



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 2<sup>nd</sup> July 2018 at 7.00 pm in the Council Committee Room, 4, York Road, Torpoint.

**PRESENT:** - Councillor Mrs R A Southworth (Chairman), Councillors L E Keise (Town Mayor), Mrs C E Goodman (Deputy Town Mayor), Mrs. K Brownhill, S J Corbidge MBE, Mrs. J M Martin and J Tivnan BEM plus the Responsible Financial Officer (RFO).

**Also present:** - Councillor G J Davis (until 7.20pm).

	<b>ACTION</b>
<p><b>27-18F&amp;P. Apologies for Absence</b> None.</p>	
<p><b>28-18F&amp;P. Declarations of Interest relating to items on the Agenda</b> A non-registerable interest (NRI) was declared by the following Councillor Mrs. R A Southworth – Agenda item 8 (a) (as a member of Torpoint Archives).</p>	
<p><b>29-18F&amp;P. Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the meeting held on Monday 4<sup>th</sup> June 2018 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>30-18F&amp;P. Matters arising from the minutes</b> a) Civic Functions: - Pursuant to minute 18-18F&amp;P (a) the Mayor reported that the final arrangements are being made for the Civic Sunday parade, service and reception. The Mayor reported that it is understood 200 are intending to attend the event. Other than the Civic Sunday there are no additional civic events scheduled before the next meeting of this Committee. b) Council Investment Strategy:- Pursuant to minute 18-18F&amp;P (b) the RFO presented the Investment agreement between this Council and Cornwall Council and noted that a response is awaited. The RFO also drew attention to opportunities with the CCLA (Churches, Charities and Local Authorities) that have a 3 star rating with Moody's agency. The organisation also meet the criteria in this Council's investment priorities (within the Town Council Investment Strategy). Members concurred with the RFO and <b>recommend</b> that following completion of the investment with Cornwall Council, the Town Council investigates the possibility of an investment of reserves with the CCLA. c) Council Staffing Structure: - Pursuant to minute 18-18F&amp;P (d) the RFO reported that he had completed the SLA with Shevioc Parish Council for the enforcement officer to work in Shevioc parish. The SLA is for a limited period (1<sup>st</sup> July – 30<sup>th</sup> September) with a termination period of 1 month (for either party). The rate charged was confirmed as £18.50 per hour and this includes the enhanced enforcement officer rate as detailed in this Council's Pay and Condition policy. A formal request and information is awaited from Maker with Rame Parish Council following which the RFO will draw up another SLA on similar terms of reference. The RFO also reported that Cornwall Council have now implemented the increased spinal rate payments as agreed between the</p>	<b>Council</b>

LGA and Unions and within this Council's Pay and Conditions Policy. The RFO also expressed disappointment that Cornwall Council had not implemented the revised pay rate for the Deputy Town Clerk [as Town Clerk] and the Town Clerk's [as RFO] reduction in hours as agreed at the October 2017 (minute 126-17) to commence on the 1<sup>st</sup> July. The RFO would pursue this item with Cornwall Council payroll.

d) Capital Projects: -

Pursuant to minute 120-18 (d) the RFO drew attention to the PID (project initiation document – as circulated). The RFO explained that this template, as reported at council, would be considered for projects of £5,000 and above and was constructed in consideration of the item in the Business Risk Management plan. Councillor S J Corbidge suggested that an example of Council objectives could be added to the document. It was noted that the Neighbourhood Development Plan and Vision document both contained examples of Council objectives. Councillor G J Davis in supporting the initiative, emphasised the importance of the document in producing a project. Councillor Davis was of the opinion that the word "emergency" in the initial introductory paper was not expansive enough and suggested should include the word opportunities. Members noted the importance of ensuring all health and safety matters, operational procedures, complying with legislation etc. were important in the production of the PID [or for smaller projects - Project Statement] and examples were cited. Councillor Davis also suggested that there could be an introductory period for possibly the first twelve months, although the RFO reminded members that the documents should be completed for the reasons given, although flexibility could be considered within certain parameters. It was also noted that the PID would be produced for all projects above £5,000 (not just capital) and was merely termed capital in response to the capital item in the Business Risk Management document. On the subject of a completed template, it was suggested a live project might be beneficial to use. After further discussion it is **recommended** that the PID (as circulated) is adopted and implemented by Council. Following the introduction of the PID, the RFO will produce a project statement for projects under £5,000 that would be a more simplified procedure but encapsulating the key elements.

e) Internal Audit Report: -

Pursuant to minute 21-18F&P (a) the RFO confirmed that a reserves policy would be presented to this Committee at the September meeting. The RFO drew attention to the number of policies that the council were adopting and he would be reallocating review dates on some policies to prevent an over burden at some meetings and re-allocating to the "quieter" meetings. The RFO confirmed the Asset Register would be expanded to include suggestions within the JPAG document. The RFO would expand the recommendation to produce a procedural manual to possibly include a staff manual. The RFO also reported on the suggestions within the Internal Audit Report.

