

MINUTES of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 18 April 2019 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin

PRESENT: Councillor A M Kerridge, presiding, together with Councillors P Brown, J P Cooper (arrived at 6.33 p.m. and from item FSPM/2019/034), P T Cooper, L L Frost, J Gammon, S H Kinsman, K J Phillips (arrived at 7.07 p.m. and from item FSPM/2019/039), P L G Skea and K W Stubbs.

Councillors E M Ahearn and D A Henderson (left the meeting at 9.15 p.m. and from item FSPM/2019/045) were in attendance but did not vote, not being members of this committee.

IN ATTENDANCE: Mr S Facer (Town Clerk), Mrs A Banks (Responsible Finance Officer (RFO)) and Mrs B Briggs (Senior Admin Assistant (SAA)).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Apologies had been received from Councillor A J Coppin.

		Action	Date
FSPM/2019/031	<p>Public Representation Session</p> <p>There were no members of the public present.</p>		
FSPM/2019/032	<p>Declarations of Interest</p> <p>Councillor P T Cooper declared a Non-Registerable Interest in agenda item 14 (minute ref FSPM/2019/043 refers), St Lawrence's Church lease, due to a family connection.</p>		
FSPM/2019/033	<p>Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 21 February 2019</p> <p>The Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 21 February 2019 had been through Full Council on 21 March 2019 where the actions and expenditure items were approved.</p> <p>The Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 21 February 2019 were approved and passed for signing.</p>		
FSPM/2019/034	<p>Correspondence, to include:</p> <p>(a) Email from Army Recruiting Group requesting use of Mount Folly on 10 and 12 June 2019 and 3 and 10 September 2019</p> <p>A copy of the email was circulated with the agenda.</p> <p>Councillor J P Cooper arrived at 6.33 p.m.</p> <p>The Town Clerk noted that the Group do have funding available for the September dates requested but were seeking free use of</p>		

