

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 30<sup>th</sup> January 2017 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

**PRESENT:** - Councillor Mrs. R A Southworth (Chairman), Councillor L E Keise (Deputy Town Mayor), Councillors P R Edwards and Mrs. J M Martin plus the Town Clerk.

	<b>ACTION</b>
<p><b>94-16F&amp;P. Standing Orders</b> Standing Orders relating to the commencement of business were suspended.</p>	
<p><b>95-16F&amp;P. Apologies for Absence</b> Apologies for absence were submitted on behalf of Councillor M J Crago (Town Mayor), Councillors Mrs. K Brownhill and B Hobbs.</p>	
<p><b>96-16F&amp;P. Declarations of Interest relating to items on the Agenda</b> None</p>	
<p><b>97-16F&amp;P. Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Finance and Personnel Committee meeting held on Monday 28<sup>th</sup> November 2016 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>98-16F&amp;P. Matters arising from the minutes</b> a) Civic Functions:- Pursuant to minute 84-16F&amp;P (a) it was reported that the Torpoint Twinning Association were hosting a reception for the Twinning Association of Benodet during April and this might have some financial implications for consideration. b) Internal Controls Scrutiny – System Review:- Pursuant to minute 87-16F&amp;P (c) the Chairman reported that following consultation with the Town Mayor the review would be undertaken on the 10<sup>th</sup> February. c) Community Health Around Torpoint – Request for financial assistance:- Pursuant to minute 89-16F&amp;P (b) members considered the request following receipt of the email from the organisation (as circulated) in reply to the questions from the Council. The email was noted. Councillor Mrs. J M Martin whilst conceding the CHAT directory might be of value to some residents questioned why a cash rich organisation was approaching the Council for finances especially when the organisation was expanding retail operations. Councillor P R Edwards observed that the publication has already gone to press and circulated without any financial input from this Council. The Deputy Town Mayor (Councillor L E Keise) suggested that this was an automatic request. After further consideration it is <b>recommended</b> the Council grants £100 toward publication and circulation of the directory. d) ReVitalise – Request for financial assistance. Pursuant to minute 89-16F&amp;P (d) members considered the request following receipt of the email from the organisation (as circulated) in reply to the questions from the Council. The email was noted. After considering the request members <b>recommend</b> that the Council grant £400 to this organisation.</p>	<p><b>Council</b></p> <p><b>Council</b></p>
<p><b>99-16F&amp;P. To consider policies delegated to this Committee</b> a) Lettings Policy:- Members considered the Lettings Policy (as circulated). After due consideration it is <b>recommended</b> that the Lettings Policy is approved by the Council</p>	<p><b>Council</b></p>

