



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 29th November 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).

ALSO PRESENT: - Councillors Mrs. L Fellows, L E Keise, M G Spurling, C R Still and B A Walsh (for agenda items 1-4 [minutes 78-21F&P – 82-21F&P inclusive]).

	ACTION												
<p>78-21F&P Apologies for absence Apologies for absence were submitted on behalf of Councillors L J Sanderson and C R Sawyer.</p>													
<p>79-21F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - The Chairman (Councillor Mrs. J M Martin) – (Agenda item 3. Hiring and Letting Charges as a member of Torpoint Community Cinema [Room 9] and as a relative to the proprietor of the Coppola School of Performing Arts, also Agenda item 9g. Previous S137 Grant Funding application - as a member of the Local Community Markets and author of the correspondence). b) An NRI (Non-Registerable Interest) was declared by: - Councillor G J Davis – (Agenda item 3. Hiring and Letting Charges as a personal friend of the Licensee of the Annex). c) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 3. Hiring and Letting Charges as Treasurer of the Royal British Legion [Storage Room York Road]). d) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. L Fellows – (Agenda item 9d. S137 Grant Funding application – as author of the Section 137 grant application for Beat4Autism CIC).</p>													
<p>80-21F&P To consider the Council Business Risk Management (Part I) - Photocopier lease The Chairman (Councillor Mrs. J M Martin) sought and was granted Members’ agreeance to bring this agenda item forward for consideration. This will enable a new photocopier lease to be put in place and expedited in time to ensure the existing photocopier is returned by the end of December 2021. Members referred to the paper as previously circulated, also showing current charges, which is copied here: EXISTING PHOTOCOPIER</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Ricoh MPC2504SP</td> <td style="width: 50%;">Installed October 2016</td> </tr> <tr> <td>Item</td> <td>Cost per Quarter</td> </tr> <tr> <td>5 Year Lease</td> <td>£ 157.85</td> </tr> <tr> <td>Average 3,432 colour copies/prints @ £0.03681</td> <td>£ 126.33</td> </tr> <tr> <td>Average 1,707 mono copies/prints @ £0.00369</td> <td>£ 6.30</td> </tr> <tr> <td>Total per quarter</td> <td>£ 290.48 (ITEC)</td> </tr> </table> <p>(Additional Charge to return existing photocopier to lease company - Fintec Group Limited)</p>	Ricoh MPC2504SP	Installed October 2016	Item	Cost per Quarter	5 Year Lease	£ 157.85	Average 3,432 colour copies/prints @ £0.03681	£ 126.33	Average 1,707 mono copies/prints @ £0.00369	£ 6.30	Total per quarter	£ 290.48 (ITEC)	
Ricoh MPC2504SP	Installed October 2016												
Item	Cost per Quarter												
5 Year Lease	£ 157.85												
Average 3,432 colour copies/prints @ £0.03681	£ 126.33												
Average 1,707 mono copies/prints @ £0.00369	£ 6.30												
Total per quarter	£ 290.48 (ITEC)												

PHOTOCOPIER PROPOSALS

Name of Company	Details of Machine	5 Year Lease (cost per quarter £)	Copy Charges (£)	TOTAL Charges per quarter (plus VAT)
Advanced Imaging Systems (AIS) OPTION 1	Toshiba E-Studio 2512AC	205.95	Colour copy @ 0.0260 pence Black copy @0.0030 pence	£205.95 + charges (An advance/credit on future copy charges would be given of £1,258)
Advanced Imaging Systems (AIS) OPTION 2	Toshiba E-Studio 2512AC	127.80	Average 3,432 colour copies @ £0.0260 pence = £89.23 Average 1,707 black copies @ £0.0030 pence = £5.12	£222.15
Concorde (Administration fee and annual documentation fee charged by the lease company)	Kyocera TA2554ci	165.00	Average total mono = £4.09 Average total colour = £82.36	£251.45
DBS Office Solution (Toner – there will be a small delivery charge)	Ricoh MP c2004 multifunctional device	250.00	Ricoh colour @ 0.03 pence per unit (only charged if exceed current volumes) Ricoh Mono @ 0.003 pence per unit (only charged if exceed current volumes)	£250.00
ITEC (ITEC Gold Support Included) (A3 print price same as A4) Will offer a refund for the 90 days period so the new lease can start in January 2022.	Xerox Versalink C7025	136.85	Average 3,432 colour copies @ £0.019 = £65.21 Average 1,707 mono copies @ £0.0022 = £3.76	£205.82

Following debate, which included the consideration to not replace the photocopier, it is **resolved** to contract ITEC (the existing supplier) to lease/supply a Xerox Versalink C7075 photocopier, with colour and mono copies charged as detailed, for a 5 year period, commencing 1st January 2022, for **TOTAL AVERAGE** charges of £205.82 (plus VAT) per quarter.

