

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 29th January 2018 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), Mrs C E Goodman (Deputy Town Mayor), Councillors Mrs. K Brownhill, S J Corbidge MBE and Mrs. J M Martin plus the Town Clerk.

	ACTION
<p>91-17F&P. Apologies for Absence None.</p>	
<p>92-17F&P. Declarations of Interest relating to items on the Agenda Non Registerable Interests (NRI) were declared by the following:- The Deputy Town Mayor – Agenda item 7 (a) (as a former recipient of the Mayoral award). Councillor Mrs. J M Martin – Agenda item 8 (b) (as related to the applicant).</p>	
<p>93-17F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 11th December 2017 are taken as read, confirmed and signed by the Chairman.</p>	
<p>94-17F&P. Matters arising from the minutes a) Civic Functions: - Pursuant to minute 82-17F&P (a) the Mayor reported that preparations for the Mayor’s Charity Ball to be held in the Council Hall are progressing that would have no impact on the budget. Members were also reminded that the Mayor is arranging for a “Fly the flag for the Commonwealth” event at Sparrow Park. b) Internal Audit Report: - Pursuant to minute 82-17F&P (b) the Clerk reported that the Data Protection (GDPR) training is underway and implications of the new legislation will have far reaching effects. The Deputy Town Clerk (DTC) has attended the first training session and both the Clerk and Deputy Town Clerk will attend the second. The Clerk and DTC will be looking at requirements of the new legislation to ensure compliance. The Clerk advised that he has downloaded documents from the newly appointed external auditor PKF Littlejohn and will be reviewing these together with information from the webinar. There appears to be some changes in processes and procedures but most appear to remain unaltered. c) Training Update and Training Policy:- Pursuant to minute 82-17F&P (c) the Clerk advised that it is intended to have the training strategy and policy in place for the March meeting of this Committee as discussed at last month’s meeting. The Clerk reported that he has almost completed the 5 day employment training with TUPE being one of the last activities. The Clerk found the training very rewarding and useful. The Clerk also reported that he has been appointed to the Cornwall Council Pensions Committee as an employer representative subject to confirmation. The first training session will be at the end of February with a Committee meeting mid-March. In addition to the GDPR training the Deputy Town Clerk is considering a first aid refresher training course for staff and an enforcement officer training course is being offered to the caretaker that has not previously attended. The Clerk is undertaking a temporary locum clerk to assist a small council. d) Council Investment Strategy:- Pursuant to minute 83-17F&P (d) the Clerk suggested that the Committee review the current</p>	Clerk

<p>investments and make proposals. The Clerk would investigate following research based on the critical criteria for investments contained in the policy.</p>	<p>F&P</p>
<p>95-17F&P. To consider policies delegated to this Committee</p> <p>a) Lettings Policy:- Members considered the Lettings policy (as circulated). Councillor S J Corbidge suggested that re-allocation of central costs is applied to fees and in particular highlighting Caretaker charges. It was noted that a version of this had been attempted by differentiating between summer and winter lettings but this had been abandoned by the Council some years previous. It was also noted that income from lettings had exceeded overtime reasonably attributed overtime to hiring and notional charges against approved use of facilities at no cost are identified in the financial accounting documents. After further consideration it is recommended that the Lettings Policy is adopted by the Council subject to a further review of the expense element.</p> <p>b) Equal Opportunities Policy- Members considered the Equal Opportunities policy (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>Council</p> <p>Council</p>
<p>96-17F&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.</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 December 2017 financial comparison (as circulated) and the items relevant to this Committee. The Clerk reported that the laptop has been replaced with a PC and charged to the revenue account that will result in a reduced depreciated charge to the capital reserve in the financial accounts. The Clerk drew attention to the Mayor's Allowance and Civic Functions cost centres that were almost exhausted and suggested that for budgeting purposes a Mayoral calendar might be introduced to assist with budgeting for future civic years and simultaneously expenditure ceilings are introduced for specific events so that the budget is better informed. Additionally the Clerk drew attention to the events attended by the Deputy Town Mayor and charged to the members expenses cost centre that was currently almost expended. Whilst acknowledging this was possibly an exceptional year, suggested members might wish in future to give consideration to events attended by the Deputy Town Mayor when making financial provision in the budget. Members deferred this item to the next meeting of this Committee for further consideration.</p> <p>d) Internal Controls Scrutiny: - The Clerk reminded members that the panel had to meet to undertake the systems scrutiny review as part of the Council internal controls. The Committee Chairman and Vice Chairman would undertake the role and report back to members at the next meeting of this Committee.</p>	<p>F&P</p> <p>F&P</p>
<p>97-17F&P. Items Referred to this Committee</p> <p>a) Honorary Burgess Award and Mayoral Presentations Members considered the awards of Honorary Burgess and Freedom of the Town both contained within the general award of honorary freemen. After considering the matter it is</p>	

