



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 3<sup>rd</sup> February 2020 at 7.00pm in the Committee Room, York Road, Torpoint.

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

**ALSO PRESENT:** Councillors G J Davis and T J Gulley OBE.

	<b>ACTION</b>
<p><b>92-19F&amp;P Apologies for absence</b> Apologies for absence were submitted on behalf of the Deputy Town Mayor (Councillor Miss R A Tanner BEM).</p>	
<p><b>93-19F&amp;P Declarations of Interest relating to items on the Agenda</b> A non-registerable interest (NRI) was declared by the following: Councillor J Tivnan – Agenda item 8 (a) (Correspondence - as a member of Royal British Legion). Councillor Mrs. K Brownhill – Agenda item 8 (i) (Correspondence - as a member of Torpoint and Rame Peninsula U3A).</p>	
<p><b>94-19F&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 2<sup>nd</sup> December 2019 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>95-19F&amp;P Matters arising from the minutes</b> a) Town Council Organisation structure/design: - Pursuant to minute 79-19F&amp;P (a) the Chairman explained the recruitment plan for the part time Operations Manager position, highlighting a timeline has been compiled. The vacancy will be advertised in the Western Morning News and Plymouth Herald with up to 28 days on the 'Fish 4 Jobs' job board at a cost of £480.00 (plus VAT). The Chairman suggested the interview panel should include the Mayor, Chairman (Councillor Mrs. J M Martin) and Vice-Chairman (Councillor S J Corbidge MBE), plus the Clerk. Councillor J Tivnan BEM will be consulted prior to both the interview selection and interview stage, for knowledge and advice on Health and Safety. The Clerk explained the plan to relocate the Clerk to work from the rear of Room 3. Answering a question posited, the Clerk will be meeting with the Caretakers/Cleaners to explain the forthcoming changes to the organisation structure. b) Accounting / financial software: - Pursuant to minute 83-19F&amp;P (a) the Administration Assistant has commenced the set up and implementation of the Xero accounting package. c) Council Staffing Report: - Pursuant to minute 83-19F&amp;P (b) the Chairman and Clerk provided the following staffing update: ➤ In November 2019 the Chairman and Clerk attended the Cornwall Pension Fund update, in Newquay, which gave a presentation on contributions are calculated as well as the</p>	<p>Clerk</p> <p>Clerk</p>

valuation outcomes. The Chairman explained the Pension Fund deficit has been reduced. The Chairman is considering applying to join the Cornwall Pension Fund Pension Board or the vacancy recently arisen on the Pension Committee as Employer Representative.

- The Clerk detailed all Council employees have been introduced to Cornwall Council's brand new employee benefits and savings scheme, One and All Employee Benefits. This gives exclusive access to a range of benefits, providing offers and discounts with savings on lifestyle spending, motoring and much more.
- In January 2020 the Clerk attended part of the SLCC South West Regional Seminar, with presentations on Finance & VAT; Becoming Carbon Neutral plus a Legal/HR update. The Clerk detailed the information given about Menopause, with menopausal women being highlighted as the fastest-growing demographic in UK workforce. It was agreed this can included in a forthcoming policy update.

The agreed implementation of the following pay structural changes will take effect from 1<sup>st</sup> April 2020: -

<b>Job Title</b>	<b>Spine Point (NJC scales)</b>	<b>Contracted Hours (weekly)</b>
Town Clerk & RFO	35	37
Town Council Support Officer	10	35/37
Operations Manager (new role)	18 - 23	30/37

d) Civic Functions: -

Pursuant to minute 83-19F&P (c) the Mayor explained plans for the Mayor's Ball are progressing well. The Freedom of Torpoint will be on Sunday 14<sup>th</sup> June 2020, agreed to invite Councillor T J Gulley OBE to attend the working party group meeting.

e) Council Investment Strategy: -

Pursuant to minute 83-19F&P (d) the Change of Correspondent Form requires completion by Clerk plus two signatories before the funds can be invested, the Chairman and Councillor G J Davis to action.

f) VAT: -

Pursuant to minute 83-19F&P (e) Councillor S J Corbidge MBE highlighted concerns about previous VAT reclaimed from HMRC, but was reassured with the current arrangements going forward.

**96-19F&P Items Referred to this Committee**

None.

**97-19F&P Policies Reviewed by this Committee**

It is suggested for the Town Mayor, Chairman and Vice-Chairman (S J Corbidge MBE) set up a working party group, deadline of June 2020 to review the policies reviewed by the Finance and Personnel Committee, with other Committee Chairman doing the same.

