



TORPOINT TOWN COUNCIL

MINUTES of a **VIRTUAL** meeting of the Finance and Personnel Committee held **via Zoom** on Monday 29th June 2020 at **6.30pm** via the following link: -

<https://us02web.zoom.us/j/82632603728?pwd=aVkrZEI3T2YyR3pxd2tRMEJHVjVEZz09>

Meeting ID: **826 3260 3728**

Password: **723231**

Virtually 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, G J Davis, T J Gulley OBE, K J Moon, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

	ACTION
<p>18-20F&P Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. R A Southworth.</p>	
<p>19-20F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable interest) was declared by: - Councillor Mrs. C E Goodman (Town Mayor) – (Agenda item 7. (d) Payment of Mayoral Allowance 2019/20 and 2020/21).</p>	
<p>20-20F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 1st June 2020 were, taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p>21-20F&P Matters arising from the minutes a) Town Council Organisation structure/design: - Pursuant to minute 8-20F&P (a) the Clerk explained the part time Caretaker vacancy has now closed and interviews for the position are scheduled for Wednesday 1st July 2020. The Chairman, Operations Manager and Clerk will sit on the interview panel and who will agree a start date for the commencement of employment. The Clerk continued that the infrastructure for the Operations Manager and the Clerk to move to Room 3 is moving forward, although there have been some further delays with British Telecom and the transfer of the phone connections. b) Council Staffing Report: - The Clerk explained that a combination of virtual and office working is continuing, where appropriate and all staff and sites are being risk assessed for safety before being fully re-opened. The Clerk highlighted the additional weekly reporting of activities undertaken by the Operations Manager, with the Chairman confirming it is positive to hear and read about what has been happening, despite the pandemic. The Clerk highlighted the continuing partnership discussions between Cornwall Council Library staff and the Community Hub & Library Development Manager (CHLDM), with a virtual meeting being planned to include the Clerk soon.</p>	

<p>The Chairman minuted thanks to the CHLDM and Operations Manager for the work to enable to Foodbank Distribution Centre to be set up and maintained on premises. The Clerk is reviewing the hours/days of annual leave carried over from the 2019/20 leave year for all staff, due to the Government extension to take annual leave (until end March 2022) and will liaise with the Chairman should there be any concerns identified. All staff are being encouraged to take annual leave where possible.</p> <p>c) Civic Functions: - Pursuant to minute 8-20F&P (d) the Mayor explained no civic events are planned in the immediate future.</p> <p>d) Research alternative suppliers and costs for waste removal and disposal: - The Clerk explained the research is on the lists of actions.</p>	<p>Clerk</p> <p>Clerk</p>
<p>22-20F&P Items Referred to this Committee None.</p>	
<p>23-20F&P Policies Reviewed by this Committee The Chairman minuted thanks to all the members who have volunteered to review policies, explaining the necessity is due to the council falling behind with the policy review. Members suggested other ways to review the policies, one was to for Council Officers to lead on the changes and work with the relevant Committees; another suggestion is to consult CALC and standardise, with everyone agreeing the policy list needs to be rationalised. A suggestion for a small members' group to review Standing Orders was put - the Chairman was keen to highlight that Standing Orders should not require many changes as they are reviewed and agreed by Council every two years. The Clerk to contact CALC for advice/guidance on what policies should be standard practice and members will continue to support the policy review.</p>	<p>Clerk/ All members</p> <p>Clerk</p>
<p>24-20F&P To consider the Council Business Risk Management a) Overtime Report: - Noted. b) Creditors / Debtors Report: - Noted. c) Budget Monitoring – Finance Committee Responsibilities: - The Clerk explained that documentation is continuing to be forwarded to the Internal Auditor for the completion of the Annual Governance Statement and Year End Accounts for 2019/20. Committee considered the April 2020 financial comparison and May 2020 Financial Information (as circulated) and the items relevant to this Committee. Following a question posited on the reduction in hiring income, as a consequence of COVID-19, the Clerk agreed to undertake research into this matter. This led to further discussion regarding the re-opening and hiring of facilities, including the Council Chambers and Bénodet Park, also the controls needed to ensure this is undertaken safely. Some members were keen to point out that should additional cleaning be needed after use of the facilities, then additional charges may need to be to be made. Following a question posited about accepting cash/cheque payments, the Chairman highlighted there are organisations that do not have online banking facilities and therefore the Council needs to continue to accept payments made in this way. Councillor G J Davis explained electronic payments are already encouraged by this council.</p>	<p>Clerk</p>

