

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 4<sup>th</sup> September 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), Councillors Mrs. K Brownhill and P R Edwards plus the Town Clerk.

**Also present:** - Councillor S J Corbidge.

	ACTION
<p><b>40-17F&amp;P. Apologies for Absence</b> Apologies for absence were submitted on behalf of Councillors Mrs C E Goodman (Deputy Town Mayor) and Mrs. J M Martin.</p>	
<p><b>41-17F&amp;P. Declarations of Interest relating to items on the Agenda</b> None</p>	
<p><b>42-17F&amp;P. Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the meeting held on Monday 3<sup>rd</sup> July 2017 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>43-17F&amp;P. Matters arising from the minutes</b> a) Civic Functions: - Pursuant to minute 31-17F&amp;P (a) the Mayor reminded members that the Civic Parade and Service would be held on Sunday 10<sup>th</sup> September 2017 and that is the only event that is scheduled by the Town Mayor in the next month. Although there is not anticipated to be any financial implications to the Council, the Mayor reminded members that the Mayor's Charity Ball is planned for the early in the new year. b) Internal Audit Report: - Pursuant to minute 21-17F&amp;P (a) the Clerk is investigating the model policy and will be reviewing the new data protection implications to this Council. c) Creditors/Debtors (Room Change): - Pursuant to minute 33-17F&amp;P (b) the Clerk reported that he has been in contact with the occupier of rooms 5 &amp; 6 and explained that room 7 is approximately 1/3 the size of rooms 5 and 6 and that the occupiers charges would pro-rata accordingly with the charges currently being paid. Members concurred that as previously resolved, the Clerk would pursue this matter to conclusion on this basis. d) Training Update and Training Policy:- Pursuant to minute 34-17 (a) the Clerk reported that he has researched this subject and will formulate a policy designed for and bespoke to the council. This will include a CPD programme for staff that can be incorporated within the policy and programme following the Council resource review. The Clerk then went on to discuss a training programme for Councillors highlighting key areas within which it is recommended that best practice should apply. The Clerk pointed out that although not mandatory, members should comply with it in the spirit of striving for excellence. Consideration of the policy was therefore deferred until a future meeting of this Committee. e) Ava's Fund – Receipt of Financial Information:- Pursuant to minute 35-17F&amp;P (b) receipt was reported of the financial information following the event that illustrated a net income for the Charity (after deduction of expenses) amounting to £723.36.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>f) Torpoint Town Partnership – Receipt of Financial Information:- Pursuant to minute 35-17F&amp;P (d) receipt was reported of the financial information following the event that illustrated a net income for the Torpoint Town Partnerships (after deduction of expenses) amounting to £130.95.</p>	
<p><b>44-17F&amp;P. To consider policies delegated to this Committee</b> a) Finance Policy: - The Finance Policy (as circulated) was considered by members. Following consideration by members it is <b>recommended</b> that the policy (as circulated) is approved and adopted by the Council subject to the deletion of the words Vice Chairman Finance and Personnel Committee and insertion of the word Councillor adjacent to the name of Councillor Mrs J M Martin in authorised signatories. It was also noted that the direct debit to SSE would not be formally implemented until a more efficient meter reading system (including a possible installation of a smart meter) is installed and implemented. b) Customer Complaints Policy: The Customer Complaints Policy (as circulated) was considered by members. Following consideration by members it is <b>recommended</b> that the policy (as circulated) is approved and adopted by the Council subject to the insertion of the word formally between the words in and writing (under formal complaints) and the addition of a final sentence in this section...A log will be maintained to record formal complaints and the follow-up actions demonstrating how the complaints have been dealt with.</p>	<p><b>Council</b></p> <p><b>Council</b></p>
<p><b>45-17F&amp;P. To consider the Council Business Risk Management Plan</b> a) Overtime/Casual Hours: - Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. After considering the document it was <b>resolved</b> 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 <b>resolved</b> to approve the report. c) Budget Monitoring: - The Committee considered the July 2017 Budget monitoring report. The Clerk updated members on the current comparisons that were noted. Following consideration members expressed satisfaction with the comparison and that at this stage in the financial year there were no issues to report.</p>	
<p><b>46-17F&amp;P. Items Referred to this Committee</b> a) Council Resource Review: - The Clerk reported on this matter. The Clerk suggested that this was an important milestone in the development of the Council with various initiatives coming together to create exciting opportunities for the Town Council. The Clerk recommended that in the circumstances this would be better handled by the Systems and Procedures Working Party for consideration. It would give the Clerk the opportunity to put together papers for a meeting of the Working Party with an anticipated timetable of the Working Party meeting end September/beginning October with the recommendation for consideration to the October Council meeting. If approved, this will allow the officers to implement the recommendation and for the RFO to be in a position to include the costs within the 2018-19 financial year. After due consideration it is <b>recommended</b> that this matter is referred to the System and Procedures Working Party with a target implementation dates as recommended by the Clerk.</p>	<p><b>Council</b></p>
<p><b>47-17F&amp;P. Correspondence.</b></p>	

