

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 3rd July 2017 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor Mrs R A Southworth (Chairman), L E Keise (Town Mayor), Councillor Mrs C E Goodman (Deputy Town Mayor), Councillors Mrs. K Brownhill and Mrs. J M Martin plus the Town Clerk.

Also present (for agenda items 1 and 2): Councillors E H Andrews, Miss R A Tanner BEM and J Tivnan BEM.

	ACTION
<p>27-17F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor Miss L J Hocking and Mrs S C Ryder (agenda items 1 and 2).</p>	
<p>28-17F&P. Planning Application – Torpoint Police Station Members considered the application (PA17/01771) following receipt of an email from the planning case officer who considered the proposal is acceptable and sought this Council’s further observation. It was also noted that the applicant has made contact with the Town Council and a site meeting had already taken place. The Mayor reported that following the site meeting the matter of the bin storage had been resolved and that the spare capacity in the police station element could be offered to another organisation. The Mayor suggested that although the height might be an issue, conceded that the nearby Abercrombie House was a Storey higher than the proposed application. A loss in the green space was also noted. Councillor Miss R A Tanner whilst conceding had been relatively satisfied with the proposals at the site meeting had, on reflection, reconsidered. Councillor Miss Tanner drew attention to the loss of green space as the footprint was considerably larger than the current building, acted as a “barrier” to the river frontage and also considered the height was unacceptable. Councillor Miss Tanner called for a coordinated approach to the lower end of the town and did not consider the current proposal as suitable. Councillor E H Andrews suggested that the proposal was out of character for Torpoint and did not fit in with the town centre. Councillor Mrs. J M Martin considered the proposal was too imposing and reminded members that Antony Estates had suggested that there should be a view of the river. Following further discussion it was resolved that the Town Council would request the application is called to Committee for the following reasons:-</p> <ul style="list-style-type: none"> ➤ The proposed footprint is too large for the area with the resulting loss of green space and too close to the ferry lanes. ➤ The proposed building is too high for the area. ➤ The building breaks the sightline to the river and is contrary to the historic layout of the town. ➤ The view from the river would be inhibited as a result of the size and height of the building. <p>(At this point Councillors E H Andrews and Miss R A Tanner left the meeting).</p>	
<p>29-17F&P. Declarations of Interest relating to items on the Agenda A non-registerable interest (NRI) was declared by Councillor Mrs. K Brownhill (agenda item 9 (d) as the applicant).</p>	
<p>30-17F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Tuesday 30th May 2017 are taken as</p>	

<p>read, confirmed and signed by the Chairman.</p>	
<p>31-17F&P. Matters arising from the minutes a) Civic Functions: - Pursuant to minute 18-17F&P (a) the Mayor reminded members that the Civic Parade and Service would be held on Sunday 10th September 2017. The Mayor also reported receipt of the Mayor's Cadet sash that was shown to members. The Mayor reported that there were not any functions planned in the immediate future that would have a financial impact on the council. b) Internal Audit Report: - Pursuant to minute 21-17F&P (a) the Clerk also reminded members of the Information Commissioners suggested model publication scheme that would be investigated further. c) SSE Revised Tariff charges: - Pursuant to minute 22-17F&P (b) the Clerk presented the suppliers that had been consulted by the energy brokers as requested previously. The report was noted. The collection method would be by direct debit.</p>	<p>Clerk</p>
<p>32-17F&P. To consider policies delegated to this Committee a) Budget Monitoring policy: - The Budget Monitoring policy (as circulated) was considered by members. Following consideration by members it is recommended that the policy (as circulated) is approved and adopted by the Council.</p>	<p>Council</p>
<p>33-17F&P. To consider the Council Business Risk Management Plan a) Overtime/Casual Hours: - Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. After considering the document it was resolved to approve the report. b) Debtors/Creditors: - Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Whilst members acknowledged outstanding debts were within trading terms and resolved to approve the report. The Clerk answered questions from members following which it was resolved to exclude the public and press as the information to be discussed related to an occupier of the premises (Public Bodies (Admission to Meetings Act 1960) part 1 para 2). Following discussion it was resolved that the public and press were re-admitted to the meeting. The confidential discussion and recommendation are appended to this minutes. The Clerk also advised members that the occupier to rooms 5 and 6 had made an approach to enquire of the possibility of an exchange of rooms with the Clerk. It is understood that the occupier was no longer trading from the premises but required safe and secure storage for his equipment. The Clerk suggested that the larger rooms could be utilised by the council and also the utility area that could be used for other council purposes including small meetings. It is therefore recommended that delegation is given to the Clerk/RFO to pursue this matter to conclusion. c) Budget Monitoring: - The Committee considered the May 2017 Budget monitoring report. Members noted that it was early in the financial year and there are no issues to report. The Clerk updated members on the current comparisons that were noted.</p>	<p>Council</p>
<p>34-17F&P. Items Referred to this Committee a) Training update and training policy: - The Clerk informed members that following his successful training and accreditation with UNISON, pathway courses in HR would follow with workplace legislation and other ancillary courses including wellbeing being the next preferred area. The Clerk drew attention to the</p>	

