



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 4th March 2019 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. K Brownhill, S J Corbidge MBE, Mrs. J M Martin and J Tivnan BEM plus the Responsible Financial Officer (RFO).

	ACTION
<p>103-18F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor Mrs C E Goodman (Deputy Town Mayor).</p>	
<p>104-18F&P. Declarations of Interest relating to items on the Agenda Councillor Mrs. R A Southworth – Agenda item 8 (a) (as a member of the Torpoint and Rame Transport Users Group).</p>	
<p>105-18F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 4th February are taken as read, confirmed and signed by the Chairman.</p>	
<p>106-18F&P. Matters arising from the minutes a) Civic Functions: - Pursuant to minute 95-18F&P (a) the Mayor advised members that Flying the Flag for the Commonwealth ceremony would be on Monday 11th March 2019. The Mayor further advised that a small reception would be held at the Council complex with only a negligible impact on the finances in the Civic Functions cost centre. b) Council Investment Strategy:- Pursuant to minute 95 -18F&P (b) and following the Council meeting confirming the deposit strategy, the RFO advised that £50,000 will be deposited with Cornwall Council on the same terms as the previous £100,000 as confirmed in the Facilities agreement dated 16th August 2018. With reference to the proposed £50,000 deposit with the CCLA, the RFO has received the application forms and proposed to list the four Council bank signatories as the four "Directors". Each member would be required to complete individual forms. With reference to issuing instructions to the Investment organisation, the RFO would remain as the conduit (in a similar vein to the investment arrangement with Cornwall Council). The application form refers to this as a signatory, but this does not convey any form of authorisation other than transferring money from the Council bank account to the CCLA and vice versa. Members concurred with the RFO analysis and following discussion therefore recommend: - i) That the four Council representatives to sign the agreement shall be the four current bank signatories. ii) That the RFO shall be the authorised signatory but this terminology only confers authorisation to transfer money between the CCLA and this Council's bank account and vice versa. iii) The only authorised bank account that will be submitted to the CCLA for transfer of</p>	Council

<p>money shall be the Torpoint Town Council current bank account.</p> <p>iv) That the Finance and Personnel Committee shall have delegated authority to instruct the RFO to undertake transfers between the accounts. Under extreme circumstances and urgency, the RFO shall be deemed to have delegated authority to undertake transfers in conjunction with the Chairman or if unavailable the Vice Chairman of this Committee. It shall then be reported to the Committee at the next available opportunity.</p> <p>The RFO advised that if approved by Council, the Investment Strategy document would be amended accordingly.</p> <p>c) Council Staffing Report: - Pursuant to minute 95-18F&P (c) the RFO had no report to present other than to acknowledge that the new Community Hub Manager has commenced employment with the Council and the other staff have been TUPE'd across to the Town Council from Cornwall Council.</p> <p>d) Internal Audit Report update: - Pursuant to minute 95-18F&P (d) there was no update to report. The RFO advised that he had followed the Committee recommendation of using the agenda/minutes to clearly show how money had been spent and uploaded all contracts expenditure above £5,000. Final completion of the Staff handbook will be undertaken to complete operational procedures.</p> <p>e) Cornwall Council Policies: - Pursuant to minute 95-18(f) the Committee were updated with the progress report. The RFO reported that the revised and updated Library charges operative from the 1st April 2019 were still awaited from Cornwall Council. In the circumstances it is recommended that delegated authority is given to the RFO to insert the new charges when known and reported to the Committee at the earliest opportunity. The RFO also reported that the Library Working Party had requested that with the G4S procedures are no longer reviewed. It was suggested however that there would be engagement with G4S and therefore the procedure should remain until the Council fully understands future operational procedures. Councillor S J Corbidge suggested that the Committee might wish to understand the financial implications of this Council no longer taking on the car park. The RFO would extract car park income and expenditure from the indicative budget to illustrate this point at then next meeting.</p> <p>f) Internal Controls Scrutiny Document: - Pursuant to minute 96-18F7P (f) the RFO presented the completed Scrutiny document as undertaken by the Chairman and Councillor C R Still. The Chairman reported that both members had full access to all documentation and processes and were able to undertake a thorough review. The RFO took the Committee through all sections and highlighted any matters that required possible improvements, any vulnerabilities and weaknesses. After considering the document members make the following recommendations; -</p> <p>i) Members considered the use of personal computers or devices to authorise on-line payments may make the system vulnerable to cyber-attack, introduction of malware and viruses. It is therefore proposed that the office computer is used where possible, but should members use their own devices then a statement is signed confirming the name of the virus protection, it is current and the latest updates are installed.</p> <p>ii) That the Council should also consider purchasing crime and cyber cover from the Council insurance provider. This would be considered further at the April meeting following the award of the insurance contract.</p>	<p>Council</p> <p>RFO</p> <p>Council</p> <p>F&P Comm.</p>
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<p>iii) The recently purchased assets require security marking. Following discussion of the document it was resolved that Councillor Mrs. J M Martin as Vice Chairman of the Committee is authorised to sign the document on behalf of the Committee and is formally approved at Council.</p> <p>g) MHCLG Fair Deal Policy: - Pursuant to minute 98-18F&P (c) and following consideration by members it was acknowledged that this Council is a "Fair Deal" authority having already adopted the LGPS and that any new member of staff would automatically be enrolled into the scheme. It is therefore recommended that the Council recognises the current position and supports the proposals.</p>	<p>Council</p>
<p>107-18F&P. To consider policies delegated to this Committee</p> <p>a) Safeguarding Policy: - In the absence of the policy it is recommended this matter was deferred to Council for consideration. Councillor S J Corbidge was of the opinion that presentation of this policy was urgent and exposed the Council to vulnerability. The RFO advised members that he understood the Clerk had been working on the policy but it was not yet complete. Members suggested that as with other Cornwall Council policies, this could be adopted from the Cornwall policy with the appropriate refinements to satisfy Cornwall Councils transfer of policies and formally approved in the short-term. It would then reviewed with input from the Community Hub Manager, to bring it into line with other Council policies. It was also noted that Cornwall Council had been appointed to undertake DBS checks.</p> <p>b) Unreasonable Behaviour Policy: - The Unreasonable Behaviour Policy (as circulated) was considered by members. It was noted that this policy was in parallel to the Council Complaints and subject to some minor amendments, it is recommended that it is temporarily adopted to satisfy the Library transfer conditions. It is the again reviewed by the RFO with input from the Community Hub Manager to form a consolidated policy together with the Council Complaints policy.</p> <p>c) Standing Orders: - The Council Standing orders (as circulated) was considered by members. It was noted that the Standing Orders had been reviewed and approved in September 2018 to incorporate the recommendations from the Internal Auditor and were being presented to the Committee to bring them back into the cyclical alignment with other policies. Following consideration it is recommended that the policy (as circulated) is approved and adopted by the Council subject to alterations with the date (page 1 and header) and minor grammatical changes. The RFO at the request of the Committee, would review the current layout and for consistency bring it into alignment with the current policy format.</p> <p>d) Financial Regulations and Best Value Statement: - The Financial Regulations and Best Value Statement (as circulated) was considered by members. Following consideration it is recommended that the Financial Regulations and Best Value Statement are approved and adopted by the Council for compliance subject to the deletion of 5.6 and insertion of 8.6 in 8.5 (b).</p>	<p>Town Clerk Council</p> <p>Town Clerk /CHM</p> <p>Council RFO/CHM</p> <p>Council</p> <p>Council RFO</p>
<p>108-18F&P. To consider the Council Business Risk Management Plan</p>	

