



# PENRYN

## Town Council

YOU ARE HEREBY SUMMONED TO AN EXTRAORDINARY MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TO BE HELD ON **TUESDAY 11 OCTOBER 2016 AT 7.00 P.M. IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

*Michelle Darcy*

Town Clerk  
4 October 2016

## **FINANCE AND GENERAL PURPOSES COMMITTEE AGENDA**

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. DISPENSATIONS**
- 4. PUBLIC PARTICIPATION**

An opportunity for members of the public to address the Committee concerning matters on the agenda. Members of public who wish to speak should contact the Town Clerk by 5.00 p.m. on Tuesday 11 October to register. For full details of procedures for public speaking at Council meetings, please visit the Town Council's website, [www.penryntowncouncil.co.uk](http://www.penryntowncouncil.co.uk), click on the link below, or visit the Town Council offices and request a copy: [Protocol for Public Speaking at Council Meetings](#)

***PLEASE NOTE: This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.***

- 5. MINUTES**

To approve as a correct record the minutes of the meeting of the Finance and General Purposes Committee held on 19 September 2016 [Pages 3–6]

**6. CUSTOMER SERVICE APPRENTICE**

To further consider the appointment of a Customer Service Apprentice  
[Pages 7–9]

**7. APPOINTMENT OF INTERNAL AUDITOR**

To appoint an internal auditor for 2016-19 [Page 10]

**8. PRE-BUDGET DISCUSSION**

To discuss options for the Town Council's budget for 2017–18  
[Pages 11–21]

**9. COUNCILLOR AUDIT**

To receive an oral report on the Councillor Audit carried out on  
14 September 2016

**Membership:**

Councillor Mrs G A Grant (Chairman)

Councillor K S Green

Councillor Mrs B Hulme

Councillor J Langan

Councillor Mrs M K May

Councillor M J Mullins

Councillor Mrs S Peters (*ex officio* Deputy Mayor)

Councillor C S F Smith (*ex officio* Chairman of the Planning Committee)

Councillor M Snowdon (*ex officio* Town Mayor)

Councillor C K Wenmoth (*ex officio* Chairman of the Amenities Committee)

MINUTES OF A MEETING OF THE **FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 19 SEPTEMBER AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN**

**Councillors**

Mrs G A Grant (Chairman)

Mrs B Hulme, J Langan, Mrs M K May, M J Mullins, C S F Smith and M Snowdon

**17. APOLOGIES**

Apologies were received from Councillors K S Green (work), Mrs S Peters (personal) and C K Wenmoth (ill).

**18. DECLARATIONS OF INTEREST**

Councillors Mrs G A Grant, Mrs B Hulme, Mrs M K May and M Snowdon declared a non-registerable interest in Agenda No. 11 (Community Grants) as they were Trustees of the Stuart Stephen Memorial Hall Trust.

**19. DISPENSATIONS**

There were no requests for dispensations.

**20. PUBLIC PARTICIPATION**

Councillor Mrs M K May, having declared an interest in Agenda Item No.11 (Community Grants) earlier in the meeting, was permitted to speak as a Trustee on behalf of the Stuart Stephen Memorial Hall Trust in support of an application for a community grant and informed Councillors of the fundraising that had happened in previous years and the upcoming 'Ex-mayors evening'.

**21. MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on 18 July 2016 be approved and signed as a correct record.

*Proposed by Councillor J Langan and seconded by Councillor Mrs B Hulme*

**22. ACCOUNTS**

**RESOLVED** that the list of accounts paid and the monthly statement for the periods 1 to 31 July and 1 to 31 August 2016 be approved.

*Proposed by Councillor J Langan and seconded by Councillor C S F Smith*

**23. RISK MANAGEMENT PLAN**

The updated Risk Management Plan was noted.

## **24. TOWN HALL INTERIOR DECORATION**

**RESOLVED TO RECOMMEND TO COUNCIL** that £3000 be vired from general reserves for the completion of the interior decoration and the work be carried out whilst the Town Hall is closed for the refurbishment of the clock tower.

