



YOU ARE HEREBY SUMMONED TO A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TO BE HELD ON **MONDAY 16 JANUARY 2017** AT **7.00 P.M.** IN **THE COUNCIL CHAMBER, TOWN HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

Helen Perry  
Finance Officer  
9 January 2017

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

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

**3. DISPENSATIONS**

**4. PRESENTATION FROM STEPHENS SCOWN**

To receive a presentation from Stephens Scown on HR Express

**5. 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 Council by 5.00 p.m. on Monday 16 January 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.***

**6. MINUTES**

To approve as a correct record the minutes of the meeting of the Finance and General Purposes Committee held on 21 November 2016 [Pages 3 to 7]

To approve as a correct record the minutes of the extraordinary meeting of the Finance and General Purposes Committee held on 14 December 2016 [Page 8]

- 7. ACCOUNTS**  
To approve a list of accounts paid and the monthly statement for the period 1 November to 31 December 2016 [to follow]
- 8. COMMUNITY GRANTS**  
To consider requests for Community Grants [Pages 9 – 14]
- 9. COUNCILLOR AUDIT**  
To receive an oral report on the Councillor Audit carried out on 15 December 2016
- 10. RISK MANAGEMENT UPDATE**  
To receive an update [Pages 15 – 24]
- 11. CUSTOMER SUPPORT OFFICER**  
To receive an update [Pages 25 – 26]
- 12. CUSTOMER SERVICE APPRENTICE**  
To receive an update [Page 27]
- 13. EXCLUSION OF THE PRESS AND PUBLIC**  
To resolve that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960 the public be excluded from the meeting during consideration of the following items by reason of the confidential nature of the items. Proceedings, apart from any resolutions passed, shall remain confidential.
- 14. TOWN CLERK EXIT INTERVIEW**  
To note the outcome of the Town Clerk's exit interview and agree any actions to be taken forward
- 15. APPOINTMENT OF HR AND HEALTH AND SAFETY ADVISOR**  
To appoint a HR and health and safety advisor [to follow]

**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 THE MEETING OF THE **FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 21 NOVEMBER AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN**

**Councillors**

Mrs G A Grant (Chairman)

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

**42. APOLOGIES**

Apologies were received from Councillor Mrs B Hulme (personal).

**43. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**44. DISPENSATIONS**

There were no requests for dispensations.

**45. PUBLIC PARTICIPATION**

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

**46. MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on 11 October 2016 be approved and signed as a correct record.

*Proposed by Councillor M Snowdon and seconded by Councillor Mrs M K May*

**47. BUDGET 2017-18**

The Committee considered the draft budget prepared by the Town Clerk and Finance Officer following earlier discussions with the Amenities Committee and the Finance and General Purposes Committee. The Town Clerk advised that the draft budget without amendments would result in a precept of £361,644, with a total cost to the average Band D taxpayer of £177.21. This represented an increase of £36.52 (£3.04/month), or 26.0%. However, she added that there were some areas of the budget where savings could be made to reduce the impact should Councillors wish to do so.

In response to questions, the Town Clerk advised that the increase in the insurance budget took account of the move to the library and the need for buildings insurance to be added to the policy and that the provision for a HR and health and safety advisor would be subject to a decision being made later in the meeting under Agenda No. 13 (Appointment of HR and Health and Safety Advisor).

The Committee then considered the potential areas for savings identified in the report.

*Temperance Hall Redecoration*

It was suggested that the proposed budget of £10,000 could be halved by postponing the interior decoration for another year.

**RESOLVED** that the proposed budget for redecoration of the Temperance Hall of £10,000 be reduced to £5000, and that the interior redecoration of the hall be postponed for one year.

*Proposed by Councillor Mrs G A Grant and seconded by Councillor Mrs M K May*

*Miscellaneous Town Events*

It was noted that the various budgets for town events had already resulted in an increase of £2000 on the previous year.

**RESOLVED** that the proposed budget for miscellaneous town events of £2000 be deleted.

*Proposed by Councillor Mrs S Peters and seconded by Councillor Mrs M K May*

*Minor Enhancement Grants*

It was commented that ideally it would be beneficial to have a grant fund for helping residents to carry out repairs to buildings in the Conservation Area, however, it was effectively giving Council tax payers back their own money.

