

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 2nd October 2017 at 7.00 pm in the Council Committee Room, 4, York Road, Torpoint.

PRESENT: - Councillor Mrs R A Southworth (Chairman), L E Keise (Town Mayor), Mrs C E Goodman (Deputy Town Mayor), Councillors Mrs. K Brownhill and S J Corbidge plus the Town Clerk.

	ACTION
<p>52-17F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin.</p>	
<p>53-17F&P. Declarations of Interest relating to items on the Agenda None</p>	
<p>54-17F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 4th September 2017 are taken as read, confirmed and signed by the Chairman subject to amendment of the venue to Council Committee Room, 4, York Road.</p>	
<p>55-17F&P. Matters arising from the minutes a) Civic Functions: - Pursuant to minute 43-17F&P (a) the Mayor reported that the civic parade and service was successfully held on Sunday 10th September 2017 and came in within budget. The Mayor reported that no civic events are planned for this coming month with the next event being the Mayor's Charity Ball that would have no impact on the budget. b) Internal Audit Report: - Pursuant to minute 43-17F&P (b) the Clerk reported that he is attending two day training event on the new Data Protection regulations that will become legislation next year. When completed the Clerk will evaluate the model publication scheme. c) Creditors/Debtors (Room Change): - Pursuant to minute 43-17F&P (c) the Clerk reported that the change of rooms should be completed at the end of the month. The Clerk updated members on the required procedures including the current occupant confirming with this Council notice to quit rooms 5 and 6 and to occupy room 7. The Clerk would then issue a licence to occupy room 7. Notification to the District Valuer for Council tax purposes would also be required. d) Training Update and Training Policy:- Pursuant to minute 43-17 (d) the Clerk reported that once the proposed resource review changes are completed the policy will be completed. The Clerk spoke on the proposed training for Councillors that would include essential and desirable training. A training record for Councillors will be maintained.</p>	<p>Clerk</p> <p>Clerk</p>
<p>56-17F&P. To consider policies delegated to this Committee a) Business Continuity Plan: - The Business Continuity Plan (as circulated) was considered by members. Following consideration by members it is recommended that the policy (as circulated) is approved and adopted by the Council subject to amendments to the Councillor records and the recommendation that passwords are reviewed and changed quarterly and kept in a safe place [the safe]. b) Financial Risk Management Protocols:</p>	<p>Council</p>

<p>The Financial Risk Management Protocols (as circulated) was considered by members. Following consideration by members it is recommended that the policy (as circulated) is approved and adopted by the Council subject to the insertion that budget monitoring is now undertaken by all committees and not just the F & P Committee.</p> <p>c) Business Risk Management Plan:- The Business Risk Management Plan (as circulated) was considered by members. Following consideration by members it is recommended that the plan (as circulated) is approved and adopted by the Council.</p>	<p>Council</p> <p>Council</p>
<p>57-17F&P. To consider the Council Business Risk Management Plan</p> <p>a) Overtime/Casual Hours: - Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. After considering the document it was resolved to approve the report. Members did note that it would be useful to understand the financial implications of the overtime report. The Clerk confirmed that it is the intention to review the management accounts into an accrual format that would identify liabilities within the comparison. The impact of the additional overtime costs in overtime would then be identified. It was also noted that should there be repetitive overtime the addition to the contracted hours should be considered.</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 resolved to approve the report. It was noted that a payment had since been received for the long term debt so it appears the invoice has been lost. The Deputy Town Clerk is pursuing this matter.</p> <p>c) Budget Monitoring: - The Committee considered the August 2017 Budget monitoring report. In answer to the question on other invoice having almost reached the income target, the Clerk reported that all the income for external audit work has now been received. The Clerk updated members on the other current comparisons that were noted. Following consideration members expressed satisfaction with the comparison and that at this stage in the financial year there were no issues to report.</p>	
<p>58-17F&P. Items Referred to this Committee None.</p>	
<p>59-17F&P. Correspondence.</p> <p>a) Torpoint and Rame Chamber of Commerce – Request to use Council facilities at no cost. Noted. It is recommended that the Council approve the application.</p> <p>b) Lloyds Bank – Updating Business Accounts Noted.</p>	<p>Council</p>
<p>60-17F&P. Planning Applications</p> <p>a) PA17/07047 PA17/08153 – 35, Cremyll Road, Torpoint – Alterations and extensions to the existing dwelling house. No objections or observations.</p> <p>b) PA17/02382/PREAPP – Land at Fisgard Way, Trevol Business Park – Pre application advice for new commercial vehicle workshop with associated coach parking. Members make an observation that a screening policy to reduce noise from the business and also improve the aesthetics of the area might be a useful addition.</p>	

61-17F&P. Accounts for payment None.	
62-17F&P. Date of next meeting Monday 30 th October 2017 (Budget).	
63-17F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting	
Meeting Closed at 7.50pm. _____Chairman	