



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Tuesday 1<sup>st</sup> June 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor Miss R A Evans BEM (Town Mayor), Councillor G J Davis (Deputy Town Mayor), Councillors Mrs. K Brownhill, Mrs. C E Goodman, M Thomson-Neall and J Tivnan BEM plus the Town Clerk & RFO (Clerk).

	<b>ACTION</b>
<p><b>13-21F&amp;P Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin.</p>	
<p><b>14-21F&amp;P Election of Chairman for the Civic Year 2021-22</b> The Town Mayor called for nominations for the position of Chairman for the Civic Year 2021-22, Councillor J Tivnan BEM proposed that Councillor Mrs. J M Martin is elected to serve as Chairman for the Civic Year 2021-22. Councillor Mrs. K Brownhill seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. J M Martin was duly elected as Chairman for the Civic Year 2021-22.</p>	
<p><b>15-21F&amp;P Election of Vice Chairman for the Civic Year 2021-22</b> In the absence of the newly elected Chairman the Town Mayor called for nominations for the position of Vice Chairman for the Civic Year 2021-22, the Town Mayor proposed that Mrs. K Brownhill is elected to serve as Vice Chairman for the Civic Year 2021-22. Councillor J Tivnan BEM seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. K Brownhill was duly elected as Vice Chairman for the Civic Year 2021-22.</p> <p>(Councillor Mrs. K Brownhill Chaired the meeting from this point forward.)</p>	
<p><b>16-21F&amp;P Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - The Town Mayor (Councillor Miss R A Evans BEM) – (Agenda item 6.c. Markets – advice to another market provider, as a member of the Local Community Markets and Agenda item 8.d. Payment of the Mayoral Allowance for the Civic Year 2021/22, as the Town Mayor).</p>	
<p><b>17-21F&amp;P Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the virtual Finance and Personnel Committee meeting held on Tuesday 4<sup>th</sup> May 2021 were, taken as read, confirmed and signed by the Chairman.</p>	
<p><b>18-21F&amp;P Matters arising from the minutes</b> a) Council Staffing Report: - Pursuant to minute 6-21F&amp;P (a) the Clerk detailed: - i) Update Pay offer 2021/22 latest from SLCC (Society of Local Council Clerks): - The Local Government Employers in response to the unions’ joint pay claim have offered an increase of 1.5% for all grades. This increase to be effective from the anniversary date of 1 April 2021, with this offer currently rejected. The unions’ response to this offer is awaited.</p>	

ii) Working Arrangements Christmas Day & Boxing Day 2021 & New Year's Day 2022: -  
As Christmas Day and Boxing Day 2021 fall on Saturday and Sunday respectively and New Year's Day 2022 falls on a Saturday, Monday 27<sup>th</sup> December automatically becomes a public holiday in place of Christmas Day and the Government has designated Tuesday 28<sup>th</sup> December and Monday 3<sup>rd</sup> January 2022 as public holidays, with pay in substitution for Boxing Day and New Year's Day respectively. In accordance with joint advice issues in previous years to deal with these circumstances, authorities are advised that payments, unless a local agreement is in place, should be made in accordance with the Green Book Part 3 Para 2.6 as follows: -

- Employees required to work either on Saturday 25 December or Monday 27 December (but not both) should receive public holiday pay, plus time off with pay at a later date, for the day on which they work;
- Employees required to work on both Saturday 25 December and Monday 27 December should receive Saturday rates of pay for Saturday 25 December and public holiday pay, plus time off with pay at a later date, for Monday 27 December;
- Employees required to work either Sunday 26 December or Tuesday 28 December (but not both) should receive public holiday pay, plus time off with pay at a later date, for the day on which they work;
- Employees required to work on both Sunday 26 December and Tuesday 28 December should receive Sunday rates of pay for Sunday 26 December and public holiday pay, plus time off with pay at a later date, for Tuesday 28 December;
- Employees required to work either Saturday 1 January or Monday 3 January (but not both) should receive public holiday pay, plus time off with pay at a later date, for the day on which they work;
- Employees required to work on both Saturday 1 January and Monday 3 January receive Saturday rates of pay for Saturday 1 January and public holiday pay, plus time off with pay at a later date, for Monday 3 January.

