



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 4th June 2018 at 7.00 pm in the Council Committee Room, 4, York Road, Torpoint.

PRESENT: - Councillor Mrs C E Goodman (Deputy Town Mayor), Councillors S J Corbidge MBE, Mrs. J M Martin and Mrs R A Southworth plus the Town Clerk.

	ACTION
<p>13-18F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor L E Keise (Town Mayor) and Councillors Mrs K Brownhill and J Tivnan BEM.</p>	
<p>14-18F&P. Election of the Chairman for the Civic Year 2018-19 The Deputy Town Mayor called for nominations for the position of Chairman for the Civic Year 2018-19. Councillor Mrs J M Martin proposed that Councillor Mrs. R A Southworth is elected Chairman for the Civic Year 2018-19. Councillor S J Corbidge 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 2018-19.</p>	
<p>15-18F&P. Election of the Vice-Chairman for the Civic Year 2018-19 The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2018-19. The Chairman proposed that Councillor Mrs J M Martin is elected Vice Chairman for the Civic Year 2018-19. The Deputy Town Mayor seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. J M Martin was duly elected Vice Chairman for the Civic Year 2018-19.</p>	
<p>16-18F&P. Declarations of Interest relating to items on the Agenda A non-registerable interest (NRI) was declared by the following Councillor S J Corbidge – Agenda item 11 (b) (as a Governor of Carbeile Junior School). Councillor Mrs. J M Martin – Agenda item 10 (h) (as related to the applicant) Agenda item 10 (i) (as a governor of TNIS) Councillor Mrs. R A Southworth – Agenda item 10 (f) (as treasurer of Torpoint Cinema Project).</p>	
<p>17-18F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 30th April 2018 are taken as read, confirmed and signed by the Chairman subject to the addition of BEM after Councillor J Tivnan and the deletion of MBE and insertion of BEM after Councillor Miss. R A Tanner.</p>	
<p>18-18F&P. Matters arising from the minutes a) Civic Functions: - Pursuant to minute 4-18F&P (a) in the absence of the Mayor it is understood that there are no planned civic functions prior to the next meeting of this Committee. b) Council Investment Strategy:- Pursuant to minute 4-18F&P (b) the Clerk presented the Investment agreement between this</p>	

<p>Council and Cornwall Council. After scrutinising the document members resolved to confirm the agreement that would be signed by the RFO on behalf of this Council and by the Director of resources at Cornwall Council. The Council will then transfer £100,000 to Cornwall Council (minutes 122-17F&P (d) and 9-18 refer).</p>	RFO
<p>c) Internal Controls Scrutiny Document: - Pursuant to minute 4-17F&P (c) the Clerk described the complexity of assets that could be hired and suggested rather than try and be descriptive at this juncture to delegate hire fees to officers based on principles agreed by Council. Following a brief debate it is recommended that delegation be given to the RFO to set prices and an appropriate deposit, based on the principle that charges will be applied to the equipment hire outside of the parish and that community/voluntary organisations inside the parish are permitted to access the equipment at no cost. A deposit appropriate to the value of the equipment will be charged in all cases. The charges/deposit will be included within the loans book that will be scrutinised by Committee on a quarterly basis as part of the internal control mechanism.</p>	Council
<p>d) Council Staffing Structure: - Pursuant to minute 4-18F&P (d) the Clerk reported that the newly appointed Administration Assistant Tina Morris had commenced duties on the 4th June. The Clerk also reported that two local parish council's had asked that an SLA is established for the Enforcement Officer to work minimal hours in each parish. The Clerk reminded members that under this Council's Pay and Conditions policy an enforcement officer's remuneration is higher than that of a cleaner although the Council would reclaim this amount from the parish council in question. The Clerk replied that a charge of £18.50 per hour would be the fee set by this Council that would cover salary and on-costs, travel with a small amount as an administration charge and the experience would be useful for the Enforcement Officer. After considering the matter it was recommended that SLA is put in place for a temporary period subject to agreement with the employee concerned. The Clerk also drew attention to the acceptance of the current pay offer tabled by the LGA by the trade unions but had not yet been implemented by Cornwall Council for Town Council employees. The Clerk had forwarded this Council's Pay and Conditions policy to Cornwall Council (section 9 refers). Councillor Mrs. J M Martin expressed concern that the agreed pay award had not been implemented and the Clerk will pursue this with payroll at Cornwall Council to ensure employees receive the agreed pay settlement for their respective salary spinal points. The Clerk also reported and illustrated the agreed proposal to re-align the spinal points for the 2019-20 financial year with the lower spinal points combining into one specific point. Members resolved to defer this issue until the September meeting of this Committee meeting for further consideration. The Clerk also reported receipt of the 2018 Employment Law at Work that contained legal case studies as part of his involvement with UNISON.</p>	Council
<p>19-18F&P. To consider policies delegated to this Committee None.</p>	
<p>20-18F&P. To consider the Council Business Risk Management Plan a) Overtime/Casual Hours: - Members scrutinised the document as prepared by the RFO on information received from the Deputy Town Clerk. The new format includes the cost of overtime that will to be consolidated within the salary commitments. After considering the document and following a request that</p>	

