

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 29th September 2014 at 7.00 pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor B Hobbs (Chairman), M N Pearn MBE (Town Mayor), Councillor M J Crago (Deputy Town Mayor) Councillors P R Edwards, Miss J L Kinsman and Mrs. J M Martin plus the Town Clerk.

54-14FGP Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Mrs. R A Southworth.

55-14FGP Declarations of Interest relating to items on the Agenda

Non Registerable Interests (NRI) were declared by
Councillor Mrs. J M Martin (Agenda item 8(a) (i) (as being related to the applicant)
(Agenda item 8(b) – as a Governor of the School).

56-14FGP Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and General Purposes Committee meeting held on Monday 1st September 2014 is taken as read, confirmed and signed by the Chairman.

57-14FGP Matters arising from the minutes

a) Torpoint and Rame Youth Project:-

Pursuant to minute 44-14FGP (a) Councillor Hobbs reported that he has informed the Torpoint and Rame Youth Project of the invitation to address members prior to the Council meeting on the 16th October 2014. It was suggested that the Council formally acknowledge the invitation to this organisation.

b) Exclusion of the Press and Public (Minimum Wage):-

Pursuant to minute 53-14FP the Clerk confirmed that the Assistant Town Clerk had spoken with the occupier of rooms 5 & 6 who had agreed with the revised proposals to incorporate the service charges into a rental for the area provided that there is no unacceptable increase in the overall charge. It was noted that the revised formula would continue as an overall charge and would be considered further until the November meeting of this Committee (Budget meeting) and any changes implemented in April of next year. The Clerk drew attention to the increase in the minimum wage as from the 1st October 2014. Pursuant to minute 53-14FGP the Clerk informed the meeting that this would affect any employee currently being paid on spinal point 5 until an agreement has been reached.

58-14FGP To Consider Policies Delegated to this Committee

a) Business Risk Management Plan:-

Members considered the proposed Business Risk Management Plan (as circulated). Following further discussion it was **recommended** that the plan is adopted by the Council.

b) Financial Risk Management Protocols:-

Members considered the proposed Financial Risk Management Protocols (as circulated). Following further discussion it was **recommended** that the protocols are adopted by the Council.

c) Finance Policy:-

Members considered the proposed Finance Policy (as circulated). Following further discussion it was **recommended** that the policy is adopted by the Council subject to the

i) The policy is signed off by the Council and not the Finance and Personnel Committee.

ii) That the frequency of Direct Debit payments are included in the policy.

d) Pay and Conditions Policy:-

It was **resolved** that consideration this policy would be deferred until the December meeting of this Committee. The Committee also reviewed the revised policy schedule (as circulated) and recommend that the revised policy is formally approved.

59-14FGP To consider the Council Business Risk Management Plan

a) Debtors/Creditors and Overtime Casual Hours.

It was **resolved** to exclude the Public and Press as items to be discussed involved occupiers and payments, staffing requests and staffing contracts (Public Bodies (Admission to Meetings) Act 1960). The minute is listed as confidential and appended to these minutes.

It was then **resolved** that the meeting is reconvened with the public and press present.

60-14FGP Items referred to this Committee

a) Financial Regulations (Revision).

The Committee considered principally the Best Value Statement attachment to the revised Financial Regulations following publication of the Local Government Meetings and Documents (England) Local Audit and Accountability Act 2014 section 40. Following discussion it is **recommended** that the Council also regard materiality as £1,000 in response to the above Act. The Clerk also suggested two minor amendments to the Financial Regulations and it further **recommended** that the Financial Regulations be further amended with the following:-

i) 11.2 - delete Hire Purchase

ii) 17.2 – add after £250 - NBV which authority shall be given to the Clerk/RFO

b) Banking Arrangements

Members considered the proposal to consider moving banking with Cornwall Council. Following discussion and consideration of this matter it is **recommended** that the Council decline the offer from Cornwall Council and remain with Lloyds Banking Group. However the Committee acknowledge the requirements in Financial Regulations and the Finance Policy to review periodically banking arrangements.

61-14FGP Correspondence

a) The Committee considered the following applications to use Council facilities at no cost. Any approvals granted by the Committee or referred as recommendations to Council would be subject to the usual terms of reference contained in the Lettings Policy.

i) Kelly Brown (Council Hall, Committee Room for a children's show).

Noted. Receipt was also reported of a receipts and payment statement illustrating deficit on the previous show. After considering the matter it is **recommended** that the application is approved.

(Councillor Mrs J M Martin declared a non-registerable interest as being related to the applicant).

ii) Torpoint Community Events Ltd (Christmas Lights event table top sale – 11th October 2014).

It was noted that the date of the event was prior to the next Council meeting therefore it was **resolved** the application be approved but in the absence of any financial information this would be conditional and subject to receipt of the organisations accounts and also a receipts and payments account following the event.

iii) Torpoint Nursery and Infant School – Fundraising Event for Children's Drums

It was **recommended** to allow this use at no cost as this Council were members of the Torpoint and Rame Learning Partnership and it was in the spirit of cooperation with local schools and colleges. No income information was made available

(Councillor Mrs J M Martin declared a non-registerable interest as being a governor at the school).

b) The Committee considered the following applications for financial assistance within the powers of Section 137 of the LA Act 1972. Any recommendations to Council would be subject to the usual terms of reference.

i) CHICKS – Request for financial assistance.

Noted (This application was retained from the previous month). It was **recommended** that the Council decline the application but would consider an application to use the Council facilities at no cost.

ii) 2nd Torpoint Brownies – Request for financial assistance.

Noted. It was further noted that no financial information accompanied the request and it was therefore **recommended** that this application is not considered further until the organisation complied with the terms and conditions stipulated by the Council.

iii) Torpettes – Request for financial assistance

Noted. It was further noted that no financial information accompanied the request and it was therefore **recommended** that this application is not considered further until the organisation complied with the terms and conditions stipulated by the Council.

iv) Torpoint and Nursery Infant School – Request for financial assistance

Noted. It was further noted that no financial information accompanied the request and it was therefore **recommended** that this application is not considered further until the organisation complied with the terms and conditions stipulated by the Council.

It is also **recommended** that this Committee no longer considers any application that does not comply with the Council's terms and conditions.

62-14FGP Planning Applications

None. Councillor B Hobbs drew attention to a pre-application for a development at the former Harbour Lights Nightclub. Members briefly considered the suggestion and declined to make any comment considering this could be construed as pre-determination when the plans are subsequently submitted.

63-14FGP Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
David Ralph	Grass Cutting Amb Hall	25.00	0.00	25.00
Paul Roper	Council Photograph	10.00	0.00	10.00

64-14FGP Date of next meeting

Monday 3rd November 2014.

65-14FGP Any business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.30pmChairman