



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 9th September 2019 at 7.00pm in the Committee Room, York Road, Torpoint.

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

ALSO PRESENT: Councillor G J Davis and K J Moon.

	ACTION
<p>38-19F&P Apologies for absence Apologies for absence were submitted on behalf of Councillor M J Senese.</p>	
<p>39-19F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non Registerable Interest) was declared by: -</p> <ul style="list-style-type: none"> ➤ Councillor J Tivnan – (Agenda item 6d New Licensee Torpoint Royal British Legion – as Treasurer of the organisation). ➤ Councillor Mrs. R A Southworth – (Agenda item 8a Torpoint Community Cinema – as Treasurer of the organisation). ➤ Councillor Miss R A Tanner – (Agenda item 8a Torpoint Community Cinema – as member of the organisation). ➤ Chairman (Councillor Mrs. J M Martin) - (Agenda item 8a Torpoint Community Cinema – as member of the organisation). 	
<p>40-19F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 1st July 2019 are taken as read, confirmed and signed by the Chairman.</p>	
<p>41-19F&P Matters arising from the minutes a) Council Staffing Report: - Pursuant to minute 17-19F&P (a) the Clerk reported on the ongoing sickness absence of the Cleaner, highlighting the increase in overtime is as direct result of the cover being undertaken. The Clerk reported that the Administration Assistant is continuing to progress on the Community Governance course. The Chairman consulted with the Committee members about whether a discussion on the Council staffing position should proceed and Councillor Mrs. K Brownhill proposed this item should be taken with the press excluded, this was seconded by the Town Mayor (Councillor Mrs. C E Goodman) and it was resolved that this item would be considered with the Public and Press excluded as it contains sensitive staffing information [see minute 50-19F&P below]. (The Clerk left the meeting at this point.) (Following debate the Clerk returned to the meeting.) b) Civic Functions: - Pursuant to minute 29-19AMO (b) the Town Mayor highlighted the forthcoming 10th Anniversary</p>	

<p>celebration of Bénodet Park is being planned for Saturday 28th September, from 2.00pm – 4.00pm. A Project Statement for the event was circulated and it is recommended to proceed with the event with an agreed maximum budget of £330.00.</p> <p>c) Council Investment Strategy: - Pursuant to minute 29-19F&P (c) the Clerk has contacted Cornwall Council to advise the change in the contact details in the Council for receipt of the monthly report on the investment.</p> <p>d) Accounts for Payment – VAT: - Pursuant to minute 29-19F&P (d) further advice and guidance will be sought by the Clerk on this matter.</p> <p>e) Financial Regulations - Issue of Credit Card: - Pursuant to minute 29-19F&P (e) the Clerk to meet with the Chairman to complete the business credit card application.</p>	<p>Council</p> <p>Clerk</p> <p>Cllr Martin/ Clerk</p>
<p>42-19F&P Policies Reviewed by this Committee All deferred to the next meeting.</p>	
<p>43-19F&P To consider the Council Business Risk Management</p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: - Noted.</p> <p>c) Budget Monitoring – Finance Committee Responsibilities: - The Committee considered the July 2019 financial comparison (as circulated) and the items relevant to this Committee.</p> <p>d) New Licensee – Torpoint Branch Royal British Legion: - Noted.</p>	
<p>44-19F&P Items Referred to this Committee None.</p>	
<p>45-19F&P Correspondence</p> <p>a) Torpoint Community Cinema – Report on use of Council facilities at no cost: - Noted. Councillor G J Davis highlighted that in his opinion the Torpoint Community Cinema are enabling more people to be able to watch films, highlighting the recent autism screenings as an example of inclusion.</p> <p>b) Community Health Around Torpoint (CHAT) – Report and thank you on S137 grant received: Noted.</p> <p>c) Cornwall Air Ambulance New Heli Appeal – Thank you on S137 grant received: - Noted. A visit to the Cornwall Air Ambulance was offered and Councillor J Tivnan agreed to organise a visit to the airbase.</p> <p>d) Cornerstone Methodist/United Reformed Church – Request for financial support: - The request for financial support of £5,000 was considered, using the documentation supplied. The Clerk highlighted that all other funding applications Cornerstone Methodist/United Reformed Church have submitted to other organisations are for the same amount (£5,000). After considering the request it was recommended that the Council grant the requested amount of £5,000, subject to an agreement that should the proposed works not proceed the grant funds</p>	<p>Cllr Tivnan</p> <p>Council</p>

are refunded to the Council. Members wished to ensure timescales are agreed with the applicant for the refund of monies, should the works not proceed.
d) PWLB (Public Works Loan Board) Loan confirmation: -
Noted. Alternative loan/finance agreements were discussed, highlighting it could be in the Council's interest to consider transferring the loan.

(Councillor K J Moon left the meeting at this point.)

46-19F&P Planning Applications

a) PA19/07239 101 North Road, Torpoint, PL11 2DU – Provision of hardstanding.
No observations or objections.

47-19F&P Budget Monitoring Report

- Members reviewed the June 2019 financial comparison (as circulated).

48-19F&P Accounts for payment

PAYEE	REF NO	REASON	GROSS	(VAT)	NETT
Don Benson	Clock Winding	8	48.00	0.00	48.00

49-19F&P Date of next meeting

Monday 30th September 2019.

50-19F&P It was resolved the information to be considered is of a sensitive nature, this item is considered with the public and press excluded and is contained in the confidential annex to these minutes (Public Bodies (Admission to Meetings) Act 1960 1(2)).

51-19F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Chairman understood nearly 400 people are expected to attend the war memorial unveiling event on Sunday 22nd September. Councillor J Tivnan explained receipt of a quotation from AVLX to provide the Technical provisions to enable two television screens to be erected, one in the church and one alongside the Barbers shop. The Chairman explained that according to the Council's Best Value Statement any estimate exceeding £1,000 requires two verbal quotations; this quotation is for £1,084.00 (plus VAT). The Chairman referred to the Council's best Value Statement - Extraordinary circumstances, highlighting that due to the tight timescales of the event an immediate decision is called for, it was **resolved** to authorise the interim Responsible Finance Officer (RFO) to waive the tendering process for this quotation.

Meeting closed at 9.27pm _____ Chairman