



TORPOINT TOWN COUNCIL

MINUTES of a **VIRTUAL** meeting of the Finance and Personnel Committee held **via Zoom** on Monday 1st February 2021 at **7.00pm** via the following link: -

<https://us02web.zoom.us/j/88430256715?pwd=SEFmQTNYZkFHMDVYVnBaWHE2TDB3UT09>

Meeting ID: **884 3025 6715**

Passcode: **859246**

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, Miss L J Hocking, Mrs. R A Southworth, J Tivnan BEM plus the Town Clerk & RFO (Clerk).

ALSO Virtually PRESENT: - Councillor C R Sawyer.

	ACTION
<p>81-20F&P Apologies for absence None.</p>	
<p>82-20F&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 8.b. Report of S137 grant funds spent Poppy Garden construction as Treasurer of the Royal British Legion.</p>	
<p>83-20F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 30th November 2020 were, taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p>84-20F&P Matters arising from the minutes a) Council Staffing Report: - i) Pursuant to minute 72-20F&P (a) the Clerk was pleased to confirm the appointment of the part time Operations Manager, who it is anticipated will commence employment in March 2021. The Chairman highlighted all candidates interviewed had been very strong applicants, and three out of the four could have been offered the position. ii) All staff appraisals are now complete. iii) Employees are being encouraged to take annual leave. iv) A report detailing proposals for employee salary increases to be implemented for April 2021 will be compiled by the Chairman and Clerk for the next meeting of this Committee. v) Millbrook Parish Council – Dog Enforcement - Service Level Agreement. The Clerk explained Millbrook Parish Council has made an informal request to set up a Service Level Agreement (SLA) between the two Councils to provide a Town Council employee to undertake Dog Enforcement (and other Caretaking duties) for approximately 9 hours per week, for a trial period of 3 months, from 1st April 2021. The Clerk explained a Council employee is willing to undertake the duties of the SLA. It is recommended to delegate to the Clerk, with the support of the Chairman of the Finance and Personnel Committee, to liaise with Millbrook Parish Council to agree a Service Level Agreement, for Dog Enforcement and additional duties, for an agreed hourly rate, for 9 hours per week, to be reviewed after 3 months.</p>	<p>Clr Martin/ Clerk</p> <p style="text-align: center;">Council</p>

<p>b) Civic Functions: - Pursuant to minute 72-20F&P (b) the Mayor explained there are currently no civic functions planned due to the ongoing pandemic.</p> <p>c) COVID-19 Update / Licensee payment holiday: - Pursuant to minute 72-20F&P (d) and the subsequent request from a Licensee for a payment holiday, it is highlighted that Government grant schemes have been extended and it is resolved to grant a three-month payment holiday for a Licensee with delegation to the Clerk to agree the deadline for full payment of all outstanding licence fees.</p>	Clerk
<p>85-20F&P Items Referred to this Committee</p> <p>a) Draft Resolution Policy: - Following discussion, it is agreed to update the draft Resolution Policy to the Council format, include an appeal process (if needed) and circulate the revised Resolution Policy for Council, it will then be recommended to adopt the Resolution Policy.</p> <p>b) Financial / Lease Agreement Vospers: - The Clerk confirmed there is no personal liability to the Town Clerk, although the initial agreement required the personal address of the Clerk. Following discussion and the Clerk answering questions posited by Councillor Mrs. R A Southworth it is recommended to proceed with the lease agreement for the: -</p> <ul style="list-style-type: none"> ➤ Ford Transit, Custom 340L1 1.0, Phev 126 Ecb/Td 21, Ford Contract Hire (With Maintenance). ➤ An initial Payment of 6 month(s) rental + VAT (£2207.16 + VAT) followed by 35 payments (£367.86 per month). ➤ Total Effective Rental (applicable to cars only) is £401.97 (this assumes a 50% VAT disallowance on the Finance Rental and VAT). ➤ Full Maintenance (Ford Lease) Excess Mileage: 12.25p + VAT (price per mile). 	<p>Clr Martin/ Clerk Council</p> <p>Council</p>
<p>86-20F&P Policies Reviewed by this Committee</p> <p>None. (The Clerk explained the Lettings Policy will be updated for the next meeting of this Committee.)</p>	Clerk
<p>87-20F&P To consider the Council Business Risk Management</p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: - Noted. The Clerk explained a Creditor will receive a refund of £56.00 of hiring charges, prepaid prior to Lockdown 1.0.</p> <p>c) Budget Monitoring – Finance Committee Responsibilities: - The November and December 2020 Financial Information, as previously circulated, were considered and the amount of funds remaining in Section 137 grant funding was discussed.</p> <p>d) Valuation Office Update: - The Clerk had circulated a report from the Support Officer that following a number of historical changes in the Licensees in the Council Chambers, a full update has now been provided to the Valuation Office Agency. This corrected information will result in a revised allocation for the Council and the business rates invoices for the Council Chambers.</p>	

