



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 4<sup>th</sup> April 2022 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, M Thomson-Neall, J Tivnan BEM and the Town Clerk & RFO (Clerk).

**Also present:** - Councillors Mrs. L Fellows, L E Keise, L J Sanderson, C R Sawyer, C R Still and B A Walsh (for minute no's 117-21F&P to 122-21F&P inclusive).

	<b>ACTION</b>
<p><b>117-21F&amp;P Apologies for absence</b> Apologies for absence were submitted on behalf of Mrs. C E Goodman, M G Spurling and R M Willoughby.</p>	
<p><b>118-21F&amp;P Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. L Fellows – (Agenda item 13e. Section 137 Grant application – as the applicant).</p>	
<p><b>119-21F&amp;P Election of Town Mayor Designate for the Civic Year 2022-23.</b> The Town Mayor (Councillor Miss R A Evans BEM) called for a ballot for the position of Town Mayor designate for the civic year 2022-23. Under the supervision of the Clerk and in the ballot that followed, Councillor Mrs. K Brownhill received 2 votes, Councillor G J Davis 2 votes, Councillor Miss R A Evans BEM 7 votes and Councillor C R Sawyer 1 vote. It was confirmed that Councillor Miss R A Evans BEM had received more than 50% of the votes cast and it was therefore duly proposed by Councillor Mrs. J M Martin and seconded by Councillor C R Still and duly carried, that it is <b>recommended</b> Councillor Miss R A Evans BEM is elected as the Town Mayor designate for the civic year 2022-23.</p>	
<p><b>120-21F&amp;P Election of Deputy Town Mayor Designate for the Civic Year 2022-23.</b> The Town Mayor (Councillor Miss R A Evans BEM) called for a ballot for the position of Deputy Town Mayor designate for the civic year 2022-23. Under the supervision of the Clerk and in the ballot that followed, Councillor Mrs. K Brownhill received 2 votes, Councillor G J Davis 9 votes and Councillor Mrs. L Fellows 2 votes. It was confirmed that Councillor G J Davis had received more than 50% of the votes cast and it was therefore duly proposed by Councillor C R Sawyer and seconded by Councillor Mrs. L Fellows and duly carried, that it is <b>recommended</b> Councillor G J Davis is elected as the Deputy Town Mayor designate for the civic year 2022-23.</p>	
<p><b>121-21F&amp;P Appointment of Town Council Committees for the Civic Year 2022-23 and the Appointment of Delegates to Outside Bodies for the Civic Year 2022-23.</b> Following a suggestion put by Councillor Mrs. J M Martin and supported by several other Members, it is <b>recommended</b> to undertake a review of the existing Committee meeting structure and Committee Terms of Reference and presented in advance of the April 2022 Council meeting. This will then allow an opportunity to re-consider appointment of Town Council Committees at the beginning of the next meeting of the Finance and Personnel</p>	<p>Cllrs Martin/ Brownhill/ Clerk <b>Council</b></p>

