

# TRURO CITY COUNCIL



CITY OF TRURO

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## MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD 14 JULY 2025 AT 1900 IN GROUND FLOOR, TRURO COMMUNITY LIBRARY, UNION PLACE, TRURO

**PRESENT:** Councillors Webb (Chairman), Councillors Stokes (Vice-Chairman), Wells (Mayor), Rich (Deputy Mayor), Carlyon, Eathorne-Gibbons, Griffiths, Pascoe, Sunderhauf, and Swain.

**APOLOGIES:** Councillors Knuckey [personal] and La Borde [business].

**ALSO IN ATTENDANCE:** Esther Greig (Deputy Town Clerk & Responsible Financial Officer), Councillor Biscoe, Helen Nicholson (Community Link Officer for Roseland & Truro), and William Thorpe-Stanley (Committee Clerk).

### 1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**.

F/25/440

### 2 DECLARATIONS OF INTEREST

Councillor Wells was awarded dispensation to speak to item 8bii – non pecuniary – to leave the room for the vote.

F/25/441

### 3 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS

None.

F/25/442

### 4 MINUTES

It was proposed by Councillor Stokes, seconded by Councillor Pascoe, and **RESOLVED** that the minutes of the meeting held 16 June 2025 were considered a correct record and signed.

F/25/443

### 5 OFFICER REPORTS

#### a. Responsible Financial Officer Report

The RFO reported that;

The AGAR had been dispatched on schedule to the public and the external auditors, BDO LLP. A VAT specialist was due in tomorrow [15.07.25] to ensure that the right amount was being charged and claimed. An update on the progress of the fixed asset register would be taken to the next meeting of Council. There is an Asset officer setting up the register and inputting data to Maintain X system, on a short, fixed term contract, three days a week.

A contracted policy officer is to start in August for one week then one day a week until services no longer required. This necessity came from the addition of the tenth assertion in the practitioners guide regarding data protection. The contractor has 20 years of experience at Cornwall Council, as well as previously being Town Clerk at Penzance TC and assisting Camborne TC.

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Subscriptions to NALC, CALC, and South West Councils were paid in April and May. The RFO advised that should members wish to review Councils membership it should do so as part of the budget in October.

The verbal report was **noted**.

F/25/444

**b. Facilities, Estates, and Compliance Manager Report**

Members were given clarification on the staffing changes with the new Maintenance Technician, and Temporary Asset Officer- which is funded by the budget for a Zero Carbon Officer whilst a Carbon audit is conducted prior to recruitment to the role.

The Facilities, Estates, and Compliance Manager briefly explained Computer Aided Facilities Management (CAFM) and the benefits to statutory checks and centralised document storage.

The cost of electric vehicles was questioned, where the committee was informed that they would be leased. The two parks' vehicles are on a twelve-month lease and the facilities team one currently being procured. This would allow for suitability testing.

It was commented that the written report was too long, recommending no more than two sides of A4 be adequate. The Deputy Town Clerk interjected to request members views on the quantity of information provided in the associated documents. Some Councillors further commented that they were thrilled with the length and breadth of the reports where a summary was given before the full report, another comment was made that it was up to members to read reports, and ask questions to officers prior to the meeting, so that they may present the answer at the meeting.

The Facilities, Estates, and Compliance Manager couldn't confirm the current cost per kwh for the committee but highlighted that it was a priority to review the entire estates energy consumption. To start, all meters had been logged as assets on the CAFM system, with readings taken monthly. Once a picture of usage had been compiled the buying power of the council would increase. An export tariff was yet to be arranged.

F/25/445

**6 CHAIRS REPORT**

The Chair reminded members of the Town Clerks request that all Councillors send their six priorities for the strategy before the 18<sup>th</sup> July.

F/25/446

**7 CORRESPONDENCE**

**a.** The email received 02.07.25 from Councillor Tucker regarding Active Plus literature and armed forces day BBQ was **noted**.

F/25/447

It was proposed by Councillor Stokes, seconded by Councillor Swain and **RESOLVED** to pass this opportunity to the community through the Community Development Team.

**F/25448**

**b.** The letter from Truro BID regarding Truro Classic Car Show 2025 was **noted**.

F/25/449

The letter invoked conversation as to the viability of operating the Park and Ride on a Sunday, Councillors hoping to know what the cost of providing the service is and if income covered this or if there was a funding gap. The

responses to a feedback survey of the business in Truro (noted in the report) was also of interest to members.

**8 AGENDA ITEMS**

**a. 2025/26 Q1 EXPENDITURE TO BUDGET REPORT**

The Deputy Town Clerk notified the committee of the equipment and materials figure skew for the café, as the budget had yet to be vired. With the anomaly removed the café sits at a £3,000.00 loss for Q1. Its' busy season was upcoming, but the effect of the construction works on trade needed to be closely monitored.

Members were also reminded of their commitment, made in January, to running the café and it was noted that the time taken to process Cafe invoices was at one to two hours a week for a single member of the finance team.

The new till system at the café accounts for some of the cost increase but should increase efficiency. There was discussion as to whether the café was a public amenity or a business that had to make profit.

The contents of the report was **noted**.

F/25/450

The Deputy Town Clerk reported the Chair of the Parks and Amenities Committee had asked why the underspend was not made an earmarked reserve.

