



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 30th 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 and RFO (Clerk).

ALSO PRESENT: Councillor G J Davis.

	ACTION
<p>52-19F&P Apologies for absence The Clerk explained Councillor M J Senese has submitted his resignation from the Council.</p>	
<p>53-19F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non Registerable Interest) was declared by: - ➤ Councillor Mrs. K Brownhill – (Agenda item 8b Torpoint Town Partnership – as Treasurer of the organisation).</p>	
<p>54-19F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 9th September 2019 are taken as read, confirmed and signed by the Chairman.</p>	
<p>55-19F&P Matters arising from the minutes a) Council Staffing Report: - Pursuant to minute 41-19F&P (a) the Chairman reported Mr Chris Harris is no longer employed as Responsible Finance Officer (RFO)/ HR Manager and recorded sincere thanks to him for giving over 23 years' service to the Town Council and the town of Torpoint. An opportunity to thank him in person whilst acknowledging his dedication to Torpoint will be arranged in the near future. The Chair reported having held a meeting with the Mayor and Clerk, with the Clerk agreeing to take on the role of RFO for an interim period. The Chair detailed a proposed timeline for the next three months: ➤ 31st October – all staff appraisals to be completed. The Chair explained all Job Descriptions will be reviewed at the appraisal meetings and signed off; additionally the Clerk's contract will be reviewed and updated accordingly. The Chairman explained the notice period for significant staff is being increased to three months (for both employer and employee) and a training and development clause will be written which will require the repayment of course fees by employees, where the council has funded the training, payable on a sliding scale. ➤ 24th October – Asset Management and Operations Committee budget setting 2020/21. ➤ 4th November – Finance and Personnel Committee meeting – salary review/organisational structure review – All members invited to attend this meeting. ➤ 7th November – Development and Localism Committee budget setting 2020/21. ➤ 2nd December – Precept/budget meeting for 2020/21 - All members invited to attend this</p>	<p>Clerk</p> <p>ClIr Martin /Clerk</p>

meeting.

- 19th December – Council approve 2020/21 budget.
- 31st December – Town Council precept to Cornwall Council.

Following a discussion about Council policies, where the author of the policies is Mr Chris Harris, it was agreed the Clerk will contact Mr Chris Harris for any outstanding documentation to be provided in Word, by a deadline agreed with the Chairman.

The Clerk anticipates the Cleaner will be returning from absence at the end of the week, a return to work interview will be conducted.

The Clerk explained research had been undertaken into suitable accounting software and highlighted the urgency for the Council to consider purchasing an appropriate bespoke package for this Council. Information was circulated by the Clerk and following debate it was agreed more research is needed before this can be considered by the Council.

b) Civic Functions: -

Pursuant to minute 41-19AMO (b) the Clerk highlighted receipt of an enquiry about the possibility of using the Council Chambers following the Remembrance Parade on Sunday 10th November. Following debate it was agreed that should the Royal British Legion require the use of the Council Chambers, then normal hiring procedures would apply.

The Mayor reported following the 10th Anniversary celebration event held at Bénodet Park, highlighting it as a resounding success. Attended by over 40 people, the Mayor wished to record her thanks to employee Elizabeth Casey for her support and will ensure the French representatives, the Torpoint Twinning Association members, the Allotment Association representatives as well as the representatives from the local schools who attended are all thanked for coming.

c) Council Investment Strategy: -

Pursuant to minute 41-19F&P (c) the Clerk highlighted the planned investment of £50,000 with CCLA Investment Management Ltd. had not been made. It was agreed for the Clerk to undertake further research, update CCLA with revised contact details and provide further information to this Committee before agreeing the bank transfer of funds.

d) Accounts for Payment – VAT: -

Pursuant to minute 49-19F&P (d) further advice and guidance will be sought by the Clerk on this matter.

e) Financial Regulations - Issue of Credit Card: -

Pursuant to minute 49-19F&P (e) the business credit card application has been submitted and the card and pin number awaited.

f) Cornerstone Methodist/United Reformed Church – request for Financial Support: -

Pursuant to minute 45-19F&P (d) the Clerk drew attention to the Council's financial support approved at the September Council meeting and the Chair read aloud information from the churches latest newsletter, highlighting that a further £12,000 towards the Wall Fund from the a group of local churches had been made.

Clerk

Clerk

Clerk

The Mayor/
Clerk

Clerk

Clerk

56-19F&P Policies Reviewed by this Committee

All deferred to the next meeting.

57-19F&P To consider the Council Business Risk Management

a) Overtime Report: -

Noted.

b) Creditors / Debtors Report: -

Noted.

c) Budget Monitoring – Finance Committee Responsibilities: -

The Committee considered the August 2019 financial comparison (as circulated) and the items relevant to this Committee.

58-19F&P Items Referred to this Committee

None.

59-19F&P Correspondence

a) Conclusion of External Audit – PKF Littlejohn LLP: -

The external audit report was presented in which there were no matters to report and in the absence of any recommendations, suggestions or issues to be raised, the report was duly noted.

b) Torpoint Town Partnership - Use of facilities at no cost report: -

Noted. Councillor J Tivnan highlighted the increasing expenditure being charged for events for the services being provided by St. John Ambulance, highlighting the large majority of the events are to raise funds for charity.

60-19F&P Planning Applications

None.

61-19F&P Budget Monitoring Report

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

62-19F&P Accounts for payment

PAYEE	REF NO	REASON	GROS S	(VAT)	NETT
Mark Barnwell	Bénodet Anniversary - entertainment	MB20190928	150.00	0.00	150.00

63-19F&P Date of next meeting

Monday 4th November 2019 – all members are invited to attend to review the organisational design/structure of the Council.

64-19F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.12pm _____ Chairman