



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 28th February 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Mrs. J M Martin (Chairman), 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).

The Chairman (Councillor Mrs. J M Martin) explained the presentation by St. Columba Rugby Ltd. had been postponed.

	ACTION				
<p>105-21F&P Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor).</p>					
<p>106-21F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill – (Agenda item 9a. Free of Charge Use Application Torpoint Town Partnership).</p>					
<p>107-21F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 31st January 2022 were taken as read, confirmed and signed by the Chairman.</p>					
<p>108-21F&P Matters arising from the minutes a) Photocopier Lease: - Pursuant to minute 96-21F&P (a) the Clerk explained the replacement new photocopier is still awaited as the equipment is currently out of stock.</p> <p>b) Council Staffing Report: - Pursuant to minute 96-21F&P (b), the Chairman (Councillor Mrs. J M Martin) reminded members about the staffing/salary budget discussions for 2022-23 which were agreed at the December council meeting. Highlighting the TUPE'd Library and Community Hub employees (two in number), the Chairman (Councillor Mrs. J M Martin) made the proposal, this was seconded by Councillor Mrs. K Brownhill and it is recommended to: -</p> <ul style="list-style-type: none"> i) Transfer the two TUPE'd (from Cornwall Council) Library employees to a Town Council Contract of Employment/Terms and Conditions, adopting the Community Hub and Library Assistant Job Description which is already in place. All other Terms and Conditions remain the same, with a start date of 1st April 2022. ii) Award a one off honorarium payment as previously discussed and detailed below, by 31st March 2022: - <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Employee contractual hours 26.5/37</td> <td style="width: 50%; text-align: right;">£650.00</td> </tr> <tr> <td>Employee contractual hours 22/37</td> <td style="text-align: right;">£531.00</td> </tr> </table>	Employee contractual hours 26.5/37	£650.00	Employee contractual hours 22/37	£531.00	Council
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(The Clerk left the meeting at this point and the Chairman advised the Clerk of the recommendation for the purpose of recording the minutes.)

Councillor Mrs. K L Partridge made the proposal, this was seconded by Councillor M Thomson-Neall and it is **recommended** to increase the spinal column points as detailed, with effect from 1st April 2022: -

Job Role	Contracted hours	Current NJC* Spinal Point	Proposed NJC* Spinal Point
Town Clerk & RFO	37/37	38	39
Town Council Support Officer	37/37	7	8

*NJC – National Joint Council for Local Government Services

(The Clerk was invited and returned to the meeting at this point.)

The Clerk gave a verbal update on the following: -

- i) The Library and Community Hub employee who has been off since January 2022 has now returned, additional overtime has been needed as a different Library and Community Hub employee was isolating due to Covid.
- ii) Employee long term sickness absence – the Chairman (Councillor Mrs. J M Martin) updated Members on the current position with a meeting arranged with the employee.

i) Local Council Award Scheme: -

The Clerk will progress the application to the Local Council Award Scheme for the Foundation Award in due course, with support from Councillors Mrs. J M Martin and Mrs. K Brownhill.

c) Civic Functions: -

Pursuant to minute 96-21F&P (b) the town will be 'Flying the Flag for Commonwealth Day' on Monday 14th March 2022, 11.00am at Sparrow Park; all Members, residents', as well as the local schools are invited to join in this momentous occasion.

Clerk/
Cllrs Martin
& Brownhill

All

109-21F&P Policies Reviewed by this Committee

None.

110-21F&P To consider the Council Business Risk Management

a) Overtime Report: -

Noted.

b) Creditors / Debtors Report: -

Noted.

c) Budget Variance– Finance Committee Responsibilities: -

The January 2022 Budget Variance, as previously circulated, was reviewed and there were no concerns. The Clerk highlighted a rebate is expected from Cornwall Council for overpayment of business rates paid in the 2021/22 financial year.

d) To consider the results of the tender for the Three-year Insurance Renewal (1 April 2022 – 31 March 2025) and the results of the vehicle insurance renewal.

The Clerk summarised the information as previously circulated and explained the quotation received from the existing insurance provider had more than doubled, compared to the cost in this financial year. The Clerk highlighted the reasons for the increase, as provided by James Hallam and this detail is copied here. (The sector as a whole has benefitted from some very competitive rating over the last 15 years with rates reducing over that period for the majority, quite considerably in places. As ever, every now and again, insurers need to take action and a correction in rating occurs. The last few years have seen insurers start to increase rates in the general market, quite aggressively and it has now come to the local council sector. Currently Aviva are not offering the option of a long term agreement to the council. The insurance market as a whole are adverse to long term agreements at present as there is real concern from insurers that the cost of claims inflation is going to continue to increase at a rapid rate. The last couple of years have been unprecedented and there is every chance that more normal conditions may return in the future.)

The Clerk explained the quotation from James Hallam includes cover for the Beacon Lighting event, subject to adequate risk assessment, however a separate policy will need to be sourced for the Festival as that includes fireworks and an attendance of over 1,000 people.