<p>d) Payment of Mayoral Allowance 2019/20 and 2020/21: - The Clerk detailed an administrative error made on 21st May 2019, when having been instructed by the previous RFO (Responsible Finance Officer) to authorise the payment of the Mayoral Allowance for the Civic Year 2019/20 to Councillor Mrs. C E Goodman, the incorrect figure of £3,250 was instructed to be paid, instead of the correct figure of £3,750 – a shortfall of £500. The Clerk continued that the error had not been noticed by the previous RFO, who had been copied to the correspondence and advised the Council that the outstanding amount of £500 should be authorised for payment immediately; committee members concurred with the Clerk and authorised immediate action to remedy the administrative error. The Clerk was able to confirm that the correct amount of £3,750 (subject to taxation) for the Mayoral Allowance for the Civic year 2020/21 has been requested.</p>	Clerk																								
<p>25-20F&P Correspondence None.</p>																									
<p>26-20F&P Planning Applications None.</p>																									
<p>27-20F&P Accounts for payment</p> <table border="1" data-bbox="121 957 1352 1171"> <thead> <tr> <th>PAYEE</th> <th>Invoice Number</th> <th>Total</th> <th>VAT Total</th> <th>Net</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Cornwall ALC Limited</td> <td>Inv 2021-193</td> <td>2208.46</td> <td>271.01</td> <td>1937.45</td> <td>Annual Membership Subscription 2020/21CALC</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>NALC Subscription 2020/21</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>CALC Office Charge</td> </tr> </tbody> </table>	PAYEE	Invoice Number	Total	VAT Total	Net	Description	Cornwall ALC Limited	Inv 2021-193	2208.46	271.01	1937.45	Annual Membership Subscription 2020/21CALC						NALC Subscription 2020/21						CALC Office Charge	
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<p>28-20F&P Date of next VIRTUAL meeting <i>Tuesday 1st September 2020.</i></p>																									
<p>29-20F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ The Deputy Mayor detailed a recent conversation with representative(s) from Penntorr Surgery, Torpoint, as part of the volunteering effort, who are expecting a considerable increase in the number of patients later this year/2021 requiring the flu vaccination. The Deputy Mayor explained the Surgery are asking whether the Council Chambers Main Hall could be utilised as a venue for the vaccinations, due to the increased numbers and more space being needed. Following a councillor suggestion of an alternative venue, it was agreed the Main Hall should be considered for this purpose, whilst re-iterating to Penntorr Surgery free car parking is available locally after 4.00pm. Highlighting the free of charge policy/application procedure, it was detailed that within the Lettings Policy, certain organisations have 'Designated Status' and that the 'National Health Service, agencies working with the NHS including the Blood Transfusion Service' are included on the list. Members considered the timescale for a future free of charge use application and in accordance with completion of the relevant hire agreement documentation and 																									



considering the availability of the Main Hall alongside other hirers, it is **recommended to** delegate to the Clerk in conjunction with the Chairman of this Committee, free of charge use to Penntorr Surgery for the purpose of flu vaccination for agreed hire dates and times, within a six month period, during the Autumn/Winter 2020/21.

- Councillor K J Moon wished the Council to consider returning to Committee meeting and Council meeting start times, as per Standing Orders, it was agreed to include on the July Council meeting agenda for discussion.

Council

Clerk

Meeting closed at 7.41pm _____ Chairman