<p>a) Mrs Lizeta Fellows (McMillan Cancer Charity) – Request to use Council facilities at no cost. Noted. It is <b>recommended</b> that the Council approve the application.</p> <p>b) British Gas – Transfer of Electricity Supply (Benodet Park Public Conveniences). Noted. The Committee acknowledged that this was formal notification of the proposed transfer of the electricity supply.</p>	<b>Council</b>																																																																	
<p><b>48-17F&amp;P. Planning Applications</b></p> <p>a) PA17/07047 – 57, Maple Avenue, Torpoint – Construction of 6ft high fence. Following consideration it was <b>resolved</b> that this item is referred to the Development and Localism Committee as there was no report from members that had attended a site visit and clarification from the case officer if any covenants existed on what is considered an open plan site.</p> <p>b) PA17/07916 – 3, Thanckes Drive, Torpoint – Change of window to exterior door and construction of single storey flat roof extension. No objections or observations.</p>	<b>D&amp;L Comm.</b>																																																																	
<p><b>49-17F&amp;P. Accounts for payment</b></p> <table border="1" data-bbox="110 842 1312 1276"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>ITEC</td> <td>Photocopies</td> <td>36.13</td> <td>6.02</td> <td>30.11</td> </tr> <tr> <td>Cornwall Council</td> <td>Garage rent 28/8 - 24/9</td> <td>52.22</td> <td>8.76</td> <td>43.46</td> </tr> <tr> <td>BIFFA</td> <td>Wheelie Bin</td> <td>129.90</td> <td>21.65</td> <td>108.25</td> </tr> <tr> <td>BUNZL</td> <td>Tyvox Coverall</td> <td>33.18</td> <td>5.53</td> <td>27.65</td> </tr> <tr> <td>BUNZL</td> <td>Hand Towel</td> <td>26.66</td> <td>4.44</td> <td>22.22</td> </tr> <tr> <td>BUNZL</td> <td>Cleaning Materials</td> <td>278.56</td> <td>46.63</td> <td>231.93</td> </tr> <tr> <td>British Gas</td> <td>Electricity - Antony Road</td> <td>21.80</td> <td>1.03</td> <td>20.77</td> </tr> <tr> <td>British Telecom</td> <td>Phone Bill</td> <td>34.20</td> <td>5.70</td> <td>28.50</td> </tr> <tr> <td>Complete Weed Control</td> <td>Weed Spraying - Pavements/Roads</td> <td>1440.00</td> <td>240.00</td> <td>1200.00</td> </tr> <tr> <td>Festive Lighting Company</td> <td>Christmas Lights Lease</td> <td>2049.60</td> <td>341.60</td> <td>1708.00</td> </tr> <tr> <td>Resolve</td> <td>Replace Door Handles</td> <td>70.00</td> <td>0.00</td> <td>70.00</td> </tr> <tr> <td>Peter Pascoe Signs</td> <td>Update Mayoral Board</td> <td>265.00</td> <td>44.17</td> <td>220.83</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	ITEC	Photocopies	36.13	6.02	30.11	Cornwall Council	Garage rent 28/8 - 24/9	52.22	8.76	43.46	BIFFA	Wheelie Bin	129.90	21.65	108.25	BUNZL	Tyvox Coverall	33.18	5.53	27.65	BUNZL	Hand Towel	26.66	4.44	22.22	BUNZL	Cleaning Materials	278.56	46.63	231.93	British Gas	Electricity - Antony Road	21.80	1.03	20.77	British Telecom	Phone Bill	34.20	5.70	28.50	Complete Weed Control	Weed Spraying - Pavements/Roads	1440.00	240.00	1200.00	Festive Lighting Company	Christmas Lights Lease	2049.60	341.60	1708.00	Resolve	Replace Door Handles	70.00	0.00	70.00	Peter Pascoe Signs	Update Mayoral Board	265.00	44.17	220.83	
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<p><b>50-17F&amp;P. Date of next meeting</b> Monday 2<sup>nd</sup> October 2017.</p>																																																																		
<p><b>51-17F&amp;P. Any Business that has been disclosed to the Chairman and members prior to the meeting</b></p> <p>Meeting Closed at 8.10pm. _____ Chairman</p>																																																																		