



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Tuesday 3rd May 2022 at 7.00pm in Torpoint 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, M Thomson-Neall, J Tivnan BEM, R M Willoughby and the Town Clerk & RFO (Clerk).

Also present: - Councillors Mrs. L Fellows, C R Sawyer, C R Still and B A Walsh (for minute no's 1-22F&P to 5-22F&P inclusive).

	ACTION
<p>1-22F&P Apologies for absence Apologies for absence were submitted on behalf of Councillors L E Keise, M G Spurling and L J Sanderson</p>	
<p>2-22F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 9b. Creditors/Debtors report).</p>	
<p>3-22F&P Committee meeting structure and proposed Committee Terms of Reference 2022-23 Members considered the revised Meetings Schedule for 2022 and reviewed the updated Committee Terms of Reference for the following: - i) Personnel Committee; ii) Finance and Operations Committee; iii) Development and Localism Committee. Changes were proposed to all three documents and following discussion it is unanimously resolved to adopt this revised Committee meeting structure and revised Meetings Schedule for 2022 and delegate to the Clerk to make the amendments to the the three Terms of Reference before presentation to Council, for final approval. It is noted, each Committee will review the updated Terms of Reference at the first meeting of the civic year 2022 – 2023.</p>	Council Clerk
<p>4-22F&P Appointment of Town Council Committees for the Civic Year 2022-23 Members recommended the appointment to Town Council Committees, as copied below, and attached at Appendix A (for the Annual Meeting). PERSONNEL COMMITTEE (6 total) Membership – Town Mayor (Ex Officio), Deputy Town Mayor (Ex Officio), plus the Chairman and Deputy Chairman of the Finance and Operations Committee plus the Development and Localism Committee. FINANCE AND OPERATIONS COMMITTEE (10 total) Membership- Town Mayor (Ex Officio), Deputy Town Mayor (Ex Officio), plus Councillors Mrs K Brownhill, Mrs J M Martin, M J Spurling, M Thomson-Neall, J Tivnan BEM and R M Willoughby. (2 vacancies)</p>	Council

<p>DEVELOPMENT AND LOCALISM COMMITTEE (10 total)</p> <p>Membership- Town Mayor (Ex Officio), plus Councillors G J Davis, Mrs L Fellows, Mrs C E Goodman, L E Keise, Mrs J M Martin, C R Sawyer, C R Still, J Tivnan BEM and B A Walsh.</p> <p>(It is noted: Councillor Membership of a Committee is not mandatory, although it is encouraged.)</p>	
<p>5-22F&P Planning Applications</p> <p>a) PA22/03562 – Redevelopment of 'The Garden Sports and Leisure Club' to include the demolition of the existing swimming pool, squash courts, reception area and adjacent council owned public conveniences, to be replaced by 26 residential units, new reception area, remodelled/refurbished leisure facilities and new integrated public toilet facilities without compliance with condition 2 of decision notice PA19/01966 dated 30.05.2019 - The Garden Sports And Leisure Club 10 Antony Road, Torpoint, Cornwall. Members considered the revised redevelopment plans and it is unanimously resolved there are no objections or observations.</p> <p>b) PA22/03483 – Two-storey side extension – 7 Trevol Place, Torpoint, Cornwall PL11 2NZ. It is resolved there are no observations or objections.</p> <p>Councillors Mrs. L Fellows, C R Sawyer, C R Still and B A Walsh left the meeting at this point.</p>	
<p>6-22F&P Minutes of the previous meeting</p> <p>It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 4th April 2022 were taken as read, confirmed and signed by the Chairman.</p>	
<p>7-22F&P Matters arising from the minutes</p> <p>a) Photocopier Lease: - Pursuant to minute 124-21F&P (a) the Clerk explained the replacement new photocopier has been installed and is working fine.</p> <p>b) Council Staffing Report: - Pursuant to minute 124-21F&P (b), the Chairman (Councillor Mrs. J M Martin) proposed and the Town Mayor (Councillor Miss R A Evans 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 14-22F&P below].</p> <p>Following the confidential discussions, the Chairman (Councillor Mrs. J M Martin) proposed and Councillor Mrs. C E Goodman seconded the proposition, it was resolved 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, as a result of the recent Councillor vacancy, the Award being applied for may change, with support from Councillors Mrs. J M Martin and Mrs. K Brownhill.</p> <p>ii) Operations Team: - The Chairman (Councillor Mrs. J M Martin) explained the vacancy for the part time seasonal Caretaker, with Enforcement Officer role when fully trained, is currently being advertised, it is agreed to promote the vacancy again on social media.</p>	<p>Council</p> <p>Clerk/ Cllrs Martin & Brownhill</p> <p>Clerk</p>