It was proposed by Councillor Stokes, seconded by Councillor Swain and **recommended** to Council that it approves additional earmarked reserves of £3,000.00 for playground equipment renewals.

F/25/451

As a result of a miscommunication, the Parks and Amenities Committee were under the impression the S106 monies received from Cornwall Council must be spent at Tremorvah; it had recommended it be ring fenced for play and gym equipment. As council was able to prove it had already spent the amount over previous years (hence its release to Council), the money was free to be put into general reserves or spent on other items.

The receipt of s106 monies for Tremorvah Playing field was **noted**.

F/25/452

It was proposed by Councillor Wells, seconded by Councillor Stokes and **recommended** to Council that it allocates the balance of the S106 monies to general reserves for contingency expenditure.

F/25/453

**b. TOWN REGENERATION AND INVESTMENT PROGRAMME**

**i Access Truro**

It was proposed by Councillor Webb, seconded by Councillor Pascoe and **RESOLVED** to suspend standing orders so that Helen Nicholson may address the committee.

F/25/454

Helen Nicholson (Community Link Officer for Roseland & Truro) made a brief speech in support of the scheme. Key points were;

1. This was time limited, with an application deadline of 20<sup>th</sup> July and a project completion of 31<sup>st</sup> December.
2. Truro BID would be the applicant.
3. This would focus on the inaccessibility of the town centre.

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4. It will address customer satisfaction and experiences, highlight the easiest way to get around.
5. Access Cornwall will offer advice and recommendations to Businesses.
6. An experience day for decision makers at the start and end of the scheme.

Members asked questions about what can be done to pavements and cobbles in addition to long term follow up. Helen stated that as this was time limited and specific funding this could not be covered by the proposal.

It was proposed by Councillor Webb, seconded by Councillor Pascoe and **RESOLVED** to resume standing orders.

F/25/455

It was proposed by Councillor Wells, seconded by Councillor Sunderhauf and **RESOLVED** to contribute £3,500.00 match funding towards BID led assessment of Truro's Accessibility.

F/25/456

ii **Zebz**

[Councillor Wells left the room at 20:16.]

The Deputy Town Clerk confirmed that the contribution would come from money already budgeted for repairs and maintenance of the building, extending the reach of the works. The grant funding agreement would be scrutinised before signing for any clawback clause in the event of asset disposal.

[Councillor Biscoe left the room at 20:20.]

It was proposed by Councillor Eathorne-Gibbons, seconded by Councillor Pascoe and **RESOLVED** to submit a funding application to Cornwall Council under the Town Regeneration and Investment Programme by the deadline of 20 July 2025, to support the refurbishment of Zebz Youth Centre.

F/25/457

[Councillor Wells entered the room at 20:21.]

c. **CAFÉ UPDATE REPORT**

The Facilities, Estates, and Compliance Manager informed the Committee the Environmental Health Office (EHO) had returned a positive, verbal reinspection report.

[Councillor Biscoe entered the room at 20:22.]

Formal grading could be requested and the EHO would be invited to inspect once it was felt that the cafe was consistent with its compliance.

[Helen Nicholson left the meeting at 20:23.]

Thanks were given to the Facilities, Estates, and Compliance Manager and Team for the turnaround.

The report was **noted**.

F/25/458

The progress made in addressing the Environmental Health Officer's (EHO) findings at the Café in the Park was **noted**.

F/25/459

The continued implementation of the updated management system to ensure sustained food safety compliance was **noted**.

F/25/460

d. **2025 TO 2029 BUSINESS PLAN – RESIDENT SURVEY REPORT**

The contents of the report and the short period allocated to undertake the task necessitating an accelerated process was **noted**. F/25/461

The "light touch" resident survey forming part of the consultation process in order to gather input from the residents of Truro was **noted**. F/25/462

The proposed questions that will form part of the resident survey was **noted**. F/25/463

Comments from the committee on the proposed questions were as follows:  
- Terminology may not be familiar to the public e.g. Moresk Centre.  
- An explanation of what TCC and what CC do should be at the beginning.  
- The service expenditure breakdown should be included in an easily digestible format such as a pie chart.  
- The questions were likely to take more than ten minutes, if completed at all, because it was felt to be too dry, boring, and of a high reading level.  
- No mention of cinema, Hall for Cornwall, Royal Cornwall Museum, personal, professional or financial services.  
- Questions should focus on TCC and not be a wish list for Truro.  
- Each service team should produce five questions that they would like to know about their service.

e. **TERMS OF REFERENCE**

Due to an error the incorrect version of the revised terms of reference were included, therefore the correct version would be noted at a future meeting. F/25/464

9 **BANK BALANCES AND SCHEDULE OF PAYMENTS**

At 30 June as follows:

Current Account	£559,582.07
Public Sector Deposit	£1,917,390.46
HSBC Money Market	£750,000.00
=====	
Total	£3,226,973.53

The schedule of payments and bank balances were **noted**. F/25/465

10 **DATE OF NEXT MEETING**

The date of the next meeting was **noted** as 15 September 2025. F/25/466

11 **ITEMS FOR FUTURE MEETINGS**

Banking & Investment Strategy. F/25/467

The meeting closed at 2042.

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Chairman

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