



## TORPOINT TOWN COUNCIL

**MINUTES** of a **VIRTUAL** meeting of the Finance and Personnel Committee held **via Zoom** on Monday 30<sup>th</sup> November 2020 at **7.00pm** via the following link: -

<https://us02web.zoom.us/j/87465886281?pwd=YUJJOXFWa25VS01XaFhvU3RiYmNOQT09>

Meeting ID: **874 6588 6281**

Passcode: **414225**

**Virtually PRESENT:** - Councillor Mrs. J M Martin (Chairman), Councillors Mrs. C E Goodman (Town Mayor), Mrs. K Brownhill, G J Davis, Miss R A Evans BEM (Deputy Town Mayor), K J Moon, Mrs. R A Southworth, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

**ALSO Virtually PRESENT:** - Councillors E H Andrews, Miss L J Hocking, L E Keise, C R Still (for agenda items 1-4 [minutes 67-20F&P – 70-2020F&P inclusive] with the Town Council Support Officer (Support Officer) in attendance.

	<b>ACTION</b>
<p><b>67-20F&amp;P Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor T J Gulley OBE.</p>	
<p><b>68-20F&amp;P Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - The Chairman (Councillor Mrs. J M Martin) – (Agenda item 3. Hiring and Letting Charges as a member of Torpoint Community Cinema [Room 9] and as a relative to the proprietor of the Coppola School of Performing Arts, also Agenda item 6a. Feedback /update on staffing support provided at Local Community Markets). b) An NRI (Non-Registerable Interest) was declared by: - The Deputy Mayor (Councillor Miss R A Evans BEM) – (Agenda item 3. Hiring and Letting Charges as a member of Torpoint Community Cinema [Room 9], also Agenda item, 6a. Feedback /update on staffing support provided at Local Community Markets). c) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. R A Southworth – (Agenda item 3. Hiring and Lettering Charges as a member of Torpoint Community Cinema [Room 9], a member of Torpoint Players [Room 8] and as a member of Torpoint Archives [Room 4], also Agenda item 6a. Feedback /update on staffing support provided at Local Community Markets and Agenda item 12. Accounts for Payment – as a member of Torpoint Allotment Association). d) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 3. Hiring and Letting Charges as Treasurer of the Royal British Legion [Storage Room York Road]).</p>	
<p><b>69-20F&amp;P To consider the Hiring and Letting Charges for the 2021-22 financial year</b> Following a suggestion from Councillor G J Davis the Chairman sought members' approval to consider the Council Budget for the 2021 – 22 financial year first, then the Hiring and Letting charges for the 2021-22 financial year could be considered once the planned budgeted expenditure is known. Members approved this process.</p>	

**70-20F&P To consider the Council Budget for the 2021 -22 financial year and the Hiring and Letting Charges for the 2021-22 financial year**

The Chairman explained preparatory work on the budget had been undertaken in advance by the Clerk and Support Officer, accompanied by the Chairman and Councillor G J Davis, using the budget information previously agreed at the Committee meetings. The draft budget for 2021 - 22 financial year was shared on the screen and had been made available for members in hard copy in advance of the meeting. The Chairman invited the Clerk to review each individual expenditure line, giving an explanation of any changes. The Clerk pointed out March 2021 year-end predicted underspends and overspends in each cost centre, which support the budget predictions for the next financial year. Members posited questions where appropriate and it became apparent that an under-spend will be accrued in the 2020-21 budget, primarily due to Covid-19. The Chairman and Clerk highlighted the budget proposal / increase in salaries expenditure takes into account an increase in the calculation of 'on-costs' from 20% to 27% (an increase of 7%), with this figure being further increased by 3%, to include a cost-of-living increase. The Chairman sought confirmation from Members that this proposed increase is understood and the proposed salaries budget for 2021-22 is therefore £247,973.

Following a question posited about whether the Council is making any allowance in the budget for the Skate Park, it was explained the Skate Park was discussed at the Asset Management and Operations Committee meeting. [Minute number 59-20AMOC highlights 'Members accepted the Skate Park needs a considerable sum of money to be invested, highlighting that if there are any unspent funds in the 2020/21 Parks budget, these *could* be put into allocated reserves for future investment into the Skate Park, with the earliest likelihood of improvement being in the financial year 2022/23.] The Chairman acknowledged that the Asset Management and Operations Committee had recognised the need for renovating the skate park, adding that the earliest improvements are likely to be made is 2022/23. The Clerk drew members attention to the current spend on Section 137 grant applications, explaining having been in recent contact with the Torpoint and Rame Youth Group asking whether a Section 137 grant application is expected in this financial year. Members were reminded that a budget of £5,000 is included in this expenditure for the Torpoint and Rame Youth Group.

