

MINUTES OF A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD IN THE GUILDHALL
ON THURSDAY 23RD MAY 2024 AT 7.00PM

Councillors: M Kenchington (Town Mayor) in the Chair

R J L Boase	D Willey
F N E Boase	M P Andrew

Officers: Miss P J Lavelle – Town Clerk
 Mr C Bowcutt – Town Warden

Councillor R Williams was also present at the meeting.

16. Election of Chair and Vice-Chair

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

RESOLVED – that Councillor Benyon be elected Chair of the Committee for the ensuing year.

It was then proposed by Councillor Andrew, seconded by the Mayor, and unanimously

RESOLVED – that Councillor Willey be elected Vice-Chair of the Committee for the ensuing year.

Councillor Willey took the Chair at 7.04pm.

17. Apologies

Apologies for absence were received from Councillors Grattan-Kane and Benyon.

18. Minutes of the Finance & General Purposes Committee

The Town Clerk highlighted an error in the draft minutes advising that the resolution for Min. No. 326/ 2023 had been proposed by the Mayor and seconded by Councillor Martin.

Councillor Andrew further indicated a spelling error at Min. No. 330/ 2023 where ‘loan’ should read ‘lone’.

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

RESOLVED – that the Minutes of the Finance & General Purposes Committee meeting held on 27th March 2024 be approved, subject to the above amendments, and signed as a true record.

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

19. Officer Reports

The Town Warden updated Members on his activities since September making particular mention to community safety activities, anti-social behaviour and the use of defibrillators. The Town Warden then responded to Members questions.

20. Internal Auditor's 2023/24 Report

Members considered the Internal Auditor's report for 2023/24 (circulated prior to the meeting). The Town Clerk confirmed that the report had also been presented to Full Council for consideration at the Annual Meeting in May.

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

RESOLVED – that the Internal Auditor's report for 2023/24 be received and noted.

21. Appointment of Internal Audit Checkers

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

RESOLVED – that Councillors Mrs Boase, Grattan-Kane, Willey and Andrew be appointed as Internal Checkers for 2024/25.

22. Appointment of Members to Conduct a Review of Internal Controls

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

RESOLVED – that the Mayor and Councillor R J L Boase be appointed to conduct the annual Review of Internal Controls.

23. Policy Review Working Party

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

RESOLVED – that Councillors Mrs Boase, Grattan-Kane and Andrew be appointed to the Policy Review Working Party.

24. Emergency Plan Working Party

On the proposition of Councillor Andrew, seconded by the Mayor, it was unanimously

RESOLVED – that Councillors Grattan-Kane, Benyon and Willey be appointed to the Emergency Plan Working Party.

25. Guildhall Maintenance Working Party

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

RESOLVED – that the Mayor and Councillor R J L Boase be appointed to the Guildhall Maintenance Working Party.

26. Coronation Gardens Succession Planting Task & Finish Group

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

RESOLVED – that Councillors Benyon and Willey be appointed to the Coronation Gardens Succession Planting Task & Finish Group.

27. Policies produced by Peninsula Business Services

- i) Health & Safety General Policy Statement**
and
ii) Health and Safety Policy – Employee Safety Handbook

It was agreed that the first paragraph of the Health & Safety General Policy Statement be amended to also include Councillors.

It was further agreed that the term ‘manager’ should be replaced with ‘line manager’ throughout the Employee Safety Handbook to aid clarity.

It was proposed by Councillor Mrs Boase, seconded by Councillor R J L Boase, and unanimously

RESOLVED – that the Health & Safety General Policy Statement and Employee Safety Handbook be adopted subject to the above amendments.

28. Report of the Town Clerk

- i) Keep Helston Tidy Litter Picks**

This item was noted.

- ii) Banking Update**

This item was noted.

- iii) Generator**

This item was noted.

29. Exclusion of the Press and Public

On the proposition of Councillor Mrs Boase, 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.

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

i) **Gas Contract**

Following a brief debate it was proposed by the Mayor, seconded by Councillor Andrew, and unanimously

RESOLVED – that 100 Green be selected as the Council’s gas supplier.

Meeting closed at 7.58pm

Confirmed

Chair