



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 29<sup>th</sup> October 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).

	<b>ACTION</b>
<p><b>65-18F&amp;P. Apologies for Absence</b> None.</p>	
<p><b>66-18F&amp;P. Standing Orders</b> Standing Orders relating to the commencement of business were suspended.</p>	
<p><b>67-18F&amp;P. Declarations of Interest relating to items on the Agenda</b> A non-registerable interest (NRI) was declared by the following Deputy Town Mayor – Agenda item 4(h) (as secretary of the Torpoint and Rame Active Community Network). Councillor Mrs. K Brownhill – Agenda item 8(b) (as Treasurer of the Torpoint Town Partnership). Councillor Mrs. J M Martin – Agenda item 8(a) (as a related to the proprietor of the Coppola School of Performing Arts).</p>	
<p><b>68-18F&amp;P. Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the meeting held on Monday 1<sup>st</sup> October 2018 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>69-18F&amp;P. Matters arising from the minutes</b> a) Civic Functions: - Pursuant to minute 57-18F&amp;P (a) the Mayor reported that there are no civic engagements arranged for November. The RFO informed members that following approval by Council that the RBL Remembrance Day parade is now a civic event signage has been purchased to request that motorists do not park in Eliot Square on the day of the parade. Given the council's resolution, the charge for the signage has been allocated to the Civic Function cost centre. b) Council Investment Strategy:- Pursuant to minute 57-18F&amp;P (b) the RFO informed members that the finances have now been deposited with Cornwall Council on the terms of the facilities agreement agreed by this Council and has been acknowledged. Interest will be calculated daily and notification of accrued investment will be monthly. Interest will be capitalized and added to the principal. The RFO will rename the financial comparison cost centre Investment Interest commencing with the November financial comparison. Pursuant to minute 57-18F&amp;P (b) the RFO produced illustrative calculations provided by the PWLB of the effect on loan repayments should the council reduce the loan by repaying £100,000. It was noted that the annual savings would amount to around £12,900 and over the term remaining the saving would be nugatory. It was</p>	

conceded that the Council would be more prudent to use the reserves within the terms of the reserves policy on capital items and not repay a portion of the loan.

c) Council Staffing Structure: -

Pursuant to minute 57-18F&P (c)

- i) The RFO reported that the appraisals have been completed although the Town Clerk has not completed the outstanding documents. The Town Clerk has suggested that those members that are able to progress in the respective salary banding. The RFO reminded members that the matter has to be completed by the budget meeting in December to enable the calculation of labour costs.
- ii) The RFO reported that the relevant Caretaking staff have undertaken current legionella training by a recognised training provider. This is as presented by the Clerk to the Asset Management and Operations Committee.
- iii) The RFO reminded members that when the Administration Assistant was appointed it was recommended that this would be on a core contract of 20 hours plus an additional 5 hours if required (minute 122-17 F&P (f) refers). With the increased workload of the Library delegation and other devolution projects, it is suggested that this flexibility is now exercised albeit at this point temporary (i.e. as overtime payments) pending a paper to be presented to the budget setting process in December following a proposed meeting between the Town Clerk, RFO together with the Mayor and Deputy Mayor when the additional time should be considered as being incorporated into the core contractual hours. Members were also reminded that 5 hours of the Clerk's hours is reallocated to the Library project within the budget (see note 8 to the Library project indicative costs) for the 2019-20 financial year. Following discussion it was **resolved** to permit 5 hours of temporary overtime (if required) is permitted, in conjunction with the Town Clerk's delegation, during November subject to the paper being presented at the Budget setting process in December.

d) Internal [and External] Audit Reports: -

Pursuant to minute 57-18F&P (d) the RFO presented the updated action report noting the employee handbook and operational manual will be presented for consideration in relation to the request from the internal auditor. It was noted that the action points are almost complete.