A summary of the Insurance tender information, as previously circulated is copied here: -

Company	Insurance Renewal	Vehicle Insurance Renewal	Notes	TOTAL Net Cost (Insurance and Vehicle) (plus VAT)
Zurich	No tender received		Spoken with the underwriters, not able to offer a competitive quote	N/A
Gallagher (AIG)	No tender received		Their view is that the council should deal with an insurance broker to get the best advice and they have the greatest respect for our current broker	N/A
PIB Insurance brokers	Tender received after the initial circulation of information, see notes below		Appreciated the opportunity to offer to assist, but not able to secure any suitable terms to offer this year	N/A
James Hallam	Insurance quotation for one year only, 01 st April 2022 to the 31 st March 2023, not able to provide a three year quotation, distributed separately via email.	Period of cover from 8 th March 2022 to 7 th March 2023.		
	£8,438.72	£778.76		£9,217.48

The Clerk explained that this summary changed at 4.00pm today, with a quotation received from PIB Insurance brokers, which does not include Management Liability, Crime or Group Personal Accident Cover, for the amount of £7,665.45. According to the James Hallam quotation, those additional parts are quoted as costing £1,644.39, which would take the PIB quotation to over £9,300.00, which is in excess of the James Hallam premium. Additionally, a vehicle insurance renewal was not provided by PIB Insurance brokers.

Councillor R M Willoughby shared his knowledge of the insurance sector and gave a detailed explanation of the reasons behind the increased quotation cost. Following discussion, Councillor Mrs. K Brownhill made the proposal, this was seconded by Councillor R M Willoughby and it is **recommended** to renew the Council's insurance from 1st April 2022 to the 31st March 2023 with James Hallam, for £8,438.72.

Council

Due to the urgency of the vehicle renewal Councillor J Tivnan BEM made the proposal, this was seconded by Councillor Mrs. C E Goodman and it is **resolved** to renew the Council's vehicle insurance from 8th March 2022 to 7th March 2023 with James Hallam, for £778.76.

Council

e) Internal Controls and Scrutiny undertaken financial year 2021/22: -
Members reviewed the Internal Controls and Scrutiny document and considered the Action points, as identified: -

Reference Number	Point for consideration	Action(s) to address	Council details
B.4	Initial payment statements by signatories at the meeting. Clerk to action record of signatures of signatories.	No longer needed/remove. A record of the signatories who authorised the online payments is accessible via online banking. Clerk to action record of signatories.	Proposer Councillor M Thomson-Neall, Seconder Councillor Mrs. C E Goodman
D.2	Procurement/credit card - Passwords and pin numbers held securely and not lent to unauthorised persons or the pin number disclosed	Recommend the Community Hub and Library Manager is issued with a Town Council credit card.	Proposed Councillor G J Davis, Seconder Councillor R M Willoughby
I.2	Is cash retention on all premises secure and restricted at all times?	It is recommended a maximum amount of cash is kept on all premises, this figure has been established by the insurer and is £2,500 with the new insurer.	Proposed Councillor Mrs. J M Martin, Seconder Councillor Mrs. K Brownhill

Clerk

Council

Clerk
Council

The Chairman (Councillor Mrs. J M Martin) minuted thanks to the Town Mayor (Councillor Miss R A Evans BEM) and Councillor Mrs. K Brownhill for undertaking the Internal Controls and Scrutiny for the financial year 2021/22, making the proposal, which was seconded by Councillor Mrs. C E Goodman, it is **recommended** to approve the Internal Controls and Scrutiny for the financial year 2021/22, with the changes as detailed.

Council
Clerk

111-21F&P Items Referred to this Committee						
None.						
112-21F&P Planning Applications						
None.						
113-21F&P Correspondence						Council
a) Free of Charge Use application – Torpoint Town Partnership: - The free of charge application, as circulated, was considered at it is resolved that the Torpoint Town Partnership applications for free of charge use are approved. (Councillor Mrs. K Brownhill left the meeting for this agenda item.)						
b) Public Sector Deposit Fund - CCLA Fact Sheet 31 January 2022: - Noted.						
c) Cornwall Pension Fund February 2022 Newsletter – Cornwall Pension Fund: - Noted.						
114-21F&P Accounts for payment						
Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description	
Richards Builders Merchants Ltd	Invoice 803617	51.34	8.56	42.78	Parks maintenance	
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1590	35.76	5.96	29.80	Cleaning supplies	
115-21F&P Date of next meeting						
Monday 4 th April 2022.						
116-21F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.						
<ul style="list-style-type: none"> ➤ The Chairman (Councillor Mrs. J M Martin) referred to the research undertaken into the use of the term "Chairman" highlighting that NALC has always maintained that its model documents reflect the statutory reference. Following discussion, it is agreed that when the Civic Protocols is next updated, choice will be given to permit the elected "Chairman" to select the preference of how they will be known (e.g. Chairman/Chair/Chairperson etc.). ➤ The Deputy Mayor (Councillor G J Davis) spoke having received correspondence about the war which had been declared on Ukraine. Members debated this at length and it is agreed that a fundraiser for a charity, which is currently on the ground in Ukraine, will be organised for a forthcoming Saturday. Once the details have been agreed, a post will be will uploaded to social media and details shared with all Members. 						Clerk
						Clerk/ALL
Meeting closed at 8.09pm _____ Chairman						