Councillor G J Davis highlighted the already approved budgeted devolved parks improvement expenditure for the years 2021/22 and 2022/23 does not include an allocation for the following:

- Any extraordinary damage which could occur to the equipment;
- Monthly waste collection recharge from Cornwall Council and subsequent cost to the Council of the same;
- Cost to remove any fly tipped items, and suggested that this Council needs to be mindful of this additional expenditure when preparing the budget for 2021/22.

Councillor G D Davis and the Clerk highlighted that when considering reducing the amount budgeted for revenue expenditure, it is essential that all planned recurring expenditure is included.

Councillor Mrs. R A Southworth asked about the amount in allocated reserves for replacement kitchen equipment and it was explained this figure has been rolled over from previous years in the event the kitchen equipment would require replacement.

**a) Hiring and Letting Charges for the 2021-22 financial year**

It was considered by some Members that a market review of fees and commercial room hire rates should be undertaken; the Chairman highlighted there is insufficient time to undertake a review in advance of setting hiring and letting charges for 2021-22 and this could be undertaken in 2021 for the 2022-23 financial year. Answering a question about the current hourly hire charge for the Library and Community Hub, members are enthusiastic to see the facility being used more, particularly by external users, generating an income. It is acknowledged that due to the current Covid-19 restraints it is presently not possible. Additionally, Members are keen that other income opportunities are generated at the Library and Community Hub, when restrictions allow. It is agreed to add the office used by Support Officer to the record of rooms. The Chairman proposed that a uniformed strategy should be applied to the hiring and letting proposals, explaining that in her opinion, due to Covid-19 there should be no changes to the hiring and letting charges for 2021-22. The proposal was seconded by Councillor E H Andrews. It is **recommended** that the notes appended to these minutes containing the proposed hiring and licensee charges at *Appendix 1* for the financial year 2021-22 remain the same as the 2020-21 financial year. Following a question on the VAT element of hiring and letting income, this was explained by the Support Officer.

Clerk

Clerk

**Council**

**b) Council Budget for the 2021 -22 financial year**

Members considered the proposed income for 2021-22, reviewing the specific figures for the Torpoint Library and Community Hub (café income/fines and charges/room hire/sales). Ensuring due diligence, returning to the proposed expenditure and reducing the annual budget for Advertising and Marketing (using £4,000 from reserves) as well as Civic Functions (using £3,000 from reserves), this change resulted in a total budgeted expenditure of £403,378.

The Clerk showed members the calculation should the precept remain the same as this year (£338,877), there would be a very small increase to the Band D element payable, with up to £40,000 required from reserves to balance the budget. As these figures do not include the planned expenditure on the Play Areas, of £55,000 and election 2021 costs of approximately £5,000, to be taken from allocated reserves, the budget figures were reviewed. The Clerk detailed a 3.28% increase to the precept and it was explained that the projected figures were insufficient to meet the operational and aspirational plans of the Council in the next three years. Having been shown the out turn of a 5.00% increase to the precept, this requires £7,458 to be taken from reserves to balance the income and expenditure. Although mindful of recommending any increase, whilst in a global pandemic, members explained that this proposal is made with a 'heavy heart', to enable the continued future financial stability of the Council, whilst endeavouring to make key improvements to the town. It is therefore **recommended** that the notes appended to these minutes containing the proposed Council budget for the financial year 2021/22 at *Appendix 2* are approved by the Town Council. Based on the proposed budget, this would result in an increase of £16,943 from the 2020/21 precept requirement (existing precept of £338,877 rising to a proposed precept of £355,820), approximately a 5.00% increase. This will result in an increase on a Band "D" property of £8.53 per annum (£0.16 pence per week).

**Council**

Councillor Miss L J Hocking requested to be a member of the Finance and Personnel Committee and it is **resolved** to accept Councillor Hocking as a member of this Committee, commencing at

