

**MINUTES** of the **Finance, Staffing and Performance Management Committee** Meeting held on Thursday 20 February 2020 at 6:30 p.m. in the Court 2, Shire Hall, Bodmin.

**PRESENT:** Chairman, Councillor P T Cooper, presiding; together with Councillors E M Ahearn (arrived 6.18 p.m. and from item FSPM/2020/010), J A Bassett, J P Cooper, and S H Kinsman.

Councillor K W Stubbs was also present but did not vote, not being a member of this Committee.

**IN ATTENDANCE:** Mr P Martin (Deputy Chief Executive), Mr R Davies (Parks and Open Spaces Manager (POSM)) and Mrs B Briggs (Senior Administration Assistant).

#### **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES**

There were no declarations of interest.

Apologies had been received from Councillors P Brown, L L Frost, DA Henderson, A M Kerridge and K J Phillips.

		Action	Date
FSPM/2020/010	<p><b>Presentation by Mr M Townsend on behalf of HSBC regarding an update on investments</b></p> <p>It was noted that, until the arrival of Councillor E M Ahearn, the meeting was not quorate.</p> <p>It was <b>AGREED</b> to suspend Standing Orders in order for Mr Townsend to proceed with his presentation.</p> <p>A report prepared by HSBC was circulated to Members (copy attached to minutes).</p> <p>Mr Townsend outlined that he would be providing an update in terms of performance, provide an overview of global markets, and update Members on the positioning of the Council's portfolio and inclusion, and HSBC's overall strategy in terms of investment.</p> <p>Mr Townsend presented various figures from the report, noting to Members that performance in 2019 had been strong and that the overall return since inception of the portfolio stood at 6%, which was a good return on a cautious investment.</p> <p>Mr Townsend noted that, in terms of Brexit and the effects on the market, HSBC had managed their investments to benefit from the depreciation in sterling in order to protect their investors.</p> <p>Councillor E M Ahearn arrived at 6.18 p.m.</p> <p>Mr Townsend noted that other current considerations included the US-China trade deal negotiations, US interest rates and Coronavirus, which was an emerging issue. He noted that there were concerns over the Japanese and German economies in terms of car exports.</p>		

	<p>The recent announcement with regards to a possible change in UK interest rate was queried.</p> <p>Mr Townsend commented that it was yet to be determined as to whether there would be a cut to interest rates in May and that inflation and employment levels would be taken into consideration.</p> <p>Mr Townsend reported that HSBC have a positive on outlook on 2020 performance, but with the caveat that returns were unlikely to hit those seen in 2019, due to the fact that portfolios were starting from a higher base.</p> <p>Members felt it prudent that they receive an update as to portfolio performance following the outcome of the US election in November, when there was also likely to be further development with Brexit and global trade deals.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that a preliminary date for the next presentation by HSBC was at the Full Council meeting to be held on 19 November 2020.</p> <p>The presentation and questions ended at 6.35 p.m.</p>		
FSPM/2020/010	<p><b>Public Representation Session</b></p> <p>There were no members of the public present.</p>		
FSPM/2020/011	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>		
FSPM/2020/012	<p><b>To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 19 December 2019</b></p> <p>The Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 19 December 2019 were approved and passed for signing.</p> <p>Matters arising:</p> <p>Councillor S H Kinsman raised the issue of actions not being recorded within minutes as had previously been agreed. She noted that Members had imposed the new minute layout with action columns on staff, and had since not been consistent in agreeing actions and their expected completion dates.</p> <p>Councillor J P Cooper commented that he had made a request</p>		

	<p>to Committee Chairs to be mindful of this and agreed that it was important to populate the columns, having agreed to implement them.</p> <p><b>FSPM/2019/104</b> – Councillor J P Cooper enquired as to whether his version of the objectives, with the overwritten proposed new objectives, had been located in the office and commented that he would forward them to the DCE. The SAA noted that these were reflected in written form within the minutes.</p> <p><b>FSPM/2019/105(c)</b> – Members enquired as to whether the letter had been sent to Cornwall Council regarding provision of a new cemetery. Councillor P T Cooper commented that he had made changes to the original letter produced by the Town Clerk to highlight the cost to the town of providing cemetery services.</p> <p>It was noted that the DCE would check on the delivery of this letter to Cornwall Council.</p> <p><b>FSPM/2019/107</b> – It was noted that officers ensure this recommendation be added to the appropriate agenda. Bottom of page 6 – ensure added to agenda.</p>	DCE  SAA	
FSPM/2020/013	<p><b>To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting (Budgets) held on 2 January 2020</b></p> <p>Councillor S H Kinsman noted that she had sent an email to the Chair with a series of queries relating to this item. The Chair advised that he had experienced IT difficulties and had not yet been able to respond.</p> <p>It was noted that the action columns had not been completed for this set of minutes.</p> <p>The following minor amendments were noted, and the SAA confirmed these would be made to the final version:</p> <p>C/2020/003 – last paragraph on page 1, change the word ‘committee’ to ‘committed’</p> <p>C/2020/004 – last paragraph on page 5, amend bullet point ‘Consider any Increase in Charges’ to include clarification as to what these charges relate to.</p> <p>C/2020/004 – under line 662, change the word ‘sperate’ to ‘separate’</p> <p>C/2020/007 – change ‘not’ to ‘no’.</p> <p>Councillor S H Kinsman queried as to whether the minutes for this meeting were made available prior to the Full Council meeting on 16 January when the budget was approved. The Chair advised that these minutes had been received at the</p>	SAA	

