



TORPOINT TOWN COUNCIL

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

<https://us02web.zoom.us/j/84672538147?pwd=d2dBYTIRN0xEV1JvcDByVWQ3MjhMQT09>

Meeting ID: **846 7253 8147**

Passcode: **275824**

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

				ACTION
93-20F&P Apologies for absence None.				
94-20F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. R A Southworth – (Agenda item 9.a. Town Council Bank Signatory – removal of Mrs. R A Southworth).				
95-20F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 1 st February 2021 were, taken as read, confirmed and will be signed by the Chairman in due course.				
96-20F&P Matters arising from the minutes a) Council Staffing Report: - i) Pursuant to minute 84-20F&P (a) (iv) the Chairman drew Members' attention to the paper, as previously circulated and copied below, detailing proposed employee NJC* spinal points with effect from 1 st April 2021. The Chairman highlighted these contractual increases had all been included in the budget setting undertaken for the 2021/2022 financial year.				
Staffing – Spinal Point/Pay Grade and Contracted Hours Analysis Proposed April 2021				
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 – no proposed change to Green Book pay grade employees.				

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	CURRENT NJC* SPINAL POINT	PROPOSED NJC* SPINAL POINT (1 st April 2021)
1	Cleaner	12/37	2	3
1	Caretaker/Enforcement Officer	30/37	6 (LC1 Range 5 - 6)	6
2	Caretaker/Enforcement Officer	16/37	6 (LC1 Range 5 - 6)	6
1	Town Council Support Officer	35/37	10 (LC1 Range 7 - 12)	11
1	Community Hub & Library Manager	37/37	16 (LC1 Range 13 - 17)	17
1	Operations Manager	30/37	19 (LC2 Range 18-23)	Rising to 20 after successful probation
1	Town Clerk & RFO	37/37	35 (LC3 Range 33 - 36)	36

*NJC – National Joint Council for Local Government Services

Having considered the information, it is **recommended** to increase the salary/NJC* spinal point, for the employees' as indicated in the table above, with effect from 1st April 2021. The Chairman drew Members' attention to a statement made by Councillor Miss L J Hocking at the recent Asset Management and Operations Committee meeting about undertaking a DBS (Disclosure and Barring Service) check for Operational employees, due to recent handover of the Play Parks from Cornwall Council. The Chairman was pleased to advise that this has been considered and existing and future Operations employees will undertake a DBS check. The Chairman continued that the possibility of DBS checking Members has been debated in the past and the Council cannot provide justifiable reasons for supporting these checks, adding that Cornwall Council only undertake DBS checks with their Portfolio holders and where it is pertinent to do so. The Clerk confirmed there is already an arrangement set up with Cornwall Council's HR/Safeguarding team to undertake DBS checks with Cornwall Council and will now commence DBS checking of Operations employees.

ii) Pursuant to minute 84-F&P (a) (v) the Clerk explained confirmation for this Council to undertake Dog Enforcement and additional duties, via a Service Level Agreement (SLA), has now been received from Millbrook Parish Council. The SLA is being compiled and will commence on 1st April 2021 for a trial period of three months. Councillor K J Moon posited a question about business continuity should the employee not be able to undertake the duties, i.e.

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Clerk

<p>on annual leave or unplanned sickness absence. In response the Clerk will manage the SLA and will endeavour to maintain the service provided, however, should there be occasions when the service cannot be provided, then an alternative arrangement would be agreed between both parties.</p> <p>iii) Other staffing updates: - The Clerk explained a part time employee is planning to retire at the end of May 2021, recruitment for a replacement employee will now commence, in order to have a handover period. Employees are being encouraged to take annual leave, as the 'leave year' is coming to an end. The Committee was updated about a part time employee. The recently appointed Operations Manager, Mr P Griffiths, commences employment on Monday 8th March and an induction schedule has been compiled for his first week with the Council.</p> <p>b) Civic Functions: - Pursuant to minute 84-20F&P (b) the Mayor explained there are currently no civic functions planned due to the ongoing pandemic and is mindful of the Government roadmap for safe re-opening and whether functions will be permitted later in the year.</p> <p>c) Lease Agreement Vosper's vehicle – Insurance documentation WPS Hallan: - Pursuant to minute 85-20F&P and the information as circulated, it is resolved to delegate to the Clerk to sign the lease/insurance agreement for the lease vehicle from Vosper's. The Clerk added the vehicle insurance invoice is awaiting payment authorisation, as insurance cover needs to be in place prior to taking delivery of the vehicle.</p> <p>d) True Butterflies Section 137 Grant Application: - Pursuant to minute 88-20F&P (a) members considered the update from True Butterflies about the families being supported in Torpoint and the surrounding area and following debate it is recommended to award True Butterflies S137 grant funding of £250 towards the cost of providing support for the survivors of domestic abuse and their children. Councillor K J Moon asked to record that in his opinion the S137 grant amount of £500 sought by True Butterflies, should be awarded.</p>	<p>Clerk</p> <p>Clerk</p> <p>Council</p>
<p>97-20F&P Items Referred to this Committee None.</p>	
<p>98-20F&P Policies Reviewed by this Committee</p> <p>a) Lettings Policy. The Chairman explained the review of the Lettings Policy had been delayed to allow the Scale of Charges to be agreed and then updated on the Lettings Policy. With slight amendments [which the Clerk can undertake in advance of Council] to include: -</p> <ul style="list-style-type: none"> i) Add in the Library and Community Hub charges; ii) Include the Operations Manager as having delegated authority to vary charges in exceptional circumstances; iii) Appendix B Conditions of Hiring for Council Property – 5. For safety reasons an adult helper <i>may</i> accompany persons with wheelchairs; <p>Therefore, it is recommended to adopt the updated Lettings Policy (March 2021), circulated for the Council meeting.</p>	<p>Clerk</p> <p>Council</p>
<p>99-20F&P To consider the Council Business Risk Management</p> <p>a) Overtime Report: - Noted.</p>	