**RESOLVED** that the proposed budget for Minor Enhancement Grants of £5000 be reduced to £1000.

*Proposed by Councillor J Langan and seconded by Councillor Mrs S Peters*

*Seats*

The Town Clerk advised that she understood that the budget had been proposed to replace two benches in the Memorial Garden as they were not currently all of the same style and that the benches did not need replacing for any other reason. Councillor J Langan undertook to refurbish the benches in question should the Council decide to retain them.

**RESOLVED** that the proposed budget for seats of £3000 be deleted.

*Proposed by Councillor Mrs S Peters and seconded by Councillor J Langan*

*Broad Street Pavement Fund*

Councillor Mrs M K May commented that she would like to see the proposed budget of £10,000 towards the earmarked reserves fund for new pavements in Broad Street remain, but would be prepared to support a reduction if taxpayers were adversely affected. She advised that the estimated total cost of replacing the pavements had been estimated at £550k and the reserves that the Council had been building up was for matched funding.

It was proposed by Councillor Mrs M K May and seconded by Councillor C S F Smith that the proposed budget for the Broad Street pavement fund of £10,000 be reduced to £5000.

It was proposed as an amendment by Councillor M J Mullins and seconded by Councillor M Snowdon that the budget be removed for the year 2017-18.

On a vote the amendment was lost.

**RESOLVED** that the proposed budget for the Broad Street pavement fund of £10,000 be reduced to £5000.

*Proposed by Councillor Mrs M K May and seconded by Councillor C S F Smith*

The Town Clerk enquired whether there were any further amendments to the draft budget. It was commented that the budget of £12,000 for the Neighbourhood Plan included earmarked reserves of £7000 and that given that the process would take two to three years and that the Steering Group could apply for £9000 of funding from 1 April 2017, the budget should be reduced to the £7000 in earmarked reserves.

**RESOLVED** that the proposed budget for the Neighbourhood Plan of £12,000 be reduced to £7000.

*Proposed by Councillor Mrs M K May and seconded by Councillor Mrs S Peters*

**RESOLVED TO RECOMMEND TO COUNCIL** that, subject to the amendments agreed above, and to the decision to be taken on the appointment of a HR and health and safety advisor at Agenda No. 13 (Appointment of HR and Health and Safety Advisor), the draft budget be approved.

*Proposed by Councillor Mrs M K May and seconded by Councillor M Snowdon*

#### **48. ACCOUNTS**

**RESOLVED** that that the list of accounts paid and the monthly statement for the period 1 September to 31 October 2016 be approved.

*Proposed by Councillor Mrs M K May and seconded by Councillor C S F Smith*

#### **49. STATEMENT OF INTERNAL CONTROLS**

**RESOLVED TO RECOMMEND TO COUNCIL** that the draft Statement of Internal Controls, attached as an Appendix to the report, be approved.

*Proposed by Councillor Mrs S Peters and seconded by Councillor J Langan*

#### **50. COMMUNITY GRANTS POLICY**

**RESOLVED** that the draft Community Grants Policy, attached as an Appendix to the report, be approved.

*Proposed by Councillor Mrs S Peters and seconded by Councillor C S F Smith*

#### **51. COMMUNITY GRANTS**

It was suggested by Councillor M J Mullins that community grants should be

limited to a maximum of £100. The Town Clerk advised that this would need to be set out in the Community Grants Policy which the Committee had just approved.

*Nankersey Male Choir*

It was commented that the choir had supported a number of town events and had not charged a fee for doing so.

**RESOLVED** that a grant of £300 be awarded to Nankersey Male Choir to assist with the cost of PAT testing for the Penryn charity shop.

*Proposed by Councillor Mrs M K May and seconded by Councillor Mrs S Peters*

*Tanya's Courage Trust*

It was commented that the charity shop would be unable to sell any donated electrical items without PAT testing and that the charity shop always supported town events.

**RESOLVED** that a grant of £300 be awarded to Tanya's Courage Trust to assist with the purchase of a replacement organ/keyboard.

*Proposed by Councillor Mrs M K May and seconded by Councillor J Langan*

*Carnon Carers*

It was commented that Carnon Carers was a valuable service and that events such as the Halloween lunch at Penmorvah Manor was the only time some of the carers received a break. However, it was also commented that £800 was expensive for lunch for 21 people.

It was moved by Councillor C S F Smith and seconded by Councillor M Snowdon that a grant of £150 be awarded to Carnon Carers towards the cost of a Halloween lunch at Penmorvah Manor Hotel.

