



TORPOINT TOWN COUNCIL

MINUTES of a **VIRTUAL** meeting of the Finance and Personnel Committee held **via Zoom** on Monday 28th September 2020 at **7.00pm** via the following link: -

<https://us02web.zoom.us/j/85090468196?pwd=a1VjNjRoditZV3hzSjlFYXpGOTIVZz09>

Meeting ID: **850 9046 8196** Passcode: **812498**

Virtually PRESENT: - Councillor Mrs. J M Martin (Chairman), Councillors Mrs. C E Goodman (Town Mayor), Mrs. K Brownhill, S J Corbidge MBE, G J Davis, T J Gulley OBE, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

	ACTION
<p>43-20F&P Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans (<i>was Tanner</i>) BEM (Deputy Town Mayor), Councillors K J Moon and Mrs. R A Southworth.</p>	
<p>44-20F&P Declarations of Interest relating to items on the Agenda None.</p>	
<p>45-20F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Tuesday 1st September 2020 were, taken as read, confirmed and will be signed by the Chairman in due course, also the confidential minutes were confirmed of the same date. The Chairman thanked Councillor S J Corbidge MBE for Chairing the meeting in her absence.</p>	
<p>46-20F&P Matters arising from the minutes a) Council Staffing Report: - Pursuant to minute 33-20F&P (b) the Clerk explained a quarter of staff performance reviews have been completed to date, it is anticipated all will be undertaken by the end of October. The Clerk detailed two different employees' who had been absent due to sickness, all returned to work having recovered. The Clerk highlighted that she had undertaken a number of activities for Continuous Professional Development in the preceding four weeks, including attending a full day of LGPS Employer Role training (run by the LGA (Local Government Authority)), plus attending the Cornwall Council Local Council Planning conference (first one of three). Both had been interesting and worthwhile joining. b) Civic Functions: - Pursuant to minute 33-20F&P (c) the Mayor advised that she was hoping to lay a wreath on Remembrance Sunday. The Clerk explained that in liaison with Andy Martin (Production and filming), Councillor J Tivnan BEM - on behalf of the local RBL Branch and also St. James Church (Fr. Michael Brown), the Council is looking to live stream Remembrance Sunday via YouTube. More details following further investigation. c) Research alternative suppliers and costs for waste removal and disposal: - The Clerk explained the Support Officer is making progress on this matter and it is expected that the Council will switch to Suez for the refuse collection and disposal, once any existing contracts have been cancelled and any notice periods expired.</p>	<p>Clerk</p> <p>Clr Tivnan/ Clerk</p> <p>Clerk</p>

<p>d) COVID-19 Update: - Pursuant to minute 33-20F&P (e) the Clerk detailed that posters displaying the QR codes have been placed at all Council buildings and the small business Licensees at the Council Chambers have been asked to do the same. The Clerk added that several employees have downloaded the NHS Track and Trace application, those employees and visitors without the application, will be expected to complete the Track and Trace manual log sheet at the Council Chambers and the Library and Community Hub (if in the building for the minimum period of time). Additionally, Council risk assessments have been shared with hirers. The Mayor is continuing to liaise with the Commanding Officer at RALEIGH on their position.</p> <p>e) Timeline/Committee Structure: - Pursuant to minute 36-20F&P (d) the Clerk explained this work continues to be in progress, confirming it has been agreed that the timeline should be included in the Committee Terms of Reference which are reviewed at the beginning of each Civic year.</p>	
<p>47-20F&P Items Referred to this Committee None.</p>	
<p>48-20F&P Policies Reviewed by this Committee</p> <p>a) Standing Orders (as updated): - Members considered the revised Standing Orders and it is recommended to approve the updated Standing Orders with the following additional changes:</p> <ul style="list-style-type: none"> i) An annual review of Standing Orders will be undertaken at the beginning of every Civic Year – May 2022 will therefore be the next review. ii) Council meeting start time will revert to 7.00pm and then should there be any questions from members of the public, Standing Orders will be suspended for questions. iii) Section 38 Financial Matters – tender process to be revised to permit the submission of tender documentation electronically [via email]. Clerk to seek guidance from CALC on this matter and will update at the Council meeting. <p>b) Financial Regulations (as updated): - Members considered the revised Financial Regulations, and it is recommended to approve the updated Financial Regulations with the following additional changes:</p> <ul style="list-style-type: none"> i) An annual review of Financial Regulations will be undertaken at the beginning of every Civic Year – May 2022 will therefore be the next review. ii) Tender process to be revised to permit the submission of tender documentation electronically [via email]. Clerk to seek guidance from CALC on this matter and will update at the Council meeting. <p>c) Best Value Statement (as updated): - Members considered the revised Best Value Statement and it is recommended to approve the updated Best Value Statement with the following additional changes:</p> <ul style="list-style-type: none"> i) Removal of paragraph (3). <p>d) Unacceptable Behaviour Policy – required: - Councillor G J Davis recalled the reason for the implementation of the Unacceptable Behaviour Policy and it was agreed for the Chairman, Councillor J Tivnan BEM and the Clerk to review this Policy again, before making any further decisions on whether it should remain on the Policy list.</p>	<p>Council</p> <p>Clerk</p> <p>Council</p> <p>Clerk</p> <p>Council</p> <p>Clr Martin/ Clr Tivnan/ Clerk</p>
<p>49-20F&P To consider the Council Business Risk Management</p> <p>a) Overtime Report: -</p>	

<p>Noted.</p> <p>b) Creditors / Debtors Report: - Noted with one change.</p> <p>c) Budget Monitoring – Finance Committee Responsibilities: - The August 2020 Financial Information, as previously circulated, was considered and shared on the screen. The Clerk drew Members attention to the current (under)spend on Section 137 Grant funding. The Chairman was of the opinion that the Council should publicise the availability of Section 137 funding to those groups and organisations who meet the application criteria. Following further discussion, Members agreed that social media and the Council website should be used to promote that applications are welcomed from organisations seeking Section 137 grant funding.</p>						Clerk												
<p>50-20F&P Correspondence</p> <p>a) The Rame Group Practice – Application for Free of Charge use: - Follow consideration it is resolved to approve the application for free of charge use from The Rame Group Practice for two separate sessions, to undertake flu vaccinations at the Council Chambers.</p> <p>b) Public Sector Deposit Fund Fact Sheet August 2020: - Noted. Councillor S J Corbidge MBE noted the reduction in the interest rate since the last Fund Fact sheet.</p> <p>c) Employer Newsletter – Cornwall Pension Fund – September 2020: - Noted.</p>																		
<p>51-20F&P Planning Applications</p> <p>None.</p>																		
<p>52-20F&P Accounts for payment</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #00b050; color: white;"> <th>Contact Name</th> <th>Invoice Number</th> <th>Total</th> <th>VAT</th> <th>NET</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Paul Thomas - Traditional Signwriter</td> <td>Invoice No 8421</td> <td>68.00</td> <td>0.00</td> <td>68.00</td> <td>Update Mayoral Board 2020/21 Chris Goodman</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total	VAT	NET	Description	Paul Thomas - Traditional Signwriter	Invoice No 8421	68.00	0.00	68.00	Update Mayoral Board 2020/21 Chris Goodman	
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<p>53-20F&P Date of next meeting</p> <p>Monday 2nd November 2020 (Committee budget setting for 2021/22 will be included on the agenda).</p>																		
<p>54-20F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <p>None.</p>																		
<p>Meeting closed at 7.56pm _____ Chairman</p>																		