



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 3rd June 2019 at 7.00 pm in the Council Committee Room, 4, York Road, Torpoint.

PRESENT: - Mrs C E Goodman (Town Mayor), Miss R A Tanner BEM (Deputy Town Mayor), S J Corbidge MBE, Mrs. J M Martin, M J Senese and Mrs R A Southworth plus the Responsible Financial Officer (RFO) and the Town Clerk also in attendance.

Also present: - Councillors G J Davis and L E Keise.

	ACTION
<p>12-19F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillors Mrs. K Brownhill and J Tivnan BEM.</p>	
<p>13-19F&P. Election of Chairman for Civic Year 2019-20 The Town Mayor called for nominations for the position of Chairman for the Civic Year 2019-20. The Deputy Town Mayor proposed that Councillor Mrs J M Martin is elected to serve as Chairman for the Civic Year 2018-19. Councillor Mrs. R A Southworth seconded the proposition. The motion was put and Councillor Mrs. J M Martin was duly elected Chairman for the Civic Year 2019-20.</p>	
<p>14-19F&P. Election of Vice Chairman for the Civic Year 2019-20 The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2019-20. Councillor Mrs R A Southworth proposed that Councillor Mrs S J Corbidge is elected to serve as Vice Chairman for the Civic Year 2019-20. Councillor M J Senese seconded the proposition and there being no other nominations the motion was put and Councillor S J Corbidge was duly elected Vice Chairman for the Civic Year 2019-20.</p>	
<p>15-19F&P. Declarations of Interest relating to items on the Agenda None.</p>	
<p>16-19F&P. Minutes of the previous meeting It was resolved that the minutes of the meeting held on Monday 29th April 2019 are taken as read, confirmed and signed by the Chairman.</p>	
<p>17-19F&P. Matters arising from the minutes a) Council Staffing Report: - Pursuant to minute 4-19F&P (a) there were no further updates to report. b) Civic Functions: - Pursuant to minute 4-19F&P (b) the Town Mayor confirmed that there are no functions planned that would have a budget impact. c) Council Investment Strategy:- Pursuant to minute 4-19F&P (c) the RFO again advised that return of the completed documentation was awaited prior to investing £50,000 with the CCLA.</p>	

<p>d) Accounts for payment (VAT): - Pursuant to minute 19-19F&P members were advised that with the inclusion of the Library and other projects, it was considered that the Council's levels of exempt activities were to exceed the de-minimus levels and VAT registration was required and undertaken. The Town Clerk advised the meeting that following her consultation with hirers and occupiers and other investigations, considered that should the Council charge VAT on lettings it should be absorbed into the hiring charges for this financial year. Councillor G J Davis conceded that although the Council registered, and acknowledged the Council might wish to understand the financial impact that the implications would have on council finances. The RFO suggested that the Council could not opt to charge but would probably lose the claimable tax advantage on charges attributable to exempt activities. It was recommended that a future paper is compiled on possible implications and/or advantages to the council.</p>	<p>Council</p>
<p>18-19F&P. To consider policies delegated to this Committee a) Financial Regulations – Issue of Credit cards The Town Clerk spoke to a circulated paper on the proposal to obtain a credit card. The Clerk continued by producing a list of purchases that had been obtained by staff using either their own cards or cash. The Clerk drew attention to the financial regulations whereby staff are discouraged to use their own cards. The RFO advised that this particular financial regulation principally referred to trade arrangements but supported the proposal reminding members that the use of the internet for purchases was increasing. The RFO confirmed that if agreed, whilst the Clerk would have control of the card, strict procedures would be written into financial regulations to prevent misuse, reinforcing separation of duties and should not be treated as a "lazy" procurement method to by-pass purchase orders and operational planning. After considering this matter further it is recommended that the Council support the use of a credit card subject to any additional controls being written into financial regulations. b) Utilities: - The Clerk drew attention to proposals on future utility procurement. The Clerk was working with Voltz UK to streamline utilities and had commenced by Displaying Energy Certificates as a statutory requirement. The Clerk is continuing with this piece of work.</p>	<p>Council</p>
<p>19-19F&P. To consider the Council Business Risk Management Plan a) Overtime/Casual Hours: - Members considered the overtime report and noted that the principal overtime was as a result of sickness and holiday absence. The RFO would produce a monetary value to the overtime report to understand the financial implication. This was dependent on the availability of the document and resource time. After a brief consideration it was resolved that the overtime report is approved. b) Debtors/Creditors: - It was noted that there two debts within trading terms. After consideration it was resolved that the report is approved. c) Operation Liabilities: - The RFO drew attention to the Business Risk Management Plan (Operation Liabilities) and specifically Who can commit Council Funds? The RFO drew attention to the scheme of delegation, cited examples and suggested that the Council review the delegation within the terms for new projects to be included within the Scheme of Delegation. Councillor G J Davis</p>	