*Proposed by Councillor M Snowdon and seconded by Councillor J Langan*

## **25. TOWN HALL EXTERIOR DECORATION**

A discussion took place regarding the condition of the exterior of the Town Hall and Councillor Mrs G A Grant informed the Committee that the front door and louvre windows would be decorated as part of the clock tower refurbishment project.

**RESOLVED** that the exterior of the Town Hall be decorated whilst the hall is closed to the public for the refurbishment of the clock tower.

*Proposed by Councillor M Snowdon and seconded by Councillor Mrs G A Grant*

## **26. MEMORIAL GARDEN POWER SUPPLY**

Councillor M Snowdon updated the Committee on discussions with Western Power (responsible for installing power supplies) and Kier May Gurney (ground works).

**RESOLVED TO RECOMMEND TO COUNCIL** that

- (a) the current budget of £1500 for Penryn Arts Festival 2016 be vired to create a budget for the installation of a power supply in the Memorial Garden; and
- (b) that £1500 be allocated in the 2017/2018 budget for the Penryn Arts Festival 2017.

*Proposed by Councillor J Langan and seconded by Councillor C S F Smith*

## **27. COMMUNITY GRANTS**

### *Shelter Cornwall*

It was proposed by Councillor M J Mullins and seconded by Councillor J Langan that a grant of £500 be awarded to Shelter Cornwall towards its running costs for 2016–17.

It was proposed as an amendment by Councillor M Snowdon and seconded by Councillor Mrs M K May that a grant of £250 be awarded to Shelter Cornwall towards its running costs for 2016–17.

On a vote the amendment was lost.

**RESOLVED** that, in accordance with Section 137 of the Local Government Act 1972, a grant of £500 be awarded to Shelter Cornwall towards its running costs for 2016–17.

*Proposed by Councillor M J Mullins and seconded by Councillor J Langan*

*Stuart Stephen Memorial Hall Trust*

Having declared a non-registerable interest earlier in the meeting, Councillors Mrs G A Grant, Mrs B Hulme, Mrs M K May and M Snowdon left the meeting and did not take part in the debate nor the vote. In the absence of the Chairman and Vice Chairman, Councillor M J Mullins was elected Chairman for the duration of the item.

**RESOLVED** that

- (a) in accordance with Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, a grant of £2000 be awarded to the Stuart Stephen Memorial Hall Trust towards its running costs; and
- (b) that the draft budget for 2017–18 includes a budget of £2000 for the purpose of supporting the Trust.

Following the above decision, Councillors Mrs G A Grant, Mrs B Hulme, Mrs M K May and M Snowdon returned to the meeting and Councillor Mrs G A Grant resumed in the Chair.

**28. MINOR REPAIR GRANT CLOSURE**

**RESOLVED** that the report on expenditure of the Minor Repair Grant be noted and the Fund be closed.

*Proposed by Councillor J Langan and seconded by Councillor Mrs B Hulme*

**29. CUSTOMER SERVICE APPRENTICE**

The Committee considered a proposal for the appointment of a Customer Service Apprentice. Councillor Mrs B Hulme gave a brief explanation of the scheme to the Committee. During discussion a number of issues were discussed including the following:

- Day to day role of the apprentice, training, NVQ's
- Positive and negative effect on existing staff members
- Roles of existing staff, current staff hours, existing workloads
- Use of volunteers
- Successful use of apprentices in other local businesses
- Staffing levels at similar sized Councils
- Time off in lieu for existing staff
- Recommendations from the structure review;
- Devolution of the library and the possible increase in staff through TUPE, change of office hours.

**RESOLVED** that the proposal to appoint a Customer Service Apprentice be approved in principle.

*Proposed by Councillor J Langan and seconded by Councillor M J Mullins*

Councillor M Snowdon requested that his name be recorded as voting against the above decision.

**30. FINANCIAL REGULATIONS**

**RESOLVED TO RECOMMEND TO COUNCIL** that the draft Financial Regulations, attached as an Appendix to the report, be approved.

