



## TORPOINT TOWN COUNCIL

**MINUTES** of a **VIRTUAL** meeting of the Finance and Personnel Committee held **via Zoom** on Tuesday 1<sup>st</sup> September 2020 at **7.00pm** via the following link: -

<https://us02web.zoom.us/j/81950600905?pwd=NjNWNm4vNzRNMGxyamtNaFBRbHhtUT09>

Meeting ID: **819 5060 0905**

Passcode: **149727**

**Virtually PRESENT:** - Councillor S J Corbidge MBE (Chairman), Councillors Mrs. C E Goodman (Town Mayor), Miss R A Tanner BEM (Deputy Town Mayor), Mrs. K Brownhill, G J Davis, T J Gulley OBE (late arrival), K J Moon, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

	ACTION
<p><b>30-20F&amp;P Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors Mrs. J M Martin and Mrs. R A Southworth.</p>	
<p><b>31-20F&amp;P Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable interest) was declared by: - Councillor Miss R A Tanner (Deputy Town Mayor) – (Agenda item 4. (g) Local Community Markets S137 Grant approval update).  (Councillor T J Gulley OBE joined the meeting at this point.)</p>	
<p><b>32-20F&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 29<sup>th</sup> June 2020 were, taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p><b>33-20F&amp;P Matters arising from the minutes</b> a) Town Council Organisation structure/design: - Pursuant to minute 21-20F&amp;P (a) the Clerk explained the infrastructure for the TC &amp; RFO to move to Room 3 is now in place. Appropriate social distancing / COVID-19 measures are being operated at all times in the office and Officers continue to work both in the office and virtually, when appropriate. The Clerk added the cabling and receiver to enable improved wi-fi in the Main Hall is being installed in the next few weeks, in time for the NHS to operate the flu vaccination clinics in the Main Hall. (Agree to remove this item from future meeting agenda.)  b) Council Staffing Report: - Pursuant to minute 21-20F&amp;P (b) the Chairman proposed and Councillor Mrs. K Brownhill seconded the proposition, it was <b>resolved</b> that due to the confidentiality of the staff discussions and paper/information previously circulated by the Clerk this item would be considered with Public and Press excluded [see minute 41-20F&amp;P below].</p>	Clerk

c) Civic Functions: -

Pursuant to minute 21-20F&P Councillor J Tivnan BEM provided an update on Remembrance. Councillor Tivnan explained there is an RBL Branch Committee meeting scheduled for this Friday (4<sup>th</sup> September) and expects there to be a national directive from the RBL shared at the meeting. Councillor Tivnan added that unfortunately there will not be a Remembrance Event in Eliot Square this year, explaining that poppies will only be sold from selected outlets and it is understood that poppy pins will not be on sale. Councillor Tivnan is trying to secure wreath orders for all the local organisations, however is unsure whether they will be available.

Cllr Tivnan

d) Research alternative suppliers and costs for waste removal and disposal: -  
The Clerk presented the research undertaken.

*Table 1: Waste Removal Cost Comparison Quote prices as at July 2020*

*Table 1*

<i>Supplier</i>	<i>Location</i>	<i>Collection</i>	<i>Cost per lift</i>	<i>Monthly cost</i>	<i>Percentage difference</i>
Biffa	Council Chambers	660L	£28.44	£142.20	
Biffa	Library	240L	£10.95	£27.40	
Suez	Council Chambers	660L		£43.50	69.4% decrease
Suez	Library	240L		£15.60	43% decrease

It is agreed the Clerk to undertake further research with contractor Suez, to obtain a revised quotation to include the recycling collection from both sites and then proceed with the transfer of rubbish collection from Biffa to Suez, due to the financial savings made.

Clerk

e) COVID-19 Update: -

Pursuant to minute 24-20 (c) (from the August Council meeting) the Clerk screen-shared the information as previously circulated and discussed. The Chairman provided a detailed summary of the loss of hirers (April to July 2020) and other income. The Chairman continued, explaining on 23<sup>rd</sup> July 2020 the Clerk had been asked to provide to CALC (Cornwall Association of Local Councils) the estimate deficit for 2020-21, as a result of COVID-19, at that point the Clerk had predicted the worst-case scenario would be a potential loss of £23,000. The Chairman was pleased to confirm that hirers are due to return to the facilities from tomorrow (3<sup>rd</sup> September) and continued that it is the responsibility of this Committee to closely monitor the overall impact of COVID-19 on the annual budget and mitigate against any potential deficit. The Chairman, having held a meeting/discussion with the Clerk, affirmed the Clerk is being prudent with agreeing any future expenditure. The following additional savings are likely to be made:

- i) Civic Functions and a Town Event;
- ii) The delay in agreeing the devolution of the Parks,
- iii) There could an underspend in S137 Grant funding allocated, which will all assist with any overall budget deficit.

