



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 1st April 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) and Town Clerk (for minute no's 114-18F&P to 121-18F&P inclusive).

Also present: - Councillors E H Andrews, R C Baker, G J Davis, L J Hocking, K Moon, M J Senese, C R Still and R A Tanner BEM (for minute no's 114-18F&P to 121-18F&P inclusive).

	ACTION
<p>114-18F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor M J Spurling.</p>	
<p>115-18F&P. Declarations of Interest relating to items on the Agenda Councillor Mrs. R A Southworth – Agenda item 12 (a) (as treasurer of the Torpoint Community Cinema). Councillor Mrs. R A Tanner – Agenda item 12 (a) (as Chairman of the Torpoint Community Cinema).</p>	
<p>116-18F&P. Election of Town Mayor Designate for the Civic Year 2019-20 The Town Mayor (Councillor L E Keise) called for a ballot for the position of Town Mayor designate for the civic year 2019-20. Under the supervision of the Town Clerk with assistance from the RFO and in the ballot that followed, Councillor S J Corbidge received 2 votes, Councillor Mrs C E Goodman 9 votes, Councillor J Tivnan 2 votes and Councillor Miss R A Tanner 1 vote. It was confirmed that Councillor Mrs C E Goodman had received 50% of the votes cast and it was therefore duly proposed by Councillor Mrs J M Martin and seconded by Councillor M J Senese and duly carried, that it is recommended Councillor Mrs C E Goodman is elected as the Town Mayor designate for the civic year 2019-20.</p>	Council May 2019
<p>117-18F&P. Election of Deputy Town Mayor Designate for the Civic Year 2019-20 The Town Mayor called for a ballot for the position of Deputy Town Mayor designate for the civic year 2019-20. Under the supervision of the Town Clerk with assistance from the RFO and in the ballot that followed Councillor Mrs J M Martin received 1 votes, Councillor Miss R A Tanner 4 votes, Councillor J Tivnan 3 votes, Councillor Mrs. R A Southworth 3 votes and Councillor S J Corbidge 4 votes. In the second round of voting Councillor Mrs R A Southworth received 7 votes, Councillor Miss R A Tanner 5 votes, Councillor J Tivnan 2 votes and Councillor S J Corbidge 1 vote. At this point Councillor Tivnan withdrew his candidacy confirming he did not wish to be considered for either position of Mayor or Deputy Mayor. In the final round of voting Councillor Mrs R A Southworth received 6 votes and Councillor Miss R A Tanner 9 votes. It was confirmed that Councillor Miss R A Tanner had achieved 50% of the votes cast and it was therefore proposed by Councillor G J Davis and seconded by Councillor Miss R C Baker and duly carried, that it is recommended Councillor Mrs R A Tanner is elected</p>	Council May 2019

as the Deputy Town Mayor designate for the civic year 2019-20.											
<p>118-18F&P. Appointment of Town Council Committees and Working Parities It was proposed by Councillor Miss R A Tanner and seconded by Councillor Mrs C E Goodman that it is recommended the constitution of the Committees in Appendix "A" to these minutes are adopted by the Council.</p>		Council May 2019									
<p>119-18F&P. Appointment of Delegates to Outside Bodies It was proposed by Councillor Miss L J Hocking and seconded by Councillor Mrs K Brownhill that it is recommended the Appointment of Delegates to Outside Bodies in appendix "B" to these minutes are adopted by the Council.</p>		Council May 2019									
<p>120-18F&P. Confidential Staffing Report It was resolved that this item is considered with the public and press excluded as the matter to be discussed was of a sensitive nature involving a contract matter relating to a member of staff. The minute is attached as a confidential minute. (Public Bodies (Admission to meetings) Act 1960 Part 1 para 2.).</p>											
<p>121-18F&P. War Memorial Tenders Members considered the report containing the tenders for the proposed war memorial as referred by Council to this Committee form a decision. The tenders had been opened previously by the Town Clerk together with Councillors Mrs. R A Southworth and J Tivnan. The results of the tender process are below and the Clerk spoke to the document.</p> <table border="1" data-bbox="110 1150 1338 1310"> <thead> <tr> <th>CONTRACTOR</th> <th>QUOTATION(£)</th> <th>NOTES</th> </tr> </thead> <tbody> <tr> <td>R W Carter Excavations</td> <td style="text-align: center;">1,650.00</td> <td>Programme 2 weeks. Assumptions made include no street works notice and railings undertaken by others.</td> </tr> <tr> <td>Ray Stephens and Son</td> <td style="text-align: center;">7,595.25</td> <td>Suggestion a section 50 licence might be required.</td> </tr> </tbody> </table> <p>The Clerk advised that 7 contractors had been invited to submit a quotation, one potential contractor had declined to submit a quotation. Councillor J Tivnan clarified points in the process and advised that the railings had been excluded from the tender document. After further consideration it was resolved that the contract would be awarded to R W Carter Excavations at the quoted price. (At this point Councillors E H Andrews, R C Baker, G J Davis, L J Hocking, K Moon, C R Still and R A Tanner BEM together with the Town Clerk. Councillor S J Corbidge a member of this Committee tendered his apologies and also left the meeting).</p>		CONTRACTOR	QUOTATION(£)	NOTES	R W Carter Excavations	1,650.00	Programme 2 weeks. Assumptions made include no street works notice and railings undertaken by others.	Ray Stephens and Son	7,595.25	Suggestion a section 50 licence might be required.	Clerk
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<p>122-18F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 4th March 2019 are taken as read, confirmed and signed by the Chairman subject to the insertion that the Chairman declared an NRI in minute 109-18F&P (a) and left the meeting. Councillor Mrs. J M Martin chaired the meeting for this item.</p>											
123-18F&P. Matters arising from the minutes											

