



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 3rd September 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 and J Tivnan BEM plus the Responsible Financial Officer (RFO).

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

	ACTION
<p>39-18F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin.</p>	
<p>40-18F&P. Declarations of Interest relating to items on the Agenda A non-registerable interest (NRI) was declared by the following Deputy Town Mayor – Agenda item 8 (b) (as secretary of the Torpoint and Rame Active Community Network). Councillor Mrs. R A Southworth – Agenda item 8 (d) (as a treasurer of the Torpoint Cinema Club).</p>	
<p>42-18F&P. Adjournment of the meeting It was resolved that the meeting stand adjourned and Standing Orders are suspended (at 7.03pm) to allow the public to comment on planning application PA18/06798. The meeting was reconvened and Standing Orders re-imposed at 7.15pm.</p>	
<p>43-18F&P. Items referred to this Committee Planning Application PA18/06798 – Land adjacent to 92, Clarence Road, Torpoint – Erection of proposed adaptable need home with carer’s accommodation. Council recommend refusal of the current application i) As a result of the lack of consultation on the proposed application. ii) The proposed application is not in keeping with the current street scene and existing buildings iii) It is requested that Adela Road is incorporated into the proposed application. Councillor G J Davis reminded members that a representative should attend the Cornwall Council planning committee meeting to represent this Council. (Councillor Davis took no part in the discussion on this application being also a member of Cornwall Council and left the meeting at this point).</p>	
<p>44-18F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 2nd July 2018 are taken as read, confirmed and signed by the Chairman.</p>	
<p>45-18F&P. Matters arising from the minutes a) Civic Functions: -</p>	

<p>Pursuant to minute 30-18F&P (a) the Mayor reported that arrangements are being made to host a reception for the newly appointed HMS Raleigh commanding officer. A response from HMS Raleigh is awaited when received members of the Council would be notified.</p> <p>b) Council Investment Strategy:- Pursuant to minute 30-18F&P (b) the RFO presented the signed Investment agreement between this Council and Cornwall Council. The RFO reported that the Council would either BACS or forward a cheque to Cornwall Council for £100,000 to open the short term investment account. The RFO reported that interest would be calculated daily and a monthly account sent to the Council for reconciliation purposes. The Chairman reminded members that it had been previously resolved to invest £100,000 with Cornwall Council (minutes 122-17F&P, 9-18 and 18-18F&P all refer). Whilst acknowledging the investment opportunities, it was also considered appropriate to contact the PWLB to ascertain the possibilities of reducing the loan obtained through the loan sanction but it is understood penalties might be applied.</p> <p>c) Council Staffing Structure: - Pursuant to minute 30-18F&P (c) several matters were discussed</p> <p>i) The RFO reported that the Town Clerk had been in discussions with the Devonport DWP to discuss the possibility of engaging with the organisation for the supply of volunteers from those seeking employment. Members had several questions but it was conceded that until further dialogue is established with set proposals, it is difficult to comment further on this matter.</p> <p>ii) The RFO reported that the appraisal forms have been forwarded to the Town Clerk during August with completion scheduled for the end of September in line with Council protocols. The RFO reminded members that the Mayor conducts the appraisals for the Town Clerk and RFO with the Town Clerk undertaking the appraisals for the remaining four members of staff.</p> <p>iii) The RFO reported receipt of a training opportunity for staff in Traffic Management to be held in the Council premises arranged by the Town Clerk. The cost being £35 per attendee with the two Caretakers being paid at the overtime rates for attendance. Whilst members were supportive of the CPD and training, Councillor J Tivnan sought clarification on benefits to the Council if those attending might not be able to undertake this work. Clarification on this point would be sought. The RFO also reported that he would be attending the early morning meeting to launch the opening of the Liskeard Pop-Up Innovation Centre at no cost to this Council.</p> <p>iv) The RFO announced that the SLA for the enforcement officer to work with neighbouring parish councils had been completed and signed by both the Town Clerk and the clerk to the neighbouring parish councils. The RFO illustrated the SLA to members that was noted. Unfortunately the member of staff had declined to undertake the work at which point members expressed disappointment given the time and effort involved to write the document and make the arrangements.</p> <p>v) The RFO also announced that he was undertaking to complete a staff handbook that would also incorporate the procedural manual. The RFO also drew attention by illustrating to members the facilities agreement that has been signed by Cornwall Council which applied to employees. The RFO confirmed that he would assimilate this agreement within the Council Pay and Conditions policy to which this Council had signed and committed as the most appropriate vehicle and document to assimilate this agreement. The RFO would also include a member - officer relationship protocol and</p>	<p>Signatories</p> <p>RFO</p> <p>RFO</p>
---	--

