



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 4th February 2019 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 J Senese and C R Still.

	ACTION
<p>92-18F&P. Apologies for Absence None.</p>	
<p>93-18F&P. Declarations of Interest relating to items on the Agenda Councillor Mrs. R A Southworth – Agenda item 8 (b) (as treasurer of the Torpoint Community Cinema).</p>	
<p>94-18F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 3rd December 2018 are taken as read, confirmed and signed by the Chairman.</p>	
<p>95-18F&P. Matters arising from the minutes a) Civic Functions: - Pursuant to minute 84-18F&P (a) the Mayor advised members that the Mayors Civic Ball would be held on Saturday 11th May 2019. The Mayor’s Civic Ball is part of the Mayor’s Charity arrangement and there is no financial liability to the Council other than a free of charge use for the venue if held at the Council Hall [Civic Protocol section 4 “Mayors Charity” refers]. The Mayor confirmed that there is no event scheduled during February that will have implications on the finances of this Council or the Civic Functions Cost Centre in particular. b) Council Investment Strategy:- Pursuant to minute 84-18F&P (b) the RFO informed members that the finances have now transferred from the Lloyds deposit to the current account as instructed by Council. The RFO reminded members that the purpose of transferring the finances was in preparation for a further short term investment with approved institutions. The RFO further reminded members of the criteria for the council undertaking short term investments contained in the Investment Policy, that being Security, Liquidity and Yield. The Chairman drew attention to the Public Sector Deposit Fund information from the Churches, Charities and Local Authorities (CCLA) (as circulated) together with other information as discussed at the previous meeting. It was also noted that in the Council Investment Strategy under the heading “Specified Investments”, the choice of institution and length of deposit will be at the approval of this Committee (Investment Strategy October 2018 “Specified Investments” refers). Following discussion the Committee confirmed that investing with Cornwall Council and the CCLA complied with the criteria of the Investment Strategy and recommend moving a further £100,000 from the Lloyds current account to a short term investment with an equal division of finances between Cornwall Council and the CCLA (i.e. depositing £50,000 in each treasury fund).</p>	Council

c) Council Staffing Report: -

Pursuant to minute 84-18F&P (c) the RFO reported that the Administration Assistant will be commencing the level 4 Community Governance course in the next week. It was noted that the Administration Assistant will be travelling with a colleague from another Council. In the circumstances given that mileage cannot be reclaimed neither a rail fare, it is **recommended** that the Administration Assistant presents a petrol receipt for the journey that can then be used to reimburse the colleague or the colleague's employer for travel. The RFO then briefed members on the Pension Committee Training Day and also the Employers AGM. The RFO explained with the use of slides how the LGPS is funded, how investments are managed, consideration of membership and the framework governing the scheme. The Employers AGM included a presentation by the Pensions Regulator, changes to legislation and revised contribution rates from members. The RFO concluded by explaining how the employer's LGPS contribution was arrived at following consideration by the Pension Actuaries. The RFO detailed and explained Torpoint Town Council's primary and secondary employer contributions as considered at the budget deliberations.

d) Internal Audit Report update: -

Pursuant to minute 84-18F&P (d) the RFO presented the suggestions and recommendations logs. It was confirmed that the suggestion log had been completed. With reference to the recommendations log, the RFO had compiled a list of transactions over £5,000 that have been uploaded to the website. Members acknowledged that all expenditure is available on the council website in Council minutes/agendas as expenditure has to be approved by Council. Members considered that this is sufficient to allow scrutiny by the public and any contractors.

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

Pursuant to minute 84-18F&P (e) members considered the Working party report and in particular the suggestions made. The RFO drew attention to the free of charge guidance notes and suggested that the current direction of travel permitting free of charge use of council, was not in strict compliance with the current approved procedure. The Chairman reminded members that this matter had been raised as a result of the Council applying an administration charge to each application, following which an organisation had submitted an application containing 52 dates to use Council facilities at no cost. Councillor S J Corbidge suggested that the Council could not formulate a policy around one organisation. Members concurred with this observation and the RFO advised that if the Council wished to amend or change the current procedure it should adopt a framework within which an approved organisation was eligible to apply to use facilities at no cost and additionally the financial criteria required to enable consideration as to whether an organisation would qualify for use of Council facilities at no cost. Members considered the suggestions in the report and those promulgated at the meeting and **recommend** the following framework to replace the current procedure:-

- i) An organisation has to be from the community/voluntary sector (CVS) and not for profit. A group starting up (not more than six months from commencement) or a Charity could also be considered.
- ii) The maximum number of use of Council facilities at no cost would be 6 in one financial year. This could be as a result of one or multiple applications but no more than 6 uses to be permitted. The Committee would also consider a further 6 in one financial year for an alternative venue. This could be as a result of one or multiple applications but no more than 6 uses to be permitted. [The Council complex in York Road and Benodet Park tea hut are considered separate venues].

