

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 2nd February 2015 at 7.00 pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor B Hobbs (Chairman), Councillors M J Crago (Deputy Town Mayor), Mrs. A I Johnson, Mrs. J M Martin and J Tivnan (substitute for the Town Mayor Councillor M N Pearn MBE) plus the Town Clerk and the Assistant Town Clerk.

91-14FGP Apologies for Absence

Apologies for absence were submitted on behalf of Councillors M N Pearn MBE (Town Mayor), J F Creek and Mrs. R A Southworth.

92-14FGP Declarations of Interest relating to items on the Agenda

Non Registerable Interests (NRI) were declared by Councillor Mrs. J M Martin (Agenda item 8(d) Coppola Christmas Show - as being related to the author).

93-14FGP Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 1st December 2014 are taken as read, confirmed and signed by the Chairman.

94-14FGP Matters arising from the minutes

a) Internal Controls Scrutiny Process:-

Pursuant to minute 84-14FGP(c) the Chairman Councillor B Hobbs presented the completed Internal Controls Scrutiny document (as circulated). Councillor Hobbs reported that he had undertaken this task (the Chairman was unable to accompany him due to family circumstances) and announced that he was satisfied that the controls were robust and sound. Members reviewed and confirmed the document following which the Deputy Town Mayor (Councillor M J Crago) signed the document on behalf of the Committee. The Committee therefore **recommend** approval of the document and process to Council.

b) Civic Functions:-

Pursuant to minute 85-14FGP (a) and in the absence of the Town Mayor and with deference to the Assistant Town Clerk as the custodian of the Mayoral diary it was understood that no further civic functions have been planned.

95-14FGP To Consider Policies Delegated to this Committee

a) Lettings Policy:-

Members considered and reviewed the proposed Lettings Policy (as circulated). Members discussed issues surrounding TENS, licenses, sales of alcohol and music on the premises. Following discussion it is **recommended** that final sentence in 1. should readThe sale of alcohol and music should be co-terminus at midnight. Following this insertion it is **recommended** that the policy is adopted. Whilst the music and sale of alcohol and music cease at midnight, this would not necessarily mean the function or hiring is concluded and hirers should be aware that clearing up must be taken into consideration when booking the venue. Councillor Mrs. Martin also drew attention to noise and volume control when exiting the premises.

b) Equal Opportunities Policy:-

Members considered the proposed Equal Opportunities Policy (as circulated). Following it was **recommended** that the policy is adopted by the Council.

c) Internal Audit Service:-

Members considered and reviewed the Internal Audit Service (as circulated). Members noted that the internal audit points contained in the document had been formulated by the audit commission as a suggested approach and implemented by this Council when the current audit system was adopted in 2002 and this format had adopted by the council in recent years. It was **recommended** that the document is adopted by the Council. The Clerk confirmed that the form had been forwarded to the Internal Auditor as usual to form the basis of the service.

96-14FGP To consider the Council Business Risk Management Plan

a) Overtime/Casual Hours:-

Members scrutinised the document (as circulated) as prepared by the Assistant Town Clerk and **recommend** that both are adopted and approved by Council. Members praised the additional work undertaken by the caretaking and cleaning staff of the kitchen deep clean.

b) Creditors/Debtors:-

Members scrutinised the document (as circulated) as 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 and praised the Assistant Town Clerk for minimising the debtor risk to this council.

c) Staff Holiday Entitlement – Casual Caretaker and Cleaner:-

It was **resolved** that this matter is taken with the public and press excluded.

d) HR Policies and Procedures (Organisational Framework).

The Clerk drew attention to the Organisational Framework as detailed in the Council Business Risk Management Plan. Whilst it was acknowledged that the Council had bolstered and underpinned the HR process with a number of policies and had also constructed the employee organisational chart, the Clerk suggested that the role and accountabilities of members needed to be refined within the structure. The Clerk suggested that the role and expertise of lead practitioners in the various fields utilising skills and expertise of members. An example was that of Councillor Mrs. J M Martin in the field HR, Councillor Mrs. R A Southworth in Audit and Accounts and Councillor J Tivnan with Health and Safety. It was suggested that this subject is discussed again at next month's meeting.

97-14FGP Items referred to this Committee

None.

98-14FGP Correspondence

a) Cornwall Council – Local Maintenance Partnership 2015 – Eligible Funding £409.

Noted. It is **recommended** that this Council participates in the footpath maintenance scheme for 2015-16 financial year.

b) Rame Peninsula Public Transport Users Group – Request to use Council facilities at no cost.

Noted. After considering the request it is **recommended** that the Group are permitted to use the premises at no cost. Members suggested that the Council should publicise the benefits the community were gaining from using the Council premises at no cost. The Clerk reminded members that this information was contained in the supporting statement to the financial accounts.

c) PCC – Police and crime Plan (as circulated).

Noted.

d) Coppola Christmas Show – Surplus funds from the show (as circulated).

Noted. Councillor Tivnan was of the opinion that the suggested distribution of the accounts should be reversed and that the £202.46 should be retained by the Coppola School of Performing Arts and £100 given to the Mayors Charity in recognition of the excellent work undertaken by the group with children in the town. Members concurred with the suggestion. After further consideration it is **recommended** that £202.46 be retained by the Coppola School of Performing Arts with £100 given to the Mayors Charity and further that a letter of appreciation is sent to Mrs. Brown the proprietor indicating this Council’s appreciation at the work being undertaken with children in the town.

99-14FGP Planning Applications

a) PA15/00258 – 26, Marine Drive, Torpoint – Proposed two storey rear extension including internal alterations. Renewal of existing aluminium double glazed windows and doors to PVC double glazed including alteration of first floor bed 1 window to inward opening double glazed PVC doors and Juliet balcony to south elevation. Formation of raised timber decking adjacent to ground floor lounge double doors to south elevation. Installation of access door in rear wall of boundary to provide pedestrian access to existing pedestrian walkway.

No objections or observations.

(Receipt was reported of two copies of appeals of refused applications PA14/10228 and PA14/10230 for this property. Receipt was also reported of an appeal for refused application PA14/07221)

100-14FGP Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
SW Water	Antony Road Toilets	131.79	9.94	121.85
Cornwall Council	Salaries	22,084.04	0.00	22,084.04
BUNZL*	Sanitary/Cleaning Supplies	65.34	10.89	54.45
Hampshire Flag Company	Commonwealth Flag	74.99	12.50	62.49

The Clerk also drew attention to the proposed Council tax narrative for the 2015-16 financial year that was noted.

101-14FGP Date of next meeting

Monday 2nd March 2015.

102-14FGP Any business that has been disclosed to the Chairman and members prior to the meeting.

None.

103-14FGP Exclusion of the Press and Public

It was **resolved** to exclude the Public and Press as items to be discussed involved staffing contracts and other staffing information (Public Bodies (Admission to Meetings) Act 1960). The minute is listed as confidential and appended to these minutes (minute 96-14FGP(c) also refers).

Meeting closed at 8.07pmChairman