Clerk/  
Cllr Hocking



<p>the next meeting of this Committee. (At this point Councillors E H Andrews, Miss L J Hocking, L E Keise and C R Still along with the Town Council Support Officer, left the virtual meeting.)</p>	
<p><b>71-20F&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 2<sup>nd</sup> November 2020 were, taken as read, confirmed and will be signed by the Chairman in due course. The Clerk highlighted a typing error at minute 63-20F&amp;P b) 2<sup>nd</sup> Torpoint Scout Group – Section 137 Grant application – should read a grant application for £300. Clerk to action amendment</p>	Clerk
<p><b>72-20F&amp;P Matters arising from the minutes</b> a) Council Staffing Report: - The Clerk reported an employee is currently self-isolating (for a period of 14 days), due to being contacted by NHS Trace and Trace. All employees are being encouraged to take annual leave. i) Feedback / update on staffing support provided at (two) Local Community Markets Councillor Mrs. K Brownhill took the Chairman role. Members discussed the number of staff hours needed, for the two markets, as had been detailed by the Operations Manager and considered the options available. Following discussion and after highlighting the benefits of the support provided to the Local Community Markets, it is agreed that a further review would be undertaken following the March, April and May 2021 markets have been held. By this time, the parks would be devolved from Cornwall Council and work requirements identified. (The Chairman (Councillor Mrs. J M Martin), Deputy Mayor (Councillor Ms. R E Evans BEM) and Councillor Mrs. R A Southworth left the virtual meeting for the second part of this agenda item.) b) Civic Functions: - Pursuant to minute 59-20F&amp;P (b) the Mayor explained that she is hoping to arrange the distribution of Civic Awards before the Christmas break. c) Research alternative suppliers and costs for waste removal and disposal: - Pursuant to minute 59-20F&amp;P (c) the Clerk explained that having switched to Suez for the refuse collection and disposal, unfortunately, they are unable to collect from the rear of the Council Chambers site and therefore the plan is to revert to collection by Biffa, however, at a renegotiated charge. d) COVID-19 Update: - Pursuant to minute 59-20F&amp;P (d) the Clerk provided an updated on Covid-19 and the impact on the activities of the Council: - ➤ With the announcement that Lockdown 2.0 ends on Wednesday 2<sup>nd</sup> December, all hirers will be returning to the Council Chambers from this date and all the small business Licensees will re-open in line with guidance. ➤ Library and Community Hub – will be reopening for browsing with Dreckly’s café reopening on Friday 4<sup>th</sup> December. e) Timeline/Committee Structure: - Pursuant to minute 59-20F&amp;P (e) the Chairman explained this work continues to be in progress.</p>	Clerk              Mayor
<p><b>73-20F&amp;P Items Referred to this Committee</b> None.</p>	
<p><b>74-20F&amp;P Policies Reviewed by this Committee</b> a) Lettings Policy (as updated): -</p>	Clerk

Further review to be undertaken to the Lettings Policy.					
<b>75-20F&amp;P To consider the Council Business Risk Management</b>					
a) Overtime Report: - Noted.					
b) Creditors / Debtors Report: - Noted. The Clerk explained two hirers, having prepaid in advance of Lockdown 1.0, are being contacted to arrange a reimbursement of the same. Following a question posited from Councillor Mrs. R A Southworth, the Clerk explained all other outstanding payments are up to date.					
c) Budget Monitoring – Finance Committee Responsibilities: - The October 2020 Financial Information, as previously circulated, was considered. The Clerk drew attention to the current salary expenditure, explaining that having now received and checked the 2 <sup>nd</sup> quarter invoice for the same, it is anticipated there will be an overspend on the salaries budget, of approximately £6,000.					
<b>76-20F&amp;P Correspondence</b>					
a) Government support for Tamar Crossings (press release) – Tamar Crossings: -. Noted.					
b) St. Columba and Torpoint RFU - Section 137 Grant Application: - Following consideration and discussion, it is <b>recommended</b> to award £546 of Section 137 grant funding to St. Columba and Torpoint RFU (Youth Section) to provide the financial support for coaching courses and the renewal of training equipment.					
c) Employer Newsletter – Cornwall Pension Fund – November 2020: - Noted.					
<b>77-20F&amp;P Planning Applications</b>					
None.					
<b>78-20F&amp;P Accounts for payment</b>					
Contact Name	Invoice Number	Total	VAT	NET	Description
Biffa	Inv no 522T33632	32.88	5.48	27.40	library waste collection 21.11.20 - 25.12.20
Torpoint Allotment Association	FOC reimburse	10.00	1.67	8.33	Reimburse FOC fee
DFR Roofing Ltd	Inv No 202502	460.80	76.80	384.00	Repair No1 to roof council chambers
<b>79-20F&amp;P Date of next meeting</b>					
Monday 1 <sup>st</sup> February 2021.					
<b>80-20F&amp;P Any Business that has been disclosed to the Chairman and members prior to the meeting.</b>					
➤ The Mayor (Councillor Mrs. C E Goodman) minuted thanks all Members for the work undertaken at the previous Committee meetings, also all those involved in the preparatory work undertaken prior to the meeting including the RFO (Responsible					



Finance Officer) and Town Council Support Officer for the work undertaken prior to meeting and a successful budget/precept meeting; the Chairman thanked members of the Finance and Personnel Committee for their contributions.

Meeting closed at 9.22pm \_\_\_\_\_ Chairman