88-20F&P Correspondence

- a) True Butterflies - Section 137 Grant Application: -
Following the request for Section 137 grant funding from True Butterflies, members directed the Clerk to request more specific information about the support being given to families in Torpoint.
- b) Report of S137 grant funds spent Poppy Garden construction - Royal British Legion: -
Noted. Councillor J Tivnan BEM was congratulated for the work on the construction of the Poppy Garden.
- c) Employer Newsletter – Cornwall Pension Fund – January 2021: -
Noted.
- d) Code of Conduct Consultation – Cornwall Council: -
Members are content with the Code of Conduct proposal.
- e) Citizens Advice Cornwall – Section 137 Grant Application: -
Following consideration of the Section 137 Grant application from Citizens Advice Cornwall, it is **recommended** to award £200, to be used towards funding the training of a volunteer advisor to answer the video advice calls from the Torpoint Digital Outreach (already in place at the Library) and answer phone calls, video calls and webchat from Torpoint residents from their homes.
- f) The Rame Group Practice – Application for Free of Charge Use:
Following discussion it is **resolved** to grant The Rame Group Practice free of charge use for the use of the Council Chambers for this application and all future vaccination clinics as required. The Deputy Mayor minuted thanks to the volunteers who had supported the first vaccination clinic as well as thanks to all those who offered to volunteer now and in the future.

Clerk

Council

Clerk

89-20F&P Planning Applications

None.

90-20F&P Accounts for payment

Contact Name	Invoice Number	Total	VAT	NET	Description
Biffa	Inv No 522C03828	22.60	3.77	18.83	Chambers General Waste collection
Biffa	Inv no 522C03827	14.76	2.46	12.30	Chambers recycling collection
Biffa	Inv No 522C03826	22.20	3.70	18.50	Library general waste collection
Biffa	Inv No 522C03825	14.76	2.46	12.30	Library Recycling collection
DFR Roofing Ltd	Inv No 202765	1,538.40	256.40	1,282.00	Repairs to Roof above Pearn's Passage
Cornwall Council	Inv No 8100081448	57,034.44	72.00	56,962.44	Employee Salary Oct - Dec 2020 & Mayor's Allowance
Cornwall ALC	Inv No 2021-394	36.00	6.00	30.00	Councillor

Limited					training session
Cornwall ALC Limited	Inv No 2021-370	36.00	6.00	30.00	Councillor training session
BT Chambers Maintenance Account	Acc No 3649 1759	67.28	11.21	56.07	rental / maintenance charges Jan - Mar 2021
SMP Pipe Systems Limited	Inv No 3617	1,569.18	261.53	1,307.65	Service boilers at Council Chambers
Cornwall Council	802720466	604.43	0.00	604.43	Outstanding Business Rates Rooms 5 & 6
Cornwall Council	802720466	801.34	0.00	801.34	Outstanding Business Rates Rooms 5 & 6
Play Tots C/O Mrs K M Brogan	Advance hire refund	56.00	0.00	56.00	Refund hire payment March 2020

91-20F&P Date of next meeting
Monday 1st March 2021.

92-20F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Councillor J Tivnan BEM highlighted it would be worthwhile exploring the opportunity with the CALC (Cornwall Association of Local Councils) for Cornwall Council to undertake internal audit, should the existing internal auditor become unavailable.
- Councillor G J Davis was pleased to confirm the Clerk had received notification from Cornwall Council [this afternoon] that the Town Vitality Funding application for £50,000 for the Strategic Business Case at Lower Fore Street had been successful; more information will be provided at the forthcoming Development and Localism Committee meeting.
- The Clerk highlighted the opportunity to extend the term of the existing gas supply contract with Corona, from 30th June 2025 to 31st December 2026. Members were keen to consider this extension at Council, Clerk to forward information.

Council

Meeting closed at 7.58pm _____ Chairman