<p>Committee (assuming the review is approved by Full Council). It was proposed by Councillor Mrs K Brownhill and seconded by Councillor J Tivnan BEM and is <b>recommended</b> to appoint the Delegates to Outside Bodies, as in Appendix 'A' to these minutes are adopted by this Council.</p> <p>Councillor Mrs. J M Martin Chaired the meeting from this point forward.</p>	<p><b>Council May 2022</b></p>
<p><b>122-21F&amp;P Planning Applications</b></p> <p>a) PA21/12428 – Construction of 2 No. new semi-detached dwellings within the boundary of NO. 98 Marine Drive, Torpoint – Land Rear 98 Marine Drive, Marine Drive, Torpoint - amended plans for consideration.</p> <p>Following consideration, there are no objections to the amended plans; the Council welcomes the changes made to the plans to alleviate and address a number of the concerns which had been identified by local residents’.</p> <p>Councillors G J Davis, Mrs. L Fellows, L E Keise, L J Sanderson, C R Sawyer, C R Still and B A Walsh left the meeting at this point.</p>	
<p><b>123-21F&amp;P Minutes of the previous meeting</b></p> <p>It was <b>resolved</b> that the minutes of the Finance and Personnel Committee meeting held on Monday 28<sup>th</sup> February 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>124-21F&amp;P Matters arising from the minutes</b></p> <p>a) Photocopier Lease: - Pursuant to minute 108-21F&amp;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 108-21F&amp;P (b), the Chairman (Councillor Mrs. J M Martin) proposed and Councillor J Tivnan BEM seconded the proposition, it was <b>resolved</b> that due to the confidentiality of the staffing discussions this item would be considered with Public and Press excluded [see minute 131-21F&amp;P below].</p> <p>Following the confidential discussions, the Chairman (Councillor Mrs. J M Martin) proposed and Councillor Mrs. K Brownhill seconded the proposition, it was <b>resolved</b> the public are re-admitted to the meeting.</p> <p>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.</p> <p>ii) Operations Team: - The Chairman (Councillor Mrs. J M Martin) reminded Members about the former budget/salary discussions for 2022/23, which had included the employment of a part time seasonal Caretaker to support the Operations Team. Following consideration the Town Mayor (Councillor Miss R A Evans BEM) proposed and Councillor J Tivnan BEM seconded the proposition, it is <b>recommended</b> to: -</p> <ul style="list-style-type: none"> <li>i) undertake the recruitment of a part time seasonal Caretaker, with Enforcement Officer role when fully trained, spinal point 4 (rising to 6 following trained),</li> <li>ii) for 16 hours per week, with the flexibility to support the team outside the</li> </ul>	<p><b>Council</b></p> <p>Clerk/ Cllrs Martin &amp; Brownhill</p> <p><b>Council</b></p>

<p>Spring/Summer/Autumn seasons when required;</p> <p>iii) Candidate must have a full driving licence and have held the licence for a minimum of three years (to be able to provide full support to the Operations Team).</p> <p>c) Civic Functions: - Pursuant to minute 108-21F&amp;P (c) the Chairman (Councillor Mrs. J M Martin) spoke about offering a 'Big Lunch' as part of Her Majesty The Queen's Platinum Jubilee Celebrations. Following discussion, Councillor Mrs. K Brownhill proposed and the Town Mayor (Councillor Miss R A Evans BEM) seconded the proposition it is <b>recommended</b> to organise a Civic 'Big Buffet Lunch', to be held at the Council Chambers, with invitations extended to 70 people, to apply for a ticket on a 'first come, first served' basis, to attend a buffet lunch, for residents' who are over the age of 70.</p> <p>Councillor J Tivnan BEM highlighted the forthcoming Rededication of the RBL Standard Parade and Church Service (at St. James Church), scheduled for Sunday 15<sup>th</sup> May 2022. Following discussion the Chairman (Councillor Mrs. J M Martin) proposed and Councillor Mrs. K Brownhill seconded the proposition and it is <b>recommended</b> the Operations Team provide the logistical support for the RBL Rededication of the Standard Parade event this year, and in future years to come. (Councillor J Tivnan BEM abstained from voting on this item.)</p> <p>d) Ukraine fundraiser: - Pursuant to minute 116-21F&amp;P the Town Mayor (Councillor Miss R A Evans BEM) was pleased to report an amount of over £1,500 had been raised for the Disasters Emergency Committee, at the Ukraine fundraising events held at Torpoint Library and Community Hub and the Council Chambers. However, was slightly disappointed that some Members had not put themselves forward to support these fundraising events.</p>	<p><b>Council</b></p> <p><b>Council</b></p>
<p><b>125-21F&amp;P Policies Reviewed by this Committee</b> None.</p>	
<p><b>126-21F&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: - The February 2022 Budget Variance, as previously circulated, was reviewed and there were no concerns. The Clerk was pleased to advise that having now received the final salaries invoice for 'quarter four' of the financial year 2021/22, a 2% positive variance is expected at year end for this cost centre.</p> <p>d) Appointment of internal auditor and consultant for 2021/22 year-end: - The Clerk was pleased to advise Hudson Accounting will continue to undertake the internal audit for the financial year end 2021/22.</p> <p>e) 2021/22 Annual Governance and Accountability Returns (AGARs) external auditor</p>	