<p>recommended that both recipients receive a “clasp” clearly denoting the award to be attached to past Mayoral broaches. With reference to the annual Mayoral awards, after discussing various methods of recognition it was recommended that a special ledger or book is purchased listing the recipients of the awards in chronological sequence for display in the Council offices. It was noted there are a few “gaps” in the current records but it is anticipated these will be filled following discussions with the Mayor that presented the award.</p> <p>b) Travellers:- Members discussed the proposal to erect lockable “bollards” at the entrance to the sports ground off Horson Straights as referred by Council following the decision by Cornwall Council not to fund the installation on their land. Receipt was reported of an estimate from CORMAC to undertake the work and a provisional estimate from a local supplier. Both estimates were noted. Councillor S J Corbidge briefed members on the proposals and suggested that a site meeting is arranged to firm up proposals including the siting of the bollards. Following further discussion it was recommended that the Council supports the installation of bollards thus preventing access to the field by itinerants, subject to</p> <p>a) That estimates obtained for the installation of the bollards are presented to Council in compliance with this Council’s financial regulations for approval</p> <p>b) That formal approval is obtained from Cornwall Council in writing confirming acceptance of this Council’s proposals and location of the bollards.</p>	<p>Council</p> <p>Council</p> <p>Council</p>
<p>98-17F&P. Correspondence.</p> <p>a) CRUSE Bereavement – Request for financial assistance. Noted. It is recommended that this Council approves the request of £325.</p> <p>b) Mrs K Brown – Room Occupancy and Hire of facilities. Noted. Following discussion it is recommended that this council approves the change to the terms and conditions in that the occupier is granted approval to occupy room 11 and that the payment terms are amended to allow payment of the fee on receipt of finances from shows undertaken by the organisation. This would mean in practice that the occupier is allowed 6 months in arrears before payment is received. (Councillor Mrs J M Martin declared an NRI (non-registerable interest) being related to the applicant and left the meeting whilst this item was discussed).</p> <p>c) Halfway Harmony – Continued use of Council facilities at no cost. Noted. It is recommend that the application is declined with members being of the opinion that whilst the Council gave initial approval, consider that this arrangement cannot be allowed to continue indefinitely. Members also raised points as to the benefits to residents of the town as a result of allowing the use, the base of the group and how many members of the group are residents of Torpoint.</p> <p>d) Friends of Thanckes Park – Use of Council facilities at no cost. Noted. Members recommend approval for use of the Tea Hut for the Easter Egg hunt. Members also recommend approval for use of the Tea Hut for the litter pick, members do request more information on the proposed activities connected with this event.</p> <p>e) E Thornton – Use of Council facilities (Update). Noted.</p> <p>f) Torpoint Community Cinema Project (TTP) – Use of Council facilities (Update). Noted. It was further understood that the organisation intends to undertake another show on the 16th February 2018.</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>

g) Torpoint WI – Donation toward Christmas tree.
Noted. The Clerk advised that this sum would be ring fenced within the accounts solely for the use of purchasing a Christmas tree. Any other use including donating to another organisation would only be undertaken with the approval of the WI. The WI would be thanked for their donation.

99-17F&P. Planning Applications

None.

100-17F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
ITEC	Photocopies	19.08	3.18	15.90
BIFFA	Wheelie Bin	129.90	21.65	108.25

101-17F&P. Date of next meeting

Monday 26th February 2018.

102-17F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting

Meeting Closed at 8.30pm. _____ Chairman