



TORPOINT TOWN COUNCIL

MINUTES of a **VIRTUAL** meeting of the Finance and Personnel Committee held **via Zoom** on Monday 2nd November 2020 at **7.00pm** via the following link: -

<https://us02web.zoom.us/j/81238369176?pwd=UTYzUFk5NXJucG5MckdYQlZrZUpUQT09>

Meeting ID: **812 3836 9176**

Passcode: **814946**

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), T J Gulley OBE, K J Moon, Mrs. R A Southworth, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

The Chairman welcomed Councillor Mrs. R A Southworth to her first virtual meeting.

	ACTION
<p>55-20F&P Apologies for absence There were no apologies for absence.</p>	
<p>56-20F&P Election of Deputy Chairman for the Civic Year 2020-21 (due to the resignation of former Councillor S J Corbidge MBE) The Chairman proposed Councillor Mrs. K Brownhill is elected to serve as Vice Chairman for the Civic Year 2020-21. The Deputy Mayor (Councillor Miss R A Evans BEM) seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. K Brownhill was duly elected as Vice Chairman for the Civic Year 2020-21.</p>	
<p>57-20F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 9.c. as Treasurer for the Royal British Legion). b) An NRI (Non-Registerable Interest) was declared by: - The Deputy Mayor (Councillor Miss R A Evans BEM) – (Agenda item 5.a.ii. Feedback /update on staffing support provided at Local Community Markets). c) An NRI (Non-Registerable Interest) was declared by: - The Chairman (Councillor Mrs. J M Martin) – (Agenda item 5.a.ii. Feedback /update on staffing support provided at Local Community Markets). (Also it is noted, Agenda item 9. b. 2nd Torpoint Scout Group – husband member.) d) The Mayor (Councillor Mrs. C E Goodman noted, Agenda item 9.a. Torpoint Athletic Juniors FC are a member of the Torpoint and Rame Active Community Network group). e) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. R A Southworth – (Agenda item 5.a.ii. Feedback /update on staffing support provided at Local Community Markets).</p>	
<p>58-20F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 29th September 2020 were, taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p>59-20F&P Matters arising from the minutes a) Council Staffing Report: - i) Record staffing information: - Pursuant to minute 46-20F&P (a) the Clerk referred Members to the staffing information as</p>	

previously and minuted here. Additionally, the Clerk explained 80% of staff performance reviews have been completed to date.

Staffing – Spinal Point/Pay Grade and Contracted Hours as at October 2020

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	NJC* SPINAL POINT
1	Cleaner	12/37	2
1	Caretaker/Enforcement Officer	30/37	6
2	Caretaker/Enforcement Officer	16/37	6
1	Town Council Support Officer	35/37	10
1	Community Hub & Library Manager	37/37	16
1	Operations Manager	30/37	18
1	Town Clerk & RFO	37/37	35

NJC – National Joint Council for Local Government Services

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	Green Book Pay Grade
1	Library & Info Services Assistant	16/37	Grade E
1	Library & Info Services Assistant	21/37	Grade E
1	Library & Info Services Assistant	26.5/37	Grade E
1	Library Cleaner	7/37	Grade A

Green Book

EXTRACT from the Pay and Conditions Policy

POST	Revised spinal point scale as from 01/04/2020
Town Clerk & RFO	33-36
Operations Manager	18-23
Community Hub & Library Development Manager	13-17
Town Council Support Officer	7-12
Caretaker & Enforcement Officer*	4-6
Library & Information Services Assistant**	4-6
Cleaner	1-3

Additionally, Torpoint Town Council will adopt any agreement and/or recommendations negotiated between the Local Government Association (LGA) and the Trade Unions with respect to the annual pay bargaining process or other additional emoluments.

*Where staff have undertaken the training for Enforcement Officer duties and responsibilities, staff will commence on spinal point 6 to reflect the increase in job responsibility and accountability.

** TUPEd staff currently under Cornwall Council Terms and Conditions of Employment.

Members noted the report, with no further questions.

ii) Feedback / update on staffing support provided at (two) Local Community Markets
The Chairman, as a member of the Local Community Markets was pleased to explain the support provided by the Council with the advanced notice of road closure signage being put out along with the additional Enforcement support has been invaluable. The Deputy Mayor (Councillor Ms. R E Evans BEM) agreed indicating the support had been very beneficial. Councillor Mrs. R A Southworth, also thanked the Council for providing the support. It is agreed for the Clerk to ascertain the number of staff hours required to assist at the two markets already held.

Clerk

b) Civic Functions: -

Pursuant to minute 46-20F&P (b) Councillor J Tivnan BEM explained the arrangements for Remembrance Sunday are constantly changing. At this time, due to the current restrictions, it is likely the Service will be held outside, with a live stream available. The Mayor minuted thanks to Councillor J Tivnan BEM for support given to the local RBL Branch and the Poppy Appeal.

c) Research alternative suppliers and costs for waste removal and disposal: -

Pursuant to minute 46-20F&P (c) the Clerk highlighted the research undertaken by the Support Officer, as circulated, explaining that the Council plans to switch to Suez for the refuse collection and disposal, for the Council Chambers site and will continue to review the Library & Community Hub collection and disposal in the future.