*Proposed by Councillor J Langan and seconded by Councillor M J Mullins*

**31. SAFEGUARDING POLICY**

**RESOLVED** that the draft Safeguarding Policy, attached as an Appendix to the report, be adopted.

*Proposed by Councillor M J Mullins and seconded by Councillor M Snowdon*

**32. REVIEW OF COUNCIL POLICIES**

The Committee reviewed the Council policies listed in the Appendix to the report.

**RESOLVED** that the policies and procedures, as listed in Appendix 1 to the report, be adopted.

*Proposed by Councillor J Langan and seconded by Councillor C S F Smith*

There being no further business the meeting closed at 8.20pm.



# PENRYN

## Town Council

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

### **11 OCTOBER 2016**

#### **Customer Services Apprentice**

**Author:** Michelle Davey, Town Clerk

#### **1. Background**

At a meeting of the Finance and General Purposes Committee held on 19 September 2016, the Committee resolved that the proposal to appoint a Customer Service Apprentice be approved in principle.

#### **2. Discussion**

A number of issues were raised at the meeting which included the following:

- *Day to day role of the apprentice, training, NVQ's*  
The day to day role of the apprentice would be primarily dealing with customers on the front desk, following a suitable period of training, answering the telephone and administration, assisting with town and civic events where required and any other duties pertaining to the general running of the office. On moving to the library, the role of the apprentice would also incorporate carrying out library functions. Training would be provided by Truro and Penwith College leading to an NVQ in Customer Services, the level to be determined according to the candidate selected, but at a minimum of Level 3.
- *Positive and negative effect on existing staff members*  
The appointment of an apprentice would initially involve some effort from existing Customer Support Officers in assisting with in-house training, but this will be offset by the benefits of having the apprentice covering the front desk on the three days a week that the current part-time Customer Support Officer is not on duty. Currently, these three days are covered by the full-time Customer Support Officer that the Council has agreed following the structure review to promote to a new role assisting the Town Clerk with Council business. In addition, the Finance Officer will no longer have to cover the desk for lunch breaks three hours a week, meetings, sickness and holidays.
- *Roles of existing staff, current staff hours, existing workloads*  
Councillors should be familiar with the roles of existing staff and current hours. Existing workloads were examined by the structure review which concluded that the Finance Officer had some capacity to assist with other tasks such as reception and

office cover, however, it should be noted that since the review, the Finance Officer has taken responsibility for the management of the caretaking team and for administering the Amenities Committee. It was further noted that the full-time Customer Support Officer's workload seemed higher than other posts in the organisation and that the part-time Customer Support Officer has some capacity. It is mainly the full-time Customer Support Officer and the Finance Officer that will benefit from the appointment of an apprentice. With regards to the part-time Customer Support Officer, the workload varies in accordance with busy periods in the One Stop Shop and therefore, there is capacity to assist with training the apprentice, but equally during busy periods, the apprentice will provide an extra resource to help with the workload.

- *Use of volunteers*  
Whilst the Town Council aspires to engage a team of volunteers to assist in the running of the library in due course, there is still a need to employ a core team to run the services and volunteer should not be relied upon to replace employees.
- *Successful use of apprentices in other local businesses*  
There are numerous examples of local businesses who employ apprentices, one of which is Blue Flame which in 2014 was voted the Best Medium Employer in the National Apprenticeship Awards. To date they have trained and are in the process of training a total of over 25 apprentices, the majority of which they have retained and who now occupy various roles within the company from engineer, electrician, support staff to manager.
- *Staffing levels at similar sized Councils*  
The most similar sized local council in Cornwall is Bude-Stratton Town Council. The office and administration team, in addition to a full time Clerk, comprises: 1 F/T PA to Committees; 1 P/T Marketing and PR Assistant; 1 P/T Finance Officer; 1 F/T Finance and Administration Assistant and 1 F/T Business Administration Apprentice. The Council also employs a F/T Facilities Manager responsible for a team of five staff.
- *Time off in lieu for existing staff*  
Town Council employees are not paid overtime but instead are granted time off in lieu.
- *Recommendations from the structure review*  
Referred to above.
- *Devolution of the library and the possible increase in staff through TUPE, change of office hours*  
Discussions are yet to take place with library staff with regard to possible transfers, however, current indications are that it is likely that this will be limited to one full-time equivalent and there is a need for a minimum of two library assistants on duty at all times. The change of office hours refers to the opening hours of the Town Council offices, and not the working hours of the staff. The purpose for the change is to allow time for setting up, closing down and staff meetings without the distraction of dealing with customers and Councillors.

