

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and General Purposes Committee held on Monday 3rd June 2013 at 7.30 pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor M N Pearn (Town Mayor), Councillors M J Crago, J F Creek, Mrs. R A Southworth and Mrs C I A Trueman plus the Town Clerk.

13-13FGP Apologies for Absence

Apologies for absence were submitted on behalf of Councillor B Hobbs.

14-13FGP Declarations of Interest relating to items on the Agenda

None.

15-13FGP Election of Chairman for the Civic Year 2013-14

The Town Mayor called for nominations for the position of Chairman for the Civic Year 2013-14. Councillor J F Creek proposed that Councillor Mrs R A Southworth is elected Chairman for the Civic Year 2013-14. Councillor Mrs. C I A Trueman seconded the proposition and there being no other nominations the motion was put and Councillor Mrs R A Southworth was duly elected Chairman for the Civic Year 2013-14.

16-13FGP Election of Vice Chairman for the Civic Year 2013-4

The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2013-14. Councillor M J Crago proposed that Councillor B Hobbs is elected Vice Chairman for the Civic Year 2013-14. Councillor Mrs C I A Trueman seconded the proposition and there being no other nominations the motion was put and Councillor B Hobbs was duly elected Vice Chairman for the Civic Year 2013-14

17-13FGP Minutes of the previous meeting

It was **resolved** that the minutes of the meeting held on Wednesday 3rd April 2013 were taken as read, confirmed and signed by the Chairman.

18-13FGP Matters arising from the minutes

a) Use of the Annex:-

Pursuant to minute 05-13FGP (b) the Clerk reported that there is no further progress on letting the Annexe. The Clerk reported receipt of a letter from the Devon and Cornwall Constabulary Head of Estates offering an informal meeting to discuss the process of considering future police accommodation in the town noting that Torpoint is currently programmed for 2014. The letter conceded that it is unlikely that the a meeting would coincide with a Town Council meeting and in the circumstances it was **resolved** that the Mayor, Deputy Town Mayor together with the Chairmen of both Committees meet with the Head of Estates informally to discuss the process.

b) Town Clock:-

Pursuant to minute 08-13FGP (b) a reply is awaited from the PCC to discuss the issue of the Town Clock. It was suggested that in the absence of any reply the Town Council again contact the PCC for suitable dates to meet.

19-13FGP To Consider Policies Delegated to this Committee

None.

20-13FGP To consider the Council Risk Management Plan

The Committee considered the Operational Asset Management. The Clerk reminded members that the Asset Register and Insurance had been approved by the Council as part of the Internal Audit arrangements and also during acceptance of the financial accounts. The Council also had a purchase order system in place together with asset disposal arrangements. The Clerk would now put into operation the cycle of fixed asset management and identification in conjunction with the Town Administrator. It was reported that the security of the building had improved with the issue of access through the toilets being addressed. The Town Administrator would be asked to review the current security arrangements with a view to making any further recommendations to the Clerk. Councillor M J Crago considered that the portable tables presented a health and safety issue and that this would be investigated by the Town Administrator. It was therefore **recommended** that in tandem with this recommendation the Town Administrator would seek to obtain quotations for any tables that require replacement.

21-13FGP Items referred to this Committee

None.

22-13FGP Correspondence

None.

23-13FGP Planning Applications

a) PA13/03764 – 36, Sycamore Drive, Torpoint – Construction of a single storey rear extension and replacement conservatory.

No objections or observations.

b) PA13/04348 – 58, Macey Street, Torpoint – Erection of a conservatory to the rear of the property and building of a wooden deck.

No objections or observations

24-13FGP Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NET
Viking Direct	Various Items	125.02	20.84	104.18
Clifford Motors (C Bence)	Petrol Lawn Mower	7.28	1.21	6.07

The Clerk drew attention to the outstanding creditors and debtors for licenses/leases for the Financial Year 2012-13 that left a net debtor of £17. It is **recommended** that the Clerk writes off any likely unrecoverable debt and makes any adjustment to creditors.

25-13FGP Date of next meeting

Thursday 1st July 2013 (**recommended** that the meeting commences at 7.00pm).

26-13FGP Any business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 7.55 pmChairman