On a vote the motion was lost. The Town Clerk advised that voting against a grant of £200 did not necessarily constitute a vote to refuse a grant altogether and that Councillors needed to propose an alternative in order to make a clear decision.

It was moved by Councillor M J Mullins and seconded by Councillor J Langan that the grant request from Carnon Carers for £200 towards the cost of a Halloween lunch at Penmorvah Manor be refused.

It was moved as an amendment by Councillor Mrs S Peters and seconded by Councillor Mrs M K May that a grant of £75 be awarded to Carnon Carers towards the cost of a Halloween lunch at Penmorvah Manor Hotel.

On a vote the amendment was carried.

**RESOLVED** that a grant of £75 be awarded to Carnon Carers towards the cost of a Halloween lunch at Penmorvah Manor Hotel.

*Proposed by Councillor Mrs S Peters and seconded by Councillor Mrs M K May*

**52. COUNCILLOR AUDIT**

Councillor J Langan advised that the Councillor audit had not taken place on 11 November 2016 and the item was deferred to the next meeting of the Finance and General Purposes Committee.

**53. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960, the public be excluded from the meeting during consideration of the following items by reasons of the confidential nature of the items. Proceedings, apart from any resolutions passed, shall remain confidential.

*Proposed by Councillor Mrs G A Grant and seconded by Councillor J Langan*

**54. APPOINTMENT OF HR AND HEALTH AND SAFETY ADVISOR**

**RESOLVED TO RECOMMEND TO COUNCIL** that the decision of the Council of 6 June 2016 to appoint a HR Advisor be rescinded and that the Council rejects the recommendation to appoint a Health and Safety Advisor.

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

Councillor C S F Smith requested that his name be recorded as voting against the above decision.

**55. REDECORATION OF THE TOWN HALL EXTERIOR**

**RESOLVED** that Alan Symons be appointed contractor for the redecoration of the Town Hall exterior at a cost of £7428 plus VAT, including labour, materials and scaffolding.

*Proposed by Councillor J Langan and seconded by Councillor Mrs M K May*

There being no further business the meeting closed at 8.05pm.

MINUTES OF A MEETING OF THE **EXTRAORDINARY FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 14 DECEMBER 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, Mrs S Peters and M Snowdon

**1. APOLOGIES**

No apologies were received.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. DISPENSATIONS**

There were no requests for dispensations.

**4. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960, the public be excluded from the meeting during consideration of the following item by reasons of the confidential nature of the item. Proceedings, apart from any resolutions passed, shall remain confidential.

*Proposed by Councillor M J Mullins and seconded by Councillor Mrs S Peters*

**5. STAFFING CHANGES**

**RESOLVED** that

- a) the letter of resignation be accepted and it be noted that her employment with the Council would terminate on 28 February 2017
- b) the request from the Customer Support Officer to reduce her working hours to 29.5 hours per week for the remainder of their employment be approved

*Proposed by Councillor B Hulme and seconded by Councillor Mrs G A Grant*

**6. TOWN CLERK**

The Chairman advised that the exit interview had not yet taken place.

**RESOLVED** that the item be deferred pending the exit interview.

*Proposed by Councillor B Hulme and seconded by Councillor Mrs G A Grant*

There being no further business the meeting was closed at 8pm.



# PENRYN Town Council

## **FINANCE AND GENERAL PURPOSES COMMITTEE 16 JANUARY 2017**

### **Community Grants**

**Author: Helen Perry, Finance Officer**

#### **1. Background**

For the year ended 31 March 2017, Council has allocated a total fund for community grants of £7000, of which £700 currently remains unallocated. All community grants are considered in accordance with the Town Council's Community Grants Policy.

#### **2. Discussion**

Requests for Community Grants have been received from Community Rynners (Active Plus), Cornwall Air Ambulance and Highway Church.

Copies of the application forms are attached as Appendices to the report.

#### **3. Recommendation**

That the Committee considers the requests for Community Grants.