<p>the Deputy Town Clerk supplies a more detailed analysis on the reasons for overtime including the amount allocated to the use of Council facilities at no charge, it was also resolved to approve the report.</p> <p>b) Debtors/Creditors: - Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. It was noted that only one a hirer is within the 30-60 days credit the remainder being within current trading terms. It was resolved that the report is approved.</p> <p>c) Budget Monitoring: - The Committee considered the April 2018 financial comparison (as circulated) and the items relevant to this Committee. Members reviewed the document and following analysis by the RFO, expressed satisfaction with the report.</p> <p>d) Financial Controls, Capital Projects and Data Protection: - The RFO drew attention to the above items in the Business Risk Management document. The Committee reviewed the financial controls within the document and concluded that these are not only embellished in policies and procedures adopted by Council but in most areas the controls have been enhanced. Members considered the Data Protection arrangements and in particular the Internal Audit report suggestion on GDPR. It was agreed to incorporate the relevant legislated GDPR into the Data Protection policy acknowledging that the Deputy Town Clerk [Town Clerk] is registered as this Council's Data Protection Officer (DPO). Members then considered the item relating to the processes relating to the evaluating the need for and benefits of capital projects. The RFO prepared a summary paper (attached) on preparatory work for initiating capital projects that included suggestions for introducing a Project Charter or Project Statement and a Project Initiation Document (PID). Members present welcomed the introduction of the documents as establishing a robust procedure for capital projects and recommend the approval to Council. Should the council concur with the recommendation, templates will be produced for use by those Committees seeking to introduce projects.</p>	<p>Council</p>
<p>21-18F&P. Items Referred to this Committee</p> <p>a) Internal Auditor Report: - The Clerk presented the Internal Auditor report for consideration by the Committee. As reported at Council, the report confirmed that the control objectives implemented by the Town Council were being achieved throughout the financial year and have been undertaken to a standard adequate to meet the needs of the Council. Hence there are no qualifications on the return to the external auditor and all the criteria has been met. The report proposed two recommendations for the 2017-18 financial year and that is to adopt a reserves policy and to expand the current fixed asset register to take account of the suggestion in the JPAG to expand the register. It is recommended that the Council pursue the recommendations together any outstanding matters from the 2016-17 report. The RFO would also consider the suggestions and incorporate any relevant points into the council policies and risk management protocols when these are reviewed.</p>	<p>Council</p>
<p>22-18F&P. Correspondence.</p> <p>a) EDF Energy – Electricity Price Increase. Noted.</p> <p>b) Sonja Lewis – Volunteering Work.</p>	

<p>Noted. It is recommended that the Council declines the request as the Council has no volunteering policy and has only recently engaged an administration assistant.</p> <p>c) Cornwall Council - Tree Warden. Noted. The Clerk offered to pursue this matter and possibly engage with any other interested local party.</p> <p>d) Lloyds Bank – Account Changes. Noted.</p> <p>e) Friends of Thanckes Park – Use of Council facilities at no cost [Benodet Park]. Noted. It was resolved to approve the request.</p> <p>f) Torpoint Cinema Project – Use of Council facilities at no cost. Noted. It was resolved to approve the request.</p> <p>g) Ava’s Fund – Use of Council facilities at no cost (Charity Fundraising) [Benodet Park]. Noted. Whilst it was resolved to give conditional approval to allow the use of Benodet Park at no cost, the request to relocate to the Council Hall if wet was not at this point given formal approval as there is no indication if the hall is available and if any preparatory work is required.</p> <p>h) Coppola School of Performing Arts – Use of Council facilities at no cost (for rehearsals). Noted. It was resolved to approve the request.</p> <p>i) Torpoint Nursery and Infant School – Use of Council facilities at no cost (Tea Party – RBL). Noted. It was resolved to approve the request.</p> <p>j) Merlin MS – Request for financial assistance (Toward Transport for disabled people). Noted. It is recommended that the requested amount of £300 is approved.</p>	<p>Council</p> <p>Council</p>
<p>23-18F&P. Planning Applications</p> <p>a) PA18/04350 – Thanckes Oil Refuelling Depot, Pengelly Hill, Wilcove – Proposed water tank, fire pump house and associated pipework. No objections or observations.</p> <p>b) PA18/04660 – Carbeile Junior School, Trevol Road, Torpoint – Extension to staff room. No objections or observations.</p>	
<p>24-18F&P. Accounts for payment</p>	

PAYEE	REASON	GROSS	(VAT)	NETT
Waterwise	Toilet Seat and Fixings	47.12	7.85	39.27
Cornwall AMS	Repairs to Boiler	902.40	150.40	752.00
Viking Direct	Stationery	101.07	2.51	98.56
ITEC	Photocopies	32.42	5.40	27.02
Westcare	Stationery	190.92	31.82	159.10
Hampshire Flag Company	Bunting	357.00	59.50	297.50
C F Southworth	Fuel/Petrol Can/Wipes	16.17	2.36	13.81
British Gas	Electricity - Public Conveniences	34.16	1.62	32.54
SSE	Electricity - Council Chambers	972.50	162.08	810.42
British Gas	Electricity - Public Conveniences	5.58	0.26	5.32
City College	Working Safely Course	450.00	0.00	450.00
Hudson Accounting	Internal Audit 2017-18 Financial Year	450.00	0.00	450.00

25-18F&P. Date of next meeting

Monday 2nd July 2018.

26-18F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting

None.

Meeting Closed at 9.00pm. _____Chairman