

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 29th April 2019 at 7.00 pm in the Council Committee Room, 4, York Road, Torpoint.

PRESENT: - Councillor Mrs R A Southworth (Chairman), Councillors 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 M J Senese.

	ACTION
<p>1-19F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor L E Keise (Town Mayor).</p>	
<p>2-19F&P. Declarations of Interest relating to items on the Agenda Non-Registerable Interests were declared by Councillor Mrs. K Brownhill – Agenda item 8 (a) (related to the applicant) Agenda item 8 (b) (the applicant on behalf of the organisation) Agenda item 8 (c) (the applicant on behalf of the organisation) Councillor J Tivnan – Agenda item 8 (a) (undertaking work for the organisation).</p>	
<p>3-19F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 1st April 2019 are taken as read, confirmed and signed by the Chairman.</p>	
<p>4-19F&P. Matters arising from the minutes a) Council Staffing Report: - Pursuant to minute 120-18F&P there were no further updates to report. b) Civic Functions: - Pursuant to minute 123-18F&P (a) in the absence of the Town Mayor there was no report to present. Although not part of the civic function cost centre it is understood the Mayoral Ball had been cancelled. c) Council Investment Strategy:- Pursuant to minute 123-18F&P (b) the RFO advised that return of the completed documentation was awaited prior to investing £50,000 with the CCLA. d) Internal Audit Report update: - Pursuant to minute 123-18F&P (c) the RFO reported on the completed Internal Controls self-assessment document (2018-19 financial year). The RFO explained that he had generated a document that was self-assessment evidence based, fundamentally in answer to the governance section of the Annual Governance and Accountability Return (AGAR) to the external auditor. The document poses the questions and the responses are evidenced with procedures, minutes or other suitable replies. The Chairman had scrutinised the document and expressed satisfaction in the accuracy of referencing replies. The RFO then detailed to members the contents in a question and answer session and the document was signed by the Chairman. This document would also be made available to the Internal Auditor if required.</p>	

<p>5-19F&P. To consider policies delegated to this Committee None.</p>	
<p>6-19F&P. To consider the Council Business Risk Management Plan a) Overtime/Casual Hours: - Members scrutinised the document and after brief consideration resolved that the overtime in the report is approved. It was noted that because of the short notice the monetary value had not been calculated, in answer to a question from Councillor S J Corbidge on the effect of the overtime on the budget, the RFO responded that at this juncture, he was confident there were no issues with the budget given the contingency provision within the cost centre, but as this was early in the financial year it is important to include commitments within the financial comparison. b) Debtors/Creditors: - It was noted that there were no debts outstanding. After consideration it was resolved that the report is approved. c) Budget Monitoring: - The Committee considered the March 2019 financial comparison (as circulated) and the items relevant to this Committee. Members reviewed the document. The RFO explained that some commitments had been retained but the full analysis on accruals would be presented within the financial accounts at the May Council meeting. In answer to a question from the Chairman, the RFO reported that a separate revenue cost centre had been created for the Library, although salaries have been included within the consolidated salary cost centre covering all staff.</p>	
<p>7-19F&P. Correspondence. a) Community Health Around Torpoint – Request for financial assistance (CHAT Magazine). Noted. After considering the request it was recommended that the Council grant the requested amount (£300). b) Torpoint and Rame Peninsula Lions Club - Request to use Council facilities at no cost. Noted. After considering the request it was resolved to grant the use of the Council facility at no cost. (Councillor Mrs K Brownhill declared an NRI and left the meeting whilst this item was discussed). c) Torpoint Town Partnership - Request to use Council facilities at no cost (Council Hall). Noted. After considering the request it was resolved to grant the use of the Council facility at no cost. (Councillor Mrs K Brownhill declared an NRI and left the meeting whilst this item was discussed). d) Torpoint Town Partnership - Request to use Council facilities at no cost (Benodet Park). Noted. After considering the request it was resolved to grant the use of the Council facility at no cost. (Councillor Mrs K Brownhill declared an NRI and left the meeting whilst this item was</p>	<p>Council</p>

<p>discussed).</p> <p>e) Torpoint Community Cinema – Reports on use of Council facilities at no cost (2 reports). Noted.</p> <p>f) Torpoint Players - Report on use of Council facilities at no cost. Noted.</p> <p>g) Cornwall Air Ambulance – Request for financial assistance. Noted. After considering the request it was recommended that the Council grant the requested amount (£300).</p>	Council
<p>8-19F&P. Planning Applications None.</p>	
<p>9-19F&P. Accounts for payment None. The RFO spoke on the VAT situation and suggested that the Council would probably have to register for VAT as the amount of exempt activities have increased including the devolution of the library. This could have implications on hirers and occupiers as a result of this decision. Councillor S J Corbidge spoke on the library impact. The RFO indicated that the Council register with HMRC and notify Cornwall Council with reference to the Library.</p>	
<p>10-19F&P. Date of next meeting Monday 3rd June 2019.</p>	
<p>11-19F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting</p> <p>➤ The Chairman spoke on the work of the Town Clerk and was hopeful that now the preparatory stage of the Library had been completed and a Manager in place, the workload should reduce and that supplementary meeting documents would be forwarded in good time and the practice of sending evening emails would cease. Councillor Mrs. J M Martin stated that the Clerk was sometimes working flexibly to make up time for external meetings such as at the school, held during the working day. Councillor S J Corbidge agreed with the Chairman’s sentiments and Councillor Mrs. Brownhill suggested that this should be monitored for reasons of health and safety and work-life balance. In conclusion the Chairman thanked members for their support over the year and announced would no longer be seeking the Chairmanship of this Committee. The Chairman reminded members that the Deputy Mayor had been elected ex-officio to this Committee with the intention of chairing it to get a better understanding of the Committee in preparation for any aspiration to become the Mayor. Members thanked the Chairman for the years served as Chairman of this Committee.</p> <p>Meeting Closed at 7.45 pm _____ Chairman</p>	