### **3. Recommendation**

That the Town Council works with Truro and Penwith College to recruit an apprentice for the role of Customer Services Officer and Library and Information Assistant with a salary to be agreed by the Committee.



#### **4. Appendices**

None.



# PENRYN

## Town Council

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

### **11 OCTOBER 2016**

#### **Appointment of Internal Auditor**

**Author:** Michelle Davey, Town Clerk

#### **1. Background**

The Town Council's annual accounts are audited by both an internal and external auditor in addition to the quarterly Councillor audits. The report seeks the Council's approval to appoint Hudson Accounting as the internal auditor for the financial years 2016–19.

#### **2. Discussion**

The Town Council's internal auditor is currently Hudson Accounting who were first appointed in 2013–14. Hudson Accounting have provided an efficient service since their appointment carrying out a thorough audit of the Town Council's accounts and procedures twice yearly at an annual cost of £500 and providing clear and simple reports to Council on the outcome. Hudson Accounting has submitted a quote for £550 fixed for three years, subject to any major increases in service provision.

#### **3. Recommendation**

That the appointment of Hudson Accounting as the internal auditor for the financial years 2016–19, at a fixed cost of £550 per year, subject to review in the case of a major increase in service provision, be approved.

#### **4. Appendices**

None.



# PENRYN Town Council

## **FINANCE AND GENERAL PURPOSES COMMITTEE 11 OCTOBER 2016**

### **Pre-Budget Discussion**

**Author: Michelle Davey, Town Clerk**

#### **1. Background**

In previous years the budget has been discussed and agreed at meetings of the full Council, however, following the recent structure review it is the responsibility of the Finance and General Purposes Committee to draft the budget for approval by Council. In order to assist the Committee, a copy of the previous year's budget is attached as Appendix 1 to the report.

#### **2. Discussion**

The first stage in the process is for the Amenities Committee to consider what commitments it will place on the budget in order to carry out its functions in the civic year 2017-18. The Committee met on 26 September and made a number of recommendations with regard to the draft budget which are attached as Appendix 2 to the report.

Following consideration of the proposals from the Amenities Committee and any additions or amendments suggested by the Finance and General Purposes Committee, a draft budget will be compiled by the Town Clerk and Finance Officer in consultation with the Chairman of the Finance and General Purposes Committee. This draft budget will be presented to the Finance and General Purposes Committee at its meeting of 21 November 2016 to consider and make a recommendation to the full Council for consideration at the meeting of 6 December 2016.

#### **3. Recommendation**

That the Committee considers the recommendations of the Finance and General Purposes Committee with regard to items to be included in the Town Council's budget for the civic year 2017-18 and indicates any further additions or amendments to be added to the draft budget for further consideration at the meeting of 21 November 2016.

#### **4. Appendices**

1. Penryn Town Council Budget Estimates 2016-17.

2. Recommendations from the Amenities Committee.

# PENRYN TOWN COUNCIL

## BUDGET ESTIMATES 2016 - 2017

	ESTIMATED INCOME 2015/2016	PROJECTED OUTTURN 2015/2016	ESTIMATED INCOME 2016/2017
<b>INCOME</b>			
BANK INTEREST	350	186	350
GRANTS	29,560	32,760	25,309
OTHER INCOME	0	0	0
PENRYN WEEK	500	1,362	700
TOWN HALL LETTINGS	4,400	5,434	4,910
MUSEUM DONATIONS	100	240	100
TEMPERANCE HALL LETTINGS	6,500	5,456	5,450
FOOTPATH MAINTENANCE INCOME	225	338	225
BURIAL FEES	1,500	5,355	2,500
MISCELLANEOUS INCOME	0	0	0
<b>GRAND TOTAL</b>	<b>43,135</b>	<b>51,131</b>	<b>39,544</b>

