

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 30<sup>th</sup> 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, S J Corbidge MBE, P R Edwards and Mrs. J M Martin plus the Town Clerk and Deputy Town Clerk in attendance.

**Also present (for agenda items 1-4 inclusive):** - Councillors E H Andrews, L Clarkson, G J Davis, Miss L J Hocking, Mrs C A Jackson, Mrs S C Ryder, Miss R A Tanner BEM and J Tivnan BEM

	ACTION
<p><b>64-17F&amp;P. Apologies for Absence</b> Apologies for absence were submitted on behalf of Councillor Miss R C Baker.</p>	
<p><b>65-17F&amp;P. Declarations of Interest relating to items on the Agenda</b> Non Registerable Interests (NRI) were declared by:- Councillor Mrs. S C Ryder (agenda item 10 (a) (as secretary to the Chamber of Commerce) Councillor Mrs. R A Southworth (agenda item 4 – as a member of Torpoint Archives).</p>	
<p><b>66-17F&amp;P. To consider Hiring and Letting Charges for the 2018-19 financial year:-</b> Members considered the Working Paper as circulated. Points of note included:- a) Members noted that poor access to parts of the building was a contributory factor in the lower square footage charges. b) Members also confirmed that any additional charges for preparation and cleaning would now be a discretionary charge delegated to officers. It is therefore <b>recommended</b> that the Hiring and Letting charges for the 2018-19 financial year and appended to these minutes as Appendix "A" are approved by Council. (Councillor Mrs. R A Southworth declared an NRI and left the room prior to discussions involving the Torpoint Archives and Councillor Mrs. S C Ryder declared an NRI and left the room prior to discussions involving the Torpoint Players).</p>	<b>Council</b>
<p><b>67-17F&amp;P. To consider the Council Budget for the 2018-19 financial year: -</b> Members considered the Council budget working papers (as circulated) including the development plans as agreed at both the Asset Management and Operations and development and Localism Committees (as circulated). Points of note included:- a) Salaries:- The Clerk confirmed that the salary projections in the Working Paper have been based on the current staffing levels and has included a 1% uplift plus any projected spinal increases. However it was acknowledged that the Mayor had called an extra-ordinary meeting to discuss the resource review proposals and the resolved salary spinal points for members of staff would be included within the minutes of the extraordinary meeting. b) Open Spaces (D &amp; L Development Plan):- Members when considering the development plan noted receipt of a proposed cost to install CCTV cameras and monitoring in the town at around £75,000. Councillor G J Davis ventured that the Council had to either increase the revenue budget to reflect the projected or to not take the project forward and remove it. After discussing the matter it was recommended that the provision for the CCTV cameras is removed from the budget. In a similar vein it was further noted that an anticipated £15,000 for road improvements would remain in the revenue</p>	