	<p>the Mount Folly for the two dates in June as per the rational set out in the circulated email.</p> <p>The Town Clerk confirmed that the current hire charges for the Mount Folly was £30.00 per day for Community Groups and £90.00 for commercial organisations. It was clarified that the Army Recruitment Group would be classed as a commercial organisation.</p> <p>Councillor S H Kinsman commented that she would be minded to agree to this request based on the assistance offered to BTC previously and in mind of the future Freedom Parade. She felt it would offer valuable information to encourage local people to consider the Army as a career.</p> <p>Councillor S H Kinsman proposed that all four dates were offered to the Group free of charge.</p> <p>Councillor K Stubbs proposed an amendment to this proposal, offering the Group the community rate of £30.00 for all four dates, which would provide an overall saving compared to paying the commercial rate for the two September dates whilst having the two June dates free of charge.</p> <p>The voting pattern was 2 votes for with 5 against, therefore this amendment was not passed and fell.</p> <p>The vote therefore reverted to the original proposal and the voting pattern was 6 votes for with 1 against.</p> <p>It was therefore AGREED to RECOMMEND offering the Army Recruitment Group free use of the Mount Folly on 10 and 12 June and 3 and 10 September.</p> <p>(b) Email from David Rowland requesting use of Fair Park from 22 July to 29 July, with operational days of 25 July to 28 July, for KIDZ World event</p> <p>A copy of the email was circulated with the agenda.</p> <p>The Town Clerk noted that this fair would take a similar form to the previous year, providing sessions in two-hour slots.</p> <p>As previously, the Town Clerk noted that BTC would look to invoice upfront, incorporating additional costs incurred by any necessary patrol work by Kestrel Guards and that the Operator would be required to provide Risk Assessments and adequate Public Liability Insurance.</p> <p>The Town Clerk also noted that a letter would be sent to local residents and shops within the vicinity and that Golden Fry would be notified of the dates on which their regular pitch on Fair Park would be unavailable.</p> <p>It was AGREED to RECOMMEND approving this booking, subject to the stipulations listed above.</p>	<p>Facilities Administrator</p> <p>Facilities Administrator</p>	
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<p>FSPM/2019/035</p>	<p>Mayor Choosing arrangements – to confirm ceremony to be held at 2.00 p.m. on Thursday 16 May 2019 and Mayor’s Sunday to be held at 10.00 a.m. on Sunday 19 May 2019 at St Petroc’s Church</p> <p>The Town Clerk advised that a draft Order of Service and scripted running order would be circulated to Members in advance of the ceremony.</p> <p>It was noted that Councillors Henderson and Bassett would be required to prepare speeches in order to formally nominate Councillor J P Cooper as Mayor and Councillor P T Cooper as Deputy Mayor respectively.</p> <p>The Town Clerk also noted that the presentations of the Honoured Citizen Awards and Community Volunteer Award would also require Councillor input.</p> <p>Councillor J Cooper enquired as to whether the rehearsal, scheduled to be held at St Petroc’s Church on Wednesday 15 May could commence at 4.30 p.m. rather than 4.00 p.m. due to his work commitments. The Town Clerk confirmed that this change would be accommodated.</p>		
<p>FSPM/2019/036</p>	<p>Update on BTC Objectives, to include:</p> <p>a) To undertake a staffing review to ensure sufficient capacity and capability to deliver agreed objectives (agenda items 16 and 17, minute refs FSPM/2019/045 and FSPM/2019/046, refer)</p> <p>The Town Clerk noted that this matter would be covered later on the agenda.</p>		
<p>FSPM/2019/037</p>	<p>Notes from meeting of Shire House Working Party held on 2 April 2019 – to consider revised hire charge recommendations</p> <p>A copy of the notes was circulated with the agenda.</p> <p>Councillor D A Henderson reported that this had been a useful meeting and that the general consensus was the wish to see the Shire House Suite used more and that the proposed hire charges were a reflection of that wish. The Working Party felt that encouraging community use of the Suite would inform any longer-term decisions.</p> <p>Councillor Henderson outlined the recommendation to charge £12.00 per hour for private/commercial use, charged in 3-hour blocks with community use charged at £6.00 per hour.</p> <p>The Chairman noted that the proposals for consideration were on page 3 of the circulated meeting notes.</p>		