	ESTIMATED EXPENDITURE 2015/2016	PROJECTED OUTTURN 2015/2016	ESTIMATED EXPENDITURE 2016/2017
<b>FINANCE &amp; GENERAL PURPOSES EXPENDITURE</b>			
<b>ADMINISTRATION</b>			
SALARIES - ADMIN	71,549	74,100	77,366
SALARIES - CARETAKERS	21,968	26,422	22,323
PENSIONS	23,355	19,405	26,137
STAFF CLOTHING	250	80	500
TRAINING & TRAVEL	2,325	2,122	2,225
BANK CHARGES	50	0	50
POSTAGE	1,050	1,162	1,200
PRINTING INC. ADVERTS & NOTICES	2,500	2,178	2,400
STATIONERY	650	697	670
TELEPHONE/FAX/INTERNET (ALL SITES)	1,460	1,527	1,610
CONSULTANCY & AUDIT	1,450	1,375	1,450
ELECTION EXPENSES	0	0	0
OFFICE - OTHER	1,140	1,104	1,150
COMPUTER RELATED	1,010	1,000	1,380
SUBSCRIPTIONS	1,570	1,681	1,770
HEALTH AND SAFETY	0	534	0
INSURANCE	7,600	6,740	8,080
CANTEEN	720	740	780
PENRYN WEEK EXPENDITURE	2,500	2,000	2,500
PENRYN TOWN FAIR	1,500	0	1,500
PENRYN ARTS FESTIVAL	1,500	1,500	1,500
PENRYN CHRISTMAS LIGHTS	1,500	1,500	1,500
REMEMBRANCE SUNDAY	250	483	250
800 ANNIVERSARY CELEBRATIONS	0	0	15,000
CLEAN UP PENRYN CAMPAIGN (2014/2015)	0	0	0
PENRYN COMMEMORATES	1,270	0	1,270
COUNCIL CHAMBER REFURBISHMENT	0	2,600	0
NEIGHBOURHOOD PLAN	0	500	7,000
<b>TOTAL</b>	<b>147,167</b>	<b>149,450</b>	<b>179,611</b>

<b>CIVIC</b>			
CIVIC GENERAL	1,000	586	1,000
MAYOR'S ALLOWANCE	2,750	2,750	2,750
CIVIC INSIGNIA/REGALIA	2,000	2,888	1,710

# PENRYN TOWN COUNCIL

TOTAL

5,750

6,224

5,460

# PENRYN TOWN COUNCIL

## GRANTS

COMMUNITY GRANTS	7,000	600	7,000
MINOR REPAIR GRANTS	2,082	887	1,195

<b>TOTAL</b>	<b>9,082</b>	<b>1,487</b>	<b>8,195</b>
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## FINANCE & GENERAL PURPOSES SUMMARY

ADMINISTRATION	147,167	149,450	179,611
CIVIC	5,750	6,224	5,460
GRANTS	9,082	8,796	8,195

<b>GRAND TOTAL</b>	<b>161,999</b>	<b>164,470</b>	<b>193,266</b>
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## PROPERTY & MUSEUM

### SARACEN HOUSE

RENT	4,770	4,652	12,000
NON-DOMESTIC RATES	2,250	2,184	2,230
WATER RATES	310	477	500
GAS & ELECTRICITY	880	1,113	1,170
REPAIRS & MAINTENANCE	1,000	57	1,000
ANNUAL CONTRACTS	260	265	280
MISCELLANEOUS	200	0	200

<b>TOTAL</b>	<b>9,670</b>	<b>8,748</b>	<b>17,380</b>
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### TOWN HALL

