



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 31<sup>st</sup> January 2022 at 7.00pm in the Library and Community Hub, Fore Street, 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 and J Tivnan BEM plus the Town Clerk & RFO (Clerk).

	<b>ACTION</b>
<p><b>93-21F&amp;P Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor R M Willoughby.</p>	
<p><b>94-21F&amp;P Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 9d. S137 Grant Funding Application Kernow Connect Action for Children).</p>	
<p><b>95-21F&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 29<sup>th</sup> November 2021 were, taken as read, confirmed and signed by the Chairman.</p>	
<p><b>96-21F&amp;P Matters arising from the minutes</b> a) Photocopier Lease: - Pursuant to minute 80-21F&amp;P the Clerk explained the photocopier lease has been renewed, however the photocopier is still awaited as the replacement equipment is currently out of stock. b) Hiring and Letting Charges for 2022-23: - Pursuant to minute 81-21F&amp;P, the updated Hiring and Letting Charges for 2022-23 have been circulated, which were agreed at the December 2021 Council meeting. All the regular hirers have been advised about the increases which commence on Friday 1<sup>st</sup> April 2022, the Clerk will be corresponding with the Licensees about the increases in the next few days. c) Budget discussions (salaries) for 2022-23: - Pursuant to minute 92-21F&amp;P the Chairman (Councillor Mrs. J M Martin) reminded members about the benchmarking research which had be undertaken regarding the Town Clerk [Proper officer] and RFO role. The Chairman drew members attention to the recently adopted change to the Pay and Conditions Policy [Minute number 161-21 December 2021 Council meeting], Appendix 1 STAFFING STRUCTURE <i>Town Clerk &amp; RFO Revised spinal point range as from 1<sup>st</sup> April 2021, 37-43.</i></p> <p>(The Clerk left the meeting at this point and the Chairman advised the Clerk of the recommendation for the purpose of recording the minutes.)</p> <p>The Chairman (Councillor Mrs. J M Martin) made the proposal, this was seconded by Councillor G J Davis (Deputy Town Mayor) and it is <b>recommended</b> the spinal column point for the Town Clerk &amp; RFO [37/37 hours] is increased from spinal column point 36 to spinal column point 38 and the increase is back dated to 1<sup>st</sup> April 2021.</p> <p>(The Clerk was invited and returned to the meeting at this point.)</p>	<b>Council</b>

<p>The Chairman (Councillor Mrs. J M Martin) explained a paper documenting the additional staff changes, for Members consideration, for the financial year 2022-23, with be prepared and circulated in advance of the next meeting of this Committee.</p>	<p>Clr Martin/ Clerk</p>
<p>d) Council Staffing Report: - Pursuant to minute 84-21F&amp;P the Clerk gave a verbal update on the following to include staff appraisals and CPD: -</p> <ul style="list-style-type: none"> <li>i) All staff appraisals are completed;</li> <li>ii) Continuous Professional Development – the Clerk has researched a local provider for the IOSH Managing Safely qualification for the Operations Manager to undertake, highlighting it is being delivered virtually by City College Plymouth [the same provider as when the Clerk undertook this qualification]. Councillor J Tivnan BEM made the proposal, this was seconded by Councillor Miss R A Evans BEM (Town Mayor) and it is <b>recommended</b> the Operations Manager commences the IOSH Managing Safely qualification (3 day course), delivered by City College Plymouth at a cost of £354.17 (plus VAT), funded by the Town Council.</li> <li>iii) Annual leave – the Clerk detailed the reasons behind those employees who will carry over more than their contracted entitlement for annual leave. All these employees will quickly take this annual leave, in the new ‘leave year’.</li> <li>iv) There is a likelihood that some overtime will be needed for part time employees working in the Library and Community Hub, in February, this will be to assist with the cover, following the sickness of a part time employee, since 4<sup>th</sup> January 2022. Members understood the reasons for overtime to be undertaken.</li> <li>v) Eye sight testing/corrective vision spectacles for DSE (Display Screen Equipment) work – according to the Health and Safety Policy, the Town Council will provide those whose work requires long term use of display screens, on request, with an eye test every two years or more frequently if recommended by a doctor or optician. It is also recognised that some employees may require glasses solely and specifically for DSE work because their normal glasses are not effective at the relevant viewing distance. Where an optician or doctor recommends corrective vision spectacles specifically for DSE use, the council will contribute towards the cost of these spectacles. The Clerk highlighted that all employees who are DSE users are completing/updating a DSE workscreen assesement and there is the likelihood that a cost will be incurred to the Town Council.</li> <li>vi) Employee long term sickness absence – the Clerk updated Members on the current position and anticipates the Town Mayor will call a meeting of the Systems and Procudures Working Party to progress this matter.</li> </ul>	<p><b>Council</b></p> <p>Clerk</p> <p>Clr Evans</p>
<p>i) Discussion about NALC Local Council Award Scheme: - Members considered the NALC Local Council Award Scheme, with Councillor G J Davis (Deputy Town Mayor) referring to former discussions he had on this matter, at least five years ago. Councillor Davis referred to an Excel spreadsheet which he had compiled and agreed to forward to the Clerk for reference. The Clerk recalled these discussions and explained the Town Council is now in a better position to consider making an application to The Local Council Award Scheme. Discussions about the three award levels: - The Foundation Award, The Quality Award and The Quality Gold Award were had. The Clerk highlighted that for The Quality Award, with 16 seats on the Council, at least two thirds (11 Members) of the seats on the Council must be</p>	<p>Clr Davis</p>