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**31-18F&P. To consider policies delegated to this Committee**

a) Budget Monitoring Policy: -

The Budget Monitoring Policy (as circulated) was considered by members. Following consideration it is **recommended** that the policy (as circulated) is approved and adopted by the Council.

b) To review the use of Council facilities at no cost - Chairman

The Chairman drew attention to the current policy of applications to use facilities at no cost and reminded members that the council had suggested that a minimal or non-standard charge

Council

<p>might be considered noting there was a cost to letting the premises. The Chairman also drew attention to repeated applications by some organisations to use Council facilities at no cost. Members debated various possible scenarios including use by Charities, CIC, not for profit companies and other local organisations and whether one non-standard charge would be appropriate. After further discussion it is <b>recommended</b> to request that the applications to use Council facilities are collated by the Town Clerk/Administration Assistant, including names of applicants, frequency of applications and type of organisation and that this matter is deferred until a future meeting so that the statistics can identify more accurately trends etc.</p>	<p><b>Council</b></p>
<p><b>32-18F&amp;P. To consider the Council Business Risk Management Plan</b>  a) Overtime/Casual Hours: -  Members scrutinised the financial document as prepared by the RFO on information received from the Town Clerk. Members were reminded that the overtime costs will to be consolidated within the salary commitments. After considering the document members <b>resolved</b> to confirm the contents. Members then reviewed and scrutinised the overtime analysis information supplied by the Town Clerk/Caretaker relating to overtime undertaken during the period. Members considered a more detailed analysis was still required including authorisation by the Town Clerk prior to the overtime being undertaken. It is therefore <b>recommended</b> that a time sheet is produced together with an overtime authorisation document detailing the additional hours being worked and reasons for it.  b) Debtors/Creditors: -  Members scrutinised the document (as circulated) as prepared by the Town Clerk. It was noted that there were three hirers within the 30-60 days debt report with the remainder being within current trading terms. Members requested that the 30-60 days debts are pursued by the Administration Assistant following which it was <b>resolved</b> that the report is approved.  c) Budget Monitoring: -  The Committee considered the May 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. The RFO drew attention to procedures he used at a principal authority and the introduction of a variance "traffic light" system. Members concurred that this would be a good system to introduce.</p>	<p><b>Council</b></p> <p>RFO</p>
<p><b>33-18F&amp;P. Items Referred to this Committee</b>  a) Volunteer Policy: -  The Chairman drew attention to the Council suggestion of a volunteer policy especially as it is intended to encourage volunteers within future Town Council projects. Following discussion it is <b>recommended</b> that the RFO produce a volunteer policy for consideration at the October meeting of this Committee.</p>	<p><b>Council</b></p>
<p><b>34-18F&amp;P. Correspondence.</b>  a) Torpoint Archives – Application to use Council facilities at no cost (25<sup>th</sup> anniversary event). Noted. After discussion it was <b>resolved</b> to grant the organisation permission to use the facility at no cost.  (The Chairman Councillor Mrs R A Southworth declared a NRI and left the meeting whilst this item was discussed. Councillor Mrs J M Martin took the Chair in the Chairman’s absence).</p>	



<p>b) Cornwall Air Ambulance Trust – Application for financial assistance (£300 - toward a replacement helicopter). Noted. It is <b>recommended</b> that the Council approve the application.</p>	<b>Council</b>
<p><b>35-18F&amp;P. Planning Applications</b> None.</p>	
<p><b>36-18F&amp;P. Accounts for payment</b> None.</p>	
<p><b>37-18F&amp;P. Date of next meeting</b> Monday 3<sup>rd</sup> September 2018. (Councillor Mrs J M Martin tendered apologies for absence).</p>	
<p><b>38-18F&amp;P. Any Business that has been disclosed to the Chairman and members prior to the meeting</b> None.</p> <p style="text-align: right;">Meeting Closed at 8.15pm. _____ Chairman</p>	