been able to obtain any responses to the Guildhall Window Cleaning Tender and suggested that the task may need to be carried out by the Grounds/ General Maintenance Team.

Following a brief debate it was proposed by the Chair, seconded by Councillor Benyon, and unanimously

RESOLVED – that the Town Clerk be authorised to purchase the required equipment up to a cost of £1,000.

**v) Flora Day Generator**

On the proposition of Councillor Ramsden, seconded by Councillor Benyon, it was  
RESOLVED – that Ellis Electrical be contracted for the provision of a generator for Flora Day.

**vi) Flora Day Portaloo Hire**

On the proposition of Councillor Ramsden, seconded by Councillor Benyon, it was  
RESOLVED – that:

- a) South West Loos be appointed for the provision of portalooos for Flora Day; and
- b) the portaloo provision be upgraded to include an accessible toilet on the Penzance Road and an additional accessible toilet along Trengrouse Way.

**vii) Soldier Silhouette for D-Day Anniversary Wildflower Planting Displays**

It was proposed by Councillor Benyon, seconded by Councillor Kenchington, and  
RESOLVED – that the Council did not proceed with the provision of soldier silhouettes for the D-Day anniversary wildflower planting displays at the current time.

**Meeting closed at 8.55pm**

**Confirmed**

**Chair**

**BLANK PAGE**