<p>b) Creditors / Debtors Report: - Nothing to report.</p> <p>c) Budget Monitoring – Finance Committee Responsibilities: - The January 2021 Financial Information, as previously circulated, was considered and the salaries budget was discussed.</p>	
<p>100-20F&P Elections and the way forward The Clerk detailed the timeline for Elections 2021. 22 March 2021 – Publication of Notice of Election (for public display) 08 April 2021 (1600) – Individual submission of nomination papers – Clerk not permitted to submit papers on behalf of individuals. 08 April 2021 (1600) – Deadline for withdrawal of nomination (if applicable). 09 April 2021 (1600) – Publication of Statement of Persons Nominated. 27 April 2021 – Publication of Notice of Poll (for public display). 06 May 2021 – DAY OF POLL. 10 May 2021 – Change of Council. No later than Monday 24 May 2021 – Annual Meeting of the Council – meeting at which the Chairman of the new council is appointed. Declaration of acceptance of office to be signed before the start of the annual meeting. No later than Monday 7 June 2021 – Completion of the Register of Disclosable Pecuniary Interests. No later than Monday 14 June 2021 – Co-options to fill any casual vacancies.</p> <p>The Chairman highlighted the council would like to introduce a 'business meeting' to be held on Monday 10th May 2021, with an agreed agenda/induction for all members of the new council.</p>	<p>Cllr Martin/ Clerk</p>
<p>101-20F&P Correspondence</p> <p>a) Town Council Bank Signatory – removal of Councillor Mrs. R A Southworth. The Clerk explained Councillor Mrs. R A Southworth is being removed as a signatory from the council bank account.</p> <p>b) Employer Newsletter – Cornwall Pension Fund – February 2021: - Noted.</p> <p>c) The Public Sector Deposit Fund Factsheet – CCLA: Noted.</p> <p>d) Town Council Insurance renewal 2021/22: - The Clerk is corresponding with the insurance broker (WPS Hallam) to undertake the annual renewal of the councils insurance. Highlighting the amount of time passed since a valuation of the Council Chambers premises had been undertaken, for insurance purposes, the Clerk is researching possible contractors to undertake a valuation of the premises. Councillor Miss L J Hocking highlighted a property valuation should be undertaken every five years and volunteered to provide support to the Clerk on this matter.</p>	<p>Clerk</p>
<p>102-20F&P Planning Applications None.</p>	

103-20F&P Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
EVC South West Ltd	Inv -1164	1,092.00	182.00	910.00	Supply & Install Charging Point
Biffa	Inv No 522C10578	14.76	2.46	12.30	Library Recycling Collection
Biffa	Inv No 522C10581	22.60	3.77	18.83	Chambers General Waste Collection
Biffa	Inv No 522C10580	7.38	1.23	6.15	Chambers Recycling collection
Biffa	Inv No 522C10579	22.20	3.70	18.50	Library General Waste Collection
ITEC	Inv No 359751	57.23	9.54	47.69	Print copies 15.01.21 - 18.02.21
DR Grounds	Inv No 96	154.42	25.74	128.68	3 x parks grass cutting Feb 2021
Cornwall Council - Dog Waste Bags	Inv No 8100099186	25.00	4.17	20.83	Dog Waste Bags x 1500 bags
WPS Hallam Insurance	Inv No 505286965	641.00	0.00	641.00	Fleet Rated Commercial Motor Insurance Hybrid Van commencing 08.03.21

104-20F&P Date of next meeting

Monday 29th March 2021.

105-20F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 7.57pm _____ Chairman