



## TORPOINT TOWN COUNCIL

**MINUTES** of a **VIRTUAL** meeting of the Finance and Personnel Committee held **via Zoom** on Monday 29<sup>th</sup> March 2021 at **7.00pm** via the following link: -

<https://us02web.zoom.us/j/84504638119?pwd=Nm50cFJMdHNaVGJnbVBtSUVML0pIQOT09>

Meeting ID: **845 0463 8119**

Passcode: **749525**

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

	<b>ACTION</b>
<p><b>106-20F&amp;P Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor K J Moon.</p>	
<p><b>107-20F&amp;P Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – (Agenda item 8.g. Request ring-fencing for Section 137 Grant funding already agreed – as a member of the Local Community Markets). b) An NRI (Non-Registerable Interest) was declared by: - Councillor Miss R A Evans BEM (Deputy Mayor) – (Agenda item 8.g. Request ring-fencing for Section 137 Grant funding already agreed – as a member of the Local Community Markets). c) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. C E Goodman (Town Mayor) – (Agenda item 8.f. Section 137 Grant Application – YMCA Plymouth – Torpoint &amp; Rame Community Sports Centre – as being a member of the organisation). d) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. R A Southworth – (Agenda item 8.g. Request ring-fencing for Section 137 Grant funding already agreed – as a member of the Local Community Markets).</p>	
<p><b>108-20F&amp;P Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Finance and Personnel Committee meeting held on Monday 1<sup>st</sup> March 2021 were, taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p><b>109-20F&amp;P Matters arising from the minutes</b> a) Council Staffing Report: - i) Pursuant to minute 96-20F&amp;P (a) the Clerk detailed the induction plan for the Operations Manager is now complete and he is settling in well to the position. The Operations Manager is accompanying the Caretaker/Enforcement Officer on a visit to Millbrook to meet with the Parish Clerk to finalise the arrangements/tasks within the Service Level Agreement. The Clerk explained there is a continued sickness absence for an employee and highlighted confirmation regarding an impending planned retirement is expected from a different employee.</p>	

<p>b) Civic Functions: - Pursuant to minute 96-20F&amp;P (b) the Mayor explained there are currently plans being made to hold a Civic Parade and Service on Sunday 11<sup>th</sup> July 2021, Covid-19 restrictions will be in place, with reduced numbers. Councillor J Tivnan BEM has volunteered to complete the application for road closure documentation and once completed will forward to the Clerk for submission. Councillor Tivnan was pleased to advise Plymouth City Bus has already replied in the affirmative for the proposed road closure on Sunday 11<sup>th</sup> July.</p> <p>c) Business Meeting 10<sup>th</sup> May 2021: - Pursuant to minute 100-20F&amp;P the first Business Meeting of the new Council will be held on Monday 10<sup>th</sup> May 2021, it is not yet known whether the meeting will be an 'actual' meeting or a 'virtual' meeting held on Zoom. A draft agenda is being compiled and will be circulated in mid-April to Finance and Personnel Committee members for review.</p> <p>d) Insurance Renewal 2021/22 and property valuation: - Pursuant to minute 101-20F&amp;P (d) the Clerk referred to the Insurance Renewal 2021/22 documentation as previously circulated. The Clerk explained that Public Liability insurance had now been added to the public conveniences, as these had not been previously included in the cover. It is <b>resolved</b> to approve the insurance renewal for 2021/22 and to authorise payment of the invoice at the beginning of the financial year 2021/22. The Clerk explained that work to complete an independent property valuation of the Council Chambers building is progressing.</p>	<p>Clr Tivnan/ Clerk</p> <p>Clerk</p> <p>Clerk Clerk</p>
<p><b>110-20F&amp;P Items Referred to this Committee</b> None.</p>	
<p><b>111-20F&amp;P Policies Reviewed by this Committee</b></p> <p>a) Business Risk Management Plan – 2021: - The Clerk explained the Business Risk Management Plan had been updated since approval in August 2020 and it is <b>recommended</b> to adopt the updated and reviewed Business Risk Management Plan 2021, as previously circulated.</p> <p>b) Financial Risk Assessment - 2021: - The Clerk explained the Financial Risk Assessment had not been reviewed for several years and following consideration it is <b>recommended</b> to adopt the updated and reviewed Financial Risk Assessment 2021, as previously circulated.</p> <p>c) Section 137 protocols plus Free of Charge use: - Members considered the Section 137 protocols, guidance notes and Free of Charge application form and guidance notes and following consideration it is <b>recommended</b> to adopt the updated Section 137 protocols and guidance notes, plus the Free of Charge application form and guidance notes, as previously circulated. The Clerk affirmed those organisations listed as having designated status on Appendix A of the Lettings Policy, still applies. <b>Also, SEE NOTE 113-20F&amp;P (c) below.</b></p>	<p><b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p>
<p><b>112-20F&amp;P To consider the Council Business Risk Management</b></p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: -</p>	

