

**MINUTES OF THE FINANCE AND PROPERTIES COMMITTEE MEETING HELD
ON THURSDAY 23rd MAY 2019**

Members Present: Cllrs: P Moores (Chairman), J Bryson, L Deely,
L Moores, F Partridge, H Partridge, P Tilzey, D Towl, N Tucker, R Willingham

Present: Mr K Cornwell – Town Clerk and RFO (TC)
Mrs T Gliddon – Committee Administrator (CA)
Mrs V Yaxley – Resolutions Facilitator (RF)

Public present: 2
Meeting Start time: 9.30am

- FP/01/19** **Election of Chairman**
Cllr P Moores was nominated and seconded.
Resolved: that Cllr P Moores be elected Chairman of the Finance & Properties Committee for the ensuing year.
- FP/02/19** **Election of Vice-Chairman**
Cllr B Willingham was nominated and seconded.
Resolved: that Cllr B Willingham be elected as Vice-Chairman of the Finance & Properties Committee for the ensuing year.
- FP/03/19** **To receive and accept apologies for absence**
Cllr: P La Broy
- FP/04/19** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None
- FP/05/19** **Dispensations: to consider requests for dispensations**
None
- FP/06/19** **Maximum 15 minutes for public present to make comments concerning the business of the Committee**
The members of the public present spoke regarding agenda item 10 – The Croquet Club.
- The committee agreed to take item 10 on the agenda next. The meeting will be minuted in order of agenda items.*
- FP/07/19** **To discuss the strategic objectives and priorities of the Committee**
The Committee discussed a previously circulated report by the TC. Discussion took place.
The report was noted.
- FP/08/19** **To receive a report from the Facilities Manager**
The Committee discussed the report. Questions were raised regarding possible planting around the Bandstand and the Parkhouse Centre CCTV signage.
The report was noted.

FP/09/19 **To consider the potential uses of and options for acquiring the necessary control of Morwenna Triangle**

Discussion took place and the TC and RF answered questions from the Committee. The appearance of the land, possible uses for the land, legal complications and liability for accidents occurring with public alighting from the bus opposite Sainburys were all discussed.

Resolved: that the TC write to the owners of the land alerting them to accidents that have occurred/could occur when members of the public alight from the bus opposite Sainsbury's and their possible liability. To request that they would consider gifting the land to Bude-Stratton Town Council with Covenants on the Land to safeguard its future use for the Town.

The RF left the meeting at 10.30am

FP/10/19 **To agree the heads of terms for the lease of the Croquet Lawns and possible licence to use Pavilion**

The lease of land to the Croquet Club was discussed. Discussion also surrounded parking, drop off point, WC facilities and kitchen facilities.

The member of the Croquet Club present explained how and when the club would like to use the Pitch & Putt building.

Resolved: to delegate authority to officers to facilitate a lease for the use of land for a Croquet Court and a Licence for the use of the Pitch & Putt building by the Croquet Club.

FP/11/19 **To agree plans for replacement of the Parkhouse entrance and other repair works to the Centre**

The Committee looked at both options put forward for the Parkhouse Centre entrance.

Resolved: to proceed with option A.

The TC outlined the repairs/improvements works that were necessary within the Parkhouse Centre. Discussion took place.

Resolved: that BSTC officers be delegated the authority to progress the necessary works to the building.

FP/12/19 **Request from Cricket Club to share maintenance costs**

Discussion regarding the Cricket Club and the current lease took place. The TC reported he had taken advice from the BSTC solicitor on the matter, who had advised that the maintenance costs were the responsibility of the Cricket Club.

Resolved: that the TC inform the Cricket Club that BSTC are not responsible for the alarm maintenance and therefore would not bear any of the costs.

FP/13/19 **To consider quotation for blinds main Hall foyer area**

Resolved: to accept the quote for the installation of blinds in the foyer of the Main Hall, Parkhouse Centre.

FP/14/19 **To consider quotation for full re-varnish of Ivor Potter Hall floor -work to be carried out December 2019**

Resolved: to accept the quote provided to re-varnish the Parkhouse Main Hall floor.

FP/15/19 **To agree IT back-up arrangements**

The committee looked at the option put forward by the TC. Discussion took place regarding price and staff time involved taking the backup off site.

Resolved: to purchase two additional 3TB USB drives.

Cllr P Tilzey left the meeting at 11.20am

FP/16/19 **To consider a request from Bude CCTV to fund replacement IT equipment**
Cllr Willingham reported that the Bude CCTV had been discussed with the Police Crime Commissioner during her recent visit to Bude. Bude CCTV system has been identified as a unique stand-alone system that can invite funding.
The request form the Bude CCTV committee for funding towards equipment was discussed.

Cllr L Moores left the meeting at 11.27am

Resolved: to pay the Bude CCTV committee £720.

FP/17/19 **To approve the passing of long-term outstanding debts to a collection agency**
The Committee discussed the use of debt collection agencies and pro forma forms from the small claims court.

Cllr H Partridge left the room 11.31am

Resolved: to delegate authority to the TC to use debt collections agencies at his discretion. Add this information to the Parkhouse Centre Conditions of Hire.

FP/18/19 **To decide whether to fund the cost of poll cards in the forthcoming by election**
Resolved: that no poll cards would be issued for the up-coming BSTC election. That the Marketing officer advertise the election on BSTC web site and social media informing the public that poll cards will not be issued.

FP/19/20 **To receive year end budgetary reports for 2018/19 for each of the pervious Committees**
The TC answered question form the Committee with regard to the Public Toilets and CC car park levy.
The report was noted.

Cllr H Partridge returned to the room 11.39am.

FP/20/19 **To approve the increase of the following cash floats: Castle Petty Cash +£100, increase Library change float +100), establish a Library Petty cash float £50**
Resolved: to agree to the increases as requested.

FP/21/19 **Financial Report:**
i) Schedule of payments already made 2nd May 2019 – 23rd May 2019
Resolved: The payments made be noted.
ii) Schedule of payments to be made on 24th May 2019
Resolved: The payments made be noted.

The Chairman closed the Meeting at 11.47am

Chairman's Signature.....Date.....