NON-DOMESTIC RATES	5,940	5,760	5,870
WATER RATES	240	206	220
GAS & ELECTRICITY	2,490	2,284	2,410
REPAIRS & MAINTENANCE	7,000	7,343	47,000
ANNUAL CONTRACTS	870	515	780
MISCELLANEOUS	500	25	200
MUSEUM EXPENDITURE & MINOR PURCHASES	1,000	1,000	1,000

<b>TOTAL</b>	<b>18,040</b>	<b>17,133</b>	<b>57,480</b>
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### TEMPERANCE HALL

NON-DOMESTIC RATES	2,380	2,304	2,350
WATER RATES	450	352	370
GAS & ELECTRICITY	3,690	4,267	4,490
REPAIRS & MAINTENANCE	1,000	513	1,000
ANNUAL CONTRACTS	290	222	240
MISCELLANEOUS	500	38	200

<b>TOTAL</b>	<b>8,310</b>	<b>7,696</b>	<b>8,650</b>
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# PENRYN TOWN COUNCIL

## PUBLIC CONVENIENCES

NON-DOMESTIC RATES	700	672	690
WATER RATES	1,070	523	550
GAS & ELECTRICITY	370	245	260
REPAIRS & MAINTENANCE	1,000	340	1,000
ANNUAL CONTRACTS	5,500	3,609	3,800
CONSUMABLES	310	190	330

<b>TOTAL</b>	<b>8,950</b>	<b>5,199</b>	<b>6,630</b>
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## BURIAL GROUND

NON-DOMESTIC RATES	200	624	640
MAINTENANCE	3,075	2,011	4,680
OTHER COSTS	0	75	0

<b>TOTAL</b>	<b>3,275</b>	<b>2,710</b>	<b>5,320</b>
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## CAR PARKS

PERMARIN - RENT/LEASE	6,650	6,816	6,650
PERMARIN - NON-DOMESTIC RATES	2,480	2,400	2,450
PERMARIN - REPAIRS & MAINTENANCE	1,500	458	1,500
SHUTE MEADOW - REPAIRS & MAINTENANCE	500	175	175

<b>TOTAL</b>	<b>11,130</b>	<b>9,849</b>	<b>10,775</b>
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## OTHER SERVICES

CCTV	7,000	2,750	6,000
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<b>7,000</b>	<b>2,750</b>	<b>6,000</b>
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## CAPITAL EXPENDITURE

OFFICE EQUIPMENT	500	398	500
FURNITURE & FITTINGS	3,000	200	500
BUS SHELTERS	3,000	0	3,000
SEATS	1,200	1,200	600
TOWN SIGNS	1,500	0	2,500
LITTER BINS	0	1,000	0
PLANTERS	0	593	0

<b>9,200</b>	<b>3,391</b>	<b>7,100</b>
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# PENRYN TOWN COUNCIL

## AMENITIES

BUS SHELTER - REPAIRS & MAINTENANCE	580	597	530
FOOTPATH MAINTENANCE	1,240	1,121	1,240
SEATS MAINTENANCE	1,140	463	490
TRELUSWELL VERGE	920	878	825
OTHER GENERAL MAINTENANCE	1,000	900	1,420
QUAY HILL SHELTER	0	221	1,800
DOORSTEP GREEN/GLASNEY	1,530	1,840	2,220
BMX TRACK	0	0	0
MEMORIAL GARDENS MAINTENANCE	830	1,034	2,620
FLORAL DISPLAYS	2,310	2,414	2,630
LITTER BIN MAINTENANCE	1,000	300	1,050
WEED CLEARING	2,640	1,936	2,130
PACKSADDLE VERGE	830	820	570
	<b>14,020</b>	<b>12,524</b>	<b>17,525</b>

## HEALTH AND SAFETY

ANNUAL CONTRACTS	0	0	363
ANNUAL INSPECTIONS	0	0	545
5 YEAR ELECTRICAL INSPECTIONS	0	900	0
MISCELLANEOUS EXPENDITURE	0	0	100
	<b>0</b>	<b>900</b>	<b>1,008</b>

