



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 4th October 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

	ACTION
<p>52-21F&P Apologies for absence None.</p>	
<p>53-21F&P Declarations of Interest relating to items on the Agenda None.</p>	
<p>54-21F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Tuesday 31st August 2021 were, taken as read, confirmed and signed by the Chairman.</p>	
<p>55-21F&P Matters arising from the minutes a) Council Staffing Report: - i) Pursuant to minute 42-21F&P the Clerk explained that the recruitment for the part time Community Hub and Library Support Assistant had been completed. With a strong field of applicants, sifting and interviewing had now taken place, with Mrs G. Hunt offered the position, subject to receipt of references. The Clerk explained the hours had now changed for an existing employee (at the same site) and anticipates the Community Hub and Library should be fully staffed by the end of October. The Clerk reported staff appraisals are progressing and in September seven employees completed the Emergency First Aid at Work Level 2 qualification. The Chairman was pleased to announce the Clerk had recently applied to the SLCC (Society of Local Council Clerk's) to upgrade her membership from 'Principal Member' to 'Fellow Member' and had been advised that she had qualified to meet the upgrade. The Chairman and Members congratulated the Clerk on her achievement. Following a question posited the Clerk explained employees are continuing to book annual leave; only one employee has taken very little annual leave, due to their personal circumstances, which suits the Council's operational needs. ii) The Chairman detailed the information / services provided by Cornwall Council's Wellbeing Services team, which is noted. b) Civic Functions: - Pursuant to minute 42-21F&P (b) the Town Mayor thanked everyone who attended the giving of the Freedom of RALEIGH Parade on Sunday 26th September 2021, highlighting there had been a large turnout in the town and it was great for the community and wonderful to see so much support for the event. The Civic Service and Parade is taking place on Sunday 10th October 2021, with all Members invited and a several visiting Mayor's attending too. Refreshments for all will be served in the Main Hall at the Council Chambers. Both these events have budget implications, with the expenditure for the Freedom Parade to be taken from reserves. c) Regalia proposal and Terms for awarding of Honorary Freeman/Honorary Burgesses: -</p>	

<p>Pursuant to minute 42-21F&P (c) the Chairman (Councillor Mrs. J Martin) and Deputy Chairman (Councillor Mrs. K Brownhill) will meet with the Clerk to prepare a proposal for this committee.</p>	<p>Clr Martin/ Clr Brownhill /Clerk</p>
<p>56-21F&P Policies Reviewed by this Committee None.</p>	
<p>57-21F&P To consider the Council Business Risk Management a) Overtime Report: - Noted. b) Creditors / Debtors Report: - 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. c) Budget Variance– Finance Committee Responsibilities: - The August 2021 Budget Variance, as previously circulated, was considered with no current concerns. Councillor G J Davis highlighted that in order to review the consider hire / room charges for next year the market valuation of the Council Chambers needs to have been completed. The impact of ensuring the valuation is undertaken will result in the budget setting process being delayed until the December 2021 Finance and Personnel Committee meeting, all agreed this is the preferred way forward. d) To consider Budget requirements for 2022-23, 2023-24 and 2024-25. The Chairman (Councillor Mrs. J M Martin) proposed and Councillor J Tivnan BEM seconded the proposition, it was resolved that due to the confidentiality of the staffing discussions this item would be considered with Public and Press excluded [see minute 63-21F&P below]. At one point of the confidential discussions the Clerk left the meeting and returned to the meeting once invited by the Chairman. e) To receive the External Auditor Report for the review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2021 and Prepare and publish a Notice of conclusion of audit: - The Clerk was pleased to advise that “on the basis of the External Audit review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.” The Chairman minuted thanks and congratulations to the Clerk and her staff for their sterling efforts with the AGAR. The Clerk explained the Notice of conclusion of audit is now published and displayed on the Council noticeboards and website.</p>	<p>Clerk</p>
<p>58-21F&P Items Referred to this Committee None.</p>	
<p>59-21F&P Planning Applications a) PA21/08009 – Replacement of existing conservatory top rear of property with single storey rear extension – 107 Carbeile Road, Torpoint PL11 2NN. No objections or observations. b) PA21/08776 – Proposed extension – 20 Langdon Down Way, Torpoint PL11 2HH. No objections or observations.</p>	