#### **4. Appendices**

1. Community Rynners (Active Plus) – Grant Application
2. Cornwall Air Ambulance – Grant Application
3. Highway Church – Grant Application



## Penryn Town Council

### GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	Cornwall Air Ambulance Trust		
Registered Charity No. (if applicable)	1133295		
Purpose of Organisation	To bring vital emergency medical treatment by helicopter within minutes to seriously injured and sick patients across Cornwall and the Isles of Scilly, saving time and, ultimately, saving lives.		
Total No. of Members (if applicable)	N/A	Total No. of Members in the Parish of Penryn (if applicable)	N/A
Contact Name	Sharon Stevenson – Fundraising Officer		
Contact Address	Cornwall Air Ambulance Trust Trevithick Downs Newquay TR8 4DY		
Telephone	01637 889926		
Email Address	Sharon@cornwallairambulancetrust.org		
Amount Applied For	£ 1,000		
Purpose of Grant	Cornwall Air Ambulance celebrates its 30 <sup>th</sup> Birthday in 2017 and a grant from Penryn Town Council will help keep Cornwall's Air Ambulance flying 12 hours a day, 365 days of the year, enabling a highly-skilled paramedic team to reach the most seriously injured or sick patients within minutes, anywhere in the county. Cornwall Air Ambulance's highly-skilled medical team will then administer vital pre-hospital critical care at the scene. In addition, your grant will keep our two newly-acquired Rapid Response Vehicles on the road, able to attend accidents and incidents when helicopters are unable to fly.		
<b>Details of Other Bodies Approached</b>	<b>Organisation</b>	<b>Amount Applied For</b>	<b>Awarded (Yes/No/Pending)</b>
Cornwall Air Ambulance Trust receives no government funding towards its running costs and is reliant on the generosity of local individuals, companies, community groups and town/parish councils to help raise in excess of £3million per annum. Approaches have been made to Wis, Rotary Clubs, Lions Clubs and other community groups, as well as several other town and/or parish councils. Applications to St Austell, Penryn			

and St-Just-in-Penwith councils will be considered in January 2017, and an application to Looe Town Council is being submitted for April 2017.

<b>Payment Details</b>	BACS/Cheque (please circle)		
<b>Bank Account Name</b>	Cornwall Air Ambulance Trust		
<b>Bank Account No.</b>	31458906		
<b>Sort Code</b>	40-12-22		
<b>Cheques payable to:</b>	Cornwall Air Ambulance Trust		

**FOR OFFICE USE ONLY**

<b>Date Received</b>			
<b>Amount of Grant</b>	£	<b>Approved</b>	Yes/No
<b>Date of Meeting</b>		<b>Minute No.</b>	
<b>Date Sent</b>		<b>Chq. No./BACS Payment</b>	

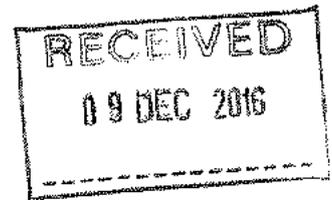


## Penryn Town Council

### GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	ACTIVE PLUS - (Community Rynners)		
Registered Charity No. (if applicable)			
Purpose of Organisation	Provide support for vulnerable people in local communities		
Total No. of Members (if applicable)	16 6	Total No. of Members in the Parish of Penryn (if applicable)	14
Contact Name	Mr. T. COCKS		
Contact Address	HEALTH & WELLBEING CENTRE TRELISKE ESTATE TRURO TR1 3FF		
Telephone	01326 567174		
Email Address	tcocks@activeplus.org.uk		
Amount Applied For	£ 300		
Purpose of Grant	To fund venue in Penryn to support older people and to provide materials to enable them to be more active & improve social inclusion		
Details of Other Bodies Approached	Organisation	Amount Applied For	Awarded (Yes/No/Pending)



## Penryn Town Council

### GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	Highway Church		
Registered Charity No. (if applicable)	1038185		
Purpose of Organisation	We are a church focused on helping and developing		
Total No. of Members (if applicable)	150	Total No. of Members in the Parish of Penryn (if applicable)	100
Contact Name	David Ward		
Contact Address	Highway Community Centre Church Road Penryn, Cornwall TR10 8DA		
Telephone	01326 378633		
Email Address	admin@highwaychurch.co.uk		
Amount Applied For	£1,600		
Purpose of Grant	To provide installation of ventilation in our main hall that opens, along with opening windows.		
Details of Other Bodies Approached	Organisation	Amount Applied For	Awarded (Yes/No/Pending)
	Cornwall Historic Churches Trust	1,000	Yes
	CHCT National	25,000	No
	SITA Cornwall Trust Ltd	25,000	Yes
	Own funding	2,750	Yes