<p>filled by councillors who stood for election at either the last ordinary elections or a by-election. This shows that the council represents the community through the democratic process. The Chairman (Councillor Mrs. J M Martin) made the proposal, this was seconded by the Councillor Miss R A Evans BEM (Town Mayor) and it is <b>recommended</b> the Town Council pursues an application to The Local Council Award Scheme for the Foundation Award. This application would be submitted in time for 6<sup>th</sup> May 2022 panel deadline.</p> <p>e) Civic Functions: - Pursuant to minute 84-21F&amp;P (b) there are no Civic Functions planned in the immediate future; the Town Council has agreed the Civic Service and Parade will be held on Sunday 17<sup>th</sup> July 2022, 11.00am at St. James Church.</p> <p>f) Market Valuation Report: - Pursuant to minute 84--21F&amp;P (d) the Chairman (Councillor Mrs. J M Martin) explained the market valuation report will be used to inform the charges for hirers/licenseses using the Council Chambers facilities in the future. The Clerk to include on the meeting Agenda for the April 2022 Committee meeting.</p>	<p><b>Council</b></p> <p>Clerk</p>
<p><b>97-21F&amp;P Policies Reviewed by this Committee</b></p> <p>a) Equal Opportunities Policy: - Members considered the updated Equal Opportunities Policy, as circulated and it is <b>recommended</b> to accept the Equal Opportunities Policy.</p> <p>b) Dignity at Work Policy (Bullying and Harassment): - Members considered the updated Dignity at Work Policy (Bullying and Harassment), as circulated and it is <b>recommended</b> to accept the Dignity at Work Policy (Bullying and Harassment).</p> <p>c) Employment Grievance Policy: - Members considered the updated Employment Grievance Policy, as circulated and it is agreed for this to be reconsidered before re-presenting for adoption.</p> <p>d) Complaints Policy: - Members considered the updated Complaints Policy, as circulated and it is <b>recommended</b> to accept the Complaints Policy.</p> <p>e) Training, Learning and Development Policy: - Members considered the updated Training, Learning and Development Policy, as circulated and it is <b>recommended</b> to accept the Training, Learning and Development Policy.</p> <p>f) Council Lettings Policy: - Members considered the updated Council Lettings Policy, as circulated and it is <b>recommended</b> to accept the Council Lettings Policy.</p> <p>g) Budget Monitoring Policy: - Members considered the updated Budget Monitoring Policy and it is <b>recommended</b> to accept the Budget Monitoring Policy. It is agreed the Clerk will update the review dates, in order to stagger the future policy reviews.</p>	<p><b>Council</b></p> <p><b>Council</b></p> <p>Clr Martin /Clr Brownhill/ Clerk</p> <p><b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p> <p>Clerk</p>
<p><b>98-21F&amp;P To consider the Council Business Risk Management</b></p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: - Noted.</p> <p>c) Budget Variance– Finance Committee Responsibilities: -</p>	

