



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Tuesday 31st August 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

IN ATTENDANCE: Councillor Mrs K L Partridge.

	ACTION
<p>39-21F&P Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor) and Councillors Mrs. J M Martin and R M Willoughby.</p>	
<p>40-21F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 9.c. Free of Charge use application J Vigus-Huggins, as being known to the family of the applicant). b) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs K Brownhill – (Agenda item 9.d. and 9.e. Free of Charge use application Torpoint Town Partnership (Dog Show) and Free of Charge use application Torpoint Town Partnership (Tea hut Fundraiser).</p>	
<p>41-21F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 28th June 2021 were, taken as read, confirmed and signed by the Chairman.</p>	
<p>42-21F&P Matters arising from the minutes a) Council Staffing Report: - Pursuant to minute 30-21F&P Councillor J Tivnan BEM proposed and the Chairman (Councillor Mrs. K Brownhill) seconded the proposition, it was resolved that due to the confidentiality of the staffing report this item would be considered with Public and Press excluded [see minute 50-21F&P below].</p> <p>Councillors Mrs. C E Goodman and G J Davis minuted thanks to the Officers for managing a period of several significant staff absences, highlighting that all operational activity had continued throughout, with minimal disruption to the public. The Clerk continued with details of correspondence received today (31st August 2021) from employee Ms Kate Pumffrey, submitting her resignation for the position of Library and Information Assistant at Torpoint Library and Community Hub. Ms Pumffrey's last date of employment is confirmed as 30th September with last working day is Friday 17th September. It is resolved to commence the immediate recruitment of a Community Hub and Library Support Assistant, delegated to the Chairman (Councillor Mrs. K Brownhill) and the Clerk to work together, as Councillor Mrs. J M Martin is currently unavailable, to prepare all associated paperwork and agree salary level. The Chairman/Clerk will ensure Councillor Mrs. Martin is kept up to date with the recruitment process.</p>	<p>Cllr Brownhill/ Clerk</p>

<p>b) Civic Functions: - Pursuant to minute 30-21F&P (b) the Clerk explained the Town Mayor will host the Civic Service and Parade on Sunday 10th October 2021, this will have budget implications. Additionally, the Town Council is hosting the 24th Anniversary Parade of giving the Freedom of Torpoint to HMS RALEIGH on Sunday 26th September 2021, this will have budget implications, using funds from reserves.</p> <p>c) Regalia proposal: - Pursuant to minute 30-21F&P (f) it is agreed to defer this item to the next meeting of this committee.</p> <p>d) Millbrook Parish Council – Service Level Agreement: - Pursuant to minute 32-21F&P the Clerk explained that Millbrook Parish Council have been pleased with the three month trial agreement which has resulted in the council decided to advertise a permanent vacancy for a part time Caretaker. This Service Level Agreement will therefore cease and should the Parish Council need assistance with training, this will be supplied ad invoiced for on an ad hoc basis.</p> <p>e) Update on Hirers and Lettings: - The Clerk was pleased to advise there has been an increase in the demand for bookings, at all Council facilities including Bénodet Park, these include one off and regular weekly bookings, with Room 7, which was vacant for a long period, now occupied.</p>	
<p>43-21F&P Policies Reviewed by this Committee</p> <p>a) Financial Regulations: - Following consideration, with additional amends to be made the Clerk, it is recommended the Council’s revised Financial Regulations, using the NALC model, are adopted. Clerk to re-circulate with amendments, prior to the council meeting.</p>	<p>Council Clerk</p>
<p>44-21F&P To consider the Council Business Risk Management</p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: - The report had not been circulated in advance, however the Clerk detailed the outstanding debtors and gave assurances that all outstanding invoices are being chased for payment immediately when a breach in the payment terms is reached.</p> <p>c) Budget Variance– Finance Committee Responsibilities: - The June and July 2021 Budget Variance, as previously circulated, were considered with no current concerns.</p>	
<p>45-21F&P Items Referred to this Committee</p> <p>None.</p>	
<p>46-21F&P Planning Applications</p> <p>a) PA21/07299 – Proposed repairs and cleaning works to Listed Monument – Ellis Monument, Fore Street, Torpoint. Unable to comment, as Town Council is the applicant.</p> <p>b) PA21/07499 – Store over existing garage – 14 Chapeldown Road, Torpoint PL11 2HT. No objections. Comment: would suggest that in line with previously approved garage planning applications in the town, that a condition is placed that the garage cannot be used for residential purposes.</p>	

c) PA21/07278 – First floor extension over front porch – 90 Carbeile Road. Torpoint PL11 2NN.
No objections or observations.