## PROPERTY & MUSEUM SUMMARY

SARACEN HOUSE	9,670	8,748	17,380
TOWN HALL	18,040	17,133	57,480
TEMPERANCE HALL	8,310	7,696	8,650
PUBLIC CONVENIENCES	8,950	5,199	6,630
BURIAL GROUND	3,275	2,710	5,320
CAR PARKS	11,130	9,849	10,775
OTHER SERVICES	7,000	2,750	6,000
CAPITAL EXPENDITURE	9,200	3,391	7,100
AMENITIES	14,020	12,524	17,525
HEALTH AND SAFETY	0	900	1,008

<b>GRAND TOTAL</b>	<b>89,595</b>	<b>70,900</b>	<b>137,868</b>
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## GRAND TOTALS

FINANCE & GENERAL PURPOSES	161,999	164,470	193,266
PROPERTY & MUSEUM	89,595	70,900	137,868

<b>TOTAL EXPENDITURE</b>	<b>251,594</b>	<b>235,370</b>	<b>331,134</b>
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OPENING BALANCE	128,702	128,702	167,929
INCOME	43,135	51,131	39,544
<b>PRECEPT</b>	<b>223,466</b>	<b>223,466</b>	<b>287,129</b>
SUB TOTAL	395,303	403,299	494,602

TOTAL EXPENDITURE	251,594	235,370	331,134
<b>CLOSING BALANCE</b>	<b>143,709</b>	<b>167,929</b>	<b>163,468</b>

EARMARKED RESERVES	61,185	61,185	80,685
GENERAL RESERVES	82,524	106,744	82,783
<b>TOTAL</b>	<b>143,709</b>	<b>167,929</b>	<b>163,468</b>

# PENRYN TOWN COUNCIL

<b>EARMARKED RESERVES</b>	<b>01-Apr-15</b>	<b>MOVEMENTS</b>	<b>31-Mar-16</b>
ELECTIONS	5,000	1,000	4,000
RENT PERMARIN CAR PARK	1,604	0	1,604
EXTERIOR DECORATION TOWN HALL	14,581	2,500	17,081
OLD GENTLEMEN'S HUT	500	500	0
COMMERCIAL ROAD CAR PARK	6,000	0	6,000
GLASNEY FIELD	2,000	0	2,000
COLLEGE FIELD	1,000	1,000	2,000
COMMUNITY WARDEN SCHEME	500	500	0
LIBRARY	20,000	8,000	28,000
BROAD STREET PAVEMENT FUND	10,000	10,000	20,000
<b>TOTAL EARMARKED RESERVES</b>	<b>61,185</b>	<b>19,500</b>	<b>80,685</b>

MINUTES OF A MEETING OF THE **AMENITIES COMMITTEE HELD ON MONDAY  
26 SEPTEMBER AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN**

**Councillors**

C K Wenmoth (Chairman)

K S Green, Mrs B Hulme, Mrs M K May, Mrs S Peters and M Snowdon

**33. APOLOGIES**

Apologies were received from Councillors Mrs M V Bennett (personal), N S Ferris (work), D Garwood (away), and G C Rickard (ill).

**34. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**35. DISPENSATIONS**

There were no requests for dispensations.

**36. PUBLIC PARTICIPATION**

No requests had been received from members of the public wishing to speak at the meeting.

**37. MINUTES**

**RESOLVED** that the minutes of the meeting of the Amenities Committee held on 12 September 2016 be approved and signed as a correct record.

*Proposed by Councillor M Snowdon and seconded by Councillor Mrs B Hulme*

**38. PRE-BUDGET DISCUSSION**

The Committee discussed various options for additional items to be included in the draft budget for the 2017/2018 financial year.