**98-19F&P To consider the Council Business Risk Management**

a) Overtime Report: -

Noted.

b) Creditors / Debtors Report: -

Noted.

Chairman

Clerk

Clerk

Clerk

Clerk / Cllr  
Martin &  
Cllr Davis

Clerk/  
Committee  
Chairmen

<p>c) Budget Monitoring – Finance Committee Responsibilities: - The Committee considered the December 2019 financial comparison (as circulated) and the items relevant to this Committee.</p>	
<p><b>99-19F&amp;P Correspondence</b></p> <p>a) Proposed recognition – Royal British Legion: - The Chairman highlighted the circulated paper, the Royal British Legion (RBL) are inviting the Council to consider contributing towards a one-off financial recognition for the street marshals, adding it is for the Committee to consider the principal of the suggestion. (Councillor Mrs. R Southworth highlighted the paper was not on headed paper and a signature was omitted.) Councillor J Tivnan BEM explained the RBL committee wish to recognise the street marshals without whom the Civic Service and Parade (for example) and other events would not go ahead. Members highlighted the annual Civic Service is the opportunity to thank all local volunteers and the Mayor reminded members about the volunteering event which was held at the Library and Community Hub in 2019. The Chairman explained this had not been included in the budget for this financial year or 2020/21 and therefore, following discussion it is <b>recommended</b> to organise a volunteering thank you event, without financial implications, to be organised in the Spring/Summer 2020.</p> <p>a) Code of Conduct Training – Cornwall Council (via email): - Noted. It was agreed to forward again the correspondence with a reminder to attend the training during every term of office. Councillor T J Gulley OBE to attend the Saltash venue.</p> <p>b) Community Governance Review Update (via email): - Noted – no change.</p> <p>c) Agreement of the provision of Library and Information Service – Deed of Variation – Cornwall Council: - Clerk to undertake a review of the proposed changes to the Deed of Variation, prior to consideration by the Council.</p> <p>d) Increase in prices – Biffa: - Following discussion it is <b>recommended</b> to research alternative suppliers and costs for waste removal and disposal at all Council sites.</p> <p>e) DRAFT Funding Strategy Statement 2019 Cornwall Pension Fund (Circulated to Chair of F &amp; P Committee): - Noted.</p> <p>f) Cornwall Partnership NHS Foundation Trust – report of Free of charge use: - Noted.</p> <p>g) Friends of Thanckes Park – application for Free of charge use: - Noted. After consideration it was <b>resolved</b> to support the request.</p> <p>h) Torpoint and Rame Peninsula U3A – application for Free of charge use: - Noted. After consideration it was <b>resolved</b> to support the request.</p>	<p><b>Council</b></p> <p>Clerk</p> <p>Clerk</p> <p><b>Council</b></p>

(Councillor Mrs. K Brownhill left the meeting for this agenda item.)

i) Interest rate change – Lloyds Bank: -  
Noted.

j) The Mayor of Torpoint – application for Free of charge uses Torpoint Sea Cadets Presentation Evening/Mayor’s Charity Ball/Mayor’s Charity Vintage Tea): -  
Noted.

k) 2020 Off-Street Parking Order – Cornwall Council: -  
Noted, there will be an increase to the charges at the two Cornwall Council car parks in the town.

**100-19F&P Planning Applications**

a) PA19/11033 – Demolition of existing dilapidated garage and replacement with new garage – 30 Wellington Street, Torpoint, Cornwall PL11 2DF.

Following discussion, it is noted that the Council does not object to the proposed garage replacement, however makes the following observations: -

- i.) The proposed roof height is higher than the existing garage height and question whether this is necessary.
- ii.) This Council would not support any future development or change of use once the replacement garage has been erected.

**101-19F&P Accounts for payment**

PAYEE	REF NO	REASON	GROSS	(VAT)	NETT
SLCC	SLCC Annual Membership	MEM228324	309.00	0.00	309.00
Surplus Rescue	Office Furniture	SR001160	107.00	0.00	107.00
RD Johns Limited	library café stock	141624	17.19	0.00	17.19
White Tornado	laundry new tablecloths	Laundry TTC	90.00	0.00	90.00
Biffa	council chambers Waste collection	408T06636	136.51	22.75	113.76
Biffa	Library waste collection	408T06637	26.30	4.38	21.92
CND Rock & Roll Beds & Upholstery	Staff Uniforms	76	43.00	0.00	43.00
RD Johns Limited	library café stock	145396	6.30	0.00	6.30

**102-19F&P Date of next meeting**

Monday 2<sup>nd</sup> March 2020.

**103-19F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 9.39pm \_\_\_\_\_ Chairman