e) To review the use of Council facilities at no cost: -

Pursuant to minute 57-18(e) members considered the previous information together with suggestions. Councillor S J Corbidge suggested that an administration charge should be applied to each application. Councillor Corbidge suggested that, for example, if an organisation knew that it required several free of charge applications the a composite application should be submitted therefore only incurring one charge, although Councillor Mrs K Brownhill was of the opinion many organisations might not know their future requirements. Councillor Mrs J M Martin was of the opinion that the Council should consider weekly and possibly longer booking charge to accommodate those organisations that wished to book for consecutive days. Following further discussion it is **recommended** that the Council apply a £10 administration charge to each free of charge application. It was further suggested that should the council agree to the charge, the Town Clerk or Administration Assistant notify organisations that apply for free of charge use of the Council's charges.

f) Cornwall Council Policies: -

Pursuant to minute 57-18(f) the RFO reported that he is endeavoring to complete the policies assigned to him but is becoming a challenge. The Town Clerk also has policies that have been

**Council**

<p>assigned to be undertaken. It was noted that at least two policies and procedures are being reviewed at this meeting.</p> <p>g) Torpoint and Rame Active Community Network – Request for financial support: - Pursuant to minute 57-18F&amp;P (g) it was noted the Council have resolved to support the application for £10,000 toward the provision of a MUGA, subject to the completion of a PID and evidenced that the other finances from the current funding applications have been secured prior to releasing this Council’s contribution, Councillor Mrs J M Martin offered to work with the organisation to produce the PID in time for the December budget setting meeting.</p> <p>h) Volunteering Policy: - Pursuant to minute 58-18 (c) and following referral back to this Committee, it is <b>recommended</b> that sentence referring to the age of volunteers is removed from the document.</p> <p>i) Torpoint and Rame Youth Project: - Pursuant to minute 60-18 (c) and following a presentation from a member of this organisation, members considered the application for financial assistance as referred by Council. Referring to the guidance notes for S137 applications, whilst noting that finances for revenue projects was not precluded, it was acknowledged that revenue applications questioned the long term sustainability of the organisation. Following further discussion it is <b>recommended</b> that the Council grant the requested amount of £5,000 to support the project subject to the following terms: -</p> <ul style="list-style-type: none"> <li>➤ That the usual terms of reference are applied to together with</li> <li>➤ the group commits to supplying a monthly progress update from the youth group clearly specifying details of how many young persons have been helped and the impact on the young persons [minute D&amp;L 19-18(g)(b ii)].</li> <li>➤ That the sum of £5,000 is vired from the Localism cost centre to the S137 cost centre in line with the Chairman of the D&amp;L Committee’s email.</li> </ul>	<p><b>Council</b></p> <p><b>Council</b></p>
<p><b>58-18F&amp;P. To consider policies delegated to this Committee</b></p> <p>a) Business Continuity Plan: - The Business Continuity Plan (as circulated) was considered by members. Following consideration it is <b>recommended</b> that the policy (as circulated) is approved and adopted by the Council subject to the deletion of all references to the Deputy Town Clerk (or DTC) and insertion of the correct officers and also the insertion with the recent new member in the members list together with the correct mobile telephone number.</p> <p>b) Pay and Conditions Policy:- The Pay and Conditions Policy (as circulated) was considered by members. Following consideration it is <b>recommended</b> that the policy (as circulated) is approved and adopted by members subject to the inclusion of the words “at least annually” before the word appraisal in section 5, the inclusion of the RFO post to be authorised by the Town Mayor in section 13 Mileage and other Expenses. With reference to the facilities agreement to align with Cornwall Council’s policies and this Council’s union recognition, it was acknowledged that the Town Council will have to nominate two members to meet with two trades union representatives to form the Joint Committee (page 11).</p> <p>c) Pensions Discretion Policy (as circulated). The Pensions Discretion Policy (as circulated) was considered by members. Following consideration it is <b>recommended</b> that the policy (as circulated) is approved and adopted by</p>	<p><b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p>