<p>b) Equal Opportunities Policy:- Members considered the Equal Opportunities Policy (as circulated). After due consideration it is <b>recommended</b> that the application form and guidance notes are approved by the Council subject to any alterations in the scope of the policy to include "Paternity" as part of the family friendly terms and that the policy should be considered bi-annually.</p>	<b>Council</b>
<p><b>100-16F&amp;P. To consider the Council Business Risk Management Plan</b></p> <p>a) Overtime/Casual Hours:- Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Members expressed satisfaction at the additional detail and <b>resolved</b> to approve the report.</p> <p>b) Debtors/Creditors:- Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk and it was <b>resolved</b> the document is considered with the public and press excluded (Public Bodies (Admissions to meetings Act) 1960 part 1 sec 2) as commercially sensitive information was discussed. The <b>recommendation</b> is contained in the confidential minute. Following consideration of the document and associated information it was <b>resolved</b> the public and press are re-admitted.</p> <p>c) Staff Appraisals - Review of Caretaking and Cleaning Staff:- The Clerk reported that the appraisals had not been completed and these would be presented to the next meeting of the Committee.</p>	<b>Council</b>
<p><b>101-16F&amp;P. Items Referred to this Committee</b></p> <p>a) Festival Event Budget and Delegation to officers:- The Clerk drew attention to the summer event that this Council had resolved to support and consideration of the proposed budget (as circulated). The Clerk stressed that whilst the Council had supported the event any expenditure incurred had to comply with this Council's financial controls including financial regulations and best value. The Clerk had been informed that the budget had been drawn up by the Deputy Town Clerk in consultation with another member of the group and although the Torpoint Town Partnership (TTP) had indicated or confirmed some of the presented expenditure, the organisation had not agreed this budget to be presented to Council for approval. The Clerk and Committee drew attention to and sought clarity on items in the budget. Councillor Mrs. J M Martin advised members that there will be income from the event from various sources including grants that is not illustrated in the budget that will reduce the finances expended by this Council. Following further consideration it was <b>resolved</b>:-</p> <p>i) That the Committee accepts in principal the main components of the budget subject to formal acceptance by the TTP and subject to the budget not being materially adjusted save a reduction in anticipated expenditure to reflect actual spend and that anticipated income in the form of fees and/or grants being reflected in the net contribution expected from Council.</p> <p>ii) That delegation to incur expenditure for the event is delegated to the Deputy Town Clerk to ensure that all expenditure to secure goods and services connected with the event complies with this Council's financial controls, financial regulations and systems prior to presentation to this Council for payment.</p> <p>b) Allocation of Budgets to Committees:- The Council considered the allocation of cost centre budget control to Committees for monitoring as reviewed by Council (Budget Monitoring Policy refers). It is <b>recommended</b> that the proposed allocation as appended to these minutes is implemented.</p> <p>c) Pay and Conditions Policy – Application of the Appraisal System:- The Council considered the application of the appraisal system. Whilst the other members of staff have the system and moderation process in place, the Town Mayor would undertake the</p>	<b>Council</b>

<p>appraisal system for the Town Clerk and Councillor Mrs. J M Martin would moderate the appraisal.</p>	
<p><b>102-16F&amp;P. Correspondence</b></p> <p>a) Torpoint Players – Request for financial assistance (room use). Noted. Following discussion it is <b>recommended</b> that the Torpoint Players are granted use of the room at no charge for a period of 12 months commencing on the 1<sup>st</sup> April 2017. Members considered that this would apply consistency with the other Thespian group that had been allocated a similar period of use so that the finances saved could be spend to purchase resources. It was stressed that the group would be responsible for any non-domestic rates payable on the room.</p> <p>b) Torpoint Players – Application for use of facilities at no charge. Noted. It was <b>resolved</b> that the Torpoint Players would be granted use of facilities at no charge for the period covering rehearsals only. The group would pay hire charges for the use of facilities for performances.</p> <p>c) Torpoint Ferryboat Entertainers – Application for use of facilities at no charge (Room use £500). Noted. Members were cognisant that this organisation had received use of the facility previously but as a gesture <b>recommend</b> that the group is allowed free of charge use for one quarter only (April – June 2017) in recognition of the charity work.</p> <p>d) J O’Shaughnessy – Town Crier (Co-ordinator) and diary dates. Noted. It is <b>recommended</b> that any duties associated with Town Council approved events should be co-ordinated through the Mayor’s office. The Town Crier would not be able to claim expenses for any uncoordinated activities not approved through the Mayor’s office.</p> <p>e) Kernow Carers Service (CRCC) - Application for use of facilities at no charge Noted. It is <b>recommended</b> that the organisation is granted use of the facilities at no cost for this one off event in recognition of the invaluable service provided but subject to it not “clashing” with any other event.</p>	<p><b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p>
<p><b>103-16F&amp;P. Planning Applications</b> None.</p>	
<p><b>104-16F&amp;P. Accounts for payment</b> None.</p>	
<p><b>105-16F&amp;P. Date of next meeting</b> Monday 27<sup>th</sup> February 2017.</p>	
<p><b>106-16F&amp;P. Any Business that has been disclosed to the Chairman and members prior to the meeting</b> Members spoke of the difficulties that might be experienced by business customers if the Post office would not process business accounts.</p> <p>Meeting Closed at 8.30pm. _____Chairman</p>	