



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Tuesday 3rd April 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 – Chairman for minutes 115-17 to 120-17 inclusive), 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 (for minutes 115-17 to 120-17 inclusive) plus the Town Clerk and the Deputy Town Clerk.

Also present: - Councillors E H Andrews, G J Davis, Miss L J Hocking, Mrs C A Jackson, Mrs S C Ryder and J Tivnan.

	ACTION
<p>115-17F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillors Miss R C Baker and L Clarkson.</p>	
<p>116-17F&P. Declarations of Interest relating to items on the Agenda Non-Registerable Interests (NRI) were declared by:- Councillor Mrs. K Brownhill – Agenda item 12 (a) (as Treasurer of the Organisation). Councillor Mrs. R A Southworth – Agenda Item 12 (b) (as Treasurer of the Organisation).</p>	
<p>117-17F&P. Election of Town Mayor Designate for the Civic Year 2018-19 The Town Mayor (Councillor L E Keise) called for a ballot for the position of Town Mayor designate for the civic year 2018-19. In the ballot that followed Councillor Miss R A Tanner received 1 vote, Councillor L E Keise received 8 votes, Councillor Mrs R A Southworth 2 votes, Councillor Mrs. J M Martin 1 vote and Councillor Mrs C E Goodman 1 vote. It was confirmed that Councillor L E Keise had received 50% of the votes cast and it was therefore duly proposed by Councillor E H Andrews and seconded by Councillor G J Davis and duly carried, that it is recommended Councillor L E Keise is elected as the Town Mayor designate for the civic year 2018-19.</p>	<p>Council May 2018</p>
<p>118-17F&P. Election of Deputy Town Mayor Designate for the Civic Year 2018-19 The Town Mayor called for a ballot for the position of Deputy Town Mayor designate for the civic year 2018-19. In the ballot that followed Councillor Mrs J M Martin received 2 votes, Councillor Mrs. C E Goodman 8 votes, Councillor J Tivnan 1 vote, Mrs. R A Southworth 1 vote and Councillor Miss R A Tanner 1 vote. It was confirmed that Councillor Mrs C E Goodman had achieved 50% of the votes cast and it was therefore proposed by Councillor Mrs S C Ryder and seconded by Councillor J Tivnan and duly carried, that it is recommended Councillor Mrs C E Goodman is elected as the Deputy Town Mayor designate for the civic year 2018-19.</p>	<p>Council May 2018</p>
<p>119-17F&P. Appointment of Town Council Committees and Working Parties It was proposed by Councillor Mrs J M Martin and seconded by Councillor Miss R A Tanner that it is recommended the constitution of the Committees in Appendix "A" to these minutes are adopted by the Council.</p>	<p>Council May 2018</p>
<p>120-17F&P. Appointment of Delegates to Outside Bodies</p>	