The Clerk explained Mrs M Cocks has now taken retirement from the Council and a replacement part time Facilities Operative appointed, who has commenced employment and is undertaking cover for sickness absence.

Councillor Mrs. K Brownhill raised a question about the high number of annual leave remaining to be taken, for Council employees and particularly the Officers, having been made aware of these figures by the Clerk. Acknowledging the government has extended the period whereby annual leave from 2020/21 can be carried over to the end of the holiday year 2021/22, the council needs to consider how to manage the Officers taking annual leave, whilst maintaining the service/work levels within the council. The Mayor explained, having recently discussed this with the Clerk, employees will be encouraged to take leave, whilst recognising the business continuity needed. Employees are to be reminded that carrying over annual leave into the 2022/23 holiday year, will be according to contractual terms. The council's responsibility for ensuring contingencies are in place to cover sickness absence was also discussed.

Mayor  
/Clerk

b) Civic Functions: -

Pursuant to minute 6-21F&P (b) the Town Mayor explained she is hopeful the Civic Parade and Service will be held on Sunday 11<sup>th</sup> July 2021. The Clerk reported having sought a quotation

<p>from St. John Ambulance for First Aid cover, for this event. This prompted further discussion on the matter, with consideration given to funding the cost of Emergency First Aid training of a number of individuals, to provide first aid cover at this event (and others). Additionally, the Town Mayor explained the town will be participating in the inaugural celebration of NHS, Social Care and Frontline Workers' Day on 5<sup>th</sup> July 2021. The Mayor continued that she will be liaising with the Captain at HMS RALEIGH, with a proposed date for the Freedom of Torpoint on Sunday 26<sup>th</sup> September 2021.</p> <p>c) Markets – advice to another market provider: - Pursuant to minute 12-21F&amp;P the Clerk explained having consulted with NABMA (The National Association of British Markets) on the matter who have advised the council's market policy should be used to help create a balanced market offer within our area, taking into account the overall number of markets and setting standards for the markets to follow. It is important to ensure the policy is not seen as being anti-competitive. The NAMBA consultant encouraged promotion of the policy via the website, newsletters, acknowledging that not every market organiser will be aware of the policy's existence. It is advised that should the council become aware of a market event an approach should be made to enquire whether they are willing to cooperate with the policy's requirements, hoping this cooperation can be achieved on a voluntary basis. The consultant's advice highlighted that many market operators are willing to work with a local authority and have the authority's support, however if an operator is not willing to cooperate the only remedy is to seek enforcement of your markets policy through a court case. The Clerk continued that having made contact with another market provider, currently operating within the vicinity of the council policy, a meeting is being arranged with them.</p> <p>It is highlighted that under the terms of the policy the Local Community Markets are charged by the council, which provides additional revenue and it is therefore <b>resolved</b> for the Clerk to circulate the markets policy to Plymouth City Council as well as the local parishes.</p> <p>d) Section 137 grant application – St Columba &amp; Torpoint RFC: - Pursuant to minute 113-20F&amp;P (virtual meeting held Monday 29<sup>th</sup> March 2021), it is agreed to defer a decision on this Section 137 grant application, enabling the documentation to be circulated in advance of the meeting.</p>	<p>Mayor /Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>19-21F&amp;P Policies Reviewed by this Committee</b></p> <p>a) Financial Regulations – additional signatory required: - Pursuant to minute 42-21 (Accounts for Payment – Adjourned meeting held 27<sup>th</sup> May 2021) it is <b>resolved</b> to approve Councillor Mrs. K Brownhill to be the fourth signatory for the council's bank account.</p> <p>b) Terms of Reference – Systems and Procedures: - Following consideration, it is <b>recommended</b> the Terms of Reference for the Systems and Procedures Working Party are adopted.</p> <p>c) Code of Conduct (as revised): - Following in depth consideration, it is <b>recommended</b> the changes as shown in the Code of Conduct in red are made and the amount to be declared for hospitality is changed from £50 to £25. The Clerk explained that once the revised Code of Conduct has been accepted, a hard copy will be handed to all Members to insert into their Councillor folders, as issued at the Introductory session.</p>	<p>Clerk</p> <p><b>Council</b></p> <p><b>Council</b></p> <p>Clerk</p>

