



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 1<sup>st</sup> October 2018 at 7.30 pm in the Council Committee Room, 4, York Road, Torpoint.

**PRESENT:** - Councillor Mrs R A Southworth (Chairman), Councillors L E Keise (Town Mayor), Mrs C E Goodman (Deputy Town Mayor), Mrs. K Brownhill, S J Corbidge MBE, Mrs. J M Martin and J Tivnan BEM plus the Responsible Financial Officer (RFO).

	<b>ACTION</b>
<p><b>53-18F&amp;P. Apologies for Absence</b> None.</p>	
<p><b>54-18F&amp;P. Standing Orders</b> Standing Orders relating to the commencement of business were suspended.</p>	
<p><b>55-18F&amp;P. Declarations of Interest relating to items on the Agenda</b> A non-registerable interest (NRI) was declared by the following Deputy Town Mayor – Agenda item 4(h) (as secretary of the Torpoint and Rame Active Community Network). Councillor Mrs. K Brownhill – Agenda item 8(b) (as Treasurer of the Torpoint Town Partnership). Councillor Mrs. J M Martin – Agenda item 8(a) (as a related to the proprietor of the Coppola School of Performing Arts).</p>	
<p><b>56-18F&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> September 2018 are taken as read, confirmed and signed by the Chairman subject to acknowledging the non-existence of minute 41-18F&amp;P and the correct spelling of PWER in minute 45-18F&amp;P (d).</p>	
<p><b>57-18F&amp;P. Matters arising from the minutes</b> a) Civic Functions: - Pursuant to minute 45-18F&amp;P (a) the Mayor reported that arrangements have been made to host the newly appointed Commanding Officer of HMS Raleigh at 7 pm on Monday 8<sup>th</sup> October 2018. The Mayor reported that all members and staff have been invited. b) Council Investment Strategy:- Pursuant to minute 45-18F&amp;P (b) the RFO reminded the bank signatories that authorisation to transfer £100,000 as short term investment was still awaited. The RFO reported receipt of information from the PWLB confirming penalties would be applied should the council wish to reduce the capital element of the loan. Following the presentation it was noted that only 83% would be used to reduce the principal, the remainder of around 17% being the penalty element. The Chairman sought to understand the impact on repayments and loan longevity should the council wish to reduce the principal element. The Chairman also suggested that finances allocated to the short term investment at Cornwall Council could be used to reduce the payments to the PWLB. The RFO reminded members that it had been previously resolved to invest £100,000 with Cornwall Council (minutes 122-17F&amp;P, 9-18 and 18-18F&amp;P all refer)</p>	Signatories

and the liquidity of assets allowed members to repay part of the loan should the Council agree. Councillor S J Corbidge also reminded members that the amounts held by the Council in one bank exceeded those guaranteed by the Financial Services Compensation Scheme (FSCS) and suggested that the Council still had to find other sources to deposit surplus finances. The RFO would investigate the effects on repayments should the Council wish to reduce the principal outstanding to the PWLB.

c) Council Staffing Structure: -

Pursuant to minute 45-18F&P (c) the RFO reported

- i) The RFO reported that the appraisals have been completed for the Caretaker, RFO and partially completed for the Administration Assistant. Members expressed satisfaction that the process has commenced.
- ii) The RFO reported that two staff have been trained in Traffic Management - the Town Clerk and Caretaker. It is understood that those trained from outside the council would reimburse the cost of training to the council.

d) Internal [and External] Audit Reports: -

Pursuant to minute 45-18F&P (e) the RFO presented the updated action report noting the several actions have now been completed although two further items still to be finalised. The RFO then presented the external audit report in which there were no matters to report. In the absence of any recommendations, suggestions or issues to be raised, the report was duly noted. With reference to the external auditors report the RFO cited examples of Councils that had received reports in the public interest and also more serious reports clearly illustrating problems when Council's failed to implement internal controls fully and also when legislation, policies and procedures were either ignored or not implemented. Members noted the information.

e) To review the use of Council facilities at no cost: -

Pursuant to minute 45-18(c) receipt was reported of a free of charge use log compiled by the Administration Assistant that included the notional loss of revenue as a result of approving free of charge use. The report was noted. The Chairman remarked that there are costs associated to allowing free use and suggested the Council might wish to introduce an administration charge to ameliorate some of the costs. Members were also reminded of the reasons for allowing use of council facilities at no cost contained in the guidance notes approved by this Council. Councillor S J Corbidge observed that although the notional costs were helpful, the actual cost of providing the facilities should remain the key factor. Councillor J Tivnan concurred recommending that an additional column is added to the log to enable the actual costs of providing facilities are included. The Administration Assistant will be asked to include an additional "actual column" into the log as from the 1<sup>st</sup> October 2018, following which further consideration will be given to the possibility of recommending an administration charge to the free of charge use.

f) Cornwall Council Policies: -

Pursuant to minute 46-18(c) the Clerk reported that the volunteering policy will be considered further during the meeting. In response to a question from the Chairman on production of policies within the timeframe, the RFO responded by informing the meeting that he was working to achieve this outcome but much would depend on other priority work that he was being asked to undertake.

g) Torpoint and Rame Active Community Network – Request for financial support: -

Pursuant to minute 48-18F&P (b) and following a presentation by representatives of the

RFO

Admin.  
Asst.

