

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 2nd June 2014 at 7.00 pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Mrs. R A Southworth (Retiring Chairman Chairman), M N Pearn (Town Mayor), Councillor M J Crago (Deputy Town Mayor – late arrival), Councillors J F Creek, P R Edwards, B Hobbs, Miss J L Kinsman and Mrs. J M Martin and plus the Town Clerk.

14-14FGP Apologies for Absence

Apologies for absence were submitted on behalf of Councillor J F Creek, Miss J L Kinsman, Mrs. J M Martin and Mrs. C I A Trueman.

15-14FGP Declarations of Interest relating to items on the Agenda

Non pecuniary or non registerable interests were declared by the following Deputy Town Mayor (Councillor M J Crago) – non-registerable interest on agenda item 10(a) (as being related to a performer of the organisation).

B Hobbs - non pecuniary interest on agenda item 12 (as an employee of a supplier).

Mrs. J M Martin – non registerable interest on agenda item 10(a) (as being related to the proprietor of the organisation).

16-14FGP Election of Chairman for the Civic Year 2014-15

The Retiring Chairman called for nominations for the position of Chairman for the Civic Year 2014-15. Councillor P R Edwards proposed that Councillor Mrs. R A Southworth is elected Chairman for the Civic Year 2014-15.

Councillor B Hobbs seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. R A Southworth was duly elected Chairman for the Civic Year 2014-15.

17-14FGP Election of Vice Chairman for the Civic Year 2014-15

The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2014-15. Councillor J F Creek proposed that Councillor B Hobbs is elected Vice Chairman for the Civic Year 2014-15. Miss J F Kinsman seconded the proposition and there being no other nominations the motion was put and Councillor B Hobbs was duly elected Vice Chairman for the Civic Year 2014-15.

18-14FGP Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and General Purposes Committee meeting held on Monday 28th April 2014 are taken as read, confirmed and signed by the Chairman.

19-14FGP Matters arising from the minutes

a) Torpoint and Rame Youth Project:-

Pursuant to minute 07-14FGP (a) Councillor B Hobbs reported on a recent meeting and gave a précis of the discussion with the Youth Project. Councillor Hobbs reported that the organisation acknowledged the application to the Council was vague and suggested that the organisation write to the Town Council to give a presentation especially in light of the organisation and structural change. Councillor Hobbs conceded that he was unaware of the changes or that it had become a company and charity but considered he was more comfortable now that the organisation had explained the situation. Councillor Mrs. J M Martin sought to understand more fully how this organisation operated and in particular the process to select students and members to go on trips and become

involved in initiatives. The Clerk confirmed that he has written to the Torpoint and Rame Youth Project as directed by the Council to obtain formal responses to the points raised. Members noted that this matter would be considered again on receipt of the formal replies.

20-14FGP To Consider Policies Delegated to this Committee

None.

21-14FGP To consider the Council Business Risk Management Plan

Operation – Liabilities.

The Council considered the points within the Council Business Risk Management relating to liabilities and how the Council would manage this matter. The Clerk drew attention in particular to an advice note from the SLCC dealing with legislation changes including the repeal of sec 150(5) of the LGA 1972 (relating to cheque signatories) and also regulation 4(1) of the Accounts and Audit (England) Regulations 2011 in relation to the adequacy and effectiveness of the Council financial management. The Clerk drew attention to the robust procedures in place including the System for internal financial controls, finance management policies and risk management processes but considered the Council should again revise the financial risk management document (using the template from the SLCC as a model) to reflect changes in the committees, officer appointments and also any revised insurance requirements. The reporting mechanisms for reporting of debtors, creditors and overtime by the Assistant Town Clerk should be undertaken quarterly. The Clerk also noted that whilst the reporting on the operational effectiveness of the internal controls was undertaken by the Chairman of the Committee the Clerk suggested that an additional member should also become involved. The Committee discussed the documentation and

recommended:-

- That the debtors, creditors and overtime reports should be presented by the Assistant Town Clerk to the Finance and Personnel Committee quarterly at the September, December, March and June meetings of this Committee for consideration.
- That the team of 3 would meet with staff to review the operational effectiveness of the internal systems of financial controls at least annually.
- That a revised Business Risk Management document is reviewed at the July meeting of this Committee.
- That the financial risk management document is also revised and reviewed at the July meeting of the Committee.
- The Assistant Town Clerk should initial the cash book and financial comparison monthly to confirm accuracy and separation of duties.

22-14FGP Items referred to this Committee

a) To consider the Committee terms of reference.

The Committee considered the revised terms of reference (as circulated) following the revision of the Committee to concentrate on financial and personnel matters. After considering the document and clarifying any outstanding matters it is **recommended** that the terms of reference for this Committee are adopted and implemented by the Council. It is further **recommended** that all terms of reference for each committee are reviewed at the first meeting of each committee in the new civic year for approval by Council.

23-14FGP Correspondence

a) Kelly Brown (Coppola School of Performing Arts) – Request to use Council facilities at no cost.

Noted. It is **recommended** that the Council permit and grant the request. It is further **recommended** that Council delegate to this Committee the ability to permit and grant requests for use of Council facilities when the time factor does not allow it to be referred to Council.

b) Friends of Antony Road Surgery – Request to use Council facilities at no cost.
Noted. It is **recommended** that the Council permit and grant the request.

c) Cornwall Council – Drains in Torpoint.
Noted. Disappointment was firstly expressed at the delay in responding and secondly the actions have already been undertaken to rectify the problem.

d) Cornwall Council – Doctors Surgery, Antony Road.
Noted. The letter informed the Council that the application was unsuccessful as it did not fully meet the requirements of the Asset of Community Value regulations 2012.

e) Frances Impey – New Medical Centre.
Noted. The Committee **recommend** that the proposed name is applied to the Health Centre and supports the proposed name. The Clerk was asked to forward the letter to the NHS for consideration.

24-14FGP Planning Applications

a) PA14/04127 – Adjacent to Spice Aroma (Unit 3), Trevol Road, Torpoint - Change of use of premises from florists to restaurant (in connection with the adjacent take away food premises).
No objections or observations.

b) PA14/044268 – 11, Sconner Road, Torpoint – Detached garage.
No objections or observations.

25-14FGP Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Tamar Accounting	Internal Audit	172.80	28.80	144.00
British Gas	Gas Supply	723.14	120.52	602.62
BUNZL	Cleaning Materials	80.22	13.37	66.85
Don Benson	Clock Winding	28.00	0.00	28.00

26-14FGP Date of next meeting

Monday 30th June 2014.

27-14FGP Any business that has been disclosed to the Chairman and members prior to the meeting.

- The Town Mayor suggested the Council explore the possibility of depositing finances with Cornwall Council at as possible higher interest rate than the high street banks. This would be investigated further.
- The Town Mayor reminded members that the Chairman, Leader and Chief Executive were meeting with members of this Council on Wednesday 4th June 2014.

Meeting closed at 8.04pmChairman