

**MINUTES OF A MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**HELD IN THE GUILDHALL**  
**ON THURSDAY 26<sup>TH</sup> SEPTEMBER 2024 AT 7.00PM**

**Councillors:** M Benyon in the Chair

R J L Boase

F N E Boase

J Martin

**Officers:** Miss A Retallack – Deputy Town Clerk

**136. Apologies**

Apologies for absence were received from the Mayor and Councillors Grattan-Kane, M P Andrew and D Willey.

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

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

RESOLVED – that the Minutes of the Finance & General Purposes Committee meeting held on 25<sup>th</sup> July 2024 be approved and signed as a true record.

**138. Budget Monitoring Report**

Members considered the Budget Monitoring Statement to 31<sup>st</sup> August 2024. It was proposed by the Chair, seconded by Councillor Mrs Boase, and unanimously

RESOLVED – that the Budget Monitoring Statement be accepted.

**139. Internal Audit by Members**

Members considered a report by the Town Clerk which contained details of an internal audit conducted by Councillors Mrs Boase and Andrew on 12<sup>th</sup> September 2024.

Following a brief debate it was proposed by Councillor Martin, seconded by Councillor R J L Boase, and unanimously

RESOLVED – that the report be accepted.

**140. Nomination of two Internal Checkers**

Following a brief debate it was proposed by Councillor Mrs Boase, seconded by Councillor Martin and unanimously

RESOLVED – that Councillors Grattan-Kane and Willey be invited to carry out the next internal audit.

**141. External Auditor's 2023/24 Financial Year Report**

Members considered the External Auditor's report.

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

RESOLVED – that the External Audit report be accepted and it was confirmed that it contained no actions.

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

**i) Dignity at Work Policy**

The following amendments were agreed:

7.1 – Insertion of missing bracket.

7.4 – Insertion of 'be' missing from 1<sup>st</sup> line.

9.6 – Amend 'compliant' should be 'complaint'.

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

RESOLVED – that the Dignity at Work Policy be accepted subject to the above amendments.

**ii) Safeguarding Policy**

The following amendments were agreed:

Insert – '4.3 The Safeguarding Officer is the Town Clerk'.

8.2.4 – Replace 'high quality' with 'experienced'.

Add '15.3 Helston Town Council will record and report any concerns regarding children and contact the Access Team at Cornwall Council.'

Item 14 - Police Objectives be moved to after item 3.

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

RESOLVED – that the Safeguarding Policy be accepted subject to the above amendments.

### iii) Social Media Policy

#### 4.1.7 – Addition of ‘and the Civility and Respect Pledge’

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

RESOLVED – that the Social Media Policy be accepted subject to the above amendment.

### iv) Virtual Meetings Protocol

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

RESOLVED – that the Virtual Meetings Protocol be accepted.

### 143. NALC Model Financial Regulations

Members considered the report of the Town Clerk (circulated prior to the meeting).

Following a detailed debate it was proposed by Councillor Benyon, seconded by Councillor Martin, and unanimously

RESOLVED – that, subject to the following amendments, the draft Financial Regulations be recommended to Full Council for approval.

4.7 – Remove the second ‘and must’

5.15 – To be replaced with the existing scheme of delegation.

5.18 – In penultimate line relace ‘Chair’ with ‘Mayor’.

5.6 Under £30,000 get three quotes. Over £30,000 out to open tender.

6.6 – Be amended to read ‘The Town Clerk and/or RFO...’ and items 6.6.i and 6.6.ii be retained.

Item 9 – Lines 9.1 and 9.2 in relation to debit cards be deleted.

13.7 – Be amended to read ‘Where sum of cash over £100 are regularly received ...’

Add an item to include ‘Acting as an accountable body – When acting as an accountable body and holding funds for an external organisation the monies will be retained in a specific ear marked reserve.’

**144. Report of the Town Clerk****i) Banking Update**

The Deputy Town Clerk reminded members that whilst the Better World Cautious Fund was a more ethical investment there was the potential for value of the investment to decrease as well as increase, and whilst the CCLA monitored that risk it did not remove the risk that the investment could be depleted or lost.

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

RESOLVED – that:

- a) £100,000 be invested in the Better World Cautious Fund from the Public Sector Deposit Fund; and
- b) the Town Clerk report monthly on the investment over the first four months and then the situation be reviewed.

**ii) Review of Committee Arrangements**

Members expressed the view that they were happy to have special meetings if necessary but that they would rather not move to monthly Finance and General Purposes meeting. Members felt that Finance and General Purposes has stopped any confusion over responsibility between Amenities and Policy, Finance and Resources.

**iii) Signage on Cobbled Area Beside the Guildhall**

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

RESOLVED – that businesses be requested to remove their signs, A-boards and wares from the cobbled area outside the Guildhall due to safety and access concerns as well as the unfair situation their free advertising placed on other business in town.

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

On the proposition of Councillor Mrs Boase, seconded by Councillor Martin, 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.

**146. Confidential Report of the Town Clerk****i) Independent Internal Auditor**

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

RESOLVED – that Hudson Accounting be appointed as Internal Auditor.

**ii) Defibrillator**

The Deputy Town Clerk gave members prices for the cabinets and iPad defibrillators. On the proposition of Councillor R J L Boase seconded by Councillor Martin, it was unanimously

RESOLVED –

- a) To purchase three iPad defibrillators at a total of £2,613.00 (excluding vat)
- b) To purchase three defibrillator cases at £435 each (excluding vat)

**iii) Litter Bins**

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

RESOLVED –

- a) To purchase a replacement bin for the Hellis Wartha Play Area from Glasdon as a cost of £186.21 plus vat and
- b) To defer consideration regarding an additional bin for Coronation Gardens.

**iv) Replacement Fence Posts**

The Deputy Town Clerk gave members updated prices.

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

RESOLVED – that Rogue Fencing be appointed to carry out the required works provided that their quote included wood that is pressure treated. Members request that the new posts be put as close to the pavement as possible.

**Meeting closed at 8.39pm**

**Confirmed**

**Chair**

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