



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 2nd December 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, G J Davis, T J Gulley OBE, Miss L J Hocking, L E Keise, K J Moon, M G Spurling, C R Still (for agenda items 1-5 [minutes 77-19F&P – 81-19F&P inclusive] with the Administration Assistant in attendance.

	ACTION
<p>77-19F&P Apologies for absence Councillor Miss R C Baker.</p>	
<p>78-19F&P Declarations of Interest relating to items on the Agenda A non-registerable interest (NRI) was declared by the following: Councillor Mrs. K Brownhill – Agenda item 10(d) (as Treasurer of the Torpoint Town Partnership). Deputy Town Mayor – Agenda item 4 (Hiring and Letting charges) (as a member of Torpoint Community Cinema). Councillor Mrs. J M Martin – Agenda item 4 (Hiring and Letting charges) (as a member of Torpoint Community Cinema and as a relative to the proprietor of the Coppola School of Performing Arts). Councillor J Tivnan – Agenda item 4 (Hiring and Letting charges) (as a member of Royal British Legion). Councillor Mrs. R A Southworth – Agenda items 4 (Hiring and Letting charges) (as a member of Torpoint Community Cinema), 10a (as a member of Torpoint Players), 10b (as a member of Torpoint Allotment Association), 10c (3 and 11 (f) (as treasurer of Torpoint Archives, Torpoint Community Cinema and Torpoint Players and also related to the Town Clerk). Councillor E H Andrews – Agenda item 4 (Hiring and Letting charges) (as a member of Royal British Legion).</p>	
<p>79-19F&P Items Referred to this Committee a) Town Council Organisation structure/design: - The Chairman detailed a supportive meeting held with the Town Mayor, the Chairman and the Clerk to update the Clerk on the outcome of the working party meeting held Monday 25th November 2019, explaining the council's desire for the Clerk to undertake a more strategic role, with no specific proposals for the organisation structure/design. The Chairman highlighted that in the opinion of the Chairman and highlighted by the Clerk, there were too many members at the working party to enable progressive discussion to take place. Therefore, the Chairman will be advising the Town Mayor to call a meeting of the Systems and Procedures working party</p>	

<p>group to take this forward. The Chairman explained the Systems and Procedures working party has been in existence for many years and it consists of the Mayor, Deputy Mayor and the Chairmen of the Committees, with the Vice-Chairmen of the Committees all invited to attend. The Chairman continued that after the working party has met and a proposal agreed, this will be shared with all members who will be invited to attend the next meeting of the Finance and Personnel Committee meeting on 3rd February 2020. Councillor G J Davis explained that should the Systems and Procedures working party have a proposal in advance of the January 2020 Council meeting then it should be considered at that meeting. Councillor S J Corbidge highlighted the council should compile Terms of Reference for the Systems and Procedures working party and it is recommended these are prepared, for adoption at the January 2020 council meeting. In answer to a question posited Councillor E H Andrews detailed the benefits of the Systems and Procedures working party group. The Chairman explained having held a pre-arranged meeting with the Clerk the following day (27th November) at which additional staffing issues were discussed. It was resolved that the remainder of this agenda item would be considered with the Public and Press excluded as it contains sensitive staffing information [see minute 90-19 below]. (The Administration Assistant left the meeting for all of this agenda item.) (Councillor Mrs. R A Southworth left the meeting for part of the confidential discussion of this agenda item.)</p>	<p>All</p> <p>Council</p> <p>Council</p>
<p>80-19F&P To consider the Hiring and Letting Charges for the 2020-21 financial year</p> <p>Members considered the hiring and letting charges for the 2020-21 financial year (working paper as shown). The Chairman suggested a general strategy should be applied to the proposals, explaining that in her opinion there should be no changes to the hiring and letting charges. Councillor S J Corbidge MBE highlighted the implications of being VAT registered should be considered and questioned whether the VAT reclaim had been calculated correctly in previous years. The Administration Assistant explained the process where both the internal auditor and external auditor confirm and agree the Annual Governance Statement. Discussion ensued regarding the hire income lost from 'organisation dinners', the Clerk explained there are three dinners which are now held elsewhere in the town, this does not impact on the annual hiring income received. Answering a question posited the Clerk explained Rooms 5 and 6 are currently unoccupied, adding this is the reason for the increase in business rates; however, it is anticipated they will be advertised as vacant once the rooms are decorated. Councillor Miss L J Hocking explained if Rooms 5 and 6 are unoccupied, a non-domestic rate reduction can be sought [from Cornwall Council] and agreed to forward details to the Clerk. The Clerk explained the Library and Community Hub will be applying appropriate hire charges for out of opening hours use. After further consideration and discussion it is recommended that there is no change to the overall charges for the 2020-21 financial year and that these remain the same as the 2019-20 financial year. The list of proposed charges are appended to these minutes as Appendix 1.</p>	<p>Clerk</p> <p>Cllr Hocking</p> <p>Clerk</p> <p>Council</p>
<p>81-19F&P To consider the Council Budget for the 2020-21 financial year</p> <p>The Clerk has sought advice of budget/precept preparation from Callington Town Council [Clerk and RFO) and presented the draft budget for the 2020-2021 financial year to members on the screen for their consideration at this meeting. The Clerk detailed the support from the</p>	