47-21F&P Correspondence

a) PA21/07299 – Proposed repairs and cleaning works to Listed Monument – Ellis Monument, Fore Street, Torpoint, from Torpoint Town Council. Acknowledgement of Submission to Cornwall Council: -

Noted.

b) Four Lanes Project Group – 2021 stamp appeal: -

Noted.

c) Free of Charge Use application – J Vigus-Huggins, Torpoint: -

It is **resolved** to approve the free of charge use application from J Vigus-Huggins, as previously circulated.

d) Free of Charge Use application – Torpoint Town Partnership (Dog Show): -

It is **resolved** to approve the free of charge use application from the Torpoint Town Partnership, as previously circulated.

(The Chairman (Councillor Mrs. K Brownhill) left the meeting for this Agenda item and the Deputy Mayor (Councillor G J Davis) chaired the meeting.)

e) Free of Charge Use application – Torpoint Town Partnership (Tea hut Fundraiser): -

It is **resolved** to approve the free of charge use application from the Torpoint Town Partnership, as previously circulated.

(The Chairman (Councillor Mrs. K Brownhill) left the meeting for this Agenda item and the Deputy Mayor (Councillor G J Davis) chaired the meeting.)

f) Public Sector Deposit Fund Factsheet: -

Noted.

g) Employer Newsletter July 2021 – Cornwall Pension Fund: -

Noted.

h) Overview of Local Government and Cornwall Council Finance: -

The PowerPoint presentation was shared on the screen and discussed in detail, with Members keen to discuss the Overview of Local and Cornwall Council Finance, as previously circulated.

(Councillor G J Davis left the meeting at this point.)

48-21F&P Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
HSS Hire	Inv No 60427161	436.8	72.8	364	Hire of Sweeper 1 week
TTC Staff - Phil Griffiths Reimbursement	ATS Invoice	36.12	6.02	30.1	Mower tyre repair
AMS Fabrications Ltd	INV-2351	2220	370	1850	Remove rubble & stone walling, rebuild foundation for new section of wall - tennis court
HSS Hire	Inv	78	13	65	Delivery of sweeper

	60425143				
Spot On Supplies	INV 25122555	27.14	4.52	22.62	Cleaning supplies
Hampshire Flag Company	Inv 00001706 92	18.59	3.1	15.49	20m (length) Flagpole Halyard - Suitable for 10m Flagpoles
JR PAT Testing Ltd	Inv No 3676	301.2	50.2	251	PAT Testing of appliances - Council Chambers
Spot On Supplies	Inv 21522950	129.32	21.56	107.76	Cleaning supplies
Spot On Supplies	Inv 21522921	31.4	5.25	26.15	Cleaning supplies
Complete Weed Control	Inv No SW - 3174	1512	252	1260	2nd Treatment - July 2021
Security Dynamics	Inv no 1461	350.1	0	350.1	Supply body worn Camera as per estimate + Dash cam
49-21F&P Date of next meeting Monday 4 th October 2021.					
50-21F&P It was resolved the information to be considered is of a sensitive nature, these items are considered with the public and press excluded and is contained in the confidential annex to these minutes (Public Bodies (Admission to Meetings) Act 1960 1(2)).					
51-21F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.					
<ul style="list-style-type: none"> ➤ The Clerk had previously shared email correspondence from CALC highlighting two vacancies on the CALC Executive Board, with a copy of the brief job description of the work of a Director and an application form, for any Councillor who would be interested in supporting their work, with a nomination deadline of 1st October 2021, no interest was expressed. This will be shared under any other business at the Development and Localism Committee. ➤ The Clerk had previously shared email correspondence Newsletter August 2021 – Cornwall Pension Fund. ➤ Members unanimously approved for Councillor Mrs. K J Partridge to become a member of the Finance and Personnel Committee, bringing the total membership to nine, the maximum number for this committee. 					
Meeting closed at 8.24pm				Chairman	