<b>Payment Details</b>	BACS/Cheque (please circle)
<b>Bank Account Name</b>	Highway Church Building Fund
<b>Bank Account No.</b>	7374 2032
<b>Sort Code</b>	20-87-94
<b>Cheques payable to:</b>	Highway Church Building Fund

**FOR OFFICE USE ONLY**

<b>Date Received</b>			
<b>Amount of Grant</b>	£	<b>Approved</b>	Yes/No
<b>Date of Meeting</b>		<b>Minute No.</b>	
<b>Date Sent</b>		<b>Chq. No./BACS Payment</b>	



# **FINANCE AND GENERAL PURPOSES COMMITTEE**

## **16 JANUARY 2017**

### **Risk Management Plan**

**Author:** Helen Perry, Finance Officer

#### **1. Background**

The Town Council receives updates to assess progress in carrying out any actions identified within the risk management and internal control assessment. An updated copy of the risk assessment is attached as an Appendix to the report.

#### **2. Discussion**

The risk assessment identifies additional controls that need to be introduced, together with target dates for doing so. However, as will be evident from the updated assessment, some progress has been made in carrying out the recommendations and where necessary target dates have been amended. Changes to the previous assessment have been highlighted in bold type.

#### **3. Recommendation**

That the updated risk assessment, attached as an Appendix to the report, be noted.

#### **4. Appendices**

Risk Management and Internal Control Assessment

## Penryn Town Council – Risk Management and Internal Control Assessment

Area	Risk	Level	Current Controls	Future Controls	Target Date
Assets	Protection of physical assets	Medium	All buildings and play equipment insured  Value increased annually by RPI  Disposal of assets recorded if over £500	Revised asset valuations to be carried out   Disposal of assets to be recorded if over £500	Completed   Noted
Assets	Security of buildings, equipment, etc	High	All equipment and buildings insured	None	N/A
Assets	Security of assets	Medium	Inventory of all equipment owned by Council	None	N/A
Assets	Maintenance of buildings, etc	Medium	Electrical equipment tested annually and PAT test certificates retained  Annual inspection of fire safety equipment  Full Electrical Inspections to be carried out on all buildings  Full Electrical Inspection of lights in Permarin Car Park	Buildings to be inspected periodically by suitably qualified personnel for possible problems  Annual inspection scheduled in June each year.  Inspections to be carried out every five years  Inspection to be carried out every six years	<b><i>PATS testing completed for 2016 Schedule for October 2017</i></b>  Completed for 2016 <b><i>Schedule June 2017</i></b>  Inspections completed remedial work completed April 2016  Inspection completed 14 March 2016

Finance	Banking	Medium	<p>Surplus funds invested as per Financial Regulations and the Council's agreed investment strategy</p> <p>Working balance maintained in current account</p>	None	N/A
Finance	Financial controls and records	Medium	<p>All expenditure in accordance with Financial Regulations</p> <p>Financial Regulations reviewed annually</p> <p>Two signatories required on cheques</p> <p>Same signatories sign invoice to which payment relates</p> <p>Direct methods of payment by BACS to be signed off by two signatories</p> <p>Internal auditor appointed at Annual Meeting of the Council</p> <p>Reports of Internal Auditor considered as soon as possible after submission and recommendations implemented</p> <p>External audit annually</p>	None	N/A
Finance	Compliance with HMRC regulations	High	<p>VAT payments and claims calculated by the Finance Officer and submitted quarterly online</p>	None	N/A

			Use of HMRC helpline as required		
Finance	Sound budgetary process to underline annual precept demand	Medium	<p>Process started in October each year with draft budget prepared by Town Clerk and Finance Officer with Councillor input</p> <p>Budget approved at Council meeting in December from which precept is derived</p> <p>Expenditure against budget reports to monthly Council meeting</p>		<p>Purchase order module installed March 2016</p> <p>N/A</p>
Finance	Loss of cash through theft or dishonesty and financial risk	Medium	<p>Petty cash balance limited to £250 maximum, imprest system to be used</p> <p>Cash received banked at least once a week. Receipts issued</p> <p>Fidelity in guarantee in place</p> <p>Financial risks assessed</p>	<p>Fraud Policy to be adopted</p> <p>Investment Policy to be adopted</p> <p>Fidelity guarantee to be increased as per internal auditor recommendation</p>	<p>Completed</p> <p>Completed</p> <p>Policy increased June 2016</p>
Finance	Accounts	High	<p>Accounts prepared as soon as possible after the end of the financial year</p> <p>Accounts and Annual Return signed off on or before 30 June</p> <p>Finance Officer trained in preparing accounts and monitored by Town Clerk</p>	<p>Town Clerk and Finance Officer trained in new accounts system</p> <p>Annual accounts taken to the June Council meeting</p>	<p>Completed</p> <p>Completed</p>