<p>It was proposed by Councillor Miss L J Hocking and seconded by Councillor Mrs K Brownhill that it is recommended the Appointment of Delegates to Outside Bodies in appendix "B" to these minutes are adopted by the Council. (Councillors E H Andrews, G J Davis, Miss L J Hocking, Mrs C A Jackson, Mrs S C Ryder and Miss R A Tanner left the meeting at this point).</p>	<p>Council May 2018</p>
<p>121-17F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 26th February 2018 are taken as read, confirmed and signed by the Chairman.</p>	
<p>122-17F&P. Matters arising from the minutes a) Civic Functions: - Pursuant to minute 106-17F&P (a) the Mayor reported that there are no civic functions during April. b) Internal Audit Report: - Pursuant to minute 106-17F&P (b) the Clerk reported that arrangements have been made for the Council's internal audit to be undertaken during early May. The Clerk has returned some of the requested information and documentation as requested. The Clerk also confirmed that notification has been received from the Council's external auditor of documentation for the Annual Governance and Accountability Return (AGAR) for the 2017-18 financial year. The information requested and the methodology has slightly changed. The Clerk has also obtained the 2018 Practitioners Guide as issued by the Joint Panel on Accountability and Governance (JPAG). Whilst the document has been expanded and is now 66 pages, the format and methodology including best practice has not materially changed. The Clerk also reported on any outstanding matters from last year's audit and noted that the operational manual has not been completed principally as a result to changes in the administration reporting structure. c) Training Update and Training Policy:- Pursuant to minute 106-17F&P (c) the Clerk/RFO presented the application form for training to members for perusal. After considering the document and suggesting the inclusion of any identified accreditation and credits, members recommend that the application form is included as part of the Council's training strategy. It is also suggested that petrol and other VAT receipts/invoices are attached to expense claim forms to enable VAT to be reclaimed. The Clerk/RFO will add a request for the VAT receipts/invoices to be attached to the travel expense claim. The Deputy Town Clerk also noted that Councillor Tivnan had met with the Deputy Town Clerk, Caretaker and Cleaner to discuss record keeping and training opportunities. The Deputy Town Clerk reported that the staff would be undertaking fire marshalling training as a result of the meeting. The Deputy Town Clerk also reported that she has been booked on an IOSHH Health and Safety accredited course to increase knowledge in this area of health and safety. d) Council Investment Strategy:- Pursuant to minute 106-17F&P (d) and following the Council resolution to delegate responsibility for financial investments to this Committee, the Clerk reported contact with both Cornwall Council and CCLA to investigate an investment port-folio. The Clerk/RFO also drew attention to recently issued Statutory Guidance (3rd edition) issued under the LGA 2003 on which this Council's strategy is based. After considering the level of reserves and the terms from Cornwall Council it was recommended that this Council would invest £100,000 with</p>	<p>Council</p> <p>RFO</p> <p>Council</p>