60-21F&P Correspondence

- a) Free of Charge Use application – Friends of Thanckes Park: -
It is **resolved** to approve the free of charge use application from the Friends of Thanckes Park, as previously circulated.
- b) Free of Charge Use application – Beat4Autism & S Walsh: -
It is **resolved** to approve the free of charge use application from Beat4Autism & S Walsh, as previously circulated.
- c) Free of Charge Use application – The Rame Group Practice – vaccination clinics: -
The Clerk was reminded by a Member that The Rame Group Practice does not need to submit an application form, as they are automatically granted free of charge use.
- d) S137 Grant Funding enquiry – St. Columba Rugby Ltd.: -
Members considered the initial correspondence, as received and circulated from St. Columba Rugby Ltd. and following debate advised a response as follows: -
- i) A S137 grant funding completed application form would be welcomed and considered by this Committee;
 - ii) As part of the revised plans for the new site, could St. Columba Rugby Ltd. include a pedestrian access from the A374 to the site;
 - iii) The Committee are mindful to consider a S137 grant fund application for approximately 50% of the total costs, highlighted in the correspondence.

Clerk

61-21F&P Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Kathy's Fruit & Veg	Invoice 74	20.50	0.00	20.50	Cafe provisions
Cornwall Council - Garage	Inv 341907001 66	58.88	9.82	49.06	Garage Rental 20.09.21 - 17.10.21
BT	Acc: VP911964 70	413.16	68.86	344.30	Regular charges bundled services 01.09.21 - 30.11.21
D J W Window Cleaning	INV0040	16.00	0.00	16.00	Library external windows
Cornish Tea & Cornish Coffee Co Ltd	Inv SL53795	473.10	0.00	473.10	Library Supplies
TClarke Contracting Ltd - Waldron Security	Inv SL- 21090263	94.20	15.70	78.50	Library alarm
PKF Littlejohn LLP	Inv SB202134 96	960.00	160.00	800.00	Limited assurance review of Annual Governance & Accountability Return for your ended 31 March 2021
D J W Window Cleaning	INV 0039	18.00	0.00	18.00	Bus shelter window cleaning
Cornish Pod	Inv iz469	521.00	0.00	521.00	Catering Freedom Parade
Andy Campfield	Freedom photos	20.00	0.00	20.00	Freedom of Torpoint photographer
Cornwall Council - Sea Gull Proof Sacks	Inv 810017575	90.00	0.00	90.00	Seagull proof sacks

Biffa	Inv 522C64122	41.05	6.85	34.20	Chambers general waste collection 03/09/21
Biffa	Inv 522C64121	27.18	4.53	22.65	Chambers recycling collection 24.08.21 -
Biffa	Inv 522C64120	37.73	6.30	31.43	Library general waste collection 27.08.21
Biffa	Inv 522C64119	27.18	4.53	22.65	Library recycling collection 24.08.21
ESP Training & Consultancy	Invoice 6116	432.00	72.00	360.00	Emergency First Aid training
Macwhirter Western Ltd	Invoice 003738	512.40	85.40	427.00	Air Conditioning Repairs - Main Hall
Spot On Supplies	Inv 21525587	15.74	2.62	13.12	Cleaning supplies
Spot On Supplies	Inv 21525586	15.74	2.62	13.12	Cleaning supplies
Cornwall Council	Invoice 810017308 1	48.00	0.00	48.00	Freedom 26/09/21 Road Closure
Cornwall Council	Invoice 810017298 7	780.00	130.00	650.00	Staffing
Cornwall ALC Limited	Invoice 2122-477	36.00	6.00	30.00	Milly Southworth - budgeting for clerks - Thu 23 Sep, 10:00am - 11:30am
Complete Business Solutions Group Ltd	Inv SINV0285 3676	49.45	8.24	41.21	Office stationery
62-21F&P Date of next meeting Monday 1 st November 2021.					
63-21F&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)).					
64-21F&P Any Business that has been disclosed to the Chairman and members prior to the meeting. None.					
Meeting closed at 8.45pm _____ Chairman					