			Statement of accounts, bank reconciliation, and statement of expenditure against budget approved at bi-monthly Finance & General Purpose meetings	Bank reconciliations to be signed (quarterly) by the internal auditors to confirm totals agree with bank statement	<b>Internal Audit completed for 1 July to 30 September 2016 on 15/12/16</b>
Finance	Payment	High	Payments are approved retrospectively	None	N/A
Finance	Salaries and Wages	Medium	<p>Paid in accordance with payroll records</p> <p>Salary scales in accordance with National Joint Council pay scales</p> <p>Salaries to be a minimum of the living wage as published by The Living Wage Foundation (<a href="http://www.livingwage.org.uk">www.livingwage.org.uk</a>)</p>	<p>None</p> <p>New rates published annually in November</p>	<p>N/A</p> <p>Adjusted annually in November if required</p>
Liability	Risk to third party, property or individuals	High	<p>Public and Employer's liability insurance in place</p> <p>Damage to trees investigated immediately and suitable works carried out</p>	<p>Regular inspection schedule to be drawn up for open spaces</p> <p>Tree survey to be carried out by suitably qualified inspector</p> <p>Risk assessments to be undertaken of all open spaces</p>	<p>Completed</p> <p>Awaiting confirmation of tree ownership</p> <p>Ongoing</p>
Liability	Legal liability as consequence of asset ownership	High	Insurance in place	Annual inspections of play equipment and BMX track to be arranged by suitably qualified inspector	Next Inspection April 2017

				Written records to be kept and required work promptly carried out	Noted
Employer liability	Compliance with employment law	Medium	Membership of appropriate regional and national employer's organisations	None	N/A
Legal liability	Ensuring activities are within legal powers	High	Clerk to clarify legal position on new proposals  Membership of Cornwall Association of Local Councils  Further legal advice sought as necessary  General Power of Competence	None    Town Clerk achieved General Power of Competence January 2016	N/A
Legal liability	Proper reporting through minutes	Medium	Council meets bi-monthly and approves minutes of meetings held previously  Minutes made available to the public at Council offices and via website  Committee minutes approved at next meeting of Committee and reported to bi-monthly Council Meeting	None	N/A
Legal liability	Proper document control	Medium	Leases kept in the Council safe	None  Data protection	N/A  Renew due April

			Data storage compliant with Data Protection Act  Weekly backup of computer records files backed up offsite using an online 'cloud' service	registration renewed annually	2017
Councillor propriety	Register of interests in place	High	Members' Register of Interests maintained and published online	Reminder at Annual Council meeting of need to notify Clerk of any changes	Completed
Internal controls	Proper maintenance of financial records	High	Invoices checked for accuracy by the Finance Officer  Payments approved by RFO where practicable  Cheques signed by two Council authorised signatories  Clear audit trail for all expenditure	None	N/A
Internal controls	Approval of expenditure	High	All expenditure authorised in line with Financial Regulations  Section 137 expenditure identified in accounts  Ear-marked reserves to be identified in accounts	Precise powers under which expenditure is authorised to be included in minutes if expenditure deemed unusual  Section 137 payments appropriately minuted  Movements of ear-marked reserves to be appropriately minuted	Noted  Noted  Noted
Internal	Complaints	Medium	Complaints procedure in place and	None	N/A