**Council
Clerk**

81-21F&P To consider the Hiring and Letting Charges for the 2022-23 financial year

The Chairman (Councillor Mrs. J M Martin) explained the Clerk had chased the return of the completed market review report and within the last two hours a synopsis of the draft figures for all the rooms as let/hired, had been received. Members commented that without the additional report to support the draft figures, is it difficult to understand the draft charges as suggested. Much debate ensued, this included highlighting the number of years where no increase had been made, as well as re-iterating that all licensees had been advised during the Summer 2021, that an increase in the licence fees will more than likely be implemented, from 1st April 2022. Councillor G J Davis proposed that a uniformed strategy/increase should be applied to the hiring and letting proposals, explaining that with there being no increase since prior to 2018-19, a 5% increase to the hiring and letting charges is made for 2022-23. The proposal was seconded by Councillor J Tivnan BEM. It is **recommended** that the notes appended to these minutes containing the proposed licensee charges at *Appendix 1* are all increased by 5% for the 2022-23 financial year.

Council

Members considered the hiring room charges, Councillor M J Spurling proposed with Councillor C R Still seconding the proposal and it is **recommended** that the notes appended to these minutes containing the proposed hiring charges at *Appendix 1* are increased as follows: -
Council Hall – from £14.00 to £15.00 per hour
Committee Room – from £8.50 to £9.00 per hour
Mayor’s Parlour - from £5.50 to £6.00 per hour for the 2022-23 financial year.

Council

Members considered the hiring charges for Bénodet Park tea hut and Park, the Chairman (Councillor Mrs. J M Martin) proposed with Councillor Mrs. L Fellows seconding the proposal and it is **recommended** that the notes appended to these minutes containing the proposed hiring charges for Bénodet Park tea hut and Park at *Appendix 1* are increased as follows: -
Hourly charge – from £2.50 to £9.00 per hour
Half day charge - £30.00
Full day charge - £60.00 for the 2022-23 financial year.
An hourly rate to hire the Library and Community Hub will now be recorded as ‘not applicable’ and any budget (2022-23) for hiring income is removed.

Council

Clerk

82-21F&P To consider the Council Budget for the 2022 -23 financial year

The Clerk detailed, and displayed on the screen, a new Excel spreadsheet, received from Cornwall Council. This enables Town and Parish Councils, having input the proposed precept first, to display the annual council tax charge that residents in the parish will pay in 2022-23 for the parish council element, based on the proposed precept figure that has been input. This is shown for all of the different property bands. The spreadsheet then displays the increase or decrease in charge per band from 2021-22 to 2022-23 in pounds (£) and percentage (%) terms.

The Chairman (Councillor Mrs. J M Martin) explained that preparatory work had been undertaken to prepare a draft budget, as circulated, for the 2022-23 financial year, with hard copies available at the meeting. This first draft was displayed on the screen with the Chairman inviting Members to review the expenditure first. The Chairman and Clerk highlighted the budget proposal / increase in salaries expenditure, which take into account: -

- Ex gratia payments to be awarded at either the end of the financial year 2021-22 or the

beginning of the financial year 2022-23, to the two TUPE'd staff employed at the Library and Community Hub;

- Changes (increases) to salary scales as discussed;
- The opportunity to appoint a permanent part time seasonal Caretaker, to support the parks improvements/outside works for a six month period of the year and
- The opportunity to increase the number of paid employed hours in the Library and Community Hub, to enable the Community Hub and Library Manager to undertake a more strategic role.

