



## TORPOINT TOWN COUNCIL

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

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

**ALSO PRESENT:** Councillors E H Andrews, Miss R C Baker, G J Davis, Miss L J Hocking, L E Keise, K J Moon, M G Spurling, C R Still.

	<b>ACTION</b>
<p><b>65-19F&amp;P Apologies for absence</b> None.</p>	
<p><b>66-19F&amp;P Declarations of Interest relating to items on the Agenda</b> There were no declarations of interest.</p>	
<p><b>67-19F&amp;P Items Referred to this Committee</b> a) Town Council Organisation structure/design: - The Chairman confirmed suggestions by members on the Town Council organisation structure/design had been consolidated and circulated prior to this meeting. At this point (7.06pm) the Clerk was asked to leave the meeting, to enable debate to take place.</p> <p>During the debate and in response to a question from a member the Chair reassured members of the meeting that there would not be any automatic progression of any existing members of staff or any internal promotion to the role of Assistant / Deputy Town Clerk and / or RFO and that any newly identified posts would be advertised and recruited in accordance with best practice as had been the case for the recently recruited Administration Assistant and Community Hub and Library Manager. She explained that the current Town Clerk had been recruited as Assistant Town Clerk with the agreed succession plan that she would succeed the previous Clerk, no other succession plans are in place for any other staff members. It was noted that a working party group is likely to be called to progress this organisation structure/design further. The Clerk was invited to return to the meeting (at 8.06pm) to record the following: -</p> <p><b>Proposal one:</b> to continue with the structure prior to the departure of the previous RFO; i.e. separate posts of Town Clerk (full time), and RFO, (part time), both posts on a level position reporting directly to the Town Council. This would require the recruitment of an RFO. <b>Voting - 5 votes FOR the proposal and 10 votes AGAINST– this proposal fell.</b></p> <p><b>Proposal two:</b> to permanently combine the roles of Town Clerk and RFO and consider the recruitment of an additional tier of staff, to support the Town Clerk and RFO post. It is further proposed a paper is drafted by the current Town Clerk and RFO to include suggestions for restructure, in advance of the November Council meeting: <b>Voting - 10 votes FOR the proposal, 3 votes AGAINST, 2 ABSENTIONS</b> – the <b>recommendation</b> is for the Town Council to consider <b>Proposal 2.</b></p>	<p style="text-align: right;"><b>Council</b></p> <p style="text-align: right;"><b>Council</b></p>

<p>b) Accounting / financial software: - It was agreed to defer this item for consideration at the Council meeting. (At this point the Deputy Town Mayor (Councillor Miss R A Tanner BEM), Councillors E H Andrews, Miss R C Baker, Miss L J Hocking, L E Keise, K J Moon, M G Spurling and C R Still left the meeting).</p>	
<p><b>68-19F&amp;P Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Finance and Personnel Committee meeting held on Monday 30<sup>th</sup> September 2019 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>69-19F&amp;P Matters arising from the minutes</b> a) Council Staffing Report: - Pursuant to minute 55-19F&amp;P (a) the Chairman reported: -</p> <ul style="list-style-type: none"> <li>➤ The Clerk and significant staff contracts will be reviewed and updated to reflect the increase in notice period to three months; 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.</li> <li>➤ As recognition for Mr Chris Harris having given over 25 years' service to the Town Council and the town of Torpoint it is <b>recommended</b> to investigate the procurement of a gift to be presented prior to the December Council meeting, which will be an opportunity to thank him in person.</li> </ul> <p>The Clerk reported: -</p> <ul style="list-style-type: none"> <li>➤ Following a phased return to work the Cleaner has returned to full contracted hours.</li> <li>➤ 80% of staff appraisals are complete – those outstanding will be undertaken by the end of November.</li> </ul> <p>b) Civic Functions: - Pursuant to minute 55-19AMO (b) there is nothing to report.</p> <p>c) Council Investment Strategy: - Pursuant to minute 55-19F&amp;P (c) the Clerk explained having received documentation to change the administrator for the planned investment of £50,000 with CCLA Investment Management Ltd., once the form is completed and submitted, the investment can then be made via bank transfer. The Clerk had circulated documentation from PWLB on the calculated partial and full settlement options for the PWLB loan, it is advised to continue with the annual repayment plan as a 'premium' would be charged for early settlement making this an unviable option.</p> <p>d) Accounts for Payment – VAT: - Pursuant to minute 55-19F&amp;P (d) further advice and guidance has been sought by the Clerk, at no cost, from a local accountant, this information to be circulated. Applicable fees payable, should the Council wish to engage the accountant's services, are included.</p> <p>e) Financial Regulations - Issue of Credit Card: - Pursuant to minute 55-19F&amp;P (e) the business credit card and pin number are now received and are being used where appropriate by the Clerk.</p>	<p>Clr Martin /Clerk</p> <p><b>Council</b></p> <p>Clerk</p>
<p><b>70-19F&amp;P Policies Reviewed by this Committee</b> All deferred to the next meeting. Discussion on this matter ensued and it was agreed the best way forward to update the Council policies is to take a risk-based approach, adopt and review</p>	

