

MINUTES OF THE FINANCE/PROPERTY COMMITTEE MEETING held in Committee Room No. 3, St. John's Hall, Penzance on Thursday 15th September 2005 at 7.00 pm.

PRESENT

Councillor M.R. Cotton - Chairman
Councillor R. Clark - Vice-Chairman

Councillors D.J. Axford
J.H. Dixon
F. Granger

12. **APOLOGIES**

Councillors R.A. Mann, S.J. Reed and A.J. Richings

13. **MINUTES OF MEETING HELD ON 30TH JUNE 2005**

Having been circulated, it was

RESOLVED: that they should be signed as a true and correct record.

14. **TOWN CLERK'S REPORT**

(a) **Thank You Letters**

The Town Clerk advised that "thank you" letters had been received in respect of grant aid from Cornwall Rape and Sexual Abuse Centre and from the Roscadghill Area Residents' Association and it was

RECOMMENDED: that receipt be noted.

(b) **The Lodge, Penlee Park**

The Town Clerk advised that the re-roofing of the Lodge had now been completed and the work had been signed off for payment by the Council's Surveyor and it was

RECOMMENDED: that the position be noted.

(c) **Acquisition of Computer**

The Town Clerk referred to the previous meeting of the Committee and apologised for the omission of the item relating to the acquisition of a laptop computer for which the Committee had given approval.

The laptop would be of great benefit to Mr. Birch in terms of the annual accounts, financial analysis and salaries work and it was

RESOLVED: that approval for the purchase of the computer, which had now been made, be confirmed.

(d) Upgrade of Software and Training Day re. Council Finances and Annual Return

The Town Clerk referred to the need to produce the annual accounts within a fore-shortened time frame and to previous information provided to the Committee with regard to the upgrading of the Council's software in this respect and the appropriate training for staff in the use of such software.

The Town Clerk advised that Edge Design had now provided the software upgrade and that a representative of Edge Design had spent a full day at the Town Clerk's Office providing appropriate training for Mr. Birch and the Town Clerk.

The software provided for greater detail in the financial analysis statement and, more critically, allowed such an analysis to feed through to the annual accounts with a considerable time saving in the production of such accounts.

The cost of the software would be covered from the office equipment budget and the on-site instruction would be charged to the staff training budget and it was

RECOMMENDED: that the position be noted.

(e) Resolution to Exclude the Press and Public

Due to the confidential nature of the next item to be discussed, it was

RESOLVED: to exclude the press and public from the next part of the meeting.

(f) Heamoor Old School - Playing Field

See Confidential Appendix "A".

(g) Resolution to Re-Admit the Press and Public

It was

RESOLVED: to re-admit the press and public to the meeting.

(h) Trannack Allotment - Re-Construction of Boundary Wall

As members were aware, there had been a problem with the boundary wall at the Trannack allotment field which had been fenced off for safety purposes and the surveyor's report advised that the wall could be re-built along its 30 metre length to a lower height and the owners of the neighbouring property had agreed to this proposal.

The Town Clerk would now prepare tender notices and the cost of the rebuild would be charged to the buildings maintenance budget which would be inflated at the budget revision stage by carrying forward unexpended amounts from the previous year and it was

RECOMMENDED: that the position be noted.

(i) Mandate for Signatory on Council Cheques

The Town Clerk reminded members that six members could act as signatories to Council cheques and it was

RESOLVED: that the following members be listed on the mandate form:-

Councillors M.R. Cotton, J.H. Dixon, D.J. Axford, R.M. Lawrence, F. Granger and R. Clark.

(j) Correspondence re. Support for Zapcat National Championships

The Town Clerk advised of a letter which had been received from the Tourism Association with regard to the recent Zapcat Championships held in Mount's Bay.

The letter advised that it would cost in excess of £10,000.00 to secure the championships on an annual basis and that the District Council had indicated support in the sum of 80 per cent of this cost and the tourism group were seeking pledges from local businesses and the Town Council to make up the shortfall.

Members were interested to know of the reaction of businesses and residents on the Promenade, ie. those most likely to gain from the event or to be affected by the attendant noise of the race craft, and the Town Clerk and members would make enquiries and return the item to a future meeting of the Committee and it was

RECOMMENDED: that the position be noted.

15. **FINANCIAL POSITION**

The Committee considered its finances to the 30th June 2005 and it was

RESOLVED: to note the position.

The Committee also considered payments made in the month of June 2005 and it was

RESOLVED: to approve such payments (see Appendix "B" for both financial position and payments made).

16. **APPLICATIONS FOR GRANT**

(a) Minor Awards

(i) Penzance AFC - Advertising and Sponsorship

RESOLVED: to commit to a quarter page advert in the sum of £50.00 using the text which had appeared in the Pirates Rugby Club programme during the previous season.

(ii) Penzance Sector Police - Speed Camera

RESOLVED: not to make a financial contribution and for the Town Clerk to advise Inspector Barry Tripp of the reasons behind this decision.

(iii) West Country Giants - Zig Zag Information Leaflet

RESOLVED: to make a grant of £150.00.

(v) Newlyn Community Garden

In the light of further information provided following a meeting between the Chairman of the Finance/Property Committee and the Town Clerk and the Project Organiser, which showed that the consultation/workshop process was to be funded by others and that the bid was in the sum of £500.00 towards the cost of the actual design of the proposed garden which it was estimated would cost between £15,000 and £25,000 to construct.

The project organisers had received a strong indication of financial support towards the construction of the garden from the Livability Fund and it was

RESOLVED: to make a grant in the sum of £500.00.

(b) Major Awards

Newlyn Memorial to Fishermen Lost at Sea

In noting that there was a balance of £2,000.00 in the major grants fund and given the importance of the project to the local community, it was

RESOLVED: to make a grant in the sum of £1,000.00 and to indicate to the Memorial Committee that the Town Council would not wish to see the project fail through lack of funding.

8.15 pm

Chairman
3rd November 2005