The Chairman sought confirmation from Members that this proposed increase is understood and the proposed salaries budget is therefore increased from £247,973 in 2021-22 to £260,000 in 2022-23, an increase of 4.85%. The Chairman updated Members (whilst the Clerk was out of the room) regarding the benchmarking exercise, undertaken with CALC, considering the Town Clerk and RFO role at Torpoint Town Council.

Using the draft budget, the Clerk decreased the Advertising and Marketing budget from £15,000 to £9,000, anticipating that grant funding could be sought from The National Lottery Community Fund towards The Queen's Platinum Jubilee Festival event being planned for next year.

With the expected return of Section 137 grant funding of £1,900 in allocated reserves, carried forward from 2019-20, the Clerk decreased the Section 137 grant funding allocation for 2022-23 from £10,000 to £8,000.

All income amounts were reviewed, with the removal of Library hiring income (£500) and an increase made to Licence fees from £8,000 to £8,400 (4%), plus Room hire from £10,000 to £10,600 (6%), for 2022-23 budget. All Reserves recommendations made by the Development and Localism Committee meeting of Thursday 4th November 2021 (minute number 86-21D&L (b)) were considered in the budget discussions for 2022-23.

The Clerk showed members the revised precept calculation using the Cornwall Council Excel spreadsheet, which amounts to a 4.02% increase to the precept for 2022-23. It is therefore **recommended** that the notes appended to these minutes containing the proposed Council budget for the financial year 2022-23 at *Appendix 2* are approved by the Town Council. Based on the proposed budget, this would result in an increase from the existing precept of £355,820, rising to a proposed precept of £379,981, an increase of £24,161, using the tax base for 2022-23 this is approximately a 4.02% increase. This will result in an increase on a Band "D" property of £6.22 per annum (£0.12 pence per week).

The Town Mayor (Councillor Miss R A Evans BEM) minuted thanks to all those who had been involved in the work undertaken in advance of the budget setting/precept meeting.

(The Clerk was asked to leave the meeting at one point during the staffing budget discussions for 2022-23 and was invited to return to meeting by the Chairman (Councillor Mrs. J M Martin)).

(At this point Councillors G J Davis, Mrs. L Fellows, L E Keise, M G Spurling, B A Walsh and R Willoughby left the meeting.)

Council

83-21F&P Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 1st November 2021 were, taken as read, confirmed and signed by the Chairman.

84-21F&P Matters arising from the minutes

a) Council Staffing Report: -

i) Pursuant to minute 68-21F&P the Chairman (Councillor Mrs. J M Martin) highlighted the benchmarking research for remuneration had be undertaken, as previously minuted.

The Clerk reported one staff appraisal is outstanding and one employee is undertaking Emergency First Aid at Work training the following day.

ii) Record staffing information: -

The Clerk presented the current staffing information, as previously circulated and copied here: -

Staffing – Spinal Point/Pay Grade and Contracted Hours November 2021

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	NJC* SPINAL POINT
1	Facilities Operative	20/37	2
1	Caretaker/Enforcement Officer	30/37	6
2	Caretaker/Enforcement Officer	16/37	6
1	Community Hub & Library Support Assistant	15/37	4
1	Town Council Support Officer	37/37	7
1	Community Hub & Library Manager	37/37	17
1	Operations Manager	37/37	20
1	Town Clerk & RFO	37/37	36

NJC – National Joint Council for Local Government Services

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	Green Book Pay Grade
1	Library & Info Services Assistant	22/37	Grade E
1	Library & Info Services Assistant	26.5/37	Grade E
1	Library Cleaner	7/37	Grade A

Green Book

There were no questions.

b) Civic Functions: -

Pursuant to minute 68-21F&P (b) there are no Civic Functions planned in the near future.

c) Regalia proposal and Terms for awarding of Honorary Freeman/Honorary Burgess: -

Pursuant to minute 68-21F&P (c) the Chairman (Councillor Mrs. J M Martin) and Deputy Chairman (Councillor Mrs. K Brownhill) have incorporated this into the revised Civic Protocols, which is being considered later at this meeting.