Clerk

d) COVID-19 Update: -

Pursuant to minute 46-20F&P (d) the Clerk provided an update on the following areas of consideration, with the announcement of Lockdown 2.0 being made by the Prime Minister on Saturday 31st October:

- Library and Community Hub – Government guidance will be followed and currently should the Library and Community Hub need to close the Manager will re-instate home deliveries;
- Public Conveniences – these will remain open and available for use;
- Hirers and Licensees – hiring of the facility for Lockdown 2.0 will cease, all hirers have been advised of the same. Licensees of the building were discussed, the Clerk explained where permitted, businesses will continue to stay open. Pursuant to minute 186-19 (i) (Licensees) it is **resolved** to re-instate the offer of an interest free 'three-month holiday period' to Licensees for Licence charges with delegated authority to the Clerk, with all payments of holiday period to be paid by 31st March 2021. Government guidance on the matter will be sought and followed.
- Remembrance – the guidance will be followed.
- Employees and working from home – where possible employees will work from home and if working on premises will ensure Track and Trace and guidance is adhered to.
- Local Community Markets – the Clerk is liaising with the Local Community Markets group as the November market falls within the timescale for Lockdown 2.0.
- Devolution of sites – the Clerk explained no further delay is anticipated with the devolution of sites from Cornwall Council.

Clerk

e) Timeline/Committee Structure: -

Pursuant to minute 46-20F&P (e) the Chairman explained this work continues to be in progress.

f) Promote Section 137 Grant Funding: -

<p>Pursuant to minute 49-20F&P (c) a social media post publicising the Council's offer of Section 137 Grant funding had resulted in applications being made. The Clerk added that the publicity had also prompted enquiries from other local groups, who may submit a grant application in the future. It is suggested that if funds are still available, the publicity could be repeated in January 2021, in advance of the February Finance and Personnel Committee meeting. The Clerk to establish whether the Torpoint and Rame Youth Project grant funding is included in the budget. Councillor J Tivnan BEM explained having spoken to the Torpoint and Rame Youth Project leader, who is awaiting permission from Cornwall Council to be given access to the Children's Centre.</p>	<p>Clerk Clerk</p>
<p>60-20F&P Items Referred to this Committee None.</p>	
<p>61-20F&P Policies Reviewed by this Committee a) Lettings Policy (as updated): - After considering the updated Lettings Policy is it agreed to make further updates, particularly to Appendix B, Point 5 'The premises are equipped for use by persons with disabilities' and also the Scale of Charges which may change in December.</p>	<p>Clerk</p>
<p>62-20F&P To consider the Council Business Risk Management a) Overtime Report: - Noted. b) Creditors / Debtors Report: - Noted. c) Budget Monitoring – Finance Committee Responsibilities: - The September 2020 Financial Information, as previously circulated, was considered. d) To consider and review the budget for 2021/22 for this Committee: - The Chairman drew Members attention to the budget statement to date, as circulated, to this Committee. Members considered the budget proposals for 2021/22 - EXPENDITURE: i) Civic Functions – unspent funds of £3,000, – consider allocating a budget of £0 and the unspent funds of £3,000 to be committed to Civic Functions Allocated Reserves; ii) Non-Domestic Business Rates – review total expenditure for all sites and budget according to the current underspend, making savings where possible; iii) Audit and Accountancy Fees – will need to be increased, taking into account the year-end services provided by the Financial Consultant and the current half-yearly review. The invoice from the External Auditor is awaited (£1,000 (plus VAT)). iv) Members' expenses - it is acknowledged that existing Members have not submitted expense claims. With a Council Election planned for May 2021, the budget figure should be reviewed again, this Council would not want to discourage residents from applying to becoming a Councillor because there is a financial cost to themselves. v) IT Software and consumables – Councillor K J Moon explained the IT Strategy (updated Project Initiation document) should be reviewed; this considers the possibility of increasing this budget for 2021/22. Members highlighted that employees should not be using personal laptops for work and it is resolved and delegated to the Clerk to ensure all Officers have the appropriate IT software required. Councillor G J Davis explained that 'tablets' will be bought (in this financial year), using the Parks budget, as part of the devolution of sites from Cornwall Council.</p>	<p>Clerk</p>

Rate Chambers					
Tartendown Nurseries	Invoice No 3608	588.96	98.15	490.81	Plants, Topsoil & delivery Harvey Street Planters
ITEC	Inv no 346878	49.14	8.19	40.95	Print copies 25.09.20 - 21.10.20
Complete Business Solutions Group Ltd	SINV02468477	49.25	8.21	41.04	Stationery
Cornwall Council - Neighbourhoods & Public Protection	Inv No 8100057943	25.00	4.17	20.83	Dog Waste Bags x 300 bags
Cornwall ALC Limited	2021-295	24.00	4.00	20.00	Code of Conduct Virtual Training Cllr Keiran Moon
Cornwall ALC Limited	inv no 2021-258	216.00	36.00	180.00	Virtual Training Cllrs RE, JT, JM,
* Cornwall Council - Waste Management	8100054361	150.00	0.00	150.00	Seagull Sacks for Library x 50
* Included on October 2020 Council meeting payments, amounts not yet taken from bank account (as at 26/10/20)					
66-20F&P Date of next meeting Monday 30 th November 2020 (Precept / budget setting meeting 2021/22 – all Members invited to attend).					
67-20F&P Any Business that has been disclosed to the Chairman and members prior to the meeting. None.					
Meeting closed at 8.15pm _____ Chairman					