a) Civic Functions: -

Pursuant to minute 106-18F&P (a) the Mayor advised members that the Mayors Civic Ball would be held on Saturday 11th May 2019 and urged members to purchase tickets to the event. It was noted that this event has no impact on the Council Civic functions budget.

b) Council Investment Strategy:-

Pursuant to minute 106-18F&P (b) the RFO informed members that Cornwall Council have acknowledged receipt of the £50,000 investment and would be added to the current investment. Members also noted that the term "directors" was a generic term that catered for the main constituent organisations and should in terms of local council's therefore read councillors. Members would complete the statutory forms in preparedness with the intended £50,000 investment with the CCLA. Councillor Tivnan then promulgated the suggestion that meetings should be recorded. The RFO advised that this had been tried some years previously by the Assistant Clerk at the time and the procedure for review was undertaken the AMOC Committee. It was **recommended** that this suggestion is explored further.

c) Internal Audit Report update: -

Pursuant to minute 106-18F&P (d) there was no update to the report.

d) Internal Controls Scrutiny Document: -

Pursuant to minute 106-18F&P (f) receipt was reported of a document from Lloyds Bank as provided by the Clerk illustrating the security measures in place at the bank. After considering the document members expressed satisfaction that the relevant measures are in place in answer to the point raised at the scrutiny of internal controls.

e) Cornwall Council Policies: -

Pursuant to minute 107-18(a) it was noted that the Safeguarding policy is still awaited. Councillor J Tivnan suggested that the policies are uploaded to the website member's area so that it was easier for members to access them. Although conceding that members received the policies as part of the review process. It is **recommended** that this suggestion is considered and that the member's area is utilised further.

124-18F&P. To consider policies delegated to this Committee

a) Internal Controls – Self-Assessment

It was noted that this document relies on constructive evidence and in the absence of the minutes from the last Council meeting this matter was deferred to a later meeting.

b) Statement of Internal Controls

It was noted that this document is evidential and was deferred to a later meeting in parallel to the Internal Controls Self-Assessment.

125-18F&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: -

It was noted that there were no debts outstanding in contravention of trading terms. After consideration it was **resolved** that the report is approved.

c) Budget Monitoring: -

The Committee considered the February 2019 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. It was further noted that the March 2019 financial comparison would give an indication of the end of year position but that the management accounts had to be translated into financial accounts at year end to take into consideration all accruals.

126-18F&P. Correspondence.

- a) Torpoint Community Cinema – Request to use Council facilities at no cost.
Noted. After considering this matter it was **resolved** to grant the organisation use of facilities at no cost on the dates applied for.
(The Chairman Councillor Mrs R A Southworth declared an NRI and left the meeting. Councillor Mrs J M Martin chaired the meeting for this minute).
- b) Torpoint Guides - Request to use Council facilities at no cost.
Noted. After considering this matter it was **resolved** to grant the organisation use of facilities at no cost on the dates applied for.
- c) Residents Association Antony, Clarence and Sydney Roads - Request to use Council facilities at no cost.
Noted. After considering this matter it was **resolved** to grant the organisation use of facilities at no cost on the dates applied for.
- d) PKF Littlejohn – External Auditor (Annual return and papers).
Noted. The RFO updated members on the procedures, processes and requirements from the external auditor.

127-18F&P. Planning Applications

None.

128-18F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Business rates (Council Hall - April)	1,458.25	0.00	1,458.25
Cornwall Council	Business rates (Toilets, Antony Rd -April)	143.45	0.00	143.45
Cornwall Council	Business rates (Library) - April)	378.70	0.00	378.70

129-18F&P. Date of next meeting

Monday 29th April 2019.

130-18F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting

None

Meeting Closed at 8.20. _____ Chairman