

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 11th December 2017 at 7.00 pm in the Council Committee Room, 4, York Road, Torpoint.

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

	ACTION
<p>79-17F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor Mrs C E Goodman (Deputy Town Mayor) and P R Edwards.</p>	
<p>80-17F&P. Declarations of Interest relating to items on the Agenda None.</p>	
<p>81-17F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 30th October 2017 are taken as read, confirmed and signed by the Chairman.</p>	
<p>82-17F&P. Matters arising from the minutes a) Civic Functions: - Pursuant to minute 70-17F&P (a) the Mayor reported that no civic events are planned for this coming month. The Mayor reported that the next scheduled event is the Mayor's Charity Ball to be held in the Council Hall that would have no impact on the budget. b) Internal Audit Report: - Pursuant to minute 70-17F&P (b) the Clerk reported that the Data Protection training event has now been scheduled for two days in January 2018. It was reported that the Deputy Town Clerk will be attending on both days but as the UNISON employment law training will now clash on one of the days, the Clerk will only be attending on one day. c) Training Update and Training Policy:- Pursuant to minute 70-17 (d) the Clerk confirmed that as the resource review has been completed, a new training policy and strategy will be evaluated and implemented by the Council. The Clerk was intending to include the Councillor Skills Audit resource document in the proposed policy and completed in preparation for allocation of members to Committees prior to the annual meeting of the Council. The Clerk advised that he will be attending Cornwall Council LGPS employer meeting but would only participate if it benefited both the Council and his personal CPD.</p>	
<p>83-17F&P. To consider policies delegated to this Committee a) Pay and Conditions Policy:- Members considered the Town Council Pay and Conditions policy (as circulated). Councillor Mrs J M Martin advised the meeting that there has been an overall review of allowances and suggested that area of the policy is reviewed. After further consideration it is recommended that the Pay and Conditions policy is adopted by the Council subject to a further review of the expense element. b) S137 grants policy and guidance notes:- Members considered the S137 grants policy and guidance notes (as circulated). After consideration it is recommended that the document is now referred to as a procedure and subject to this change the documents are adopted by Council. c) Free of Charge use of Council Premises and guidance notes:-</p>	<p>Council</p> <p>Council</p>

<p>Members considered the Free of Charge use of Council Premises and guidance notes (as circulated). After consideration it is recommended that the document is now referred to as a procedure and subject to this change the documents are adopted by Council.</p> <p>d) Torpoint Town Council Pension Discretion Policy:- Members considered the Torpoint Town Council Pensions Discretion Policy (as circulated). After consideration it is recommended that the Torpoint Town Council Pensions Discretion Policy is adopted by the Council.</p> <p>e) Torpoint Town Council Investment Strategy:- Members considered the Torpoint Town Council Investment Strategy (as circulated). After consideration it is recommended that the Torpoint Town Council Investment Strategy is adopted by the Council.</p>	<p>Council</p> <p>Council</p> <p>Council</p>
<p>84-17F&P. To consider the Council Business Risk Management Plan</p> <p>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. It was noted that the overtime hours had reduced this month.</p> <p>b) Debtors/Creditors: - Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Whilst members acknowledged most outstanding debts were within trading terms, it was noted that one invoice is well in excess of the terms and although an explanation was given, it was reported that the Deputy Town Clerk is chasing the debt. After further consideration it was resolved to approve the report.</p> <p>c) Budget Monitoring: - The Committee considered the November 2017 financial comparison (as circulated) and the items relevant to this Committee. The lower income from leases and licenses was confirmed as a result of this Council resolving not to collect rent from Rooms 1, 2 and 9 following water ingress into the licensed area, although it was noted that this decision might be reviewed as a result of the protracted nature of the issue. It was also confirmed that the Other Income cost centre should reach the budget target as a result of external work carried out principally by the Clerk and other staff. The Chairman also observed the low expenditure against the website/ICT cost centre budget. The Clerk reported that the laptop required replacing and although provision has been made by depreciating the asset into the allocated capital account, this would, in this financial year, be charged into the revenue account. Following further consideration members expressed satisfaction with the comparison and that at this stage in the financial year there were no issues to report.</p>	
<p>85-17F&P. Items Referred to this Committee</p> <p>a) Honorary Burgess Award and Mayoral Presentations Members considered the paper as circulated by the Town Clerk. It was noted that the award of Burgess and Freedom of the Town are both synonymous with honorary freeman awards and is part of the Local Democracy, Economic Development and Construction Act 2009 sec 29 – Honorary Titles. In considering the paper members acknowledged that both awards are honorary and carry no distinct privileges. It was further noted that the award must be given at a specially convened meeting [section 5 refers]. Although this was undertaken with the Freedom of the Town award, the Honorary Burgess award decision was undertaken at an ordinary convened meeting. The Mayor reported he would convene a special meeting prior to the December Council to confirm the award and that resolution (7) is implemented. With reference to the award itself it is recommended that visual recognition of the award is made in the form of a badge, broach or pin. Members observed that although both the Freedom of the Town and Honorary Burgess are honorary awards, the implication of the criteria, privileges</p>	<p>Council</p>

