

## TORPOINT TOWN COUNCIL

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

**PRESENT:** - Councillor L E Keise (Town Mayor), Councillor Mrs C E Goodman (Deputy Town Mayor), Councillors Mrs. K Brownhill, P R Edwards and Mrs. R A Southworth plus the Town Clerk.

	<b>ACTION</b>
<p><b>13-17F&amp;P. Apologies for Absence</b> Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin.</p>	
<p><b>14-17F&amp;P. Election of Chairman for the Civic Year 2017-18</b> The Town Mayor called for nominations for the position of Chairman for the Civic Year 2017-18. Councillor P R Edwards proposed that Councillor Mrs. R A Southworth is elected Chairman for the Civic Year 2017-18. The Deputy Town Mayor seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. R A Southworth was duly elected Chairman for the Civic Year 2017-18.</p>	
<p><b>15-17F&amp;P. Election of Vice Chairman for the Civic Year 2017-18</b> The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2017-18. Councillor P R Edwards proposed that the Deputy Town Mayor (Councillor Mrs C E Goodman) is elected Vice Chairman for the Civic Year 2017-18. Councillor Mrs K Brownhill seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. C E Goodman was duly elected Vice Chairman for the Civic Year 2017-18.</p>	
<p><b>16-17F&amp;P. Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>17-17F&amp;P. Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the meeting held on Tuesday 2<sup>nd</sup> May 2017 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>18-17F&amp;P. Matters arising from the minutes</b> a) Civic Functions: - Pursuant to minute 04 -17F&amp;P (a) the Mayor announced that the Civic Parade and Service would be held on Sunday 10<sup>th</sup> September 2017. b) Training Update: - Pursuant to minute 124-16 F&amp;P (d) the Clerk reported that the Caretaker (Kriss Ellis-Stansfield) had completed the fixed penalty enforcement training refresher and the other Caretaker (Richard Austin) has completed his sprayer training for use of knapsack sprayer. The Clerk confirmed he has completed his accredited workplace training with UNISON that now leads to opportunities with pathway training in Employment Legislation, Wellbeing, Health and Safety etc. The training is financed by UNISON. The Clerk also confirmed that he has attended the Employer Pension training update at Wadebridge organised by the Cornwall LGPS.</p>	
<p><b>19-17F&amp;P. To consider policies delegated to this Committee</b> None.</p>	
<p><b>20-17F&amp;P. To consider the Council Business Risk Management Plan</b> a) Overtime/Casual Hours: -</p>	

<p>Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. After considering the document it was <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. Whilst members acknowledged outstanding debts were within trading terms and <b>resolved</b> to approve the report.</p> <p>c) Budget Monitoring: - The Committee considered the April 2017 Budget monitoring report. Members conceded that it was early in the financial year and there are no issues to report. The Chairman suggested that each committee's responsibility could be highlighted for ease of identification. The Clerk will implement a process to enable easier cost centre monitoring. The Clerk also confirmed that the CTS grant was charged to the grants and donations cost centre in error had had been reallocated to the correct cost centre.</p>	Clerk
<p><b>21-17F&amp;P. Items Referred to this Committee</b></p> <p>a) Internal Audit report: - The Clerk presented the Internal Audit Report (as circulated). The Clerk reported that three recommendations were made that included the Business Continuity Plan is reviewed to look at production of procedural manual to underpin some of the processes, purchase orders are produced and that the council reviews the transparency code to ensure the data is placed on the website to conform to the requirements. Members considered that the subject of manual production has to be commensurate with the size and complexity of the council operations. Currently documented procedures are in place and these will be reviewed. It was noted that purchase orders are produced by the Deputy Town Clerk. It was further noted that although the orders are produced with the RFO's name it should be accompanied by the signature as part of separation of duties. It was noted that some of the financially linked data still has to be uploaded and this is being undertaken by the Deputy Town Clerk. Members <b>recommend</b> that the council confirm the Committee response.</p>	Council
<p><b>22-17F&amp;P. Correspondence.</b></p> <p>a) British Gas – Annual Maintenance contract. Noted. Following advice from the Deputy Town Clerk and RFO it is <b>recommended</b> that the Council discontinue with the current contract and utilise the services of a local contractor that was found to be both competitive and reliable.</p> <p>b) SSE – Revised tariff charges. Noted. The Clerk reported the Deputy Town Clerk had consulted energy brokers. The brokers had recommended remaining with SSE and it was therefore <b>recommended</b> that the Council remain with SSE.</p> <p>c) EDF – Haldo Pillar Charges. Noted. It was further noted that this referred to the electricity supply located in Cambridge Field and was a minimal cost. It was therefore <b>recommended</b> that the council remain with EDF Energy for this service provision.</p>	Council  Council  Council
<p><b>23-17F&amp;P. Planning Applications</b> None.</p>	
<p><b>24-17F&amp;P. Accounts for payment</b></p>	

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Annexe Non- Domestic Rate (1 day)	7.09	0.00	7.09
C F Southworth	On-line PPE clothing (R Austin)	35.40	5.90	29.50
Mole Valley Farmers	Joining Membership 5 years (Account)	40.00	0.00	40.00
SLCC	Institute membership (C F Southworth)	65.00	0.00	65.00
Cornwall Academy MS	Plumbing Work (Annexe)	653.29	108.88	544.41
Cornwall Council	Garage rent (29/5 - 25/6)	52.52	8.76	43.76
Just Rods	Drain Clearance	70.00	0.00	70.00
Cornwall Academy MS	Service Air Conditioning	227.81	37.97	189.84
Firewatch SW	Inspection/Fire Equipment Service	378.36	63.06	315.30
Waterwise	Toilets Seats	128.22	21.37	106.85
Business Gas	Electricity - Public Conveniences	19.32	0.92	18.40

**25-17F&P. Date of next meeting**

Monday 3<sup>rd</sup> July 2017.

**26-17F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting**

Meeting Closed at 7.35pm. \_\_\_\_\_ Chairman