a) Overtime/Casual Hours: -

Members scrutinised the document submitted by the Town Clerk. Members noted that the documents had only been circulated on the day of the meeting. After brief consideration **resolved** that the overtime in the report is noted and approved but request that the documents are circulated in advance of the meeting and in the original prescribed format.

b) Debtors/Creditors: -

Members scrutinised the document (as circulated) as prepared by the Administration Assistant. It was noted that there was only one debt outside of trading terms (30-60 days) and that this debt is being pursued. After consideration it was **resolved** that the report is approved. The RFO reported that the occupiers of rooms would also be included commencing in the new financial year. As most occupiers pay electronically and debt is not normally a problem, the information should prove useful and helpful to members.

c) Budget Monitoring: -

The Committee considered the January 2019 financial comparison (as circulated) that had been reviewed at Council. Members discussed items and following analysis by the RFO, expressed satisfaction with the report.

d) To consider the Council Insurance contract commencing 1st April 2019.

The RFO reminded members that the 3 year insurance contract ends on the 31st March 2019 and that quotations had been sourced from four potential providers including the current provider. The information given to all providers were the same, based on the current provision plus the Library budget and information. The submitted quotations are listed in the following table

QUOTATIONS FOR THE COUNCIL INSURANCE BUSINESS FOR THE YEAR 2019-20

NAME OF COMPANY	ANNUAL PREMIUM (INC IPT)	NOTES
Zurich Insurance Company	£4,119.43	(Current supplier)
WPS (RSA)	£2,791.11	3 year contract
Came and Company (Inspire)	£4,965.14	(£4,716.88 – 3 year contract)
Norris & Fisher (Ageas)	£3,057.68	

Councillor J Tivnan observed that from his experience, large fluctuations in quotations is normal for this industry. The RFO spoke on the quotations and advised members that the Fidelity Insurance with the lowest quotation was £750,000. Whilst lower than the current provider, it is sufficient for the Council's current requirements (based on the suggested formula). The current provider only offered either £500,000 (insufficient) with the next level being £1 million. After considering the quotations it was **recommended** that the Council place the business with WPS (Royal Sun Alliance) for £2,791.11 per annum on a 3 year contract (the length being similar to the current arrangement).

109-18F&P. Correspondence

a) Torpoint and Rame Public Transport Users Group – Request to use Council facilities at no cost.

Noted. Receipt of the bank statement was also noted that indicated unrestricted finances well in excess of the fee for using the facilities, although the author of the email pointed out that the group has not been able to access the bank account for two years as a result of a signatory problem. The Chairman drew attention to the current framework approved by Council granting use of council facilities at no cost that had recently been approved by Council.

Town Clerk

Council

After considering the matter it was **resolved** to grant the organisation free of charge use for the purpose in the application form.

b) EE – New Price tariffs.
Noted.

110-18F&P. Planning Applications

None.

111-18F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
James Property Services	Benodet Park Toilets	105.00	0.00	105.00
Zurich Munal	Library contents/staff insurance	57.93	0.00	57.93

Members were advised that a cheque for £1,000 to the Torpoint Rowers in September 2018 had not been cashed and was an outstanding item in the cash book. The Clerk on investigating the matter reported that the cheque had not been received and lost. Members were given to understand that the boat for which the grant had been applied for, had been purchased by the organisation without any financial input from the Council [as the cheque had been lost]. Whilst the lost cheque has been cancelled, it was **resolved** not to replace the cancelled cheque with another (or BACS payment) until full details had been established on the boat purchase and the need for this Council to financial assist the project.

112-18F&P. Date of next meeting

Monday 1st April 2019.

113-18F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting

None

Meeting Closed at 8.30. _____ Chairman