

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 1<sup>st</sup> December 2014 at 7.00 pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Mrs. R A Southworth (Chairman), M N Pearn MBE (Town Mayor), Councillors Mrs. K Brownhill (as substitute for the Deputy Town Mayor Councillor M J Crago), J F Creek, B Hobbs, Mrs. A I Johnson, Miss J L Kinsman and Mrs. J M Martin plus the Town Clerk.

### **79-14FGP Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Councillor M J Crago (Deputy Town Mayor) and P R Edwards.

### **80-14FGP Declarations of Interest relating to items on the Agenda**

Non Registerable Interests (NRI) were declared by Councillor F J Creek (Agenda item 7 matters relating to Torpoint Archives as a friend of this Organisation). Councillor Mrs. R A Southworth (Agenda item 7 matters relating to Torpoint Archives as treasurer of this Organisation).

### **81-14FGP Minutes of the previous meeting**

It was **resolved** that the minutes of the Finance and Personnel Committee meetings held on Monday 29<sup>th</sup> September 2014 and Monday 3<sup>rd</sup> November 2014 is taken as read, confirmed and signed by the Chairman.

### **82-14FGP Matters arising from the minutes**

None

### **83-14FGP To Consider Policies Delegated to this Committee**

a) Pay and Conditions Policy:-

Members considered the proposed Pay and Conditions Policy (as circulated). Following further discussion and amendments to the numbering of the paragraphs, increase of the mileage allowance to 45p per mile for the first 10,000 miles and use of the third party in the final paragraph together with minor grammatical amendments it is **recommended** that the policy is adopted. The amended policy is attached to the minutes.

b) Section 137 Application Form and Guidance Notes:-

Members considered the Section 137 Application Form and Guidance Notes (as circulated). Following further discussion and amendment to delete the requirement to complete bank account details on the form it was **recommended** that the form and guidance notes are adopted by the Council.

c) Use of facilities at No Cost and Guidance Notes:-

Members considered the proposed Use of facilities at No Cost and Guidance Notes (as circulated). Following discussion it was **recommended** that the form and guidance notes are adopted by the Council subject to the deletion "or for use by the Town Mayor" as the documentation also applies to the Mayor.

### **84-14FGP To consider the Council Business Risk Management Plan**

a) Overtime/Casual Hours:-

Members scrutinised the document (as circulated) and prepared by the Assistant Town Clerk and **recommend** that both are adopted and approved by Council.

b) Creditors/Debtors:-

Members scrutinised the document (as circulated) and prepared by the Assistant Town Clerk and **recommend** that the report is adopted and approved by Council. Members commented that debtors all appear to be within net trading terms.

c) Internal Controls Scrutiny Process:-

Members considered the internal controls scrutiny process document. The document is for use by the scrutiny panel from this Committee (Chairman and Vice Chairman) when reviewing the day to day operation of the Council. This document would then form part of the overall internal controls self-assessment document to be considered at the February meeting of this Committee. After a slight amendment to the wording in H1 to include the words "by the" between the words approved and Council, it is **recommended** that the document is approved by this Committee.

### **85-14FGP Items referred to this Committee**

a) Civic Functions – Review of the operational systems of this cost centre (minute 70-14FGP (f) refers). The Clerk explained that the current Civic Functions cost centre was an amalgamation of the Mayoral Allowance extension (LGA 1972 sec 15(5) and 35(5)) and Tourism and Marketing (LGA 1972 sec 144). It was generally understood that the Mayor would make the arrangements for such events as the civic parade and service and organise other functions such as the reception for the new commander of HMS Raleigh. It was noted that this year additional functions such as the arrival of the "Kings Troop" had contributed to a negative variance in this cost centre. Councillor Mrs J M Martin suggested that any control mechanisms must involve budget responsibility. The Chairman drew attention to the events expenditure. Members were also reminded that the Armed Forces Day and Freedom of Torpoint Ceremony was now charged into the marketing and Communications cost centre. After considering the matter further it is **recommended** that the Mayor would continue to lead on civic functions and events but that monitoring of this cost centre should be delegated to the Finance and Personnel Committee with and it becoming a monthly agenda item.

b) Torpoint Archives – Request for the refund of the annual payment for rooms 3 & 4.

Members considered the request as referred by Council. Members were also reminded that it was this Council's intention to allow use of the rooms at no cost to this organisation. Members were also reminded that the Council had resolved to allow the use by means of the LGA (Miscellaneous Provisions) 1976 sec 19. After considering this matter further it was **recommended** that the Torpoint Archives are allowed use of rooms 3 & 4 at no cost and any money paid to this Council applied to this financial year is refunded.

(The Chairman declared a non registerable interest (NRI) and left the room whilst this matter was discussed (minute 80-14FGP refers). The Vice Chairman Councillor B Hobbs took the Chair for this item).

### **86-14FGP Correspondence**

a) Torpoint Silver Band - Request to use Council facilities at no cost.

Noted. Members were informed that the finances raised would be donated to the Children's Hospice. After considering the matter, members **recommend** that the Council supports the request.

b) Young People Cornwall – Meeting to discuss Young People in Cornwall.

Noted. The Committee considered the letter following which it is **recommended** that the Council engage with this organisation and involve the youth organisations, schools and any other interested parties. It was also suggested that the Torpoint Town Partnership might wish to become involved.

**87-14FGP Planning Applications**

None.

**88-14FGP Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Garage Rent (1.12 - 28.12)	47.76	7.96	39.80
BUNZL	Cleaning Materials	104.09	17.35	86.74
Ian Beard	Salary advancement*	487.11	0.00	487.11

- \*The Clerk drew attention to an error at Cornwall Council payroll that the Assistant Town Clerk was dealing with. Councillor Mrs. J M Martin explained the legal situation following which it was **resolved** that this payment is made immediately to the Caretaker. It is also further **recommended** that the Assistant Town Clerk implements an audit trail to ensure that this Council is reimbursed with this amount.

**89-14FGP Date of next meeting**

Monday 2<sup>nd</sup> February 2015.

**90-14FGP Any business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 7.55pm .....Chairman