<p>d) Market valuation report: - Pursuant to minute 70-21F&P (c) the Chairman had previously referred to the draft figures, highlighting once the report is received it can be considered in full.</p>	
<p>85-21F&P Policies Reviewed by this Committee a) Pay and Conditions Policy: - Members considered the updated Pay and Conditions Policy and it is recommended to accept the Pay and Conditions Policy, once this version has been updated with the revised NJC spinal point range for the Town Clerk & RFO role to 37-43. b) Civic Protocols:- Members considered the updated Civic Protocols and it is recommended to accept the Civic Protocols, once this version has been updated with the typing corrections on Page 4 (Administrative), Page 8 (Remembrance Sunday is on the second Sunday in November), Page 8 (delete Union Flag to be flown at half-mast), Page 9 (it may be) and Page 10 (include organisations in the Honorary Freeman Award). The Chairman (Councillor Mrs. J M Martin) and Deputy Chairman (Councillor Mrs. K Brownhill) will again meet with the Clerk to continue to review further policies overseen by this Committee.</p>	<p>Clerk Council</p> <p>Council</p> <p>Clr Martin /Clr Brownhill/ Clerk</p>
<p>86-21F&P To consider the Council Business Risk Management a) Overtime Report: - Noted. b) Creditors / Debtors Report: - Noted. c) Budget Variance– Finance Committee Responsibilities: - The October 2021 Budget Variance, as previously circulated, there were no concerns. d) Photocopier lease: - As previously minuted (80-21F&P).</p>	
<p>87-21F&P Items Referred to this Committee None.</p>	
<p>88-21F&P Planning Applications None.</p>	
<p>89-21F&P Correspondence a) Free of Charge Use application – T S Ramehead – Torpoint Sea Cadets: - The free of charge application, as circulated, was considered at it is resolved that T S Ramehead – Torpoint Sea Cadets are given free of charge use, for six occasions, over a period of 12 months, with the charge for free of charge use payable of £10.00 b) Public Sector Deposit Fund - CCLA Fact Sheet 30 October 2021: - Noted. c) Cornwall Pension Fund November October 2021 Newsletter – Cornwall Pension Fund: - Noted. d) S137 Grant Funding application – Beat4Autism CIC: - Following consideration and discussion, it is recommended to award £306.94 of Section 137 grant funding to Beat4Autism CIC to purchase a Portable Appliance tester, log book and labels, to test electrical goods, for both use and onward sale by Beat4Autism CIC.</p>	<p>Council Clerk</p> <p>Council</p>

- e) Notice to Employer of an Official Industrial Action Ballot – UNISON: - Noted.
- f) Civility and Respect Project Issue 1 November 2021 – in collaboration with SLCC, NALC, OVW, County Associations: - Noted.
- g) Previous S137 Grant Funding application (approved) update – Local Community Markets: - Noted. The funds will remain in allocated reserves for **other** S137 Grant Funding projects.

Clerk

90-21F&P Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Andy Campfield	Remembrance Photos	35.00	0.00	35.00	Remembrance photos
ITEC	Invoice 646066	159.70	26.62	133.08	ITEC Monthly fee Gold Support
Biffa	Invoice 522C81598	32.83	5.48	27.35	Chambers waste collection 05.11.21
Biffa	Invoice 522C81596	25.15	4.20	20.95	Library waste collection 05.11.21
Biffa	Invoice 522C81595	18.12	3.02	15.10	Library recycling collection 02.11.21
Cornwall Council	Invoice 8100195921	48.00	0.00	48.00	Christmas Lights Switch On road closure

91-21F&P Date of next meeting

Monday 31st January 2022 (Location - Torpoint Library and Community Hub). All members will be invited to a presentation from St. Columba and Torpoint RFC, prior to the meeting, starting at 6.30pm, giving an update on how the move of the Rugby Club will be delivered.

92-21F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Personal Safety for Councillors Free online event – CALC has advised on Wednesday 8th December from 10.30am to 12.00noon there is a free on line event for local councillors and officers to attend – Clerk has emailed information regarding this to all Members.
- Covid-19 Update – The Clerk explained measures are being put in place following the recent Government announcement of compulsory mask wearing in shops and on public transport (with the exception of those exempt).
- The Chairman (Councillor Mrs. J M Martin) highlighted St. Columba Rugby Ltd. has emailed a thank you to the council following the decision to award Section 137 grant funding for the studies needed to progress the planning application for the Rugby Club move, the Clerk is asked to forward this email to all members.

Clerk

Meeting closed at 9.23pm _____ Chairman