



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 26th February 2018 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, Mrs. J M Martin and Miss R A Tanner MBE plus the Town Clerk.

	ACTION
<p>103-17F&P. Apologies for Absence None.</p>	
<p>104-17F&P. Declarations of Interest relating to items on the Agenda None.</p>	
<p>105-17F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 29th January 2018 are taken as read, confirmed and signed by the Chairman.</p>	
<p>106-17F&P. Matters arising from the minutes a) Civic Functions: - Pursuant to minute 94-17F&P (a) the Mayor reported that the Mayor's Charity Ball had raised over £1,800 toward the Mayor's chosen charity. The Mayor suggested that in place of a general presentation he was considering another celebratory session and inviting the key personnel that had made the original Charity Ball a success. The Clerk sought assurance that there would be no impact on the budget as this event is not part of the civic calendar. In giving the assurance and in further consideration to the suggestion of a calendar to undertake budget events it is recommended that a formal policy is produced clearly denoting the expenditure permitted and expected within the Chairman's (Mayor's) Allowance and civic function. The Committee Chairman noted that both cost centres (Mayor's Allowance and Civic Functions) have now fully expended the budget allocations. It was also noted that the member expenses cost centre was fully expended principally as a result of the Deputy Town Mayor undertaking duties deputising for the Mayor. Members considered that this situation would be monitored and could form part of the review of the legislative powers within the Chairman's Allowance. b) Internal Audit Report: - Pursuant to minute 94-17F&P (b) the Clerk reported that the Deputy Town Clerk had completed the preliminary Data Protection (GDPR) training and confirmed that the implications of the new legislation will have far reaching effects and will require a review of some Council processes. The Clerk reported that he is working on the Model Publication policy and is anticipating will be available shortly together with the Council's interest in land/holdings around the town. The Clerk has returned the engagement letter to Hudson Accounting the Council's internal auditor. c) Training Update and Training Policy:- Pursuant to minute 94-17F&P (c) the Clerk presented the Training, Learning and Development</p>	<p style="text-align: center;">Council</p> <p style="text-align: center;">Clerk</p>

Policy (as circulated). After considering the document members **recommend** that the Training, Learning and Development Policy (as circulated) is approved and adopted by the Council. The Clerk reported that he had attended the 5 day Employment Law Training and circulated the training report to members. The Clerk reported that the course was extremely beneficial and informative. The Clerk is attending a pensions training day at Cornwall Council and has been appointed as an employer to the Cornwall LGPS Committee of Cornwall Council. The Clerk also advised that the Deputy Town Clerk has arranged for the other Caretaker to undertake enforcement officer training to compliment the other Enforcement Officer. Members raised the effectiveness of the current Enforcement Officer and suggested that the current operating strategy should be reviewed. The Clerk replied that the Deputy Town Clerk is currently reviewing the most effective method of deploying the current operative giving the restrictions and limitations of 5 hours per week. In answer to a question from the Chairman, the Clerk replied that the Deputy Town Clerk (DTC) has not completed the appraisals for herself and staff. The DTC is aware of the requirement to complete the appraisal and the Resource Review did partially delay implementation. The Clerk pointed out the workload of the DTC especially Civic and Mayoral functions with Councillor Mrs. J M Martin suggesting this should become another element in the review and procedure of the Civic and Mayoral functions. Members pointed to work prioritisation by the DTC and requested the appraisals are completed prior to the next meeting of this Committee.

d) Council Investment Strategy:-

Pursuant to minute 94-17F&P (d) the Clerk informed the meeting that receipt was reported of emails from Cornwall Council and the Church, Charities and Local Authorities (CCLA) to discuss investment strategies for the Town Council. The Clerk advised that he will be discussing this further with Cornwall Council the following day to ascertain the investment portfolio and the risk element. The CCLA have a money market fund that is triple A rated with Fitch, a client port-folio including over 250 Town and Parish Councils and an investment fund of £250 million. The Clerk suggested that the Council delegate the investment strategy to the Finance and Personnel Committee under the oversight of the RFO. Members concurred with the Clerk and **recommend** that the investment strategy is delegated to the Finance and Personnel Committee under the oversight of the RFO.

e) Budget Monitoring Policy: -

Pursuant to minute 96-17F&P (c) it was noted that the element referring to the Mayor's Allowance and Civic Functions has been considered in minute 106-17F&P (a) (above).

f) Internal Controls Scrutiny Document: -

Pursuant to minute 96-17F&P (d) the completed document was presented to members following scrutiny of the Council's systems and signed off by the Chairman, Vice Chairman and Councillor S J Corbidge. The Clerk informed the meeting that the principal outstanding UTR has been obtained [B3]. Pursuant to item F6 it was noted a partial unsuccessful attempt had been made to vary charges for hirers and it was agreed that the cost of overtime would be identified in the reports for the new financial year. Pursuant to G5 it was confirmed that delegation has been given to the Finance and Personnel Committee and there is no requirement for Council to approve. Following consideration of the Scrutiny document the Committee **recommend** approval subject to the following: -

- i) H.1 –Council should either apply or delegate to Officers the capacity to implement a non-standard charge in some circumstances and this should be written into the Lettings policy.