<p>The RFO illustrated the number of policies, protocols and procedures currently operated by Cornwall and would have to be reviewed by this Council as part of the devolution package. Apart from the health and safety policy that had been referred to the Town Clerk as part of the Asset Management and Operations Committee agenda, the RFO went through the plethora of policies and spoke of the assimilation and adoption into this Council's policies. As an example and to illustrate the situation, the RFO drew attention to the proposed introduction of a volunteering policy drawing particular attention to the protocols and guidance in place at Cornwall Council for use in libraries. This is a topical example given that this Council wishes to introduce its own policy on volunteering. It was noted that the target date for completed assimilation of policies and protocols would be the council meeting in mid-February.</p>	<p>Clerk RFO</p>
<p>47-18F&P. To consider the Council Business Risk Management Plan</p> <p>a) Overtime/Casual Hours: - Members scrutinised the financial document as prepared by the RFO on information received by email from the Administration Assistant. Members were again reminded that the overtime costs will to be consolidated within the salary commitments. After considering the document members resolved to confirm the contents. Members then reviewed and scrutinised the overtime analysis information supplied by the Town Clerk/Administration Assistant. Members sought clarity on some matters and it was suggested that the Mayor, Deputy Mayor and Chairman of this Committee meet with the Town Clerk to discuss this aspect further.</p> <p>b) Debtors/Creditors: - Members scrutinised the document (as circulated) as prepared by the Administration Assistant. It was noted that there were four 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 resolved that the report is approved. The RFO reported that the occupier of Room 2 had sought clarity on the May 2018 service charges given the operational nature of the business. The RFO reported that on computing the overall utility charges together with the percentage allocation to this room and the reduction in electrical appliances being operated, a reduction would be possible. The Committee resolved to accept the RFO's prognosis and agreed to allow a reduction but emphasised that this is a goodwill gesture from the council.</p> <p>c) Budget Monitoring: - The Committee considered the July 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>Mayor</p>
<p>48-18F&P. Correspondence.</p> <p>a) TMSCLtd. - Request for financial assistance (To provide sails for boats – 3 sets). Noted. Whilst it was acknowledged that the application was from the Torpoint Mosquito Sailing Club the name of the applicant (TMSCLtd) is not according to companies' house, the Sailing Club. The RFO pointed out that the club is limited by guarantee. Councillor S J Corbidge suggested that the amount requested (£2,705) is a large amount to benefit 30 children and further observed that the tabulated costs in the application did not identify any contributions from parish councils. The Chairman reported receipt of an email from the Chairman of the D & L Committee, advising that finances from the Youth project budget could be used for this application. After further consideration it is recommended that this Council finances one set</p>	<p>Council</p>

of sails, a re-application is submitted for one set of sails and that the agreed funding contribution to the project is transferred from the Youth project budget.

b) Torpoint and Rame Active Community Network – Request for financial support (MUGA).
Noted. The RFO reported that S137 powers cannot be used as the Council has statutory other powers to contribute toward the project (LG (Miscellaneous Provisions) Act 1976 section 19 – as previously circulated). Members noted the paucity of information within the letter and therefore **recommend** that this organisation attends the next meeting of the Committee to present proposals, following which if the Council so wish to support the application a PID should be produced. The RFO advised that there are no finances allocated in the current budget to support this project. The RFO also advised that given his experiences with Sport England and the Football Foundation funding applications, most of the information required should have been prepared within the applications including proposed use of the MUGA that can be used in the compilation of a PID.