<p>them periodically, consider the review dates (change them twice yearly if appropriate) and bring an updated policy schedule to the next meeting.</p>	<p>Clerk</p>
<p><b>71-19F&amp;P To consider the Council Business Risk Management</b></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 September 2019 financial comparison (as circulated) and the items relevant to this Committee.</p> <p>d) To review a budget plan for this committee: - The Clerk presented current salary information for all employees, including the Library and Community Hub (L&amp;ComHub) staff. The Clerk explained the contractual position with the L&amp;ComHub staff who were TUPE'd from Cornwall Council. The additional cost centres reviewed by this Committee were briefly considered, with the explanation these cost centres will be properly reviewed at the budget meeting in December, although are likely to remain the same for the next financial year.</p>	<p>Clerk</p>
<p><b>72-19F&amp;P Correspondence</b></p> <p>a) Torpoint Defib Project – Application for use of facilities at no cost: - Noted. After consideration it was <b>resolved</b> to support the request.</p> <p>b) 3<sup>rd</sup> Torpoint Guides – Section 137 Grant Report: - Noted.</p> <p>c) Proposed reconfiguration of Room 2 (opportunity to meet with and discuss) – Grace and Glamour (Licensee): - Councillor J Tivnan agreed to arrange to meet with the Licensee to discuss the proposals, with particular consideration to fire regulations.</p> <p>e) Cornwall Partnership NHS Foundation Trust – Application for use of facilities at no cost: - Noted. After consideration it was <b>resolved</b> to support the request.</p> <p>f) Torpoint Rowers Club – Section 137 Grant Report: - Noted.</p>	
<p><b>73-19F&amp;P Planning Applications</b></p> <p>None.</p>	

**74-19F&P Accounts for payment**

PAYEE	REF NO	REASON	GROS S	(VAT)	NETT
Streetmaster	Memorial benches x 3*	6728	2956.80	492.80	2464.00
Spot On Supplies	cleaning products	21479581	18.30	3.05	15.25
Spot On Supplies	floor cleaning	21479811	38.58	6.43	32.15
Spot On Supplies	toilet tissue & dishwasher	21479812	44.98	7.50	37.48
Bickfords Cleaning Services	Chambers Chairs cleaned	41303	360.00	60.00	300.00
Waterwise	replace toilet seat Antony	33339	48.09	8.01	40.08
Biffa	waste removal council chambers	408T04260	124.66	20.78	103.88
Biffa	waste removal library	408T04261	24.00	4.00	20.00

\* Note – 2 x memorial benches to be charged to the families once installation is complete.

**75-19F&P Date of next meeting**

Monday 2<sup>nd</sup> December 2019 – all members are invited to attend to consider the budget for the 2020/21 financial year.

**76-19F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 9.59pm \_\_\_\_\_ Chairman