



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 2<sup>nd</sup> March 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), 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).

	<b>ACTION</b>
<p><b>104-19F&amp;P Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor T J Gulley OBE.</p>	
<p><b>105-19F&amp;P Declarations of Interest relating to items on the Agenda</b> a) None.</p>	
<p><b>106-19F&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 3<sup>rd</sup> February 2020 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>107-19F&amp;P Matters arising from the minutes</b> a) Town Council Organisation structure/design: - Pursuant to minute 95-19F&amp;P (a) the Clerk explained the recruitment plan for the part time Operations Manager position is on schedule. The vacancy closed last week and the sifting process has been undertaken earlier today, using a skills matrix. Five applicants were invited back to attend an interview, with four applicants due to attend an interview next week. The recruitment working group are scheduled to meet later this week to agree the formal interview questions. The Clerk continued that the infrastructure for the new position is being finalised, including a new agreement with British Telecom for line and fibre broadband, Cloud Voice SIP with unlimited UK line and mobile calls with 24/7 cover as well as a 5 year lease agreement with Shire Leasing for the telephone system required. b) Accounting / financial software: - Pursuant to minute 95-19F&amp;P (b) the Administration Assistant is continuing the set up and implementation of the Xero accounting package. In order to undertake the year end accounting the Clerk explained having contacted the internal auditor who has advised making contact with a consultant qualified accountant who is a Local Authority specialist for support and guidance. The Clerk explained consultancy fees will be charged for the service and members supported the suggestion from the internal auditor. c) Council Staffing Report: - Pursuant to minute 95-19F&amp;P (c) the Chairman proposed and the Mayor seconded the proposition, it was <b>resolved</b> that due to the sensitivity of the staff discussions this item would be considered with Public and Press excluded [see minute 115-19F&amp;P below]. There was no further update on Council staffing. d) Civic Functions: - Pursuant to minute 95-19F&amp;P (d) the Mayor explained Commonwealth Day is scheduled for Monday 9<sup>th</sup> March 2020, light refreshments will be served afterwards at the Library and</p>	Clerk

<p>Community Hub. VE Day 75 planning is continuing and the Freedom of Torpoint planning is progressing for Sunday 14<sup>th</sup> June 2020. Councillor J Tivnan BEM added additional temporary road closure signs are likely to be required for this event and agreed to liaise with the Clerk on this matter. Additionally, Councillor Tivnan is suggesting an additional planning meeting is scheduled closer to the event date.</p> <p>e) Council Investment Strategy: - Pursuant to minute 95-19F&amp;P (e) the Change of Correspondent Form has now been completed, the Clerk to forward the form to CCLA, in advance of investing the funds, as previously agreed by Council.</p> <p>f) VAT: - Pursuant to minute 95-19F&amp;P (f) the Clerk explained the Council is currently absorbing the VAT element of income generated, which will reduce the actual income earned. This will need to be reconsidered in the budget calculations for the future. The Clerk will also discuss with the Local Authority specialist as recommended by the internal auditor.</p> <p>g) Proposed Recognition: - Pursuant to minute 99-19F&amp;P (a) proposed recognition, Councillor J Tivnan BEM explained that having been offered a small gift from the Royal British Legion in reward for marshalling local road closure events, all volunteers have declined the offer in favour of supporting charitable causes.</p> <p>h) Research alternative suppliers and costs for waste removal and disposal: - The Clerk explained the research is ongoing.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>108-19F&amp;P Items Referred to this Committee</b> None.</p>	
<p><b>109-19F&amp;P Policies Reviewed by this Committee</b> The working party group are due to arrange to meet to review the policies, with the deadline of June 2020 for completion of the work.</p>	<p>Clerk/ Committee Chairmen</p>
<p><b>110-19F&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 January 2020 financial comparison (as circulated) and the items relevant to this Committee. Members noted to the current unspent Section 137 Grant funds (£6,900) and it is <b>recommended</b> that any unspent budget allocation is placed in allocated reserves, particularly highlighting the Section 137 grant application from Torpoint and Rame Youth Project, due to be considered later at this Committee meeting, for £5,000.</p>	<p><b>Council</b></p>
<p><b>111-19F&amp;P Correspondence</b></p> <p>a) S137 Grant Application Form Torpoint and Rame Youth Project: - Following in-depth discussion, it is agreed to defer a decision on the Section 137 Grant application form from Torpoint and Rame Youth Project until Councillor S J Corbidge MBE has met with Torpoint and Rame Youth Project and the young people who attend the group. Councillor Corbidge will then provide feedback to this Committee after the meeting.</p> <p>b) Update from Cornerstone Church (regarding S137 Grant – repair to boundary wall): -</p>	<p>Cllr Corbidge</p>