Council

- iii) For probity and transparency, the ability for an eligible organisation (as detailed in i) above) to apply for use of council facilities at no cost shall be widely advertised and promulgated using all the usual methods of communication.
- iv) Financial information would accompany each application. This would consist of a bank statement (or statements if more than one account is held). For restricted funds, this would have to be evidenced for consideration by the Committee.

It was suggested that a more flexible charging approach is considered for the Benodet Park tea hut (Currently £30 per day – a day it is considered to be 12 hours). Members were reminded that there is provision within the Lettings Policy for the RFO or Clerk to vary the charges. In the circumstances it is recommended that the RFO or Clerk have the ability to let the tea hut for less than a day (i.e. less than 12 hours) and the charge for the hours of use are calculated on a pro-rata basis of the day rate.

f) Cornwall Council Policies: -

Pursuant to minute 84-18(f) the Committee were presented with a progress report of policy implementation to date. Councillor J Tivnan suggested that some of the health and safety aligned policies (e.g. Lone Working policy) are currently in place within the Health and Safety policies. The RFO advised the meeting that it was intended to present the Unacceptable Behaviour Policy to the next meeting of this Committee.

96-18F&P. To consider policies delegated to this Committee

a) Equal Opportunities Policy (Equalities Policy 2010 – New)

The Equal Opportunities Policy (and a copy of the 2010 legislation) (as circulated) was considered by members. Following consideration it is **recommended** that the policy (as circulated) is approved and adopted by the Council.

b) Lettings Policy

The Lettings Policy (as circulated) was considered by members. Following consideration it is **recommended** that the policy (as circulated) is approved and adopted by the Council subject to a minor grammatical amendment and deletion of the wording after the words "National Health Service" in Appendix "A" Designated Users.

c) Recruitment Policy (New)

The Recruitment Policy (as circulated) was considered by members. Following consideration it is **recommended** that the policy (as circulated) is approved and adopted by the Council.

d) Library Hire Charges (New)

The Library Hire Charges (as circulated) was considered by members. Following consideration it is **recommended** that the Library Hire Charges (as circulated) is approved and adopted by the Council for compliance with the agreed processes on the delegation of the Library Service to this Council. It was however noted, that the library charges could be reviewed and revised at the next meeting for implementation on the 1st April and therefore the document was referred to the March meeting of this Committee for further consideration.

e) G4S Arrangements (New)

The G4S Arrangement (as circulated) was considered by members. Following consideration it is **recommended** that the G4S Arrangements (as circulated) is approved and adopted by the

Council for compliance with the agreed processes on the delegation of the Library Service to this Council. It was however noted, that the Information contained in the document was last reviewed in 2015 by Cornwall Council. It was therefore confirmed that this document would be referred to the March meeting of this Committee for further consideration pending further updates from Cornwall Council.

f) Internal Controls Scrutiny

Following discussion it was **resolved** that the Chairman and Vice Chairman of this Committee together with Councillor C R Still would undertake the scrutiny of the Council Internal Controls and report back to the March meeting of this Committee. The RFO also reminded members that following the decision to pay invoices by BACS rather than cheques, the final scrutiny document would be amended to facilitate an amendment to Financial Regulations in March. Whilst there would be an amendment to reflect a change in procedure, the core principles had not changed. Both documents would be reviewed at the March 2019 meeting of this Committee, with the Scrutiny document available at the Internal Controls review and the completed document at the March meeting. It is further **recommended** that the Administration Assistant is given authority to view on-line payments similar to the Town Clerk but with no authority to authorise. If approved, this would be reviewed and considered in the scheme of delegation.

97-18F&P. To consider the Council Business Risk Management Plan

a) Overtime/Casual Hours: -

Members scrutinised the document and after brief consideration **resolved** that the overtime in the 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 **resolved** that the report is approved.

c) Budget Monitoring: -

The Committee considered the December 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.

98-18F&P. Correspondence.

a) Friends of Thanckes Park – Request to use Council facilities at no cost (as circulated). Noted. It was **resolved** that the Council would grant the request for use of Council facilities at no cost for the month of February. It was further resolved that any further consideration would be deferred until after the Council decision on the future criteria of use of Council facilities at no cost to be considered at the February meeting of the Council.

b) Torpoint Community Cinema - Report on use of Council facilities at no cost (as circulated). Noted.

c) MHCLG Fair Deal Policy – Consultation (as circulated).

Noted. It was also noted that the closing date for the consultation was the 4th April 2019 and in the circumstances, it was resolved to defer further consideration until the March meeting of

this Committee to enable members to consider the document in preparation of the meeting.

99-18F&P. Planning Applications

None.

100-18F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
EDF Energy	Haldo Pillar - Cambridge Field	22.12	1.05	21.07
R W Carter	Remove Mosaic - Sparrow Park	240.00	40.00	200.00
Waterwise	Toilet Seat and Hinge Set	53.87	8.98	44.89

101-18F&P. Date of next meeting

Monday 4th March 2019.

102-18F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting

None

Meeting Closed at 8.28. _____Chairman