<p>suggested that this is included within the PID and Project Statements. It is recommended the Chairman and RFO would review this document to include delegation for approval by Council. On the matter of individual Councillors being prohibited from incurring expenditure, whilst concurring, Councillor Davis cited the Library project and processes but further warned and stressed that Councillors should not be receiving money on behalf of the Council. In response the RFO urged Councillors to signpost payments to the Administrative Assistant or Town Clerk.</p> <p>d) Budget Monitoring: - The Committee considered the April 2019 financial comparison (as circulated) and the items relevant to this Committee. Members reviewed the document. The RFO drew attention to the projected overspend on Non-Domestic rates. Whilst it was noted that the rise in rates appeared larger than anticipated, it was further noted that an additional rate burden would fall upon this Council should rooms became vacant and/or used by the Council.</p>	Council
<p>20-19F&P. Items Referred to this Committee: -</p> <p>a) Internal Audit Report: - The RFO reported on the findings of the Internal Auditor. There are no recommendations and the responses to the observations are appended to these minutes.</p> <p>b) Committee Terms Of Reference (TOR): - It was noted that although it is within the Budget Monitoring policy and is undertaken monthly of the operational activities, scrutiny of the Financial Comparison is not included in the TOR of the two other Standing Committees (AMOC and D&L). It is recommended that this is included within the TOR for both other Committees. Councillor Davis also suggested that with the Town Council operating the Library, the operational and resource requirements should also be reviewed at a later date. It is recommended that this is undertaken at a future date.</p>	Council Council
<p>21-19F&P. Correspondence. None.</p>	
<p>22-19F&P. Planning Applications</p> <p>a) PA19/01873 - 58, Macey Street, Torpoint – Rear two storey extension. Following a site meeting and further consideration the Council raise no objections or observations.</p>	
<p>23-19F&P. Accounts for payment</p>	

PAYEE	REASON	GROSS	(VAT)	NETT
Kent, Surrey & Sussex CRC	Rehab Team March and April	895.99	149.33	746.66
C F Southworth	Library Table Cloths	13.08	2.18	10.90
M Cocks	Library Cleaning Equipment	9.90	1.65	8.25
British Gas	Antony Road Electricity	24.68	1.17	23.51
Rame Refuse	Library rubbish removal	290.00	48.33	241.67
South West Water	Library	97.38	6.90	90.48
DJW Window Cleaning	Bus Shelter Cleaning April	18.00	0.00	18.00
DJW Window Cleaning	Bus Shelter Cleaning May	18.00	0.00	18.00
DJW Window Cleaning	Library Cleaning	38.00	0.00	38.00
Spot on Supplies	Cleaning Supplies	243.11	40.52	202.59
Just Rods	Drain Clearance	80.00	0.00	80.00
Tina Morris	Library Toys	228.60	0.00	228.60
Francis Thomas	Lawn Mower	369.00	61.50	307.50
ITEC	Photocopies	95.71	15.95	79.76
Atlas Graphics	Signs - Sparrow Park	54.00	9.00	45.00
Atlas Graphics	Archives Sign - Library	108.00	18.00	90.00
Mole Valley Farmers	Fence Materials - Library	189.34	31.56	157.78
T Morris	Study Day Fuel	30.00	5.00	25.00
C F Southworth	Petrol and Parks Tools	47.56	7.93	39.63
Cornwall Council	Garage Rent April	56.48	9.40	47.08
Cornwall Council	Garage Rent May	56.48	9.40	47.08
Hampshire Flag Company	Bunting	306.59	51.10	255.49
24-19F&P. Date of next meeting Monday 1 st July 2019.				
25-19F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting None				
Meeting Closed at 8.04 pm _____ Chairman				