	<p>meeting on 16 January and therefore were reviewed by Members during that meeting.</p> <p>Councillor Kinsman felt that some aspects of the budget were somewhat risky. She acknowledged that she would have liked to be in attendance at the meeting and she been unable to, but felt that the budget may not have been approved had the minutes been available in advance.</p> <p>The Chair considered that this situation had not allowed Members to give due diligence.</p> <p>The DCE commented that the budget setting process should be starting in November rather than January. The SAA commented that this move was already reflected on the Committee Calendar for 2020.</p> <p>The Chair commented that Members had requested a three-year budget, and also devolved budgets to Committees under the new structure meaning that the first stage of budgetary consideration would be considered at Committee stage in future years.</p> <p>Councillor Kinsman then queried the investment in the cemetery. The Chair commented that they had been through the exercise of removing this budget and placing it in reserves in order to assess the effect on the precept. This had culminated in the decision to write to Cornwall Council and advise them that, in order to protect precept BTC wished to reconsider cemetery provision and were looking to pass the cost back to them in future.</p> <p>Due to the fact the POSM was at the meeting, Councillor J P Cooper wished to raise the issue of the Christmas tree at Fiveways roundabout. He enquired as to whether planting a tree rather than purchasing a new tree every year was a viable option. The POSM advised that he would not recommend this approach due to number of underground services running through the site. He advised that the type of tree is shallow-rooted and the site is particularly open to the wind. He also noted that the land belonged to Cornwall Council rather than BTC. Members then considered that there were works planned in that area by Cornwall Council and perhaps responsibility could be taken on by them as part of this process.</p> <p>Members requested that the POSM add the Turret Clock to the next Properties Committee agenda.</p> <p>Members enquired as to the amalgamation of lines 172 and 181 and wished to clarify that expenditure on play equipment would still be available as this was often enquired about at the Annual Town Meeting. The POSM confirmed this would still be possible as expenditure would be allocated within that budget line. Members noted that this may cause additional work for the Accounts Team.</p>	<p>POSM / SAA</p>	<p>20.03.20</p>
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	<p>Councillor S H Kinsman queried the reduction of line 185 commenting that the POSM's input would have been helpful in this decision. She enquired from the POSM as to whether the remaining funding was sufficient. The POSM reiterated his previous view that, from the Parks Team perspective the event had been a success but that the remaining sum would be sufficient for a single event.</p> <p>Councillor J A Bassett queried the 'youth scheme' under line 545. The DCE noted that this matter had been discussed through the Promotions Committee. The Chair advised that the Chair of the Promotions Committee had been unable to recall the requested sums and therefore these lines had been rationalised.</p> <p>Line 662 – Roof safety training – Members requested that this matter be referred back to a future Properties Committee meeting. It was noted that this training had been arranged.</p> <p>Members requested that the matter of copyrighting the town crest be referred to a future meeting of the Promotions Committee.</p> <p>Councillor J P Cooper stated that he could not understand why there was a budget of £15,000 allocated in the budget to climate change when he felt it was made abundantly clear that the Climate Change Working Party was a sub-committee of the Neighbourhood Plan Steering Group. The Chair clarified that this budget was not for the Working Party but to allow BTC to respond to any recommendations coming out of the Climate Change Action Plan and/or additional adjustments BTC could make. Therefore this budget was not under the remit of the Working Party or Steering Group and recommendations would be going through Full Council to consider in due course.</p> <p>There then followed discussion regarding the new set of objectives. There was concern that, having been agreed after the budget setting process, they had not been sufficiently costed. Councillor S H Kinsman wished to note her concern regarding moving forward with these objectives and promising to deliver them without sufficient costings.</p> <p>The Minutes of the Finance, Staffing and Performance Management Committee Meeting (Budgets) held on 2 January 2020 were approved and passed for signing.</p> <p>Councillor S H Kinsman abstained from voting on this item.</p>	<p>SAA</p> <p>SAA</p>	
FSPM/2020/014	<p><b>Key Objectives update – DCE to report</b></p> <p>Members considered that the majority of objectives currently appeared to be on target. The DCE commented that he felt there needs to be a complete review of outstanding aims and objectives before going forward with new set in May.</p>		