The Chairman highlighted that when the August 2020 financial information is available, this will assist with making overall predictions for the financial year. Following a question posed by Councillor T J Gulley OBE, the Clerk explained Cornwall Council had invited Town and Parish

<p>Councils to attend a meeting where financial assistance could be available, however, the Clerk had declined attendance at the meeting, due to financial position of this Council [see minute number 69-20 (d)].</p> <p>f) Penntorr Surgery: - Pursuant to minute 29-20F&amp;P the Clerk explained the delay with the implementation of the wi-fi infrastructure to the Main Hall, to enable Penntorr Surgery to set up flu vaccination clinics at the Council Chambers. The Deputy Mayor explained that Penntorr Surgery are booking the flu vaccinations, with currently two bookings to hire the Main Hall. The Deputy Mayor, as Local Community Markets lead, has been asked to provide six volunteers to assist at the clinics. Councillor Mrs. K Brownhill explained the appointments are being booked in 1-minute slots. Following a question about the flu vaccinations, the Deputy Mayor referred all medical questions to Penntorr Surgery.</p> <p>g) Local Community Markets S137 Grant approved update: - Pursuant to minute 207-19 (d) Council meeting held 30<sup>th</sup> April 2020, the Chairman explained the S137 grant funding had been approved, with all the funds still held by the Council and currently unclaimed by the Local Community Markets.</p>	
<p><b>34-20F&amp;P Items Referred to this Committee</b></p> <p>a) Better understanding of costings for Library &amp; Community Hub employees: - In order to further discuss the information, as previously circulated for the August 2020 Council meeting, the Chairman proposed and the Deputy Mayor seconded the proposition, it was <b>resolved</b> that due to the confidentiality of the staff discussions and paper/information previously circulated this item would be considered with Public and Press excluded [see minute 41-20F&amp;P below].</p>	
<p><b>35-20F&amp;P Policies Reviewed by this Committee</b></p> <p>a) Investment Strategy: - The Chairman highlighted the Investment Strategy has been revised and the updates shown with tracked changes and it is <b>recommended</b> to approve the updated Investment Strategy 2020.</p>	<b>Council</b>
<p><b>36-20F&amp;P To consider the Council Business Risk Management</b></p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: - Noted with one change.</p> <p>c) Budget Monitoring – Finance Committee Responsibilities: - The Chairman this has been minuted under COVID-19 update (33-20 (e)).</p> <p>d) Business Risk Management 2020: - Following a review of the DRAFT timeline, as circulated, several suggestions were put, including the inclusion of dates of Local Elections etc. Councillor G J Davis shared best practice from Cornwall Council. It is suggested that three separate Committee work programmes could be compiled and shared at the beginning of each Civic year, setting out the meeting dates and programme of work/activities, Councillor G J Davis agreed to share information and this will be further considered at the other Committee meetings; Clerk to continue to progress this with Councillor Mrs. J M Martin.</p>	Cllr Davis Cllr Martin /Clerk