<p>The update was noted, with the Clerk asked to contact Cornerstone Church to clarify that this Council would not be circulating any notices about the works to local residents.</p> <p>c) Request for rent, lease or ownership details Room 3 plus 1 – 3 Buller Road, Torpoint – Valuation Office Agency: - Noted.</p> <p>d) Notice of Alteration to the 2017 Rating List Room 3 plus 1 – 3 Buller Road, Torpoint – Valuation Office Agency: - Noted.</p> <p>e) Public Works Loan Board (PWLB) – Change of Governance – HM Treasury: - Noted.</p> <p>f) General matters (of business) transfer of file to Abigail Payne Solicitor – Curtis Whiteford Crocker Solicitors: - Noted.</p> <p>g) Town Beach – email to the Mayor – P Voaden: - Members expressed dismay about the contents of the correspondence to the Town Mayor and advised the Clerk to contact the Council Solicitors to prepare a draft response to the correspondent. The draft response would be shared with Council [at the March meeting] and it is then <b>recommended</b> the correspondence, once approved, is issued via the Solicitor. It is acknowledged there will be a charge made to this Council for the Solicitor to undertake this work.</p>	<p>Clerk</p> <p>Council</p>																																				
<p><b>112-19F&amp;P Planning Applications</b></p> <p>a) PA19/10651 – Revised / amended plans for Proposed single storey flat roof extensions to front and rear of ground floor flat – 9 Adams Crescent, Torpoint, Cornwall PL11 2DP. Having considered that the views of neighbouring properties have been sought the Council has no objections to the revised planning application.</p>																																					
<p><b>113-19F&amp;P Accounts for payment</b></p> <table border="1" data-bbox="131 1255 1356 1585"> <thead> <tr> <th>PAYEE</th> <th>REF NO</th> <th>REASON</th> <th>GROS S</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Cornwall Academy Maintenance</td> <td>Air Conditioning Annual Service</td> <td>8477</td> <td>348.48</td> <td>58.08</td> <td>290.40</td> </tr> <tr> <td>Complete Business Solutions</td> <td>Paper for Library</td> <td>SINV02198589</td> <td>46.80</td> <td>7.80</td> <td>39.00</td> </tr> <tr> <td>Biffa</td> <td>Waste collection Library</td> <td>522T21034</td> <td>32.88</td> <td>5.48</td> <td>27.40</td> </tr> <tr> <td>Biffa</td> <td>Waste collection Council Chambers</td> <td>522T21033</td> <td>170.64</td> <td>28.44</td> <td>142.20</td> </tr> <tr> <td>Cornwall Council</td> <td>Garage rent x 5 weeks</td> <td>34190700166</td> <td>70.60</td> <td>11.75</td> <td>58.85</td> </tr> </tbody> </table>		PAYEE	REF NO	REASON	GROS S	(VAT)	NETT	Cornwall Academy Maintenance	Air Conditioning Annual Service	8477	348.48	58.08	290.40	Complete Business Solutions	Paper for Library	SINV02198589	46.80	7.80	39.00	Biffa	Waste collection Library	522T21034	32.88	5.48	27.40	Biffa	Waste collection Council Chambers	522T21033	170.64	28.44	142.20	Cornwall Council	Garage rent x 5 weeks	34190700166	70.60	11.75	58.85
PAYEE	REF NO	REASON	GROS S	(VAT)	NETT																																
Cornwall Academy Maintenance	Air Conditioning Annual Service	8477	348.48	58.08	290.40																																
Complete Business Solutions	Paper for Library	SINV02198589	46.80	7.80	39.00																																
Biffa	Waste collection Library	522T21034	32.88	5.48	27.40																																
Biffa	Waste collection Council Chambers	522T21033	170.64	28.44	142.20																																
Cornwall Council	Garage rent x 5 weeks	34190700166	70.60	11.75	58.85																																
<p><b>114-19F&amp;P Date of next meeting</b></p> <p>Monday 30<sup>th</sup> March 2020 – <b>all members</b> are invited to attend the first part of this meeting to undertake the election of the Mayor Elect and Deputy Mayor Elect for the Civic Year 2020/2021.</p>																																					
<p><b>115-19F&amp;P</b> It was resolved the information to be considered is 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)).</p>																																					
<p><b>116-19F&amp;P Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <ul style="list-style-type: none"> <li>➤ Councillor J Tivnan BEM highlighted that funds currently in allocated reserves for parks</li> </ul>																																					



<p>are for the devolved play parks and wanted to ensure the existing parks are not disadvantaged once the play parks are taken on.</p> <ul style="list-style-type: none"> <li>➤ COVID-19 (Corona virus) – the Clerk detailed receipt (today) of advice and guidance from the Council’s insurance company regarding COVID-19 (corona virus), which will be posted on all doors to the Council Chambers and the Library and Community Hub. Advice from Public Health England is being monitored hourly/daily and will be followed accordingly.</li> <li>➤ The Clerk requested support to review the insurance renewal documentation, Councillor Mrs. R A Southworth volunteered to assist.</li> </ul>	<p>Clerk/All</p> <p>Clerk/Cllr Southworth</p>
<p>Meeting closed at 8.47pm _____ Chairman</p>	