

**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON  
MONDAY 17 APRIL 2023 at 7:00 pm**

**PRESENT:** Councillors Biscoe, Mrs Carlyon, Mrs Eathorne-Gibbons, Nolan, Rich, Roden (Chairman), Mrs Stokes, Mrs Swain (Mayor Elect), Unwin, Webb (Mayor) and Wells.

**Also, in attendance:** Roger Gazzard, Town Clerk/Responsible Financial Officer  
Mrs Joanne Trevelyan, Financial Officer  
Councillor La-Borde  
Councillor Rabey

**APOLOGIES:** An apology of absence was received from Councillor Smith. Members wished to send Councillor Smith their best wishes and thank him for his service and commitment to the City Council.

**420 DISCLOSURES OR DECLARATIONS OF INTEREST**

There were no disclosures or declarations of interest.

**421 OPEN SESSION FOR THE ELECTORS OF TRURO**

There were no electors of Truro present.

**422 FINANCE AND GENERAL PURPOSES MINUTES**

**Accuracy Minutes**

It was proposed by Councillor Roden, seconded by Councillor Mrs Swain, and

**RESOLVED** that the minutes of the Finance and General Purposes Committee Meeting held on 13<sup>th</sup> March 2023 are signed as a correct record.

A Member queried whether there was anything further to report regarding item 7 of the Accommodation Working Group minutes. The Town Clerk explained he had received an email from Cornwall Council informing him there was a significant delay to the works being carried out, mainly due to materials being rejected because of quality.

**423 TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER'S REPORT**

**Audit Reports**

**Risk Register update**

The Town Clerk explained the Register was reviewed twice a year as this was agreed as good practice by the City Council's internal auditor. He informed Members that he had recommended two changes. Firstly, in recognition of the uncertainty regarding inflation levels and pay awards in 2023, together with the uncertainty over the financial impact of world events, the financial risk 2 regarding keeping within financial estimates has been increased from 9 to 12. Also, the risk associated with covid had been removed as the City Council had operated continuously through the pandemic and the risk of lockdowns and need for staff to isolate was reducing.

A Member suggested that since the Council had grown significantly over the years, whether the Risk Register needed to be re-visited in more detail. There was also a query as to whether something needed to be included in the document with regards to recruitment of staff and the risks involved in failing to do so. A Member queried who

would now be carrying out the City Council's compliance work following the Compliance Officer leaving and the Town Clerk explained there was a member of staff that would do this, and the City Council also had an external provider as back up.

It was felt by Members that the City Council's relationships with external bodies (i.e., Business Improvement District) should be reflected in the Register also. It was mentioned the City Council was exposed to a significant number of large projects, for example the Towns Deal Project, which were not included in the Register. The Town Clerk explained there was no risk as present, until the City Council signed the Grant Funding Agreements then there was no commitment to delivering the project.

A Member asked what was in place if the tills were to break down in the Tourist Information Centre or Boscawen Park. The Town Clerk explained there was a paper system in place as back up, however, income would be lost if the card reader should fail.

A question was asked as to whether the City Council's memorabilia was being taken care of and the Town Clerk commented that high value items were being looked after by Lanes Self Storage and covered under their insurance and the rest of the items were in the safe at the Municipal Offices.

With regards to the risks around the City Council's computer systems, NCI had transferred all data to the Cloud which was extremely secure.

The Town Clerk informed Members the suggestions raised would be considered in the next review of the Risk Register, in September 2023.

It was proposed by Councillor Roden, seconded by Councillor Mrs Swain, and

**RECOMMENDED** that:

1. That the attached Risk Register is approved.
2. It is reviewed when considering new services and assets
3. That the next general review is carried out at the September 2023 meeting of the Finance & General Purposes Committee with any significant new risks being notified as they become known.

**Banking & Investment Strategy**

The Town Clerk explained that he was recommending that this remained unchanged until the summer, when the City Council goes out to tender and looks at ethical banking arrangements.

It was proposed by Councillor Biscoe, seconded by Councillor Mrs Swain, and

**RECOMMENDED** that the Banking and Investment Strategy be approved.

**424 LEMON QUAY STAKEHOLDERS GROUP**

The Town Clerk reminded Members that the City Council entered into a ten-year Management Agreement with the owner of Lemon Quay, Cornwall Council in 2018. The Agreement required a Stakeholder Group to oversee the management of the Quay who had a responsibility to maintain a balance of commercial, community, cultural, and entertainment uses that support the local economy. The Stakeholder Group was recommending the introduction of a criteria assessment for medium and large-scale events to provide an objective measure when deciding whether events are permitted to use the Quay. This was needed to ensure that staff members have the back up of a

Council approved document when making decisions. He explained there was also a scoring matrix that will be used in assessing the event.

There were queries from Members as to what would be the trigger point to define whether an event was considered medium or small and felt there needed to be a criterion for this. The Town Clerk explained that it was the impact of the event on the public and surrounding businesses that was most critical i, and there were other factors that needed to be taken into account.

It was agreed that banning marquees for five weeks prior to Christmas was too long and that an agreed date of 1<sup>st</sup> December would be preferred. A Member pointed out that Truro could miss out on excellent event opportunities, which could bring a huge amount of footfall to the City, should this restriction remain in place. It was suggested that although visitors may come to the City for a particular event, they would also likely visit nearby shops which would generate income for Truro.

Members asked that the Town Clerk engage in positive discussions with the Primestock Show to make arrangements for the event to take place on Lemon Quay this year.

A Member pointed out that the main reason for this document was to protect the City Council's staff and enable a fair process to be carried out for all applicants.

Councillor Rich left the meeting at 8.11pm

It was proposed by Councillor Roden, seconded by Councillor Mrs Eathorne-Gibbons, and

**RECOMMENDED:**

1. the revised application form for medium and large-scale events on Lemon Quay including criteria be approved subject to an amendment on page 5 of the application form to allow marquees to be permitted up until 1<sup>st</sup> December instead of five weeks prior to Christmas.
2. the Town Clerk enters urgent and positive discussions with the Primestock Show to find ways and means to ensure the Primestock Show happens annually on Lemon Quay.
3. to examine how the Primestock Show and Farmers Market can be catalyst for annual celebration of agriculture in the town centre, to include Cornish Mutual, Lodge & Thomas and others including Young Farmers and NFU.
4. to report back to F&GP.
5. to investigate alternative funding for marquee for Primestock Show.

**425 CORRESPONDENCE**

There was no correspondence to report.

The meeting closed at 8.18pm.

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**CHAIRMAN**