	<p>Members also considered the importance of ensuring the new set of aims and objectives are fully costed and that they are achievable within the agreed budget.</p> <p>It was noted that the objectives should fall within the remit of the panel of Committee Chairs.</p> <p>It was noted that this matter would be discussed further under agenda items 11, 21 and 24 (minute refs FSPM/2020/018, FSPM/2020/028 and FSPM/2020/031 refer).</p>	CCP	
FSPM/2020/015	<p><b>To consider a Health and Safety report regarding the Parks Department Building and Compound and agree proposals to implement recommendations received from Health and Safety Associates – DCE to update</b></p> <p>The DCE reported that he had a meeting the following day with Mr B Hammond of Health and Safety Associates.</p> <p>The DCE reported that they were awaiting feedback from Mr Hammond relating to his prioritisation of work within the agreed £1,500 spending limit and that, following this meeting, he would be able to report on the likely ongoing costs following the initial £1,500 expenditure.</p> <p>It was noted that this information should be made available by the DCE at the Full Council meeting to be held on 19 March 2020 in order that this work could be progressed.</p> <p>Councillor S H Kinsman enquired as to what decisions the DCE was looking to make at the present meeting, and noted that Members had not received a copy of the Health and Safety Associates initial report.</p> <p>The DCE commented that he would circulate the report to Members in advance of the Full Council meeting.</p>	DCE	19.03.20
FSPM/2020/016	<p><b>To receive an update on progress regarding Councillors laptops and agree time frames for issue of the equipment</b></p> <p>The Chairman commented that some Members had indicated that they did not want to move to a new BTC device and wished to retain their current tablets. However, it was his opinion that the tablets were becoming increasingly outdated and he felt that all Members should move to using a new laptop.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> that the DCE seek quotes for this provision and report on the budget required for the purchase of the addition devices and report to the Full Council meeting to be held on 19 March 2020.</p> <p>Councillor J P Cooper requested that officers ensure the appropriate level of insurance was in place to cover the new devices.</p>	DCE	19.03.20

<p>FSPM/2020/017</p>	<p><b>To receive an update and agree to recommend approval of associated costs for VE75 and Tour of Britain events – Executive Assistant to report</b></p> <p>The DCE showed Members the plan that the EA has prepared for the VE75 event which outlined the planned programme of events that BTC was hoping to book, planning to book and have booked to date.</p> <p>Members requested that the SAA upload this document to Dropbox.</p> <p>There was some discussion regarding the budget for the VE75 event. The DCE noted that some expenditure on the event would be required during the current financial year and he was not aware as to whether there was adequate budget remaining within the current year’s budget to cover this expenditure.</p> <p>It was noted that the DCE would check this information and discuss with the Accounts Team.</p> <p>It was <b>AGREED to RECOMMEND</b> that, pending confirmation of available budget, Officers be given delegated authority to spend within the allocated budget of £2,500.00 for VE75 events.</p> <p>There followed a discussion regarding the adequacy of the First Aid provision. Members concluded that those having been consulted by the EA could be considered experts and BTC were happy to concur with the recommendations.</p> <p>It was <b>AGREED to RECOMMEND</b> engaging FLEET to provide first aid for the VE75 event.</p> <p>It was further <b>AGREED to RECOMMEND</b> that BTC provide complimentary refreshments to FLEET volunteers by covering the cost of a meal each with stallholders.</p> <p>Members enquired as to whether it would be necessary to loan chairs from St Petroc’s church considering the chairs currently stored in Narisa Hall. It was noted that the SAA would follow up with the EA on this matter.</p> <p>Members enquired as to the requirement for all stallholders to have their own Public Liability insurance and Risk Assessment and whether these were being checked.</p> <p>The DCE confirmed that the EA was checking this documentation as part of his coordination role. Members considered that it should be ensured that all stallholders produce this documentation in advance of the event to prevent any last minute issues.</p> <p>It was <b>AGREED to RECOMMEND</b> that the EA request all stallholders produce the necessary PL insurance and RA documentation by 9 April 2020.</p>	<p>SAA</p> <p>DCE</p> <p>SAA / EA</p> <p>EA</p>	<p>09.04.20</p>
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	It was further <b>AGREED</b> to <b>RECOMMEND</b> that the EA confirm receipt of all this documentation at the Promotions Committee meeting to be held on 9 April 2020.	EA	09.04.20
FSPM/2020/018	<p><b>To consider and agree to recommend the production of a business plan to meet new aims and objectives, to be aligned with the proposed staffing review and the business continuity plan – DCE to report</b></p> <p>The DCE reported that he felt it was necessary for an all-encompassing business plan to be produced. He felt that BTC should operate a structured approach as to how it conducts its business and in order to assess the achievability of objectives.</p> <p>It was noted that this matter would be discussed further under item 21 on the agenda (minute ref FSPM/2020/028 refers).</p>		
FSPM/2020/019	<p><b>To receive an update on the skate park – POSM to report</b></p> <p>The POSM reported that the Planning Application had been validated on 23 January 2020 and that, at present, no objections had been submitted via the Cornwall Council planning portal.</p> <p>The POSM noted that land registry was ongoing and that this was a condition of the Sports England (SE) funding. He noted that SE had given an extension until September in order to allow this matter to be resolved and that Officers had provided all requested information and that this was currently with solicitors to resolve. It was noted that land registration was not a planning constraint and was therefore not delaying that process.</p> <p>The matter of the acoustic fence was then discussed, with Members feeling that this was an unnecessary request and had concerns over the potential impact on antisocial behaviour as it could potentially serve to conceal such behaviour. The POSM noted that, as the planning application was still live at present, he was not yet aware as to whether the fence would be a condition of planning approval.</p>		
FSPM/2020/020	<p><b>To consider the draft Treasury Management Strategy and Annual Investment Strategy</b></p> <p>The DCE reported that it had not been possible to produce this documentation in the RFO's current absence.</p> <p>Members requested that this be produced as soon as was possible.</p>		
FSPM/2020/021	<b>HSBC Premier Discretionary Management Service Portfolio Statement 1 October to 31 December 2019</b>		