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<p>ii) I.3 – The key register should be reviewed especially with reference to access and that the Deputy Town Clerk (DTC) have delegated authority to issue keys in exceptional circumstances, subject to the keys being signed for and that the DTC has responsibility for security in these circumstances.</p> <p>iii) J.5 – In addition to security marking being monitored by the Asset Management Committee the Council should simultaneously use the Town Council logo.</p> <p>iv) J.7 – Although the loans log is used, it is in a non-standard format and it is suggested that a formal loans log is implemented clearly denoting the date that the equipment is issued and also returned. It is also suggested that a charge is made for equipment loaned out, especially for equipment and materials loaned to organisations outside of the parish. It was also noted that whilst the Council purchased road safety equipment, it was supported by 2 external organisations and therefore this Council had a duty to ensure the equipment was maintained and looked after. It is also suggested that the loans book forms part of a periodic scrutiny process by this Committee. Following further discussion it was recommended that the Council compile a list of charges (and the ability to offer free of charge use for Torpoint based organisations) and that this is considered as an addendum to the Lettings policy.</p>	<p>Council</p>
<p>107-17F&P. To consider policies delegated to this Committee</p> <p>a) Standing Orders:- Members considered the Council Standing Orders (as circulated). After consideration it is recommended that the Council Standing Orders are adopted by the Council. Councillor S J Corbidge suggested that training in the application of Standing Orders might be useful especially for newly elected/co-opted Councillors.</p> <p>b) Financial Regulations and Best Value Statement: - Members considered the Council Financial Regulations and Best Value Statement (as circulated). After consideration it is recommended that the Council Financial Regulations and Best Value Statement is adopted by Council subject to the following amendments: -</p> <p>i) 3. Overall Financial Management – That the Investment Strategy is included in the layer of financial management. The Finance and Personnel Committee also approves overtime and debtors/creditors.</p> <p>ii) 12.4 – insertion of the words “to the” between the words ...reported and Finance and Personnel Committee.</p>	<p>Council</p> <p>Council</p>
<p>108-17F&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.</p> <p>b) Debtors/Creditors: - Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Whilst members acknowledged most outstanding debts were within trading terms, it was noted that one invoice is well in excess of the terms and although an explanation was given, it was reported that the Deputy Town Clerk is chasing the debt. After further consideration it was resolved to approve the report. The RFO would discuss the outstanding debt with the Deputy Town Clerk in an attempt to resolve the issue.</p> <p>c) Budget Monitoring: -</p>	

<p>The Committee considered the January 2018 financial comparison (as circulated) and the items relevant to this Committee. Members reviewed the document and expressed satisfaction although it was acknowledged some budgets were now close to being expended. The Clerk advised members that it was intended to revise the purchase order layout to link with the financial comparison to provide an accrual format.</p>	
<p>109-17F&P. Items Referred to this Committee a) Council Staffing Structure: - Members considered the job description and the proposal to appoint an Administration Assistant (sp. pt. 17-21) as resolved by Council (minute 127-17 [confidential minute]) following consideration by the Council of the resource review. The review and subsequent resolution gave flexibility on the appointed hours and also the timing of appointment. The Clerk after consultation with the Deputy Town Clerk suggested that that 20 hours per week is offered initially and the Council should target a start date of during the month of May thus allowing the Deputy Town Clerk to induct the newly appointed Administrative Assistant. Councillor Mrs. J M Martin was of the opinion that whilst the Council should appoint on a core hour contract of 20 hours per week with flexibility of up to 5 hours per week to be added to the core hours, to ensure the Deputy Town Clerk [Town Clerk] does not have to undertake Administration Assistant duties as part of the general day to day office duties. This will also build capacity for additional service delivery as the Council takes on more services and assets. The Clerk advised that the additional finances might have to be vired into the salary budget for 2018-19 financial year as a result of the staffing restructure but would calculate the financial impact following the Council's decision. After further discussion it was recommended:- i) That the Clerk prepares the Person Specification and job advert for the post based on core hours of 20 hours per week with the capacity of an additional [up to] 5 hours overtime if required. The post is advertised as soon as possible with a target date of commencing employment of May 2018. ii) That the RFO is authorised to vire finances into the 2018-19 salary cost centre budget pending re-calculation of the financial impact of the revised structure.</p>	<p>Council</p>
<p>110-17F&P. Correspondence. None.</p>	
<p>111-17F&P. Planning Applications None.</p>	
<p>112-17F&P. Accounts for payment None.</p>	
<p>113-17F&P. Date of next meeting Tuesday 3rd April 2018 (Mayor Choosing meeting).</p>	



114-17F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting

None

Meeting Closed at 8.50pm. _____ Chairman