

PADSTOW TOWN COUNCIL

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13 November 2019

TO: FINANCE AND GENERAL PURPOSES COMMITTEE

Councillors R Higman (Chairman), R Buscombe, M Evans, A Flide, K Freeman, Mrs T Walter, C Watson-Smyth and 1 Vacancy.

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** at the Council Offices, Station House, Station Road, Padstow on **Tuesday 19 November 2019 at 7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K Pemberton

Kathy Pemberton
Town Clerk

Agenda

Press & Public are invited to attend

1. To receive apologies for absence.
2. To receive announcements: for information only.
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct.
4. **Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct & Standing Orders.
5. **To agree the minutes** of the meeting held on 13 August 2019. (pg 1-2)
6. **Budget Report 2019-20:** To receive an update to note for information.
7. **Budget 2020-21:**
 - a) **Members' Allowances:** To recommend to Full Council whether a Members' Allowance should be set for 2020-21.
 - b) **Draft Budget 2020-21:** To consider the draft budget 2020-21, which includes recommendations from Committees, and make recommendations to Full Council.
 - c) **Precept 2020-21:** To recommend to Full Council as to whether a precept should be set for 2020-21.
 - d) **Business Plan:** To consider the Council's Business Plan and make recommendation to Full Council, if necessary.

8. **Date of next meeting:** Tuesday 18 February 2020 at 7.00 pm (Grants Meeting).
9. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 13 August 2019 at 6.15 pm in the Council Office, Station House, Station Road, Padstow

Present: Councillors R Higman (Chairman), F J Bealing, A Flide, K Freeman, A Rickard, Mrs T Walter and C Watson-Smyth

In Attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and Minute Taker), Councillor H M Saunders and 1 member of the public (part).

- FGP2019/1** **Election of Chairman/Vice Chairman:**
i) **RESOLVED** that Councillor R Higman be re-elected as Chairman.
ii) **RESOLVED** that no Vice-Chairman be elected
- FGP2019/2** **Apologies:** Councillor R Buscombe
- FGP2019/3** **Announcements:** There were no announcements.
- FGP2018/4** **Declarations of Interest:** There were no declarations of interest.
- FGP2019/5** **Public Participation:** There was no public participation.
- FGP2019/6** **Minutes Tuesday 19 February 2019: RESOLVED** that the minutes of the meeting held on Tuesday 19 February 2019 were a true record of the meeting and they were signed by the chair.
- FGP2019/7** **Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** that no changes be made to the Committee's Terms of Reference and they be adopted unchanged.
- FGP2019/8** **Internal Audit:** An update on the progress of the Internal Audit recommendations was noted. Referring members to the agenda report the Responsible Financial Officer advised that the recommendations from the audit had been actioned, namely the procurement activity over £5,000 had been updated on the website and the Internal Auditor had been advised as to the website location of the Model Publication Scheme.
- FGP2019/9** **Financial Regulations:** Members gave consideration to an updated version of the Financial Regulations. The Responsible Financial Officer referred members to agenda page 6 which detailed the changes to section 2 and section 4. It was noted that should they be approved the date of adoption by Full Council would be 24 September 2019.

RESOLVED TO RECOMMEND TO FULL COUNCIL that the updated Financial Regulations, as appended to these minutes, be adopted subject to the date of adoption being amended to 24 September 2019.

FGP2019/10

Local Government Pension Scheme Employer

Discretions Policy: Members were referred to the agenda report on this item. The Responsible Financial Officer advised it was best practice to review this policy regularly. It was noted that the previous version included 2014 dates which had now been updated. Section 8 of the policy had also been updated to outline that "Padstow Town Council will not extend the 30 day deadline for a member to elect for a shared cost APC upon return from a period of unpaid absence."

RESOLVED TO RECOMMEND TO FULL COUNCIL that the updated Local Government Pension Scheme (LGPS) Employer Discretions Policy, as appended to these minutes, be approved.

FGP2019/11

Budget-v-Actual Overview: The budget to actual variance report 2019-20 for the period 1.4.19 – 30.6.19 was noted for information.

FGP2019/12

Date of next meeting: 19 November 2019 (budget) at 7.00pm

Meeting closed at 6.23 pm.