



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 1<sup>st</sup> July 2019 at 7.00 pm in the Council Committee Room, 4, York Road, Torpoint.

**PRESENT:** - Councillor Mrs. J M Martin, Councillors Mrs C E Goodman (Town Mayor), Miss R A Tanner BEM (Deputy Town Mayor), Mrs. K Brownhill, S J Corbidge MBE, Mrs. J M Martin, M J Senese, Mrs R A Southworth and J Tivnan BEM plus the Responsible Financial Officer (RFO).

**Also present:** - Councillor G J Davis.

	ACTION
<p><b>26-19F&amp;P. Apologies for Absence</b> None</p>	
<p><b>27-19F&amp;P. Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>28-19F&amp;P. Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the meeting held on Monday 3<sup>rd</sup> June 2019 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>29-19F&amp;P. Matters arising from the minutes</b> a) Council Staffing Report: - Pursuant to minute 17-19F&amp;P (a) the RFO reported on recent training activities. The RFO reported that the Administration Assistant had taken study leave in preparation of module presentation for the Community Governance submission. The RFO has been invited and will be attending an "Alternatives to Pesticide Demonstration" event near St Austell and also briefed the Committee on aspects of the Pension Training and Committee meeting highlighting aspects that could have implications to the Council. The RFO also drew attention to the employer and employee contributions for the 2019-20 financial year. b) Civic Functions: - Pursuant to minute 17-19F&amp;P (b) the Town Mayor reminded members of the Civic Sunday Parade and Service on the 14<sup>th</sup> July 2019. It was noted that this event is factored into the budget. c) Council Investment Strategy:- Pursuant to minute 17-19F&amp;P (c) the RFO advised that the documentation is almost complete prior to submission to the CCLA. Following acceptance by the CCLA the Council would then be in a position to invest the £50,000 as previously resolved by Council. d) Accounts for payment (VAT): - Pursuant to minute 17-19F&amp;P the RFO informed the Committee that the Clerk had advised the Council do not charge VAT on occupier's fees and charges and would be implemented. The RFO indicated to members that the decision of not opting to charge would mean the necessary adjustments to input taxes. In answer to a question on impact, the RFO again advised members it was considered that the Council's levels of exempt activities were to exceed the de-minimus levels set by HMRC and VAT registration was required. The meeting was also</p>	

<p>advised that Cornwall Council had advised the Clerk and RFO that Torpoint were the only Council undertaking the partnership with Libraries that were not VAT registered and given the legalities and complexities of collecting fines [it is understood local councils cannot collect fines] this might cause an issue with the VAT. It was suggested that a target of September is set for a future paper is compiled on possible implications and/or advantages to the council.</p> <p>e) Financial Regulations – Issue of Credit cards</p> <p>Pursuant to minute 18-19F&amp;P (a) the RFO spoke to the circulated revised Financial Regulation (9.21) and the checks and balances now included relating to the issue of credit cards that was recommended for acceptance by the Council. Councillor Davis drew attention to a limit in a previous regulation (9.18) and suggested that the word debit card should be replaced with the word credit card and that the limit should be reduced to £150. Councillor Mrs K Brownhill noted that some reimbursements were above this figure and the RFO suggested that the limit is retained until the first scrutiny by the Finance and Personnel Committee as written into amended regulations. However Councillor Davis argued that the figure should be reduced despite the observation made by Councillor Mrs Brownhill, and it was therefore <b>recommended</b> that the amended Financial Regulation (9.21) is accepted by Council and that regulation 9.18 is also amended by deleting the word debit and inserting the word credit and the limit is amended from £500 to £200.</p>	<p><b>Council</b></p>
<p><b>30-19F&amp;P. To consider policies delegated to this Committee</b></p> <p>None.</p>	
<p><b>31-19F&amp;P. To consider the Council Business Risk Management Plan</b></p> <p>a) Overtime/Casual Hours: -</p> <p>Members considered the overtime report and noted that the principal overtime was as a result of sickness and holiday absence. The RFO produced a monetary value to the overtime report to understand the financial implication. It was noted that the member of staff has been certified with another two weeks off sick. After a brief consideration it was <b>resolved</b> that the overtime report is approved.</p> <p>b) Debtors/Creditors: -</p> <p>It was noted that there no outstanding debts. After consideration it was <b>resolved</b> that the report is approved.</p> <p>c) Budget Monitoring: -</p> <p>The Committee considered the May 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 and reminded members that this would increase with the vacated room 3. The Committee had no further comment to make.</p> <p>d) Transparency Code: -</p> <p>The RFO drew attention to the requirements of the transparency code for Councils over £200,000 as detailed in the Good Councillors Guide and the information required to be published on the website. The RFO would work with the Clerk to rectify any deficiencies in the reporting structure.</p>	
<p><b>32-19F&amp;P. Items Referred to this Committee: -</b></p> <p>None</p>	

<b>33-19F&amp;P. Correspondence.</b>						
None.						
<b>34-19F&amp;P. Planning Applications</b>						
None						
<b>35-19F&amp;P. Accounts for payment</b>						
PAYEE		REASON		GROSS	(VAT)	NETT
ASG Security		CCTV Monitoring - Library		372.00	62.00	310.00
<b>36-19F&amp;P. Date of next meeting</b>						
Monday 2 <sup>nd</sup> September 2019.						
<b>37-19F&amp;P. Any Business that has been disclosed to the Chairman and members prior to the meeting</b>						
<ul style="list-style-type: none"> <li>➤ Councillor Mrs. K Brownhill raised the subject of the TTP as noted in a previously circulated email, claiming that additional hours had been authorised for Town Council Staff but little or nothing was forthcoming. The RFO drew attention to the chronological sequence of Council decisions on this subject and advised as a result of this, the secretariat of the TTP is no longer on any member of staff's job description. Councillor S J Corbidge suggested that in hindsight the Council had been too swift to implement an increase in hours and possibly a 6 month period should have been implemented. Both Councillors Mrs. K Brownhill and the Deputy Town Mayor articulated on the problem which was the on-going support for the organisation. Members then briefly spoke on the proposed increase in hours and support for the Council. Councillor G J Davis claimed the new Community Hub Manager has expressed an interest in becoming more involved and this might provide an option. He also observed that two members of staff appeared to be mirroring each other at events. The Chairman would meet with the Town Clerk to discuss the matters further.</li> </ul>						
Meeting Closed at 8.08 pm				Chairman		