



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 3<sup>rd</sup> December 2018 at 7.00 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).

**Also present:** - Councillors E H Andrews, Miss L J Hocking, Mrs C A Jackson, M G Spurling, C R Still and Miss R A Tanner BEM (for agenda items 1-5 [minutes 77-18F&P – 82-18F&P inclusive]) with the Town Clerk in attendance.

	<b>ACTION</b>
<p><b>77-18F&amp;P. Apologies for Absence</b> None.</p>	
<p><b>78-18F&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 7(g) (as secretary of the Torpoint and Rame Active Community Network). Councillor Mrs. J M Martin – Agenda item 3 and 11(b) (as a related to the proprietor of the Coppola School of Performing Arts). Councillor Mrs. R A Southworth – Agenda item 3 and 11 (f) (as treasurer of Torpoint Archives, Torpoint Community Cinema and Torpoint Players and also related to the Town Clerk). Councillor Miss R A Tanner BEM – Agenda item 11 (f) (as secretary to Torpoint Community Cinema). A registerable interest (RI) was declared by the following Councillor Mrs. C A Jackson – Agenda item 4 (as an employee of Cornwall Council at Torpoint Library).</p>	
<p><b>79-18F&amp;P. To consider the Hiring and Letting Charges for the 2019-20 financial year.</b> Members considered the hiring and letting charges for the 2019-20 financial year (working paper as circulated). Councillor Mrs. J M Martin suggested a general strategy should be applied to the proposals for charges. Members acknowledged that a significant hirer no longer used the premises and that a key occupier was also leaving. Various suggestions were posited on proposals including possible reasons why residents did not use the premises. After further consideration and discussion it is <b>recommended</b> that there is no change to the charges for the 2019-20 financial year and that these remain the same as the 2018-19 financial year other than a) The £10 administration charge for use of facilities at no cost for each application (irrespective of the number of occasions of use) is added to the schedule. b) That should any rooms currently not allocated a cost be re-let (e.g. the Torpoint Archives) then the standard charge of £6 per square foot is applied. The list of proposed charges are appended to these minutes as appendix "1".</p>	<b>Council</b>

<p><b>80-18F&amp;P. Exclusion of the Public and Press</b> It was <b>resolved</b> to exclude the public and press from the meeting as the next item to be discussed "Proposed transfer of the Public Conveniences at Antony Road" contained commercially sensitive material and the following item "To consider the Council Budget for the 2019-20 financial year" contained matters relating to staffing and contractual matters. Following discussion on budget staffing matters, the public and press were re-admitted for the remainder of the budget discussion. The confidential matters are contained in the Confidential minute attached to these minutes.</p>	
<p><b>81-18F&amp;P. Proposed transfer of the Public Conveniences at Antony Road.</b> This matter was considered with the public and press excluded (minute 80-81F&amp;P above refers) and is included in the confidential minute appended to these minutes.</p>	
<p><b>82-18F&amp;P. To consider the Council Budget for the 2019-20 financial year.</b> Members considered the draft budget for the 2019-2020 financial year and accompanying working papers (as circulated). The RFO detailed the requirements for setting the budget from the Annual Governance Statement and also sections of the JPAG relating to the budget. The RFO thanked members for co-operation in ensuring the budget setting was thorough and precise. The RFO had utilised the prepared Committee development plans, various PIDS, Library Working Party indicative budget and supporting papers, the asset condition survey in conjunction with the asset register, using historical spend data and analysing and projecting trends. The RFO illustrated the above by clearly identifying links to the budget and observed that on the detailed information submitted in various forms by Committees and Working parties, the prepared draft budget should deliver the key projects. The RFO did warn that much depended on the Council remaining within spending limits during the remainder of this financial year and similarly within the budgetary limits in the 2019-20 financial year. The RFO reported that he had retained the original £9,000 in the Public Convenience expenditure, reminding members of issues to be resolved including water consumption. After slightly adjusting the anticipated footpath income from Cornwall Council, members unanimously supported the draft budget and <b>recommend</b> approval for the now proposed budget at Council (this recommendation is to include the recommendations in the salary budget element of this minute contained in the Confidential minute). The proposed budget is appended to these minutes as "appendix 2". Based on the proposed budget, this would result in an increase of £17,897 over the 2018-19 precept requirement or around a 6% increase. This will result in an increase on a band "D" property of £4.54 per annum. (At this point Councillors E H Andrews, Miss L J Hocking, Mrs C A Jackson, M G Spurling and C R Still left the meeting).</p>	<p><b>Council</b></p>
<p><b>83-18F&amp;P. Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the meeting held on Monday 29<sup>th</sup> October 2018 are taken as read, confirmed and signed by the Chairman subject to the inclusion of the Chairman declaring a non-registerable interest and leaving the room on the matter relating to the Torpoint Players [as Treasurer of this group].</p>	
<p><b>84-18F&amp;P. Matters arising from the minutes</b></p>	

a) Civic Functions: -

Pursuant to minute 69-18F&P (a) the Mayor cordially invited members to join him in drinks and light refreshments following the December Council meeting. The Mayor also reported that he is arranging a meeting with Sir Richard Carew-Pole in early January 2019.

b) Council Investment Strategy:-

Pursuant to minute 69-18F&P (b) the RFO informed members that the Council has now received the first short term investment statement from Cornwall Council. Following receipt of the yield from the Churches, Charities and Local Authorities (CCLA) fund being 0.7339%, the RFO suggested that the Council should consider a further short term investment. Should the Council decide to commit funds to the CCLA it would comply with this Council's investment strategy, the fund has a triple A (AAA) rating from Fitch Ratings and an instruction given by 11.30 am would result in cash being in this Council's bank account by 3 pm. The RFO suggested that the Council move the finances currently in the Lloyds deposit account into the current account pending a decision on a further short term investment. The Committee concurred with the RFO and **recommend** the finances are moved from the Lloyds deposit to the current account as preliminary to a short term investment.

c) Council Staffing Structure: -

Pursuant to minute 69-18F&P (c) the RFO reported that he had attended a pensions training day as part of his role on the Cornwall Council Pensions Committee. The RFO had found the day very interesting and gained valuable knowledge and insight into the practical operation of the scheme. There was no cost to this Council for the day or expenses.

d) Internal [and External] Audit Reports: -

Pursuant to minute 69-18F&P (d) there was no further update for the Committee.