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE** that the following provisions be included in the Town Council budget for 2017-18:

***Amenities (cost centre 110)***

*Bus Shelter Maint* – provision for digital bus timetables (Councillor Mrs M K May to confirm if the responsibility for the time tables is with Cornwall Council)

*Footpath Maintenance* – no extra funding required

*Seat Maintenance* –£500 for refurbishment of the Glebe Cemetery Seats

*Treluswell Verge* – no extra funding required

*Packsaddle Verge* – no extra funding required for maintenance

*Other General Maintenance* - allow contingency budget of £1,000

*Quay Hill Shelter* – no extra funding required

*Doorstep Green/Glasney* – replace fencing around the pond

*Memorial Garden Maint* – provision for replacement of flagpole (with internal mechanism for raising the flag)

*Floral Displays* – no extra funding anticipated for hanging baskets, quotation requested from Cormac for Summer Baskets.

*Litter Bin Maintenance* – awaiting installation of bins, no extra funding required

*Weed Clearing* – no extra funding required

*Bee Friendly Planting* – funds required to assist with planting throughout Penryn (e.g. planters attached to Town Signs) - Councillor C K Wenmoth to investigate seed/plant prices

### **Cemetery (cost centre 120)**

*Burial Ground Maint* – budget to increase to £5000 to allow for repainting of the gates and levelling of sunken graves

### **Capital Expenditure (cost centre 130)**

*Bus Shelters* - £3000 for installation of a new bus shelter

*Seats* - £3000 for two replacement seats in the Memorial Garden (to match existing)

### **Car Parks (cost centre 140)**

*Permarin Maint* – add £1000 to existing budget for repair/replacement of the missing/damaged coping stones

### **Civic Pride (cost centre 150)**

*Civic Insignia/Regalia* - £2500 for two new Mace bearer robes

*Bunting* - £1500 for new bunting (approx. 1000m)

### **Grants (cost centre 160)**

*Community Grants* – to remain at £7000, of which £2000 be allocated to the Stuart Stephen Memorial Hall

*Minor Enhancement Grant* – £5000 new grant scheme to assist householders

### **Other Services (cost centre 180)**

*CCTV* – no additional funding required

*Youth Service* - £3375 budget, reduced by 50%

### **Projects & Events (cost centre 190)**

*Penryn Week* - £2500

*Penryn Town Fair* - £1500

*Penryn Arts Festival* - £1500

*Penryn Christmas Lights* - £2500 increase of £1000

*Remembrance Sunday* - £300 increase of £50 for the brass band

*Neighbourhood Plan* – roll over any unspent budget and add a further £5000

*800<sup>th</sup> Anniversary Celebration* – no budget required, celebration complete

*Penryn Commemorates* – roll over unspent budget (re grant funded)

*Council Chamber Refurbishment* – no budget required, project complete

*Clock Tower Refurbishment* – roll over budget if project not completed

*Permarin Pocket Park* – roll over remaining funds from the grant received

*Greenfield Event* - £1500 for new event

*Mock Mayor 2017* – £500 (to become an annual event)

*Miscellaneous Expenditure* - £500 to support additional events

### **Public Conveniences (cost centre 200)**

Add 5% to current budgets

Budget to be removed if there is enough interest in a community toilet scheme

***Saracen House (cost centre 210)***

Due to the proposed relocation of the Town Council offices to Penryn Library – no budget is required

***Temperance Hall (cost centre 220)***

Add 5% to current budgets

*Interior and Exterior Decoration* - £10,000 for the exterior/interior decoration of the Temperance Hall, priority to be given to the exterior of the building.

***Town Hall (cost centre 230)***

Add 5% to current budgets

*Museum Expenditure* - £1000 to remain unchanged

*Wedding Licence Fee* – no budget, renewal due 2019/2020 financial year

***Penryn Library (cost centre 240)***

As an estimate to cover non-domestic rates, water, gas, electric, repairs and maintenance and annual contracts - £30,000 be put in the budget

***Health & Safety (cost centre 250)***

Add 5% to current budgets

***Other projects and requests***

*Paintings* – professional refurbishment/cleaning of the Bissom and Miss Rowe (Postmistress) paintings – Councillor Mrs B Hulme to contact a local restoration business

There being no further business the meeting closed at 9:15pm