<p>proposal to have a training policy in place for both members and employees and to identify training requirements. Members pointed out that it is only recently the Council had implemented training in a meaningful way with the budget remaining unspent for several years. After discussing the matter the Committee recommend a training policy is introduced to include:-</p> <ul style="list-style-type: none"> i) A training policy to include members and employees ii) A skills audit for members, to facilitate matching committees, identify gaps in knowledge in particular key aspects (e.g. the Code of Conduct) and what is expected of members that the Council consider is required iii) A training programme for staff to meet the aspirations of the appraisal process iv) Training records for members and staff v) Refresher courses and training together with training opportunities <p>b) Council Complaints Procedure</p> <p>The Clerk drew attention to a process and procedure to monitor how the Council manage and monitor complaints. This could also include complaints directed at/to Cornwall Council and the process this Council would take including signposting and involving the local Cornwall Council ward member. It is recommended that the Clerk pursue creation of this policy document.</p>	<p>Council</p> <p>Council</p>
<p>35-17F&P. Correspondence.</p> <p>a) Odette Norreys – Torpoint Mini Arts Festival (Request to use facilities at no cost). Noted. Members further understand that any finances raised by the event will be forwarded to the Torpoint Town Partnership. On this understanding members recommend that the request is granted subject to the usual terms of reference including the return of the post event financial form.</p> <p>b) Sophie Williams (Ava’s Fund) – Request to use facilities at no cost. Noted. Members recommend that the request is granted subject to the usual terms of reference including the return of the post event financial form.</p> <p>c) Torpoint Chamber of Commerce – Request to use facilities at no cost. Noted. Whilst it is acknowledged that the Chamber of Commerce (C of C) is primarily a commercial organisation and therefore outside of the scope and spirit of use of facilities at no charge, the Clerk pointed out that there is discretion for new organisations “starting up” and that the Council could consider the benefits that accrue to residents in the event of a successful C of C. Members considered the request and recommend that the request is granted.</p> <p>d) Torpoint Town Partnership – Request to use the Benodet Park Tea Hut at no cost. Noted. Recommend that the request is granted subject to the usual terms of reference including the return of the post event financial form. (Councillor Mrs K Brownhill declared an NRI and whilst speaking with the Chairman’s permission (3.5A of the Code of Conduct) left the chamber before the final vote was taken).</p> <p>e) Torpoint and Rame Active Community Network – Change of name. Noted. The Deputy Town Mayor reported the reason for dropping the word “sports” was the restricting the ability to apply for a wide range of funding assistance.</p> <p>f) BT – New Contract Terms Equipment Rental. Noted. Following research and comparisons undertaken by this Council’s webmaster it is resolved to accept the terms. The collection method would be by direct debit that would then remove collection charges.</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>

36-17F&P. Planning Applications

None.

37-17F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Waterwise	Toilet Seat and hinge pack	47.81	7.97	39.84
Cornwall Council	Garage rent 26/6 - 30/7	65.65	10.95	54.70
Armada Electrical	Replace Lighting in Committee Room	846.28	220.00	626.28
Cornwall Council	Pension Fund Training	150.00	25.00	125.00
Clear Sight	Window Cleaning	70.00	0.00	70.00
C F Southworth	Refund Petrol Strimmers/Lawn Mower	17.13	5.75	11.38
ITEC	Photocopies	62.81	10.47	52.34
Nisbets	Water Boiler - Recharge to St Cleer PC	83.98	13.99	69.99
Dulcett Tones	Feelgood Festival Event	180.00	0.00	180.00
Light Years Light & Sound	Feelgood Festival Event	3600.00	600.00	3000.00
Celebration Pyrotechnics	Feelgood Festival Event	2040.00	340.00	1700.00
Mr Bounce	Feelgood Festival Event	600.00	0.00	600.00

38-17F&P. Date of next meetingMonday 4th September 2017.**39-17F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting**

Meeting Closed at 8.05pm. _____ Chairman