controls			reviewed periodically		
Internal controls	Staff discipline and grievance	Medium	Disciplinary procedures in place and reviewed periodically	None	N/A
Internal controls	Minutes	High	Minutes numbered, approved by Council at the next meeting, and signed by Chairman	None	N/A
Internal controls	Distribution of information	Medium	Council has adopted the Information Commissioners' Office Model Scheme of Publication under the Freedom of Information Act	Details of documents available to be published on the Council's website	Completed
Internal controls	Freedom of information	High	Information circulated under the terms of the Freedom of Information Act and Data Protection Act  Record of Freedom of Information requests retained  Advice sought from Information Commissioners' Office where required	Freedom of Information Policy to be adopted by Council  Data Protection Policy to be adopted by Council	Completed January 2015  Completed January 2015
Internal controls	Contracts	Medium	Contracts awarded as set out in Standing Orders and Financial Records  Hard copies of contracts retained in office for inspection  Signed agreements in place and prepared with legal advice where appropriate	Contract Monitoring Procedures to be adopted by Council	Adopted July 2015
Personnel	Maintenance of records	High	Town Clerk maintains records relating to employed personnel in a	None	N/A

			secure location		
Insurance	Money and fidelity guarantee	High	Fidelity guarantee in place	None	N/A
Insurance	Other assets	High	Insurance in place	Insurance cover to be reviewed annually	Policy renewal due March 2017
Insurance	Insurance providers	High	Three-year contract in place with insurers 2014–2017	None	<b>Quotes to be sought Feb 2017</b>
Data transparency	Availability of information	Medium	Data available online in accordance with the Code of Recommended Practice issued by DCLG	None	N/A
Risk management/ health and safety	Wellbeing of employees	High	Health and Safety Policy in place and reviewed periodically	None	N/A
Risk management/ health and safety	Individual risk assessments	High	Risk management strategy and some risk assessments in place	Risk assessments to be carried out on all open spaces and public buildings  Play equipment to be inspected annually by ROSPA	Ongoing throughout 2016/2017  ROSPA Inspection scheduled for April 2017
Health	Long-term illness or absence of Clerk or Finance Officer	High	Town Clerk trained in financial procedures and Finance Officer trained to clerk meetings of the Council	None	N/A
Rent reviews	Permarin car park	Medium	Method of review stipulated in lease	None	N/A
Rent reviews	Saracen House	Medium	Method of review stipulated in lease	None	N/A

Rent reviews	Public conveniences	Low	Leased at peppercorn rent	None	N/A
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# PENRYN Town Council

## **FINANCE AND GENERAL PURPOSES COMMITTEE 16 JANUARY 2017**

### **Customer Support Officer Update**

**Author: Helen Perry, Finance Officer**

#### **1. Background**

At the meeting of the Finance and General Purposes Committee held on 14 December 2016, the resignation of the Customer Support Officer was accepted, along with a reduction in the contracted hours for the remainder of her employment.

The Customer Support Officer's employment will cease on 28 February 2017.

#### **2. Discussion**

At the Council meeting on 12 December 2016, a management group was formed to oversee the day-to-day running of the Council Offices.

To enable the new employee to receive a week's training from the existing Customer Support Officer the following timetable has been compiled:-

##### ***January 9<sup>th</sup>***

- Advert sent to West Briton for inclusion in their edition published on Thursday 12 January
- Job Advert including salary details and person specification published on the Penryn Town Council website

##### ***January 19<sup>th</sup>***

- Closing date for applications

##### ***January 20<sup>th</sup>***

- Candidates to be selected for interview
- Candidates selected for interview to be telephoned and offered an interview, details of interview time to be confirmed in a follow-up letter.

##### ***January 25<sup>th</sup>***

- Interviews to be carried out
- Successful candidate to be notified by telephone

**January 26<sup>th</sup>**

- Letter to be sent to successful candidate confirming the offer of a position and start date
- Letters to be sent to the unsuccessful candidates

**February 20<sup>th</sup>**

- New employee to commence employment

**3. Recommendation**

That the report be noted

**4. Appendices**

None.



# PENRYN Town Council

## **FINANCE AND GENERAL PURPOSES COMMITTEE 16 JANUARY 2017**

### **Customer Services Apprentice Update**

**Author: Helen Perry, Finance Officer**

#### **1. Background**

At a meeting of the Finance and General Purposes Committee held on 11 October 2016, the Committee resolved that Penryn Town Council works with Truro and Penwith College to recruit an apprentice for the role of Customer Services Officer and Library Information Assistant.

#### **2. Discussion**

Applications for the position of customer service apprentice closed on 11 November 2016, on 24 November 2016 two candidates were interviewed for the position.

The position was offered to one of the candidates who chose to decline the job.

#### **3. Recommendation**

That a decision is either taken to

- a) defer the recruitment of an apprentice until the move to the library is completed
- or
- b) the position is re-advertised

#### **4. Appendices**

None.