

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 3rd April 2017 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor Mrs. R A Southworth (Chairman), Councillor M J Crago (Town Mayor), Councillors Mrs. K Brownhill, B Hobbs and Mrs. J M Martin plus the Town Clerk.

	ACTION
<p>119-16F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor L E Keise (Deputy Town Mayor).</p>	
<p>120-16F&P. Declarations of Interest relating to items on the Agenda None.</p>	
<p>121-16F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 27th February 2017 are taken as read, confirmed and signed by the Chairman.</p>	
<p>122-16F&P. Matters arising from the minutes a) Civic Functions:- Pursuant to minute 110 -16F&P (a) the Mayor reported that there are no additional civic functions other than the visit of the twinning visitors from Benodet as announced at last month's meeting. b) Lloyds Bank – Bank Signatories:- Pursuant to minute 114-16F&P (b) it was reported that both Councillors G J Davis and J Tivnan have been formally registered as bank signatories for the Council.</p>	
<p>123-16F&P. To consider policies delegated to this Committee a) Internal Controls Self-Assessment:- Members considered the Internal Controls Self-Assessment (as circulated). After considering the document it is recommended that it is approved by Council and the Mayor signs the document on behalf of the Council. b) Statement of Internal Controls (SIC):- Members considered the Statement of Internal Controls (as circulated). After considering the document it is recommended that it is approved by Council, the Chairman of this Committee signed the document on behalf of the Committee and the Mayor formally signs it on behalf of the Council. The Clerk spoke to items on the SIC. It was confirmed that the Internal Auditor for the 2016-17 financial year is again Steve Hudson of Hudson Accounting who will be visiting the Council on the 9th May to undertake the Internal Audit. The Clerk also reported receipt of the External Audit documents including the Annual Return. The Clerk spoke on the process for concluding the accounts for the 2016-17 financial year. The additional information included identification of risk. On the subject of reserves the Clerk reminded members that the council reviewed the reserves on the balance sheet when considering the financial accounts. Members acknowledged that when setting a balanced revenue budget with only a de-minimus amount taken from reserves in the form of bench replacements, this would not materially affect the balances.</p>	 Council Council
<p>124-16F&P. To consider the Council Business Risk Management Plan a) Overtime/Casual Hours:-</p>	

Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Members expressed satisfaction at the additional detail and **resolved** to approve the report.

b) Debtors/Creditors:-
Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Whilst members acknowledged outstanding debts were within trading terms and **resolved** to approve the report. In the absence of a payment from Cornwall Council for re-imbursement of footpath maintenance the Clerk advised that this would be treated appropriately within the financial accounts.

c) Insurance Schedule – (Confirmation of the Financial Risk Management):-
The Clerk reported on the end of year insurance schedule. The Clerk confirmed that the schedule had not changed since the review of the Internal Controls Scrutiny 2017 (K1, 2 & 3) and also compliant with the Financial Risk Management plan. The Clerk advised the three remaining bus shelters from the 12 gifted to this Council would be shortly onward gifted to Cornwall Council.

d) Training Programme:-
The Clerk advised members of the current training opportunities available to the members and staff.

ORGANISER	COURSE	OPEN TO	COST
Cornwall Council	Code of Conduct Training	Members/Staff	No Cost
Cornwall Council	Public Spaces Protection Order	Caretaker	£50/delegate
Society Local C.C.	Planning Training	Members/Staff	£165/delegate
Cornwall LGPS	Pensions Update/Training	Clerk/RFO	£150/delegate
UNISON	Workplace Organiser/Legislation	Clerk	No Cost

The Clerk stressed that the importance of implementing the training programme and anticipated the budget would be spent this year. It was further reported that the dog fouling problem in the town is getting worse and members called for the second Caretaker to be trained as soon as possible. It was also suggested that the Code of Conduct training for members was too close to the election to be effective for new members.

125-16F&P. Items Referred to this Committee

None.

126-16F&P. Correspondence

a) Rame Peninsula Public Transport Users Group – Acknowledgement of Use.
Noted.

b) Huggins Marine – Public Toilets reconfiguration (The Gardens application – as circulated).
Noted. It is **recommended** that the Council supports the proposal subject to:-

- i) The Council does not pay water rates or service charges during the reconfiguration/relocation period.
- ii) That any future lease should be at no cost to this Council and should be long term with any break clauses to be implemented but only after agreement.
- iii) The availability of radar key(s) for the disabled toilet should also be made available locally.