<p>and distinction of both could mean a distinction within the terms of the act. It was therefore recommended that this element is referred back to the Finance and Personnel Committee for further consideration and to make a recommendation to the February meeting of the Council. On the subject of personal awards made by the Town Mayor, members considered that awarding a trophy and certificate was sufficient recognition to the recipient and wanted to clearly delineate between the prestigious honorary freeman that is awarded by Council through legislation and that of a personal award. It is therefore recommended that no change is made to the current practice and process.</p>	<p>Council</p> <p>Council</p>
<p>86-17F&P. Correspondence.</p> <p>a) Appointment of External Auditor [and confirmation of the Council internal auditor]. Noted. It was confirmed that the appointed external auditor for the 2018-19 financial year (and to 2021-122) will be PKF Littlejohn LLP (Canary Wharf, London). The cost of the annual audit for the 2017-18 financial year will be £800 (turnover between £300,001 and £400,000). The scale of fees for any additional work was also detailed. It is recommended that the appointed internal auditor for the 2017-18 financial year is again Steve Hudson of Hudson Accounting subject to the usual terms of reference.</p> <p>b) Torpoint Mosquito Sailing Club Rowers – Request for financial assistance. Noted. Members considered the application and recommend that the Council pledge the requested grant of £1,000 subject to confirmation that the grant applications submitted to both the other funding bodies have been successful and in any event that the outstanding finances to complete the project are in place by March 2019. The Council also request that maximum publicity is given to any financial assistance from this Council.</p> <p>c) NHS – NHS Blood and Transplant – changes to the blood donation service. Noted. It is understood that the last blood donor session in Torpoint will be during January 2018.</p> <p>d) Friends of Thanckes Park – Use of Council facilities at no cost. Noted. It is recommended that the Council grant use of the facilities as requested. However members also note that the group use a cupboard for storing equipment and that the group remove the equipment so that the storage area can be more effectively utilised.</p> <p>e) RAOB – Use of Council facilities at no cost (Youth Football Team). Noted. It is recommended that the Council grant use of the facilities as requested.</p> <p>f) Torpoint Community Cinema Project (TTP) – Use of Council facilities at no cost. Noted. It is recommended that the Council grant use of the facilities as requested.</p> <p>g) Lloyds Bank – Change of Terms [also bank signatories] Noted. It is recommended that Councillor Mrs R A Southworth is added to those members approved to sign cheques. It was confirmed that any 2 of the proposed 4 members authorised to sign can do so.</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>
<p>87-17F&P. Planning Applications None.</p>	
<p>88-17F&P. Accounts for payment</p>	

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Garage rent (14.12- 07.01)	65.65	10.95	54.70
ITEC	Photocopies	45.53	7.59	37.94
BIFFA	Wheelie Bin	129.90	21.65	108.25

89-17F&P. Date of next meeting
Monday 29th January 2018.

90-17F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting

Meeting Closed at 8.15pm. _____ Chairman