<p>c) Civic Functions: - The Chairman (Councillor Mrs. J M Martin) explained, organisation of the Civic 'Big Buffet Lunch', to be held at the Council Chambers, is progressing.</p> <p>d) Councillor vacancy following the resignation of former Councillor Mrs. K Partridge: - The Clerk reported that Cornwall Council has received a valid petition for the vacancy on Torpoint East Ward. Arrangements will now be made to hold an election, details of which will be published on the Cornwall Council website www.cornwall.gov.uk/elections along with other information regarding elections. The Clerk explained a Notice of Election will be published and forwarded in due course, once a definite date has been set, with Cornwall Council asking whether the town council requires poll cards, if it is a contested election. The estimated cost is £2,500 to £3,000. Members debated issuing poll cards and it is resolved poll cards will be issued, should it be a contested election.</p> <p>The Clerk explained how this cost can be funded and it is recommended to allocate £5,000 from the general fund to allocated reserves for future Election costs.</p>	<p>Council</p> <p>Council</p>
<p>8-22F&P Policies Reviewed by this Committee None.</p>	
<p>9-22F&P To consider the Council Business Risk Management</p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: - Noted.</p> <p>c) Budget Variance– Finance Committee Responsibilities: - The March 2022 Budget Variance, as previously circulated, was reviewed and there were no concerns.</p> <p>d) Internal Controls & Scrutiny 2021/22 – outstanding actions: - One action remains outstanding, Clerk to obtain a physical record of all signatories signatures (completed at the meeting).</p>	<p>Clerk</p>
<p>10-22F&P Items Referred to this Committee None.</p>	
<p>11-22F&P Correspondence</p> <p>a) Back dated pay award 2021 – Ms T Morris (former employee): - Members' considered the correspondence, as this is a contractual requirement it is resolved to pay, any outstanding backdated pay award due to Ms Morris, for the duration of her employment between 1st April 2021 and July 2022.</p> <p>b) Employer Newsletter April 2022 – Cornwall Council Pensions: - Noted.</p>	<p>Council Clerk</p>
<p>12-22F&P Accounts for payment</p>	

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
D J W Window Cleaning	Invoice 0048	75.00	0.00	75.00	Internal and external window cleaning - Council Chambers
D J W Window Cleaning	Invoice 0047	18.00	0.00	18.00	Cleaning of bus shelters March
D J W Window Cleaning	Invoice 0046	18.00	0.00	18.00	Cleaning of bus shelters April
ITEC	Invoice 710495	88.51	14.75	73.76	ITEC Monthly fee Gold Support
Biffa	Invoice 522C24146	36.94	6.16	30.78	Chambers waste collection
Biffa	Invoice 522C24145	20.47	3.42	17.05	Chambers recycling collection
Biffa	Invoice 522C24144	28.30	4.72	23.58	Library waste collection
Biffa	Invoice 522C24143	20.47	3.42	17.05	Library recycling collection
<p>13-22F&P Date of next meeting Monday 30th May 2022.</p>					
<p>14-22F&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)).</p>					
<p>15-22F&P Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ The Chairman (Councillor Mrs. J M Martin) thanked everyone for attending and participating in the Finance and Personnel Committee meetings over the past civic year. 					
<p>Meeting closed at 8.16pm _____ Chairman</p>					