



**94/2005 DRAFT YEAR-END FIGURES AND OVERSPEND EXPLANATIONS**

A copy of the draft year-end figures and explanation of the over spend had been circulated prior to the meeting. Members questioned the Clerk/RFO on the figures and explanations.

The Chairman raised the issue of the Environment & Property Committee budget and their on going expenditure to bring the Council's Assets up to an acceptable standard. It was proposed by Cllr Collins seconded by Cllr Stuchbury and **RECOMMENDED** that any additional under spend between expectation at precept and year end actual for the 2004/2005 budget for the E & P Committee would be carried forward for their use in 2005/2006. All other budget under spend greater than that expected at Precept would be allocated to reserves.

Verney Close – The Clerk informed members that the County Council had the travelling draft transfer document at the moment. The tree survey, which had been carried out in 2001, was now well out of date and therefore a new survey would need to be undertaken at the point of transfer. The Members were concerned that the trees, which had been highlighted in the survey as requiring work, had deteriorated; the clerk confirmed that a copy of the survey had been sent to the County Council. Members requested that another copy be sent to the County Council pointing out that as part of their duty of care they may wish to look at remedial tree work.

**ACTION THE CLERK**

**95/2005 RECOMMENDATION ON AVDC PARKING ORDERS 2005**

Members discussed the new parking orders that are required on Cornwall's Meadow and Western Avenue Car Parks to accommodate the introduction of the free parking tickets. It was explained that due to the timing of the response the recommendation would be made to the Interim Committee on 23<sup>rd</sup> May 2005. As there was no major change to the orders it was proposed by Cllr Lehmann seconded by Cllr Collins and **RECOMMENDED** that this Council accepts the new parking regulations proposed by AVDC for Cornwall's Meadow and Western Avenue Car Parks

**96/2005 DISCIPLINE AND GRIEVANCE PROCEDURES**

This was deferred to the next F & A Committee meeting at the request of Cllr Newell.

**ACTION CLLR NEWELL**

**97/2005 RISK ASSESSMENTS REVIEW AND RECOMMEND ADOPTION**

A copy of the draft risk assessment had been circulated with the agenda; members went through and made the following adjustments. **RECOMMENDED** that the Council adopts the Risk Assessments with adjustments

1. Agreed
2. Agreed
3. Agreed to be reviewed every 6 months
4. Agreed
5. Agreed

6. Agreed – a copy of the passwords would be held by the Chairman of F & A
8. Agreed – Proposed by Cllr Collins seconded by Cllr Lehmann and **AGREED** that all original copies of the minutes over 5 years are to be lodged with the County archives department.
9. Agreed – the Chairman to report to the next meeting following the spot check
10. Agreed – the Council to set up read only access if possible of all the Town Council's accounts
11. Agreed
12. Agreed – the clerk to draw up an list of the council's assets in the chamber in priority order.

Additional item

Members discussed the Council's liability in respect of Criminal Checks for Children and vulnerable people at Town Council events. Cllr Newell to provide a copy of the legislation for the Council. **AGREED** that any Councillor who has been cleared should provide the Clerk with a copy of their certificate.

#### **98/2005      EQUAL OPPORTUNITIES POLICY**

A copy of the draft Equal Opportunities policy and Cllr Newell's amendment had been circulated prior to the meeting.

Proposed by Cllr Lehmann seconded by Cllr Stuchbury and **AGREED** that the Council should adopt the draft Equal Opportunities policy with Cllr Newell's amendment.

#### **99/2005      NOTIFICATION OF INCREASE IN S137 ALLOWANCE**

The Clerk explained that s137 refers to Local Government Act 1972 s 137 which allows for Council's to spend on items that they have no power or duty to provide, for the benefit of most or all of the parish or parishioners.

The allowance has been increased to £5.30 per electorate.

#### **100/2005      CHEQUE SIGNATORIES**

Members discussed the current signatories for the Council accounts, which should be The Mayor, Chairman of F & A and 2 Senior Councillors, although the mandate was not changed from Cllr Mordue to Cllr Collins. To save the necessity of changing the mandate at every change of Chairman it was **AGREED** that 5 Councillors should be named as designated signatories. Cllr Collins, Cllr Stuchbury, Cllr Mordue, Cllr Loftus and Cllr Isham; Cllr Stevens would be removed from the mandate.

#### **101/2005      CHAIRMAN'S ITEMS FOR INFORMATION**

There were no Chairman's items for information

Meeting closed at 8.10 pm

CHAIRMAN ..... DATE .....