



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Operations Committee held on Monday 28<sup>th</sup> November 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor Mrs. K Brownhill (Chairman), Councillor Miss R A Evans BEM (Town Mayor), G J Davis (Deputy Town Mayor), Councillors Mrs. J M Martin, M J Spurling, M Thomson-Neall, R M Willoughby, J Tivnan BEM, plus the Town Clerk & RFO (Clerk) and the Operations Manager.

**ALSO PRESENT:** - Councillors Mrs. L Fellows, Mrs. C E Goodman, L E Keise and C R Sawyer for the entire meeting.

	<b>ACTION</b>
<p><b>86-22F&amp;O Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors C R Still and B A Walsh.</p>	
<p><b>87-22F&amp;O Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - The Chairman (Councillor Mrs. K Brownhill) – (Agenda item 12d. TTP as author of the Report, also as a Member of the RBL and as a hirer for and on behalf of U3A) b) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – (Agenda item 3. Hiring and Letting Charges as a relative of the proprietor of the Coppola School of Performing Arts, also Room 11 Hiring and and Letting Charges as a member of Torpoint Community Cinema. c) 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). d) 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]). e) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. L Fellows – (Agenda item 3. Hiring and Letting Charges, as Licensee of Room 7, for Beat4Autism CIC). f) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. C E Goodman – (for any discussions related to the Torpoint Sports Action Group).</p>	
<p><b>88-22F&amp;O To consider the Hiring and Letting Charges for the 2023-24 financial year</b> Members considered the hiring room charges, with a very lengthy debate and considered how to increase income and hiring and licensee charges, in line with the results of the market report conducted in November 2021. Therefore, to endeavour to move closer to the results of this report, Councillor C R Sawyer proposed with the Town Mayor (Councillor Miss R E Evans BEM) seconding the proposal and it is <b>recommended</b> that the notes appended to these minutes containing the proposed hiring and licensee charges at <i>Appendix 1</i> are increased as follows: - Council Hall – from £15.00 to £15.75 per hour</p>	<b>Council</b>

<p>Committee Room – from £9.00 to £9.45 per hour          Mayor’s Parlour - from £6.00 to £6.30 per hour for the 2023-24 financial year.          Bénodet Park tea hut and Park</p> <p>Hourly charge – £6.30 per hour          Half day charge - £31.50          Full day charge - £63.00 for the 2023-24 financial year.</p> <p>(Councillor Mrs. L Fellows left the room whilst the vote was being taken and those Members who had declared a Non-Pecuniary interest in the hiring/lettings charges for 2023-24 abstained from voting.)</p>	
<p><b>89-22F&amp;O To consider the Council Budget for the 2023-24 financial year</b>          The Clerk detailed, and displayed on the screen, the 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 2023-24 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 2022-23 to 2023-24 in pounds (£) and percentage (%) terms.</p> <p>The Chairman (Councillor Mrs. K Brownhill) explained that preparatory work had been undertaken to prepare a draft budget, as circulated, for the 2023-24 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.</p> <p>The salaries budget is to be increased from £260,000 in 2022-23 to £303,500 in 2023-24, an increase of £43,500. Using the draft budget, Members debated at length where savings could be made and income could be generated.</p> <p>All income amounts were reviewed, and it was agreed that due to the time taken to reach this point in the budget setting, all Reserves considerations would be discussed at future meeting.</p> <p>The Clerk showed members the revised precept calculation using the Cornwall Council Excel spreadsheet, which amounts to a 9.61% increase, for a Band D property, to the precept for 2023-24. Members’ therefore reluctantly <b>recommend</b> that the notes appended to these minutes containing the proposed Council budget (excluding the Reserves) for the financial year 2023-24 at <i>Appendix 2</i> are approved by the Town Council. Based on the proposed budget, this would result in an increase from the existing precept of £379,981, rising to a proposed precept of £417,739, an increase of £37,758, using the tax base for 2023-24 this is approximately a 9.61% increase, with the monthly charge of £176.49 for a Band “D” property.</p>	<p><b>Council</b></p>
<p><b>90-22F&amp;O Correspondence</b>          a) Update on the Councillor Vacancy – East Ward – following the resignation of former Councillor Robert Newcombe (to be published Wednesday 30<sup>th</sup> November).          The Clerk detailed the status of the Councillor vacancy.</p>	

b) Let Cornwall Decide – Mayor of Cornwall (as circulated).

As Cornwall Council is planning to debate this at Council meeting this week, it is noted, until further information on the matter is known.

**91-22F&O Suspension of Standing Orders**

As Standing Orders stipulate that meetings shall not exceed a period of 2.5 hours, at 9.30pm the Chairman proposed (Councillor Mrs K Brownhill), this was seconded by Councillor Mrs. J M Martin and it was **resolved** to suspend Standing Orders to enable the budget/precept meeting to continue. It was agreed to delay discussion on allocated and unallocated Reserves and other projects (as proposed by the Development and Localism Committee) until a meeting is held in the New Year.

**Council**

**92-22F&O Accounts for payment**

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Biffa	Invoice 522C83969	40.63	6.77	33.86	Waste Collection Council Chambers
Biffa	Invoice 522C83968	11.16	1.86	9.30	Recycling Collection Chambers
Biffa	Invoice 522C83967	31.13	5.19	25.94	Waste Collection Library
Biffa	Invoice 522C83966	22.32	3.72	18.60	Recycling Collection Library
Andy Campfield	Invoice Remembrance	30.00	0.00	30.00	Photos of Person Of Courage and Remembrance parade
Waterwise	Invoice 36034	22.99	3.83	19.16	Christmas tree equipment
Cornwall Council	Invoice 8100315067	2,262.38	377.06	1,885.32	Cleansing of the four play areas in Torpoint during 2022-23 PO number PO-0279
ASG Security	Invoice 39236	199.45	33.24	166.21	Service call out to fire alarm system on 14.11.22
South West Hygiene	Invoice 280484	155.86	25.97	129.89	Sanitary unit rental/service additional units
Cornwall Council - Dog Waste Bags	Invoice 8100311731	25.02	4.17	20.85	Dog Waste Bags
ITEC	Invoice 785396	55.02	9.17	45.85	Printing costs
James Hallam Ltd	Invoice 518615888	12.50	0.00	12.50	Insurance

**93-22F&O Date of next meeting**

Monday 30<sup>th</sup> January 2023, with an Extraordinary meeting of this committee to be called to consider Reserves and other projects.

**94-22F&O Any Business that has been disclosed to the Chairman and members**



**prior to the meeting.**

- The Chairman (Councillor Mrs. K Brownhill) thanked all Members and Officers for their attendance at this essential meeting.
- The Clerk was pleased to advise that a previous Service Level Agreement had been re-started for a Town Council employee to undertake Enforcement duties for Millbrook Parish Council, for up to 3 hours per week, from 1<sup>st</sup> December 2022 to 31<sup>st</sup> March 2023.

Meeting closed at 10.16pm \_\_\_\_\_ Chairman