

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 2<sup>nd</sup> March 2015 at 7.00 pm in the Council Committee Room, 4 York Road, Torpoint.

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

### **104-14FGP Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors M J Crago (Deputy Town Mayor), B Hobbs and Miss J L Kinsman.

### **105-14FGP Declarations of Interest relating to items on the Agenda**

None

### **106-14FGP Minutes of the previous meeting**

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 2<sup>nd</sup> February 2015 are taken as read, confirmed and signed by the Chairman subject to the inclusion that ....Councillor Mrs. J M Martin declared a non registerable interests (NRI) but did not leave the room in minute 98-14FGP(d).

### **107-14FGP Matters arising from the minutes**

a) Civic Functions:-

Pursuant to minute 94-14FGP (b) members were reminded that the Town Mayor would be raising the Commonwealth flag on the 9<sup>th</sup> March 2015 at Sparrow Park to which all members were invited. It is not anticipated this function will incur any expenditure.

b) Revised Terms of Reference:-

Pursuant to minute's 96-14FGP (c) and 102-14FGP the revised Terms of Reference for this Committee were circulated to include the delegated authority to this Committee to implement any HR statutory duty that this Council were duty bound to perform or undertake (see new point (d) under General). After a brief discussion it is **recommended** that this Council adopts the revised Terms of Reference.

c) Revised Pay and Conditions Policy:-

Pursuant to minute's 96-14FGP (c) and 102-14FGP the revised Pay and Conditions Policy were circulated to include the addition of parameters relating to compassionate leave (see section 13 Compassionate Leave). After a brief discussion it is **recommended** that this Council adopts the revised Pay and Conditions Policy.

### **108-14FGP To Consider Policies Delegated to this Committee**

a) Standing Orders:-

Members considered and reviewed the Council Standing Orders (as circulated). Members discussed the documents and noted that the Committee listings in the menu should be updated to reflect the current Committee names and also the deletion of the word "following" in Standing Order 29(d) is deleted. Following implementation of the above amendments it is **recommended** that the Standing Orders for 2015 are adopted and implemented.

b) Financial Regulations and Best Value Statement:-

Members considered the Financial Regulations and Best Value Statement (as circulated). After due consideration it is **recommended** that the Financial Regulations and Best Value Statement are adopted and implemented. The

Assistant Town Clerk drew attention to provisions for payment of invoices by BACS and suggested that this could be implemented in the future subject to compliance with the controls in financial regulations.

c) Internal Controls Self-Assessment Document:-

Members considered the duly completed Internal Controls Self-Assessment Document (as circulated). After consideration it is **recommended** that the completed Internal Controls Self-Assessment Document is adopted and implemented by the Council and that the Town Mayor signs off the document.

d) Statement of Internal Control (SIC):-

Members considered the Statement of Internal Controls (SIC). After consideration it is **recommended** that the Statement of Internal Controls (SIC) is adopted and implemented by the Council and that the Town Mayor, Chairman of the Finance and Personnel Committee and Town Clerk (RFO) signs off the document.

### **109-14FGP 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. Councillor Mrs. A I Johnson observed that the hours are increasing and sought an explanation. The Assistant Town Clerk explained the combination of a Caretaker's absence and increased hiring during this period had led to the increase. After considering the explanation given by the Assistant Town Clerk it was **recommended** that both are adopted and approved by Council.

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 again 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. The Chairman Councillor Mrs. R A Southworth observed that given the strict controls is it necessary for the report to be received monthly? Councillor Mrs. J M Martin observed that it is preferable to receive the report monthly so that any issues can be dealt with quickly and effectively. The Assistant Town Clerk concurred and preferred to deal with the report monthly.

c) HR Policies and Procedures (Organisational Framework).

The Clerk drew attention to the Organisational Framework as detailed in the Council Business Risk Management Plan that had been referred for further consideration. The Clerk suggested that whilst the organisational framework and structure was in place for staff, it was intended to undertake a skills audit to ascertain member's skills that would benefit the council and compliment the skills currently in place with staff. The Council were already operating with "lead practitioners" in the fields of finance, HR and Health and Safety and the Clerk suggested that 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 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 would complement the existing arrangements. The examples given were 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. The Clerk further suggested that a skills matrix might not be appropriate in these circumstances and that a simple form on which members could highlight skills and abilities might be sufficient. After considering the matter members **recommend** that the council proceed with the Clerks suggestion and that this matter is also brought to the attention of the Asset Management Committee to inform them of the suggested process.

### **110-14FGP Items referred to this Committee**

None.

## 111-14FGP Correspondence

a) Cornwall International Male Choral Festival – Request for financial assistance.

Noted. After considering the matter and gaining an understanding of the request and event members **recommend** that this Council grants £200 to the organisation and event as requested (LGA1972 sec137).

b) CHAT – Request to use Council facilities at no cost.

Noted. Members **recommend** that the request is granted.

c) K Taylor – Information for use of facilities at no cost.

Noted.

## 112-14FGP Planning Applications

None.

## 113-14FGP Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Ian Baard	Travelling - Dog Warden	33.30	0.00	33.30
Ian Baard (Torpoint H/ware)	Angle Grinder	38.75	6.46	32.29
BUNZL	Sanitary/Cleaning Supplies	29.82	4.97	24.85
Wilkinsons	PAT Testing	594.00	99.00	495.00
Streetmaster*	Commemorative Bench	981.60	163.60	818.00

\*Recipient will be charged £818.00

The Assistant Town Clerk advised that a labour charge is also included in the Wilkinson invoice of £594.

## 114-14FGP Date of next meeting

Monday 30<sup>th</sup> March 2015 (Mayor making meeting).

## 115-14FGP Any business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 7.50pm .....Chairman