<p>Nothing to report.</p> <p>c) Budget Monitoring – Finance Committee Responsibilities: - The February 2021 Financial Information, as previously circulated, was considered and the salaries budget was discussed. Members discussed ring-fencing any unspent Section 137 funding for 2020/21 into Section 137 grant funding to be made available in the 2021/22 financial year. It was highlighted that the Torpoint and Rame Youth Project had not made a grant application in this financial year, usually the amount claimed is £5k; Councillor J Tivnan BEM explained having liaised with the Torpoint and Rame Youth Project, who are looking at ways of reducing their expenditure. It is <b>recommended</b> that any unspent Section 137 grant funding from the 2020/21 financial year to be put into allocated reserves for Section 137 grant funding only. Following a question posited by Councillor Mrs. R A Southworth, the Chairman explained the outstanding invoices which had been presented by Cornwall Council for payment of outstanding business rates for the Council Chambers for the period April 2017 to March 2021, as well as unpaid business rates for Room 5 and Room 6 for April 2018 to September 2018, also June 2019 to March 2020. The Clerk was confident that payment of these invoices, as presented, would bring all the outstanding business rates payments up-to-date. Members agreed to fund these from unallocated reserves 2019/2020.</p>	<p><b>Council</b></p> <p>Clerk</p>
<p><b>113-20F&amp;P Correspondence</b></p> <p>a) Complaint (No.3.) March 2021 – Mr M Chambers: - The Clerk explained the complainant had been in contact with a personal complaint, which was fully resolved, with the Clerk seeking assistance from Councillor Miss R A Evans BEM (Deputy Town Mayor) to resolve the complaint.</p> <p>b) Year-end information request; Employer Newsletter – March 2021 and Town &amp; Parish Council employer meetings – Cornwall Pension Fund: - All information as previously circulated was considered, the Clerk will ensure all employee year-end information is supplied to Pensions by the deadline and will also attend the future meetings.</p> <p>c) The Public Sector Deposit Fund FAQs – CCLA: - Noted. Prior to consideration of ALL the Section 137 grant applications on this meeting agenda, Councillor G J Davis stated that in his opinion, although having earlier reviewed the Section 137 Grant protocols, that ONLY urgent grant applications should be considered during an Election period (and particularly during a period of purdah). Members supported this opinion and <b>recommend</b> the Section 137 grant protocols are amended immediately, highlighting that any organisation should not be financially impacted by this delay.</p> <p>d) Section 137 Grant application – Beat4Autism C.I.C.: - Members considered the previous recommendation that only urgent Section 137 grant applications would be considered during an Election period and agreed for the application to be deferred for consideration to the first meeting of the new Council in May 2021.</p> <p>e) Section 137 Grant application – St. Columba &amp; Torpoint RFC: - Members considered the previous recommendation that only urgent Section 137 grant applications would be considered during an Election period and agreed for the application to be deferred for consideration to the first meeting of the new Council in May 2021.</p>	<p><b>Council</b></p> <p>Clerk</p> <p>Clerk</p>

f) Section 137 Grant application - YMCA Plymouth – Torpoint & Rame Community Sports Centre:

-  
Members considered the previous recommendation and on this occasion were satisfied of the urgency to consider the Section 137 grant application at this meeting.  
The Section 137 grant application was shared on the screen and Members considered the funding request. Councillor Miss R A Evans BEM (Deputy Town Mayor) queried the request on the application for £420.00 for the 'Hire of the Hall' and sought clarification on this from the applicant. It is **recommended** to award **£1,500.00** Section 137 grant funding to YMCA Plymouth – Torpoint & Rame Community Sports Centre for the provision of the 'Re-activate' Project. The Project will deliver various activity sessions for the benefit of community members, including, but not limited to: 1 weekly disability sports session, 2 weekly trampoline sessions, 2 gymnastics sessions, plus daily youth multi-sport activities during the school holidays. Members' minuted the grant award could be reduced, following investigation into the £420.00 cost for the 'Hire of Hall.' The Clerk highlighted that should a Section 137 funding grant be made, the terms and conditions would state the funds must be ring-fenced for this project only.

