

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 30<sup>th</sup> June 2014 at 7.00 pm in the Council Committee Room, 4 York Road, Torpoint.

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

### **28-14FGP Apologies for Absence**

Apologies for absence were submitted on behalf of Councillor Mrs. C I A Trueman.

### **29-14FGP Declarations of Interest relating to items on the Agenda**

None.

### **30-14FGP Minutes of the previous meeting**

It was **resolved** that the minutes of the Finance and General Purposes Committee meeting held on Monday 2<sup>nd</sup> June 2014 are taken as read, confirmed and signed by the Chairman.

### **31-14FGP Matters arising from the minutes**

a) Torpoint and Rame Youth Project:-

Pursuant to minute 19-14FGP (a) it was reported that no reply had been received from this organisation in response to the request to submit accounts and a more detailed application for financial assistance. It is understood that the officer is currently on sick-leave.

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

Pursuant to minute 23-14FGP (a) receipt was reported of an income and expenditure sheet that was noted.

c) Frances Impey – New Medical Centre.

Pursuant to minute 23-14FGP (e) the Town Mayor reported that the new medical centre would be named "Pentorre" the Cornish name for Torpoint and that the author of the letter has been informed.

### **32-14FGP To Consider Policies Delegated to this Committee**

a) Budget Monitoring Policy:-

Members considered the Budget Monitoring Policy (as circulated). It was suggested that for consistency the name of the Committee should reflect the full name (Finance and Personnel Committee) and not the abbreviated Finance Committee. Following the insertion of this amendment it was **recommended** that the policy as presented is adopted by Council. It was suggested for future reference that any amendments are highlighted in a different colour. The Mayor suggested that the Assistant Town Clerk is given authority to access bank statements at Lloyds Bank. The Clerk reminded members that only signatories can authorise payments or move money and this must only be for a "read only" purpose. It is **recommended** that the Council approve this authorisation but subject to this being included in the proposed new Financial Regulations and finance policy. Councillor Hobbs suggested the use of internet banking and this suggestion would be reviewed in line with the new financial regulations.

### **33-14FGP To consider the Council Business Risk Management Plan**

a) Revised Business Risk Management Plan.

The Council considered the revised Business Risk Management Plan. After considering points in the plan members **recommend** that the amended version is adopted by Council. It was suggested that for consistency the Finance and Personnel Committee will be referred to as the F & P Committee with an annotated note to confirm the abbreviation.

### **34-14FGP Items referred to this Committee**

a) Revised Financial Risk Management Plan.

The Committee considered the revised Financial Risk Management Plan (as circulated). After considering points in the plan members **recommend** that the amended version is adopted by Council. It was suggested that for consistency the Finance and Personnel Committee will be referred to as the F & P Committee with an annotated note to confirm the abbreviation.

### **35-14FGP Correspondence**

a) Torpoint Christian Fellowship – Request to use Council facilities at no cost.

Noted. It is **recommended** that the Council permit and grant the request. The Mayor suggested that the Council review the charges for the use of Benodet Park being of the opinion that the current charges were too high.

b) Friends of Thanckes Park – Request to use Council facilities at no cost.

Noted. It is **resolved** that the Council permit and grant the request.

### **36-14FGP Planning Applications**

None

### **37-14FGP Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Cory Environmental	Wheelie Bin	92.62	15.44	77.18
Waterwise	Replacement Flapper (3)	35.10	5.85	29.25
Hampshire Flag	Union Flags + delivery	176.39	29.40	146.99

Councillor B Hobbs declared a non-pecuniary interest on the payment to Waterwise being an employee of the company.

### **38-14FGP Date of next meeting**

Monday 1<sup>st</sup> September 2014.

### **39-14FGP Any business that has been disclosed to the Chairman and members prior to the meeting.**

None.

### **40-14FGP Exclusion of the Press and Public**

It was further resolved to exclude the Public and Press as items to be discussed involved occupiers and payments and is commercial in confidence (Public Bodies (Admission to Meetings) Act 1960). The minute is listed as confidential and appended to these minutes.

Meeting closed at 8.04pm .....Chairman