	<p>This item was brought forward to be discussed following item 2 on the agenda (minute ref FSPM/2020/009 refers) in order to allow Members the opportunity to ask any questions of Mr Townsend whilst he was in attendance.</p> <p>Councillor J P Cooper enquired as to whether, rather than taking the profit from the investment as an income, was there the capacity to reinvest it. Mr Townsend confirmed that this capacity is available but is not currently what BTC is choosing to do. He advised that, following repayment of the current loan, this option could be considered.</p>		
FSPM/2020/022	<p><b>Year to date budget 31 January 2020</b></p> <p>The DCE reported the Accounts Team had experienced some difficulty in accessing this information in the RFO' absence.</p> <p>Councillor J P Cooper enquired as to whether this information would be available by the Full Council meeting to be held on 19 March 2020. The DCE indicated that he hoped this to be the case.</p>		
FSPM/2020/023	<p><b>Risk Management update – DCE to report</b></p> <p>Members enquired as to the absence of a Risk Management report. The SAA reported that the Accounts Technician had advised her that, as Members had opted to downgrade the risk relating to staff, there were therefore no high-risk items (those scoring over 11) to report to the Committee.</p> <p>Members considered that the Risk Management Working Party should perhaps consider revisiting and increasing the score against staffing risks.</p>		
FSPM/2020/024	<p><b>To consider and, if appropriate, pass for payment the Schedule of Accounts for February 2020</b></p> <p><b>Payment ref 4300001956, Page 1, Beacon Locksmiths</b> – The DCE reported that this cost was due to the changing of a faulty lock at the rear of Shire Hall.</p> <p><b>Payment ref 4300001973, Page 2, Health and Safety Associates</b> – The DCE reported that this payment related to the agreed work carried out to assess the Welfare Units and Dryers to be provided to the Parks Team.</p> <p><b>Payment ref 4300001979, Page 2-3, Kestrel Guards</b> – Councillor J P Cooper enquired as to the cost of cover for Bingo events in the Shire Hall, having understood the cost to have been quoted as £47 rather than £63. It was noted that the DCE would clarify this with the Accounts Team.</p> <p><b>Payment ref 4300001981, Page 3, Microtest</b> – The matter of the installation of a hearing loop into Court 2 was raised, with</p>	DCE	

	<p>Members appreciating the urgency of undertaking these works. The DCE requested authorisation from the Committee to spend approximately £500 to progress the installation.</p> <p>It was <b>AGREED</b> to <b>RECOMMEND</b> giving the DCE delegated authority to spend up to £600 for the installation of an induction hearing loop in Court 2.</p> <p>The Schedule of Accounts for February was approved and passed for signing from payment reference 4300001955 to payment reference 4300002006 and cheque number 0000124181.</p>	DCE	
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Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate page.