<p>The December 2021 Budget Variance, as previously circulated, was reviewed and there were no concerns.</p> <p>d) Three-year Insurance Renewal (1 April 2022 – 31 March 2025 – Clerk to update on progress) (Buildings Reinstatement Cost Assessment [BRCA]): - The Clerk explained all the information with an invitation to tender has been circulated to three insurance providers, for the vehicle insurance renewal, due in March 2022 and the Council’s three year insurance renewal, due 1<sup>st</sup> April 2022. It is anticipated for all renewal quotations to be circulated in advance of the next meeting of this Committee. The Clerk added, it is more than likely this Council will approve the same supplier for both the vehicle and general insurance provision. The Buildings Reinstatement Cost Assessment (BRCA) highlights an increase in the current insurance provision is essential.</p> <p>e) Internal Controls and Scrutiny financial year 2021/22: - It is agreed for Councillor Miss R A Evans BEM (Town Mayor) and Councillor Mrs. K Browhill to undertake the Internal Controls and Scrutiny for the financial year 2021/22.</p> <p>f) Business Risk Management Plan – January 2022 and Best Value Statement, Operational Financial Risk Assessment: - Members considered the Business Risk Management Plan, Best Value Statement and Operational Financial Risk Assessment, Councillor J Tivnan BEM made the proposal, this was seconded by Councillor Miss R A Evans BEM (Town Mayor) and it is <b>recommended</b> the Business Risk Management Plan, Best Value Statement and Operational Financial Risk Assessment are all adopted.</p>	<p>Cllr Evans /Cllr Brownhill/ Clerk</p> <p><b>Council</b></p>
<p><b>99-21F&amp;P Items Referred to this Committee</b> None.</p>	
<p><b>100-21F&amp;P Planning Applications</b> None.</p>	
<p><b>101-21F&amp;P Correspondence</b></p> <p>a) Free of Charge Use application – The Friends of Thanckes Park: - The free of charge application, as circulated, was considered at it is <b>resolved</b> that The Friends of Thanckes Park Group 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.</p> <p>b) Public Sector Deposit Fund - CCLA Fact Sheet 31 December 2021 &amp; letter/Get Real Sustainable Outcomes Report: - Noted.</p> <p>c) Cornwall Pension Fund January 2022 Newsletter &amp; Funding Strategy Statement Consultation with Employers – Cornwall Pension Fund: - Noted</p> <p>d) S137 Grant Funding application – Kernow Connect Action for Children: - Following consideration and discussion, it is <b>recommended</b> to award £1,320.00 of Section 137 grant funding to Kernow Connect Action for Children to provide a permanent Kernow Connect staff member to facilitate the youth group on a weekly basis, for the next financial year (2022-23).</p> <p>e) Report of Voting of the Industrial Action Ballot UNISON – The Election Centre (CONFIDENTIAL): - Noted.</p>	<p><b>Council</b> Clerk</p> <p><b>Council</b></p>

<p>f) Newsletter referencing Chairman – M Davis: - Following debate it is agreed the Clerk will consult with CALC for any advice on this matter.</p> <p>g) Training and Development bulletin January and February 2022 – Cornwall Association of Local Councils (CALC): - Noted.</p> <p>h) Mobile Bank Branch Timetable to Millbrook – (via a Millbrook resident): - Noted.</p>	Clerk
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<b>102-21F&amp;P Accounts for payment</b>					
Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Cornwall Council	Invoice 8100215220	510.00	0.00	510.00	May 2021 Election Recharges
Mark Robinson - Stone Mason	Invoice 7160	2,238.00	373.00	1,865.00	To carry out minor repairs and re-pointing to the Ellis Monument in Torpoint
Biffa	Invoice 522C98915	36.94	6.16	30.78	Chambers waste collection
Biffa	Invoice 522C98914	10.24	1.71	8.53	Chambers recycling collection
Biffa	Invoice 522C98913	28.30	4.72	23.58	Library waste collection
Biffa	Invoice 522C98912	20.47	3.42	17.05	Library recycling collection
Cornwall Council - Sea Gull Proof Sacks	Invoice 8100215862	90.00	0.00	90.00	Seagull proof sacks

<p><b>103-21F&amp;P Date of next meeting</b> Monday 28<sup>th</sup> February 2022. All members will be invited to a presentation from St. Columba Rugby Ltd., prior to the meeting, starting at 6.30pm, giving an update on how the site move of the St. Columba and Torpoint RFC will be delivered.</p>	
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<p><b>104-21F&amp;P Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <ul style="list-style-type: none"> <li>➤ The Clerk referred to correspondence, as previously circulated, with an invitation to all members to attend a face-to-face CALC Annual General Meeting, on Tuesday 8<sup>th</sup> March 2022, at 7.00pm in the Community Centre at St Erme, near Truro, the offer is declined.</li> <li>➤ Four issues regarding an existing Licensee were highlighted, these will be addressed by the Clerk with the Licensee.</li> </ul>	Clerk  Clerk
<p>Meeting closed at 8.12pm _____ Chairman</p>	