<p>Administration Assistant, along with consideration of the committee development plans as previously discussed. It was acknowledged that until an organisation/ staffing structure is considered and subsequently agreed by the council [for 2020/21], the proposed salary expenditure amount is unknown. Therefore, once the Clerk had explained the existing staffing and salary details, members suggested the salary expenditure for 2019/20 is carried into 2020/21 for budget purposes. All other planned expenditure was considered, using historical data and considering the amounts currently held in allocated reserves. The Chairman was keen to highlight that any additional projects, not included in the budget for 2020/21 were unlikely to proceed; highlighting that should there be an underspend in this financial year, then funds would be allocated to reserves as appropriate. The Clerk briefly explained the Library and Community Hub planned income and expenditure for 2020/21, adding any surplus café income will be ring fenced for the Library and Community Hub. The proposed budget accompanied by the notes is appended to these minutes at Appendix 2 and members unanimously recommend approval at Council for the budget 2020/21. Based on the proposed budget, this would result in an increase of £15,411 from the 2019/20 precept requirement, or approximately a 4.76% increase. This will result in an on increase on a Band "D" property of £146.27 per annum. Councillor E H Andrews proposed a vote of thanks to the Officers for providing all the information needed for this budget/precept meeting for 2020/21. (At this point Deputy Town Mayor (Councillor Miss R A Tanner BEM) and Councillors E H Andrews, T J Gulley OBE, Miss L J Hocking, L E Keise, K J Moon, M G Spurling and C R Still along with the Administration Assistant left the meeting.)</p>	<p>Council</p>
<p>82-19F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 4th November 2019 are taken as read, confirmed and signed by the Chairman.</p>	
<p>83-19F&P Matters arising from the minutes a) Accounting / financial software: - Pursuant to minute 67-19F&P and 117-19 the Administration Assistant is commencing the set up and implementation of the Xero accounting package. b) Council Staffing Report: - Pursuant to minute 69-19F&P the Chairman explained the staffing report has been detailed in the confidential minutes (see 79-19F&P), with nothing further to report. c) Civic Functions: - Pursuant to minute 69-19AMO (b) there is nothing to report. d) Council Investment Strategy: - Pursuant to minute 69-19F&P (c) the Clerk has circulated further information on the investment fund. e) Accounts for Payment – VAT: - Pursuant to minute 69-19F&P (d) Councillor S J Corbidge MBE provided further information on VAT and agreed to circulate this information to the Clerk, highlighting that in his opinion this council should undertake research into previous VAT reclaimed from HMRC. f) Proposed reconfiguration of Room 2: - Pursuant to minute 72-19F&P (c) Councillor J Tivnan BEM explained that having investigated room 2 the proposed reconfiguration can proceed without impacting on the building/fire regulations.</p>	

<p>84-19F&P Policies Reviewed by this Committee It is suggested for all Committee Chairmen to meet with the Clerk in January 2020 to review the policies reviewed by each Committee; the Finance and Personnel Committee Vice-Chairman to provide additional support.</p>	<p>Clerk/ Committee Chairmen</p>
<p>85-19F&P To consider the Council Business Risk Management a) Overtime Report: - Noted. b) Creditors / Debtors Report: - Noted. a) Budget Monitoring – Finance Committee Responsibilities: - The Committee considered the November 2019 financial comparison (as circulated) and the items relevant to this Committee.</p>	
<p>86-19F&P Correspondence a) Torpoint Players – Application for use of facilities at no cost: - Noted. After consideration it was resolved to support the request. (Councillor Mrs. R A Southworth left the meeting for this agenda item.) b) Torpoint Allotment Association – Application for use of facilities at no cost: - Noted. After consideration it was resolved to support the request. (Councillor Mrs. R A Southworth left the meeting for this agenda item.) c) Torpoint and Rame Peninsula Lions Club – Report of use of facilities at no cost: - Noted. d) Torpoint Town Partnership – Report of use of facilities at no cost: - Noted. e) Parish and Town Council Precepts for 2020/21 Financial Year: - Noted, will be completed and returned to Cornwall Council when the council has approved the precept for 2020/21 financial year. f) Business Rate relief on Public Conveniences: - It was noted that it is now uncertain that 100% business rates relief on public conveniences will apply for 2020/21, therefore this will need to be reflected in the proposed budget. g) Suggestions on improvements of the Co-option process – Councillor K J Moon: - Members debated the proposals/suggestions on improvements of the Co-option process, highlighting the following: - <ul style="list-style-type: none"> ➤ A buddy or mentor is offered to all new members; ➤ The suggestions are valuable and are certainly worth considering when the council undertakes the Co-option process in the future; ➤ Thanks are recorded to Councillor K J Moon for the suggestions made. </p>	<p>Clerk</p> <p>Clerk</p>

87-19F&P Planning Applications

None.

88-19F&P Accounts for payment

PAYEE	REF NO	REASON	GROS S	(VAT)	NETT
Rame Refuse	Removal of turf memorial bench site	2201	48.00	8.00	40.00
Hampshire Flags	Replacement Union Flag	154483	143.93	23.99	119.94
Biffa	Torpoint Library waste collection	408T05304	30.00	5.00	25.00
Biffa	Council chambers waste collection	408T05303	155.82	25.97	129.85

89-19F&P Date of next meeting

Monday 3rd February 2020.

90-19F&P Exclusion of the Public and Press.

It was **resolved** the information on organisational structure and budget staffing matters is considered to be of a sensitive nature, these items are 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)).

91-19F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 10.37pm _____ Chairman