<p><b>20-21F&amp;P To consider the Council Business Risk Management</b></p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: - Nothing to report.</p> <p>c) Budget Variance– Finance Committee Responsibilities: - The April 2021 Financial Information, as previously circulated, the Clerk highlighted the January – March 2021 salaries invoice has now been paid. The Clerk explained the amounts held in Earmarked Reserves will be revised for the May 2021 Budget Variance, in line with the completion of the end-of year accounts (2020/21).</p> <p>d) Payment of the Mayoral Allowance for the Civic Year 2021/22: - It is <b>resolved</b> to instruct the Clerk to authorise payment of the Mayoral Allowance, via Transactional Services at Cornwall Council, to the Town Mayor (Councillor Miss R A Evans BEM) for the gross amount of £3,750 over an eleven month period, June 2021 – April 2022, with tax deducted.</p>	Clerk
<p><b>21-21F&amp;P Items Referred to this Committee</b></p> <p>None.</p>	
<p><b>22-21F&amp;P Correspondence</b></p> <p>a) CCLA – update on the Public Sector Deposit Fund + factsheet: - Noted.</p> <p>b) Section 137 Grant – April 2021 report of activities undertaken using grant funding – YMCA Plymouth – Torpoint and Rame Community Sports Centre: - Noted.</p> <p>c) Employer Newsletter May 2021 – Cornwall Pension Fund: - Noted.</p> <p>d) Planning Induction Training – Cornwall Council: - Noted.</p> <p>e) Bénodet Park and commemorations – Torpoint Twinning Association: - The Clerk explained the Operations Manager will meet the Torpoint Twinning Association at the Park to assist with the discussions / proposals.</p> <p>f) Regalia proposal (without costs) – Honorary Freeman/Burgess: - Members were supportive of the suggestion to consider the purchase of regalia for the recipients of the Honorary Freeman and Honorary Burgess and felt it warranted further investigation, including costings. Town Mayor to progress this suggestion with the Clerk and return to the next meeting of this committee. Additionally, following discussion it was agreed the Clerk to research the criteria whereby the Honorary Burgess was awarded.</p>	Mayor /Clerk  Clerk
<p><b>23-21F&amp;P Planning Applications</b></p> <p>a) PA21/04571 – Proposed construction of replacement conservatory, two-storey rear extension in part replacing an existing single-storey extension and the provision of a replacement double garage – 104 Marine Drive, Torpoint PL11 2EN. No objections or observations.</p>	

**24-21F&P Accounts for payment**

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
LBS Horticulture Limited	SO-184681	142.94	23.82	119.12	Weed killer and equip
Richards Builders Merchants Ltd	inv no 775767	8.33	1.39	6.94	Repairs various
Richards Builders Merchants Ltd	Inv no 775430	31.77	5.30	26.47	Repairs various
Cornwall Council	inv no 81001313 98	55.00	0.00	55.00	Safer Recruitment Training Cllr Julie Martin
Richards Builders Merchants Ltd	Inv no 77275	19.07	3.18	15.89	Parks materials
Richards Builders Merchants Ltd	Inv no 771210	80.17	13.36	66.81	Chambers decorating
Richards Builders Merchants Ltd	Inv no 769545	21.95	3.66	18.29	Chambers decorating
Richards Builders Merchants Ltd	inv no 769544	8.17	1.36	6.81	parks materials
Richards Builders Merchants Ltd	inv no 757554	17.82	2.98	14.84	parks materials
Richards Builders Merchants Ltd	Inv no 754888	14.70	2.45	12.25	repairs chambers
Richards Builders Merchants Ltd	Inv no 753323	2.63	0.44	2.19	repairs chambers

Councillor M Thomson-Neall was keen to be shown the Xero accounting package and will arrange training in the office in due course.

Cllr  
Thomson-  
Neall

**25-21F&P Date of next meeting**

Monday 28<sup>th</sup> June 2021.

**26-21F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.**

- The Clerk advised there will be a small increase in the monthly subscription for Xero from 23<sup>rd</sup> September 2021, from £24 per month to £26 per month.
- Lloyds Bank plc has shared correspondence regarding The Financial Services Compensation Scheme.

Meeting closed at 8.36pm \_\_\_\_\_ Chairman