(The Deputy Town Mayor declared an NRI and left the meeting whilst this matter was discussed).

Council

c) Torpoint Mosquito Sailing Club Rowers – Request to release pledged financial assistance.
Noted. The Chairman reported that the outstanding documents have been received as requested. It was therefore **recommended** that the £1,000 grant assistance is released subject to acknowledgement on the boat of this Council's contribution to the project.

Council

d) Torpoint Community Cinema Project – Request to use Council facilities at no cost (Benodet Park – Council Hall if wet).

Noted. It was **resolved** to support this request.

(The Chairman – Councillor Mrs R A Southworth declared an NRI and left the meeting whilst this item was discussed. The Town Mayor chaired the meeting in the Chairman's absence).

e) Licence Agreement – Land at the former bus depot Trevol Road.

Noted. It was further noted that the licence agreement was to site the newly erected bus shelter on land at the former bus depot. The licence would formalise the arrangement following the sale of the former bus depot land to a new landowner. After scrutinising the licence members **recommend** that the licence is agreed at a peppercorn rent of £1 per annum.

Council

f) Sophia Williams (Ava's Fun Day) – Report on use of Council facilities at no cost.

Noted.

g) Friends of Thanckes Park – Report on use of Council facilities at no cost.

Noted. It was **resolved** to support this request.

h) Friends of Thanckes Park – Request to use of Council facilities at no cost (29th September 2018).

Noted. It was **resolved** to support this request.

i) Friends of Thanckes Park – Request to use of Council facilities at no cost (14th October

