

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and General Purposes Committee held on Thursday 1st July 2013 at 7.00 pm in the Council Committee Room, 4 York Road, Torpoint.

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

27-13FGP Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Miss J L Kinsman.

28-13FGP Declarations of Interest relating to items on the Agenda

None.

29-13FGP Minutes of the previous meeting

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

30-13FGP Matters arising from the minutes

a) Use of the Annex:-

Pursuant to minute 18-13FGP (a) the Clerk reported that the Town Administrator had telephoned the office and spoken to the PA. There was no further progress to report.

b) Town Clock:-

Pursuant to minute 18-13FGP (b) The Clerk reported on a conversation with the vicar who confirmed that a local parishioner who was a clock engineer would investigate the issue of the clock. It was also noted that probably the best way forward is for the contractor who removed the clock face for painting and replacing to be recalled and rectify the situation. Councillor B Hobbs remarked that the contractor was willing to return but had been told not to do so. Councillor Hobbs offered to contact the contractor and the clock engineer in an attempt to resolve this on-going unsatisfactory situation. Councillor Hobbs also observed that the clock had worked until the scaffolding had been removed and suggested it might be linked to this action. The Town Mayor was of the opinion that the clock face should not have been removed during the renovation works and could have been painted whilst in position. The Town Mayor hoped that the matter would be resolved prior to the civic parade on the 21st July 2013. Councillor Hobbs ventured the suggestion that the town form a clock committee and that it is then separate from the Town Council and the PCC. Councillor M J Crago suggested that the Torpoint Events Company is approached see ascertain any interest in this matter.

c) Accounts for payment:-

Pursuant to minute 24-13FGP the Clerk confirmed as directed by the Council, that he has now written off the debt and made the necessary adjustments to remove any credit of those that had left the premises.

31-13FGP To Consider Policies Delegated to this Committee

a) Budget Monitoring Policy:-

The Committee considered the budget monitoring policy (as circulated) following which it is **recommended** that the Council adopt the policy for the following year.

32-13FGP To consider the Council Risk Management Plan

The Committee considered the Council insurance and how it applied to the Risk Management Plan. The Clerk also noted that this subject also overlapped with the Operational Financial Risk Management Plan that is part of the

Internal Audit Working Party terms of reference, together with the Internal Audit Programme completed by the Internal Auditor. The Clerk highlighted key areas for member's information. It was noted during discussions that the public conveniences (buildings) are insured by Cornwall Council. The Clerk also highlighted the fact that this Council had still not been paid any of the grant money from Cornwall Council despite now operating the public conveniences for 3 months. It was also noted that the toilets in Antony Road were closed awaiting Cornwall Council to repair the drains and also fit the steel doors. Following further discussion it was **recommended** that this Council allows Cornwall Council 1 month to undertake the necessary repairs and refurbishment and also to pay the Council the grant assistance that was conditional on this Council undertaking management of the public conveniences.

33-13FGP Items referred to this Committee

a) Torpoint VIP (Visually Impaired) Bowls – Request for financial assistance.

Noted. It was confirmed that this organisation had now ceased to function and that the grant was no longer required. The Clerk would return the original bank statements to the organisation. Councillor M J Crago remarked that the VIP contained in the group's name was ambiguous and it would have been beneficial if the full name had been entered onto the form.

34-13FGP Correspondence

a) Cornwall Council (Rebecca Dickson) – Change of Job Role.

Noted.

35-13FGP Planning Applications

None

36-13FGP Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
BUNZL	Toilet Cleaning Materials	206.85	34.46	172.39
British Gas	Maintenance Contract	949.20	158.20	791.00
Prestige	Kitchen Deep Clean	595.00	0.00	595.00

It is **recommended** that the Council does not pay the CORY administration charge of £30 plus VAT until this organisation explains the charge more fully when it will be considered further.

37-13FGP Date of next meeting

Monday 2nd September 2013

38-13FGP Any business that has been disclosed to the Chairman and members prior to the meeting.

- The Town Mayor reminded members that Planning Training would commence at 7.00pm in the Committee Room on Wednesday and that the Forward Planning Committee will be addressed on the subject of Neighbourhood Planning on Thursday commencing at 6.15pm and that all members are invited to attend.
- Councillor M J Crago drew attention to a possible problem with a door mechanism and this would be brought to the Town Administrators attention.

39-13FGP Exclusion of the Public and Press

It was **resolved** to exclude the Public and Press as items to be discussed involved staff and staffing matters (Public Bodies (Admission to Meetings) Act 1960). The minutes are listed as confidential and appended to these minutes.

Meeting closed at 7.50 pmChairman