<p>budget at the end of this financial year for transfer into the capital reserve allocation. On the understanding that this would remain it was recommended that provision for road improvements within the within the revenue budget for the 2018-19 financial year is also removed.</p> <p>c) Civic Functions: - It was noted that the Civic Function budget will likely be exceeded during this financial year and also noting that 2018-19 will host the freedom of Torpoint ceremony it is recommended that the budget is increased to £3,000.</p> <p>The Committee therefore <b>recommend</b> the budget appended to these minutes as Appendix "B" to council for approval. Whilst it was acknowledged that the Council Tax Support Grant has not been finalised and that the calculation is based on a county wide average calculation it is estimated the precept requirement for the 2018-19 financial year of £292,036, an increase on the 2017-18 precept requirement of £19,125.</p>	<b>Council</b>
<p><b>68-17F&amp;P. Adjourned Meeting</b></p> <p>It was <b>resolved</b> the meeting stand adjourned until after the extra-ordinary meeting of the Council called by the Mayor to commence at 8.30 pm to discuss the Council resource review. The meeting of this Committee re-convened at 9 pm and on conclusion of consideration of the budget, Councillors E H Andrews, L Clarkson, G J Davis, Mrs. S C Ryder and Miss R A Tanner all left the meeting. The Committee Chairman Councillor Mrs. R A Southworth also left the meeting and the Committee Vice Chairman and Deputy Town Mayor Mrs. C E Goodman took the Chair for the remainder of the meeting.</p>	
<p><b>69-17F&amp;P. Minutes of the previous meeting</b></p> <p>It was <b>resolved</b> that the minutes of the meeting held on Monday 2<sup>nd</sup> October 2017 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>70-17F&amp;P. Matters arising from the minutes</b></p> <p>a) Civic Functions: - Pursuant to minute 55-17F&amp;P (a) the Mayor reported that no civic events are planned for this coming month. The Mayor also confirmed that the Mayor's Charity Ball would be held in the Council Hall and would have no impact on the budget.</p> <p>b) Internal Audit Report: - Pursuant to minute 43-17F&amp;P (b) the Clerk reported that the two day training on the new Data Protection regulations that will become legislation next year has been postponed as the draft legislation is still progressing through parliament. The Deputy Town Clerk is also booked onto the programme. When completed the Clerk will evaluate the model publication scheme.</p> <p>c) Creditors/Debtors (Room Change): - Pursuant to minute 55-17F&amp;P (c) the Clerk reported that the change of rooms has been completed and a new licence will be issued to the Photographer for room 7.</p> <p>d) Training Update and Training Policy:- Pursuant to minute 55-17 (d) the Clerk confirmed that the resource review has been completed a new training policy and strategy will be evaluated and implemented by the Council. The Clerk also reported that he is attending 5 day course with UNISON on Employment Law. The course is fully funded by UNISON.</p>	
<p><b>71-17F&amp;P. To consider policies delegated to this Committee</b></p> <p>None.</p>	
<p><b>72-17F&amp;P. To consider the Council Business Risk Management Plan</b></p> <p>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. Councillor S J Corbidge commented that the overtime amounted to 40% of core hours and that recurring overtime should be viewed as contractual and not non contractual as is the current situation. It was suggested that this might be reviewed as part of the reporting on overtime and additional hours.</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 September 2017 Budget monitoring report. 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><b>73-17F&amp;P. Items Referred to this Committee</b> None.</p>											
<p><b>74-17F&amp;P. Correspondence.</b></p> <p>a) Torpoint Players – Request to use Council facilities at no cost. Noted. It is <b>recommended</b> that the Council grant the request.</p> <p>b) Cornwall Air Ambulance – Grant Report. Noted.</p> <p>c) Lizeta Fellows (Macmillan Coffee Morning) – Grant Report. Noted.</p>	<b>Council</b>										
<p><b>75-17F&amp;P. Planning Applications</b> None.</p>											
<p><b>76-17F&amp;P. Accounts for payment</b></p> <table border="1" data-bbox="110 1325 1328 1394"> <thead> <tr> <th style="background-color: #92d050;">PAYEE</th> <th style="background-color: #92d050;">REASON</th> <th style="background-color: #92d050;">GROSS</th> <th style="background-color: #92d050;">(VAT)</th> <th style="background-color: #92d050;">NETT</th> </tr> </thead> <tbody> <tr> <td>Cornwall Council</td> <td>Garage rent (30.10- 30.11)</td> <td style="text-align: right;">65.65</td> <td style="text-align: right;">10.95</td> <td style="text-align: right;">54.70</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	Cornwall Council	Garage rent (30.10- 30.11)	65.65	10.95	54.70	
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<p><b>77-17F&amp;P. Date of next meeting</b> Monday 4<sup>th</sup> December 2017. Councillor S J Corbidge tendered his apologies for the meeting.</p>											
<p><b>78-17F&amp;P. Any Business that has been disclosed to the Chairman and members prior to the meeting</b></p> <p>Meeting Closed at 9.30pm. _____ Chairman</p>											