<p>Torpoint and Rame Active Community Network members considered the request to support the creation of the Multi-Use Games Area (MUGA) at the Community College. The RFO reminded members that the Council had legislative powers to financially assist this project if it chooses to do so (LG (Miscellaneous Provisions) Act 1976 sec. 19(3(a)) refers). Members noted that from the presentation, although funding applications have been submitted, no finances have yet been committed to the project by the funding authorities. A user plan for the facility was presented to members by the organisation. It was further noted the funding applications had accumulated a wealth of information that would be useful to this Council although the Chairman reminded members that there are no committed funds in place to support this project in this financial year. After consideration members <b>recommend</b> that the Council pledge support for the requested amount of £10,000 toward the provision of a MUGA, subject to the completion of a PID utilising information that could be harvested from the funding applications currently submitted for the project and that the other finances from the current funding applications have been secured and evidenced prior to releasing this Council's contribution. (The Deputy Town Mayor declared an NRI and left the meeting at this point).</p>	<p><b>Council</b></p>
<p><b>58-18F&amp;P. To consider policies delegated to this Committee</b></p> <p>a) Financial Risk Assessment: - The Financial Risk Assessment (as circulated) was considered by members. Following consideration it is <b>recommended</b> that the policy (as circulated) is approved and adopted by the Council.</p> <p>b) Business Risk Management Plan: - The Committee considered the Council Finance Policy (as circulated). The RFO answered points from the document. On the subject of continuity, the RFO reminded members that the Business Continuity Plan that is now being considered at the next meeting of this Committee dealt with this matter. Additionally a procedural manual will be written in line with the recommendation from the Internal Auditor (minute 57-18F&amp;P (d) refers) to clarify procedures. Following consideration it is <b>recommended</b> that the policy (as circulated) is approved and adopted by the Council.</p> <p>c) Volunteer Policy: - The Committee considered the Council Volunteering Policy (as circulated). The RFO answered points from the document. The RFO reported that the Cornwall Council guidance notes on volunteering have been assimilated into the policy together with best practice from other local authorities and similar organisations including charitable. It was noted that a question had been raised on the age for recruitment and selection. Councillor J Tivnan expanded on this highlighting the matter from both health and safety and the DBS scheme. Following further consideration it is <b>recommended</b> that the policy is approved and adopted by Council with the addition of the following words at the commencement of the first sentence under Recruitment and Selection... "Due to the DBS requirements, there is a minimum....."</p>	<p><b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p>
<p><b>59-18F&amp;P. To consider the Council Business Risk Management Plan</b></p> <p>a) Overtime/Casual Hours: - Members scrutinised the financial document as prepared by the RFO on information received by email from the Town Clerk. Members were again reminded that the overtime costs will be consolidated within the salary commitments. Members raised some questions on reasons for</p>	

<p>the overtime during which the Chairman reminded the Mayor that the Mayor, Deputy Mayor and Chairman of this Committee were due to meet with the Town Clerk to discuss this aspect further. After considering the document members <b>resolved</b> to confirm the contents of the report and that the Mayor convenes the meeting with the Town Clerk at the earliest opportunity.</p> <p>b) Debtors/Creditors: - Members scrutinised the document (as circulated) as prepared by the Administration Assistant. It was noted that there was one hirer within the 60-90 days debt report with one debt in excess of 90 days. The remaining debts being within current trading terms. Members requested that two excessive debts are pursued by the Administration Assistant/Town Clerk with the utmost vigour following which it was <b>resolved</b> that the report is approved. The RFO reported that following the previous months report on matters relating to service charges in rooms 1 and 2, following re-computing of the overall utility charges applied including the reduction in water charges together with the percentage allocation to this room, a reduction has been applied and the rebate applied to the May service charge to room 2.</p> <p>c) Budget Monitoring: - The Committee considered the August 2018 financial comparison (as circulated) and the items relevant to this Committee. Members reviewed the document and following analysis by the RFO, expressed satisfaction with the report.</p>	<p>Mayor</p>
<p><b>60-18F&amp;P. Correspondence.</b></p> <p>a) TMS Ltd. Coppola School of Performing Arts – Request to use of Council facilities at no cost (Show). Noted. The Chairman reminded the Committee that a bank statement should accompany the request. It was <b>resolved</b> to support this request subject to the receipt of a bank statement from the organisation. (Councillor Mrs J M Martin declared an NRI and left the meeting whilst this item was discussed).</p> <p>b) Torpoint Town Partnership – Report on use of Council facilities at no cost (Dog Show). Noted.</p> <p>c) Torpoint and Rame Youth Project – Request for financial assistance (Youth Project costs). Noted. The Chairman reminded members that the S137 account did not have the finances available in the cost centre budget should the council wish to financially assist the group to the requested amount (£5,000) although further reminded members of the email sent by the Chairman of the Development and Localism (D&amp;L) Committee that had indicated support to utilise the required finances allocated by this committee. Members also noted that the guidance notes approved by this council only supported granting finances for revenue items in exceptional circumstances. Members referred to some terms provisionally recommended by the D&amp;L Committee for this project (D&amp;L minute 19-18 (g) refers) should the grant be approved. The RFO suggested that the reasons for providing revenue finances could be highlighted along with any other terms the council might wish to stipulate including those in the D&amp;L minute above. Councillor Mrs J M Martin observed that there is no indication of the numbers of youth that might benefit with Councillor S J Corbidge seeking to understand the benefits of the project and the results of the research project. Members discussed the request</p>	

further and it is **recommended** that the request is deferred pending receipt of additional information including the number of beneficiaries and the benefits that have accrued together with the results of the research project.

**61-18F&P. Planning Applications**

None.

**62-18F&P. Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
CORMAC Solutions	Traffic Management for Community Events	336.00	56.00	280.00
VIKING	Stationery/Stamps	110.06	7.18	102.88
Western Web	Web Site/Booking System Improvements	54.00	9.00	45.00

**63-18F&P. Date of next meeting**

Monday 29<sup>th</sup> October 2018.

**64-18F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting**

None.

Meeting Closed at 9.26pm. \_\_\_\_\_Chairman