<p>2018) Noted. It was resolved to support this request.</p> <p>j) Friends of Thanckes Park – Request to use of Council facilities at no cost (15th December 2018) Noted. It was resolved to support this request.</p> <p>k) Lizetta Fellows (McMillan Coffee Morning) - Request to use of Council facilities at no cost. Noted. It was resolved to support this request.</p> <p>l) Cornwall Air Ambulance – Acceptance of Grant Conditions. Noted. It was resolved to support this request.</p> <p>m) 3rd Torpoint Guides – Request for financial assistance (purchase tents). Noted. Members considered the request and recommend that the council grant £500 toward this project and as with the TMSC sailing cadets, that the agreed funding contribution to the project is transferred from the Youth project budget.</p>	Council																																																																											
<p>49-18F&P. Planning Applications None.</p>																																																																												
<p>50-18F&P. Accounts for payment</p> <table border="1" data-bbox="110 1041 1333 1539"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Clear Sight</td> <td>Window Cleaner</td> <td>70.00</td> <td>0.00</td> <td>70.00</td> </tr> <tr> <td>ITEC</td> <td>Photocopies</td> <td>66.89</td> <td>11.15</td> <td>55.74</td> </tr> <tr> <td>B & C Shelters</td> <td>Removal of existing bus shelter</td> <td>180.00</td> <td>30.00</td> <td>150.00</td> </tr> <tr> <td>B & C Shelters</td> <td>Bus Shelter - Trevol Road</td> <td>5,133.00</td> <td>855.50</td> <td>4,277.50</td> </tr> <tr> <td>Waterwise</td> <td>Big Sink Plungers (2)</td> <td>12.10</td> <td>2.02</td> <td>10.08</td> </tr> <tr> <td>Cornwall Council</td> <td>Garage rent 29.08.18 - 16.09.2018</td> <td>54.64</td> <td>9.12</td> <td>45.52</td> </tr> <tr> <td>Festive Lighting Company</td> <td>Refurbishment Charges</td> <td>808.80</td> <td>134.80</td> <td>674.00</td> </tr> <tr> <td>T Morris</td> <td>Mayor's Diary/Telescopic Handlance</td> <td>12.55</td> <td>1.76</td> <td>10.79</td> </tr> <tr> <td>C F Southworth</td> <td>Petrol/Oil Probation Team/Postage</td> <td>21.99</td> <td>3.09</td> <td>18.90</td> </tr> <tr> <td>British Gas</td> <td>Electricity - Antony Road Toilets</td> <td>25.95</td> <td>1.23</td> <td>24.72</td> </tr> <tr> <td>Viking</td> <td>Diaries</td> <td>5.14</td> <td>0.86</td> <td>4.28</td> </tr> <tr> <td>Festive Lighting Company</td> <td>Christmas Lights Annual lease</td> <td>2,049.60</td> <td>341.60</td> <td>1,708.00</td> </tr> <tr> <td>SSE</td> <td>Electricity Town Hall</td> <td>1,207.05</td> <td>201.17</td> <td>1,005.88</td> </tr> <tr> <td>James Property Services</td> <td>Plumbing Work at the Town Hall</td> <td>292.50</td> <td>0.00</td> <td>292.50</td> </tr> </tbody> </table>		PAYEE	REASON	GROSS	(VAT)	NETT	Clear Sight	Window Cleaner	70.00	0.00	70.00	ITEC	Photocopies	66.89	11.15	55.74	B & C Shelters	Removal of existing bus shelter	180.00	30.00	150.00	B & C Shelters	Bus Shelter - Trevol Road	5,133.00	855.50	4,277.50	Waterwise	Big Sink Plungers (2)	12.10	2.02	10.08	Cornwall Council	Garage rent 29.08.18 - 16.09.2018	54.64	9.12	45.52	Festive Lighting Company	Refurbishment Charges	808.80	134.80	674.00	T Morris	Mayor's Diary/Telescopic Handlance	12.55	1.76	10.79	C F Southworth	Petrol/Oil Probation Team/Postage	21.99	3.09	18.90	British Gas	Electricity - Antony Road Toilets	25.95	1.23	24.72	Viking	Diaries	5.14	0.86	4.28	Festive Lighting Company	Christmas Lights Annual lease	2,049.60	341.60	1,708.00	SSE	Electricity Town Hall	1,207.05	201.17	1,005.88	James Property Services	Plumbing Work at the Town Hall	292.50	0.00	292.50
PAYEE	REASON	GROSS	(VAT)	NETT																																																																								
Clear Sight	Window Cleaner	70.00	0.00	70.00																																																																								
ITEC	Photocopies	66.89	11.15	55.74																																																																								
B & C Shelters	Removal of existing bus shelter	180.00	30.00	150.00																																																																								
B & C Shelters	Bus Shelter - Trevol Road	5,133.00	855.50	4,277.50																																																																								
Waterwise	Big Sink Plungers (2)	12.10	2.02	10.08																																																																								
Cornwall Council	Garage rent 29.08.18 - 16.09.2018	54.64	9.12	45.52																																																																								
Festive Lighting Company	Refurbishment Charges	808.80	134.80	674.00																																																																								
T Morris	Mayor's Diary/Telescopic Handlance	12.55	1.76	10.79																																																																								
C F Southworth	Petrol/Oil Probation Team/Postage	21.99	3.09	18.90																																																																								
British Gas	Electricity - Antony Road Toilets	25.95	1.23	24.72																																																																								
Viking	Diaries	5.14	0.86	4.28																																																																								
Festive Lighting Company	Christmas Lights Annual lease	2,049.60	341.60	1,708.00																																																																								
SSE	Electricity Town Hall	1,207.05	201.17	1,005.88																																																																								
James Property Services	Plumbing Work at the Town Hall	292.50	0.00	292.50																																																																								
<p>51-18F&P. Date of next meeting Monday 1st October 2018.</p>																																																																												
<p>52-18F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting None.</p> <p>Meeting Closed at 9.32pm. _____ Chairman</p>																																																																												