Clerk

**Council**

Clerk

(Councillor Mrs. C E Goodman (Town Mayor) was put into the Zoom waiting room for the agenda item and was re-admitted at the end of the item.)

g) Request ring-fencing for Section 137 grant funding already agreed – Local Community Markets: -

(Councillor Mrs. K Brownhill Chaired this agenda item.)

Following consideration of the request to ring-fence the amount of £1,900.00 in Section 137 grant funding previously allocated, from the financial year 2019/20, for the Local Community Markets to set up a kitchen project, it is **recommended** the funding is ring-fenced into allocated reserves for this project only, with a review to be undertaken in October 2021, on whether the funds are still required.

(Councillor Mrs. J M Martin, Councillor Miss R A Evans BEM (Deputy Town Mayor) and Councillor Mrs. R A Southworth were put into the Zoom waiting room for the agenda item and were re-admitted at the end of the item.)

**Council**

**114-20F&P Planning Applications**

None.

**115-20F&P Accounts for payment**

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
DFR Roofing Ltd	Inv no 203185	940.80	156.80	784.00	Additional works to roof above Pearns Passage
Spot On Supplies	Inv no 21514031	17.62	2.93	14.69	Cleaning materials
BRL Architects Ltd	Inv no 7002	5,310.00	885.00	4,425.00	Professional services relating to swimming pool; feasibility Study Issue of draft report
Cornwall Council - Rm 6 Bus Rates	802720466	3,165.98	0.00	3,165.98	Bus Rates room 5 & 6 period 01.04.2018 to 29.09.2018 £801.34
Cornwall Council - Rm 6 Bus Rates	802720466				Bus Rates Rooms 5 & 6 historic charges 01.04.20 to 31.08.20 £857.60

Cornwall Council - Rm 6 Bus Rates	802720466				Bus Rates Room 5 & 6 period 01.06.2019-31.03.20 £1507.04
Cornwall Council - Bus Rate Chambers	802311466	2,097.16	0.00	2,097.16	bus Rates 1-3 Buller Road historical charges including period 01.04.17 to 31.03.21
Clifton Emery Design Ltd	Inv no SI-2856	1,500.00	250.00	1,250.00	Re PO-0019 First invoice for graphics works associated with prep for NDP in liaison with LRM
Cornwall ALC Limited	Inv no 2021-461	36.00	6.00	30.00	Virtual Training sessions Year End Accounts and Audit Milly Southworth
BT	VP 91196470	282.16	47.03	235.13	Telephone and Broadband
Drgrounds	Inv - 109	154.42	25.74	128.68	Grass Cutting March 2021 1 x per month
Helping Hand Environmental Co	401719	474.1	79.02	395.08	Group Volunteer & Kids Litter Ranger kits
Biffa	Inv 522C17083	45.18	7.53	37.65	Council chambers General Waste Collection 26.02, 12.03, 26.03.21
Biffa	Inv 522C17082	22.14	3.69	18.45	Council Chambers Recycling collection 23.02, 09.03, 23.03.21
Biffa	Inv 522C17081	33.30	5.55	27.75	Library General Waste collection 26.02, 12.03, 26.03.21
Biffa	Inv 522C17080	22.14	3.69	18.45	Library Recycling collection 23.02, 09.03, 23.03.21
<b>116-20F&amp;P Date of next meeting</b>					
Tuesday 4 <sup>th</sup> May 2021, Councillor Mrs. R A Southworth submitted her apologies for the meeting.					Clerk
<b>117-20F&amp;P Any Business that has been disclosed to the Chairman and members prior to the meeting.</b>					
<ul style="list-style-type: none"> <li>➤ The Clerk reported receipt of correspondence from the Council's appointed internal auditor to undertake the internal audit/review of the financial year 2020/21. Additionally, email correspondence from the external auditor, PKF Littlejohn, with details of the 2020/21 AGAR (Annual Governance and Accountability Return) external audit instructions and deadlines has been received. The Clerk and Support Officer are working with the Council's appointed Financial Consultant to undertake completion of the financial year-end AGAR and accounts.</li> <li>➤ The Clerk highlighted and had previously circulated information shared via CALC (The Cornwall Association of Local Councils) with a letter to Council leaders regarding remote meetings.</li> <li>➤ The Clerk highlighted receipt of a document from CALC (The Cornwall Association of Local Councils) which gives details of the 'Management of the safe return to the workplace, under Covid-19 principles', a useful reference document.</li> </ul>					
Meeting closed at 7.52pm _____ Chairman					