<p>Cornwall Council on terms that withdrawals can be made on a days' notice. The RFO was asked to contact Cornwall Council on this matter and make the necessary arrangements.</p> <p>e) Internal Controls Scrutiny Document: - Pursuant to minute 106-17F&P (f) the Clerk confirmed the Loans Log and Key Log had been reviewed and were both now available in a standardised format. The Clerk also noted that the Council had referred suggestion of charging borrowers of Council equipment to this Committee. Members agreed that this item is deferred until the next meeting of the Committee to enable the Clerk/RFO to draw up proposals for consideration by members.</p> <p>f) Council Staffing Structure: - Pursuant to minute 109-17F&P (a) the Clerk informed members that the relevant documentation had been completed to advertise the post for Administration Assistant using the Resource Review documentation and confirmation (minute 126-17 [Confidential Minute] refers) and also the confirmed hours of 20 (+ 5 additional). The Clerk drew attention to the Resource Review and referred to discussions with the Pension team at the Cornwall LGPS. It was noted that the agreed process is termed "flexible retirement" resulting in no further payments by the Council into the Clerks LGPS after 1st July. Following Clerk's explanation and with reference to the Council Pension Discretion Policy, members recommend that the process is referred to as flexible retirement and therefore the Council no longer contributes to the Clerk's LGPS after the 1st July.</p>	<p>F&P Comm.</p> <p>Council</p>
<p>123-17F&P. To consider policies delegated to this Committee</p> <p>a) Policy on Civic Protocols:- Members considered the Policy on Civic Protocols (as circulated). After the Clerk answered points from the document and following further consideration it is recommended that the Policy on Civic Protocols are adopted by the Council subject to the following insertions</p> <p>i) 2.0 after the sentence The Mayor will choose add...."Selection of the Mayor' Chaplain or Cadet is optional".</p> <p>ii) 4.0 Delete between "The Mayor and local charities" to be replaced by "The Mayor traditionally raises funds for a chosen charity/local causes".</p> <p>It is further recommended that a sum of £500 is separated from the core Mayor's Allowance and allocated into a travelling fund for the Mayor or Deputy Mayor to claim travelling expenses for attending civic duties in other parishes/towns/cities. Councillor S J Corbidge suggested that the selection of the Mayor's cadet might have to be subject to a formal safeguarding process.</p> <p>b) Internal Controls Self-Assessment: - Members considered the Internal Controls Self-Assessment document (as circulated). After the Clerk answered points from the document it is recommended that the Council Internal Controls Self-Assessment document is adopted by Council.</p> <p>c) Statement of Internal Controls: - Members considered the Statement of Internal Control (as circulated). After consideration it is recommended that the Statement of Internal Control is adopted by Council.</p>	<p>Council</p> <p>Council</p> <p>Council</p>
<p>124-17F&P. To consider the Council Business Risk Management Plan</p> <p>a) Overtime/Casual Hours: - Members scrutinised the document 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. After consideration it was resolved to approve the report.</p> <p>c) Budget Monitoring: - The Committee considered the February 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.</p>																																				
<p>125-17F&P. Items Referred to this Committee</p> <p>a) Proposed Policy Schedule 2018-19: - Members considered the Proposed Policy Schedule 2018-19 (as circulated). After the Clerk answered points from the document it is recommended that the Proposed Policy Schedule 2018-19 is adopted by Council.</p>	Council																																			
<p>126-17F&P. Correspondence.</p> <p>a) Torpoint Town Partnership – Use of Council Facilities at no cost (Benodet Park). Noted. It is recommended that the Council approve use of the facilities as requested. (Councillor Mrs K Brownhill declared a non-registerable interest (NRI) as treasurer of the organisation and left the meeting whilst this item was discussed).</p> <p>b) Torpoint Community Cinema project – Use of Council facilities at no cost. Noted. It is recommended that the Council approve use of the facilities as requested. (Councillor Mrs R A Southworth declared a non-registerable interest (NRI) as treasurer of the organisation and left the meeting whilst this item was discussed).</p> <p>c) 2nd Torpoint Scout Group – Use of Council facilities at no cost. Noted. It is recommended that the Council approve use of the facilities as requested.</p> <p>d) BIFFA – Increase in waste collection charges. Noted.</p>	Council Council Council																																			
<p>127-17F&P. Planning Applications</p> <p>None.</p>																																				
<p>128-17F&P. Accounts for payment</p> <table border="1" data-bbox="110 1566 1321 1801"> <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>Business Rates Town Hall April 2018</td> <td>1,308.14</td> <td>0.00</td> <td>1,308.14</td> </tr> <tr> <td>Cornwall Council</td> <td>Business Rates Pub Cons April 2018</td> <td>139.15</td> <td>0.00</td> <td>139.15</td> </tr> <tr> <td>British Telecom</td> <td>Phone Bill</td> <td>321.95</td> <td>46.99</td> <td>274.96</td> </tr> <tr> <td>Western Web</td> <td>Web Space/Licence/email NDP website</td> <td>80.40</td> <td>13.40</td> <td>67.00</td> </tr> <tr> <td>BUNZL</td> <td>Cleaning/Sanitary Materials</td> <td>112.18</td> <td>18.70</td> <td>93.48</td> </tr> <tr> <td>ITEC</td> <td>Photocopies</td> <td>24.53</td> <td>4.09</td> <td>20.44</td> </tr> </tbody> </table> <p>*Cheque 6123 for £768 has been cancelled and cheque no 6142 issued for the same amount as a replacement.</p>	PAYEE	REASON	GROSS	(VAT)	NETT	Cornwall Council	Business Rates Town Hall April 2018	1,308.14	0.00	1,308.14	Cornwall Council	Business Rates Pub Cons April 2018	139.15	0.00	139.15	British Telecom	Phone Bill	321.95	46.99	274.96	Western Web	Web Space/Licence/email NDP website	80.40	13.40	67.00	BUNZL	Cleaning/Sanitary Materials	112.18	18.70	93.48	ITEC	Photocopies	24.53	4.09	20.44	
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<p>129-17F&P. Date of next meeting Monday 30th April 2018.</p>	
<p>130-17F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting None</p> <p>Meeting Closed at 9.10pm. _____ Chairman</p>	