<p>instructions: - The Clerk was pleased to advise the financial consultant Mr B White will continue to work with the Town Council supporting the production of the year-end accounts for 2021/22 and completion of the Annual Governance and Accountability Returns (AGARs), to meet the external auditor deadline for submission.</p> <p>f) Internal Controls &amp; Scrutiny 2021/22 – outstanding actions: - The Clerk was pleased to confirm the documentation to apply for a credit card for the Community Hub and Library Manager had been submitted to Lloyds Bank. One action remains outstanding, Clerk to obtain a physical record of all signatories signatures.</p> <p>g) Market Valuation Report 2021 – for reconsideration: - It is agreed the Chairman (Councillor Mrs. J M Martin), Councillor Mrs. K Brownhill and the Clerk will re-consider the market valuation report and advise this committee should any recommendations be required.</p>	<p>Clerk</p> <p>Clerk/ Cllrs Martin &amp; Brownhill</p>
<p><b>127-21F&amp;P Items Referred to this Committee</b> None.</p>	
<p><b>128-21F&amp;P Correspondence</b></p> <p>a) National Association of Local Councils (NALC) launched Star Council Awards 2022 (via Cornwall Association of Local Councils [CALC]): - Noted.</p> <p>b) Ukraine update and Homes for Ukraine information - (via Cornwall Association of Local Councils [CALC]): - Noted.</p> <p>c) Cornwall Pension Fund March 2022 Newsletter – Cornwall Pension Fund: - Noted.</p> <p>d) NABMA (National Association of British Market Authorities) Membership Renewal 2022/23 and information on 'Supporting Our High Streets after Covid: Response to Select Committee Report – NABMA: - Noted, Members continue to see the benefits of paying the Membership Renewal for 2022/23 to NABMA (National Association of British Market Authorities).</p> <p>e) Section 137 Grant application - Beat4autism CIC Following discussion, the Chairman (Councillor Mrs. J M Martin) proposed and Councillor Mrs. K Brownhill seconded the proposition and it is <b>recommended</b> to provide financial support to Beat4autism CIC for a quarter of the total amount requested (£92.50), on condition that all three other organisations, who participated in the clearance at Adela Road for the Sensory Project, each contribute a quarter of the total amount requested (£92.50); the three organisations are: - Beat4autism CIC, Friends of Thanckes Park plus the Antony, Clarence, Sydney Road's Residents Association.</p>	<p><b>Council</b></p>

**129-21F&P Accounts for payment**

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
ITEC	Invoice 697003	77.38	12.89	64.49	ITEC Monthly fee Gold Support
James Hallam Council Guard	Invoice 513763070	7970.96	0.00	7970.96	Commercial Combined Aviva Insurance Renewal Period 01/04/22 – 31/03/23
James Hallam Council Guard	Invoice 513763231	467.76	0.00	467.76	Aviva Sickness Insurance Renewal Period 01/04/22 – 31/03/23
Cornwall Council*	Invoice 8100238288	67,045.94	72.00	66,973.94	Salaries Q4 Jan – Mar 2022 & Mayor's Allowance Q4 Jan – Mar 2022

\*Invoice received 29/03/22 – agenda updated and Members emailed to authorise for payment – in order to be paid in financial year 2021-22.

**130-21F&P Date of next meeting**

*Tuesday 3<sup>rd</sup> May 2022*, the Town Mayor (Councillor Miss R A Evans BEM) submitted her apologies in advance for this meeting.

**131-21F&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)).

**132-21F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.**

- The Chairman (Councillor Mrs. J M Martin) highlighted recent correspondence received from former Councillor Mrs. K Partridge who had resigned as Councillor from the Town Council. The Clerk has already advised Cornwall Council, and will circulate notification of the vacancy on the Town Council noticeboards and social media. Once the period of notification has passed (28<sup>th</sup> April 2022) the Town Council will be advised whether a request for an election to fill the said vacancy is required, or whether the vacancy will be filled by co-option.

Clerk

Meeting closed at 8.35pm \_\_\_\_\_ Chairman