	<p>Councillor S H Kinsman requested clarification as to whether these charges applied for any day of week. Councillor Henderson confirmed that they did.</p> <p>Councillor J P Cooper commented that he was currently investigating options regarding the installation of a keypad in order to isolate the Suite from the rest of the Shire House.</p> <p>The RFO commented that the proposed charges did not take into account the costings her team were currently working to prepare, including heating, rent, staffing and locking and, although she appreciated the working party's will to see the Suite used more regularly, she noted that the building may end up with a larger deficit at the end of year due to the costs involved with hirings that had not been taken into consideration at the current time. She felt that Members should have all the financial information available to them and felt it prudent to remind Members that they have not yet gone through the whole costing process.</p> <p>Councillor P T Cooper commented that the recommended charges were based on local charges for other properties and acknowledged that this did not take into consideration the cost of additional caretaking. He commented that the principle behind the proposed structure was to encourage use of the room, and that users would be asked for feedback to inform future uses.</p> <p>There was a discussion around the reliance of other properties on volunteers and that the terms and conditions of hiring would be to leave the room as they found it. It was also noted that the Suite would first need to be isolated from the rest of the House.</p> <p>Councillor S Kinsman acknowledged the amount of work that had been done to date but felt that a set order was required, and that agreeing a new set of charges before having implemented the separation and revised security measures for the building, and agreeing the caretaking process going forward, opened up the potential to cost the Council more than it makes.</p> <p>Some Members felt that it was important not to have the building sat empty and that it would be preferable to adopt these new charges in order to provide the community with a building they can use and accept that this approach might not make BTC any money.</p> <p>It was noted that other considerations to be taken into account were separation of the security and fire alarm systems and the staff requirement to service bookings, especially at weekends. The Town Clerk recognised the rationale to increase community use but was concerned that implementing changes before having a new system in place to address unlocking / locking arrangements would lead to staff implications with additional weekend bookings and reminded Members that the Council has one caretaker.</p>		
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	<p>Some Members felt that the hirers over the weekend could be self-sufficient, with staff servicing rooms on weekdays. If the Suite was left in an unacceptable condition and required additional cleaning, an extra charge would be levied to the hirer.</p> <p>The Chairman suggested that there were other matters to consider before charges were adopted and felt it prudent to indicate they are minded to accept the hire charges, but without recommending to adopt them at the current time, whilst further information was awaited.</p> <p>The RFO commented that she felt it was a good idea to separate the two buildings, but that there were insurance considerations regarding use of key pads etc. She noted that her team had started working on the full costings as requested within the notes of the meeting, offering Members different options of costs and charges.</p> <p>The RFO advised that her workload was currently under a great deal of pressure, having just completed the process of the staff relocation and due to year-end. The Chairman asked for a reasonable timeframe to achieve these cost analyses.</p> <p>The RFO felt that she would be able to provide a report to the Adjourned Council meeting on 23 May to consider costs associated with separating the Suite from the Shire House (fire and intruder alarms, security issues with current internal doors and access for hirers to reduce staff implications i.e. some form of key pad / key swipe / key safe system).</p> <p>The RFO felt that she would then be able to report to the FS&PM Committee Meeting on 20 June the detailed costs of the Shire House to consider with any proposed new hire charges so that Council is aware of any level of subsidy between projected income of new hire charge structure versus current operational costs of the venue.</p> <p>It was AGREED to RECOMMEND that the RFO provides a breakdown of costs as outlined above, with the costings of separating the Suite from the House at the Adjourned Council meeting on 23 May 2019 and a breakdown of detailed running costs of both sides of the building to the FS&PM Committee meeting on 20 June 2019.</p> <p>It was further AGREED to RECOMMEND that the revised hire charges would be reviewed in future, in consideration of the cost analyses to be provided by the RFO.</p> <p>The voting pattern was 5 votes for with 2 against.</p> <p>It was also noted that, as part of a cost appraisal, an on-call member of staff would need to be factored in to respond in case of any emergency, or should the hirer leave the room unsecured (open window etc.). Some Members felt that, should the on-call facility have to be used, the cost would be paid for by hirer.</p>	<p>RFO</p> <p>RFO</p>	<p>23.05.19</p> <p>20.06.19</p>
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	Councillor Brown wished to note that he had been in attendance at the meeting on 2 April but had left early.		
FSPM/2019/038	<p>Risk management update</p> <p>A copy was circulated prior to the meeting.</p> <p>The Town Clerk noted that the Neighbourhood Plan had been updated to reflect the decision at the Full Council meeting on 21 March to proceed with creation of an NDP.</p> <p>Councillor J Cooper noted that, with regards to the NDP he appreciated that it was a very busy time coming up for Councillors and staff and that progress would be revisited towards the end of May.</p>		
FSPM/2019/039	<p>HSBC Premier Discretionary Management Service Portfolio Statement – 1 October to 31 December 2018</p> <p>A copy of the statement summary was circulated with the agenda.</p> <p>Councillor K J Phillips arrived at 7.07 p.m.</p> <p>This statement was noted.</p>		
FSPM/2019/040	<p>To consider and, if appropriate, pass for payment the Schedule of Accounts for April 2019</p> <p>The RFO noted that there had been some large expenditure items such as paying for the new server.</p> <p>Members queried the effectiveness of the new system and the RFO confirmed that it was working well.</p> <p>Payment ref 4300001394 – Barcham Tree Plc – it was queried as to whether this cost was allocated within the Parks Team budget. It was confirmed that it was, and that the purpose of purchasing these trees was in order to replace specimens which had had to be removed as recommended in any tree survey report. The Town Clerk noted that in public parks and open spaces replacement specimens needed to be of sufficient size as smaller whips did not fare well.</p>		

Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate page.