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

Pursuant to minute 69-18(e) receipt was reported of the first free of charge "block booking" from the Friends of Thanckes Park as a result of the Council's resolution to request that free of charge hiring would be more beneficial in a block booking thus incurring only one £10 administration charge. The requested free of charge uses amounted to 52 split between uses of the Mayors Parlour and Benodet Park. Councillor S J Corbidge suggested that this response was what was requested whereas others were of the opinion that it was not the intended purpose for one organisation to monopolise hiring. After discussing the matter further it was firstly **resolved** that the requested hiring for January be approved (subject to any terms) and **recommended** that the Council form a Working Party to fully assess the ramifications and impact of the previous decision on "block bookings", the organisations or groups that can qualify for "free of charge use" together with a review the current terms of reference for Use of Council facilities at no cost. The Working Party should report back to the January meeting of this Council with proposals.

f) Cornwall Council Policies: -

Pursuant to minute 69-18(f) there was no further updates.

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

Pursuant to minute 69-18F&P (g) receipt was reported of a PID and supporting information for the project as requested. It was noted that the organisation had met the conditions and the finances (£10,000) would be made available subject to compliance with the terms of reference from this Council detailed in the above minute number.

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<p><b>85-18F&amp;P. To consider policies delegated to this Committee</b> None.</p>	
<p><b>86-18F&amp;P. To consider the Council Business Risk Management Plan</b>  a) Overtime/Casual Hours: -  Members scrutinised the document as received by email via the Town Clerk and after brief consideration <b>resolved</b> that report is approved.  b) Debtors/Creditors: -  Members scrutinised the document (as circulated) as prepared by the Administration Assistant. It was noted that there was only one debt outside of trading terms (30-60 days) and that this debt is being pursued. After consideration it was <b>resolved</b> that the report is approved.  c) Budget Monitoring: -  The Committee considered the October 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><b>87-18F&amp;P. Correspondence.</b>  a) Antony, Clarence and Sydney Road Residents Association – Request for use of Council facilities at no cost (Inaugural meeting).  Noted. After consideration it was <b>resolved</b> to support the request  b) Coppola School of Performing Arts – Report on use of Council facilities at no cost.  Noted.  c) Licence termination at the Council Chambers.  Noted. The Clerk informed the meeting that the action has commenced to find a replacement occupier for the space.  d) Friends of Thanckes Park – Request to use Council facilities at no cost (Pumpkin event).  Noted. After consideration it was <b>resolved</b> to support the request.  e) Wildlife Watch Cornwall – Request to use Council facilities at no cost (Family session).  Noted. After consideration it was <b>resolved</b> to support the request.  f) Torpoint Community Cinema – Request to use Council facilities at no cost.  Noted. After consideration it was <b>resolved</b> to support the request.  (The Chairman Councillor Mrs R A Southworth declared an NRI and left the meeting. Councillor Mrs J M Martin Chaired the meeting in the absence of the Chairman).  g) Torpoint Community Cinema - Report on use of Council facilities at no cost.  Noted.  h) Torpoint Mosquito Sailing Club – Correspondence on recent grant application.  Noted.</p>	
<p><b>88-18F&amp;P. Planning Applications</b></p>	

None.

**89-18F&P. Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
ITEC	Photocopies	105.98	17.66	88.32
Sheviock Parish Council	Cleaning/Locking Toilets	55.00	0.00	55.00
Clear Sight	Window Cleaners	70.00	11.67	58.33
L E Keise	Christmas Tree and delivery	65.00	0.00	65.00
Door Doctor	Repairs	53.28	8.88	44.40
T Morris	Flag Rope/Stationery	19.45	3.24	16.21

**90-18F&P. Date of next meeting**

Monday 4<sup>th</sup> February 2019.

**91-18F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting**

- Councillor Mrs. J M Martin drew attention to the current dysfunctional ferry operation that was causing anxiety and frustration to commuters and the public. Councillor Mrs. Martin stated that although the Town Council Cornwall Councillors would raise matters at the next Joint Committee meeting it was important for this Council to support the residents in having their complaints investigated. The Town Mayor suggested that the questions should be addressed by the Joint Committee and Councillor Miss R A Tanner continued by advising members that questions had to be submitted by 12 noon the following day. In the circumstances it was therefore requested that members would be invited to submit questions by 10.30am the following day. The Admin Assistant supported by the RFO would collate the questions for onward transmission to the Joint Committee secretariat to meet the 12 noon deadline.
- The Town Clerk informed the meeting that some Fore Street traders were voluntarily contributing toward the Christmas Lights and finances had been received. The RFO advised that the Council could accept gifts and any finances would be ring fenced toward contributing to the lights.

Admin  
Asst./  
RFO

Meeting Closed at 9.50pm. \_\_\_\_\_ Chairman