It is also **recommended** that the Council explore the possibility of having business rates removed from the toilets in Antony Road.

c) Cornwall Pensions – Employers Newsletter.
Noted.

Council

Council

<p>d) iSight Cornwall (Cornwall Blind Association) – Request for financial assistance (£400). Noted. After due consideration and given the number of residents in the town affected by sight loss it is recommended that the Council grants the organisation £400.</p> <p>e) Torpoint Community Theatre Company – Request to use Council facilities at no cost. Noted. It was resolved to grant this organisation use Council facilities at no cost.</p> <p>f) Cornwall Council – Off Street Parking Order 2017. Noted. It was further noted that the proposals contained in this document that would have applied to Torpoint have been shelved.</p>	Council																																																												
<p>127-16F&P. Planning Applications None.</p>																																																													
<p>128-16F&P. Accounts for payment</p> <table border="1" data-bbox="110 667 1328 1066"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Cornwall Council</td> <td>Antony Road Toilets - April 2017</td> <td>124.11</td> <td>0.00</td> <td>124.11</td> </tr> <tr> <td>Cornwall Council</td> <td>Council Chambers and Offices</td> <td>1,083.10</td> <td>0.00</td> <td>1,083.10</td> </tr> <tr> <td>Cornwall Council</td> <td>Garage rent (03/04 - 30/04)</td> <td>52.52</td> <td>8.76</td> <td>43.76</td> </tr> <tr> <td>C F Southworth</td> <td>Padlock - Benodet Park</td> <td>21.00</td> <td>3.50</td> <td>17.50</td> </tr> <tr> <td>Torpoint Mini-Buses</td> <td>NDP Award Tour</td> <td>80.00</td> <td>0.00</td> <td>80.00</td> </tr> <tr> <td>Firewatch SW</td> <td>Alarm and ELU Tests</td> <td>406.32</td> <td>67.72</td> <td>338.60</td> </tr> <tr> <td>Armada Electrical</td> <td>Electrical repairs/ Replacement Lights</td> <td>385.60</td> <td>180.00</td> <td>205.60</td> </tr> <tr> <td>ITEC</td> <td>Photocopies</td> <td>32.17</td> <td>5.36</td> <td>26.81</td> </tr> <tr> <td>Clear Sight</td> <td>Window Cleaning</td> <td>60.00</td> <td>0.00</td> <td>60.00</td> </tr> <tr> <td>Waterwise</td> <td>Toilets Seats</td> <td>74.30</td> <td>12.38</td> <td>61.92</td> </tr> <tr> <td>Vaughtons</td> <td>Past Mayors Jewells (5)</td> <td>1045.02</td> <td>174.17</td> <td>870.85</td> </tr> </tbody> </table> <p>It was noted that the final payment of the Mayors Allowance would be on the 30th April 2017. Whilst still within the Civic Year, the payment transcends financial years and would be treated accordingly within the financial accounts.</p>		PAYEE	REASON	GROSS	(VAT)	NETT	Cornwall Council	Antony Road Toilets - April 2017	124.11	0.00	124.11	Cornwall Council	Council Chambers and Offices	1,083.10	0.00	1,083.10	Cornwall Council	Garage rent (03/04 - 30/04)	52.52	8.76	43.76	C F Southworth	Padlock - Benodet Park	21.00	3.50	17.50	Torpoint Mini-Buses	NDP Award Tour	80.00	0.00	80.00	Firewatch SW	Alarm and ELU Tests	406.32	67.72	338.60	Armada Electrical	Electrical repairs/ Replacement Lights	385.60	180.00	205.60	ITEC	Photocopies	32.17	5.36	26.81	Clear Sight	Window Cleaning	60.00	0.00	60.00	Waterwise	Toilets Seats	74.30	12.38	61.92	Vaughtons	Past Mayors Jewells (5)	1045.02	174.17	870.85
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<p>129-16F&P. Date of next meeting Tuesday 2nd May 2017.</p>																																																													
<p>130-16F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting</p> <p>The Chairman drew attention to the recent meeting between officers of Lloyds Bank and two members of this Council. The Chairman reminded members of the outcome of the meeting including the doubts as to whether the Post office services can cope with the increase in business. Members spoke on other potential issues with the closure of the bank in the imminent future.</p> <p>Meeting Closed at 7.50pm. _____ Chairman</p>																																																													