<p>e) Internal Controls Scrutiny: - The Chairman invited Councillor J Tivnan BEM to provide feedback having undertaken the Internal Controls Scrutiny, accompanied by Councillor Mrs. J M Martin. Councillor Tivnan explained the review, having observed samples of documentation, accompanied by a detailed overview of the Xero accounting system, provided by the Support Officer. Councillor Tivnan explained the Xero overview had been very beneficial, suggesting that all members of this Committee should arrange to undertake the same overview, with the Support Officer. The review had identified several queries, all of which were answered by the Clerk and/or Support Officer. Councillor Tivnan further explained that in his opinion, next year the scrutiny should be undertaken by two different Members. The Chairman, having used the Xero software, was keen to make the proposal, seconded by Councillor K J Moon and it is a <b>recommended</b> to approve the Internal Controls Scrutiny document, as circulated.</p> <p>The Clerk explained a six-monthly review of the finances, is being arranged with the Financial Consultant, to take place at the end of September 2020.</p>	<p><b>Council</b></p> <p>Clerk</p>
<p><b>37-20F&amp;P Correspondence</b></p> <p>a) Cornerstone Church – update on Section 137 Grant funding previously received: - Noted.</p> <p>b) Public Sector Deposit Fund Fact Sheet July 2020: - Noted.</p> <p>c) Cornwall Pension Fund Employer Newsletter July 2020 &amp; August 2020): - All newsletters are noted. The Clerk drew members attention to additional correspondence, recently received from the Cornwall Pension Fund, whereby in the July 2020 Employer Newsletter, it is noted that it is a statutory requirement that the 2020 Annual Benefit Statements (ABSs) are dispatched to members by the end of August. Unfortunately, due to the disruption caused by the COVID-19 pandemic, this has resulted in delays in obtaining accurate year end data from employers and processing this data and therefore the distribution of the 2020 Annual Benefit Statements is currently delayed. The Cornwall Pension Fund have apologised for the delay and anticipate distribution of the ABSs by the end of October 2020. Additionally, a news item on their website will advise members accordingly. The Clerk explained that as this is a breach in the pension regulations, the Local Pension Board have agreed to refer this matter to The Pension Regulator (TPR). The Clerk explained all Council employees in the Cornwall Pension Fund have been advised about the delay.</p> <p>d) NJC (National Joint Council) Local Government Services’ Pay Agreement 2020-21 (to follow) and implications to the budget for 2020/21: - The Clerk detailed the Local Government Services’ Pay Agreement 2020-21 information, as circulated, explaining a revised document showing actual hourly rates from NALC (National Association of Local Councils), would be forwarded in due course. The implications to the 2020/21 budget had been discussed under Staffing Report and following debate Councillor K J Moon proposed and the Deputy Mayor seconded the <b>recommendation</b> to accept and implement the Pay agreement reached between the National Employers and the NJC (National Joint Council for Local Government Services) on rates of pay, to implement a 2.75 per cent up-rate on salary payments for all Council employees, with the exception of the TUPE’d staff, back dated to 1<sup>st</sup> April 2020. With the additional <b>recommendation</b> to amend Council employee contracts to reflect the NJC agreement that from 1<sup>st</sup> April 2020, minimal annual leave will increase from 21 to 22 days for employees with less than five years’ service.</p>	<p>Clerk <b>Council</b></p> <p><b>Council</b></p>

**38-20F&P Planning Applications**

a) PA20/06490 – Detached garage with attached greenhouse – 50 Cremyll Road, Torpoint PL11 2DY.

Members reviewed the documentation and it was agreed for the Clerk to request a 'street view' showing the height of the proposed garage, in relation to the surrounding properties.

Clerk

**39-20F&P Accounts for payment**

Contact Name	Invoice Number	Total	Tax Total	Net	Description
S W Legionella Risk Assessment	TTC0820	495.00	0.00	495.00	Full Legionella Risk Assessment at the following properties
Western Web Limited	Inv 21928	591.72	98.62	493.10	Supply cabinet for phone system + move cabinet to new location including set up
Biffa	522T29401	32.88	5.48	27.40	Library Waste Collection 22.08.20 to 25.09.20
Biffa	522T29400	170.64	28.44	142.20	Chambers Waste Collection 22.08.20 to 25.09.20
SLCC Enterprises Ltd	132231	36.00	6.00	30.00	Webinar Session Dealing with Challenging People & Situations
Cornwall Council Protection Service	8100037792	100.00	0.00	100.00	Virtual Fixed Penalty notice training Paul Stinchcombe 13th August PO no 0055
Cornwall Council - Garage	34190700166	72.55	12.09	60.46	Garage Rental 03.08.20 - 30.08.20
Spot On Supplies	Inv 21497916	26.59	1.27	25.32	Cleaning & Toiletries

**40-20F&P Date of next meeting**

Monday 28<sup>th</sup> September 2020.

**41-20F&P** 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)).

**42-20F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 8.30pm \_\_\_\_\_ Chairman