<p>the Council.</p> <p>d) Investment Strategy (as circulated). The Investment Strategy (as circulated) was considered by members. Following consideration it is <b>recommended</b> that the policy (as circulated) is approved and adopted by the Council.</p> <p>e) Disability Employment Policy (as circulated). It was noted that this policy is another Cornwall Council policy to which this Council aligns. The Disability Employment Strategy (as circulated) was then considered by members. Following consideration it is <b>recommended</b> that the policy (as circulated) is approved and adopted by the Council. In doing so, the policy will substitute the word Torpoint Town Council to replace for example the word "us" and in other appropriate places. Clarity will also be sought on the confidentiality agreement (page 10) and also clarification of the "two ticks" clauses. It was also suggested that the (Identifying and Teaching Children and young People with Dyslexia) should be removed as it did not appear to apply in the context to this council.</p> <p>f) Recruitment Policy (to follow). In the absence of the completed policy this was deferred until the February meeting of this Committee.</p> <p>g) Employee Handbook and Member/Officer protocols (to follow). It was noted that much of this document is in response to the Internal Auditor request. The Employee Handbook (as circulated) was then considered by members. Following consideration it is <b>recommended</b> that the document (as circulated) is approved and adopted by the Council. In doing so it was acknowledged that this document will be regularly scrutinised by officers given the scope and complexity of the document and amendments will be presented to this committee for consideration. It will form the basis of employees' operational procedures and member/officer relationships and protocols and form a solid base on which to implement new practices and align with legislation and other Council policies.</p>	<p><b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p>
<p><b>59-18F&amp;P. To consider the Council Business Risk Management Plan</b></p> <p>a) Overtime/Casual Hours: - Members scrutinised the document as received by email via the Town Clerk. Members noted the circulation was the day of the meeting. Members again sought clarification on the methodology for identifying overtime. The Mayor briefed members on the recent meeting between the working party and the Town Clerk. The Mayor informed the Committee that he had been invited to accompany a caretaker for the day and advised that he will be taking up the offer. In <b>resolving</b> to approve the overtime, the Chairman, Mayor and Deputy Mayor would again meet with the Town Clerk to discuss the rationale and apportionment of overtime as a follow up to the original meeting. The working group would also discuss points raised by members at this meeting.</p> <p>b) Debtors/Creditors: - Members scrutinised the document (as circulated) as prepared by the Administration Assistant. It was noted that there was one debt in excess of 90 days. The remaining debts were all within current trading terms. Members requested that the excessive debt are pursued by the Administration Assistant/Town Clerk with the utmost vigor and given some of the sums involved that debts within trading terms are also closely monitored. It was then <b>resolved</b> that the report is approved.</p> <p>c) Budget Monitoring: - The Committee considered the September 2018 financial comparison (as circulated) and the</p>	

items relevant to this Committee. Members reviewed the document and following analysis by the RFO, expressed satisfaction with the report.

**60-18F&P. Correspondence.**

a) The Friends of Thanckes Park – Report on use of Council facilities at no cost (Tea Hut - August).

Noted.

b) The Friends of Thanckes Park – Request for use of Council facilities at no cost (Tea Hut - October).

Noted. After consideration it was **resolved** to support the request.

c) Torpoint Players – Request for use of Council facilities at no cost (Rehearsals and Pantomime).

Noted. After consideration it was **resolved** to support the request. The Town Clerk was requested to confirm the closing arrangements at the town hall following rehearsals/performances and additionally to enquire the use of the finances in bank statements given the finances identified in the supplied account.

TC

**61-18F&P. Planning Applications**

None.

**62-18F&P. Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
SW Water	Town Hall (July-October)	191.64	0.00	191.64
Complete Business Solutions	Stationery	43.18	7.20	35.98
Cornwall Council	Salaries/Mayors Allowance - Jul-Sept	30,746.85	42.00	30,704.85

**63-18F&P. Date of next meeting**

Monday 3<sup>rd</sup> December 2018.

**64-18F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting**

None.

Meeting Closed at 9.25pm. \_\_\_\_\_Chairman