

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 30th 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), Councillor M J Crago (Deputy Town Mayor), Councillors, J F Creek, P R Edwards, B Hobbs, Mrs. A I Johnson and Mrs. J M Martin plus the Town Clerk and the Assistant Town Clerk in attendance.

Also present: - (for participating and voting on minutes 118-14FGP – 121FGP inclusive) Councillors E H Andrews, Mrs. K Brownhill, G J Davis, Mrs. C E Goodman, Mrs. C A Jackson, L E Keise and J Tivnan.

116-14FGP Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Miss J L Kinsman.

117-14FGP Declarations of Interest relating to items on the Agenda

None.

118-14FGP Election of Town Mayor Designate for the Civic Year 2015-16

The Chairman Councillor Mrs. R A Southworth called for a ballot for the position of Town Mayor designate for the civic year 2015-16. In the ballot that followed Councillor M J Crago received 4 votes, Councillor Mrs. C E Goodman received 1 vote, Councillor L E Keise 1 vote, Councillor M N Pearn 5 votes, Councillor Mrs. R A Southworth 1 vote and Councillor J Tivnan 1 vote (1 paper spoilt, 1 paper marked abstain). As no member had achieved 50% of the votes cast, Councillors Mrs. C E Goodman, L E Keise, Mrs. R A Southworth and J Tivnan were therefore eliminated at this point. In the second round of voting Councillor M J Crago received 5 votes with Councillor M N Pearn 10 votes. It was therefore proposed by Councillor E H Andrews and seconded by Councillor Mrs. C A Jackson and duly carried that Councillor M N Pearn is **recommended** as the Town Mayor designate for the civic year 2015-16.

119-14FGP Election of Deputy Town Mayor Designate for the Civic Year 2015-16

The Chairman Councillors Mrs. R A Southworth called for a ballot for the position of Deputy Town Mayor designate for the civic year 2015-16. In the ballot that followed Councillor M J Crago received 8 votes, Councillor Mrs. C E Goodman 1 vote, L E Keise 3 votes, Mrs. R A Southworth 1 vote and Councillor J Tivnan 2 votes. It was confirmed that Councillor Crago had achieved 50% of the votes cast and it was therefore proposed by Councillor Mrs. J M Martin and seconded by Councillor J Tivnan and duly carried that Councillor M J Crago is **recommended** as the Deputy Town Mayor designate for the civic year 2015-16.

120-14FGP Appointment of Town Council Committees

It was proposed by Councillor B Hobbs and seconded by Councillor Mrs. K Brownhill that it is **recommended** the constitution of the Committees in appendix "A" to these minutes are adopted by the Council.

121-14FGP Appointment of Delegates to Outside Bodies

It was proposed by Councillor J F Creek and seconded by Councillor Mrs. A I Johnson that it is **recommended** the Appointment of Delegates to Outside Bodies in appendix "B" to these minutes are adopted by the Council. (Councillors E H Andrews, Mrs. K Brownhill, G J Davis, Mrs. C E Goodman, Mrs. C A Jackson, L E Keise and J Tivnan left the meeting at this point).

122-14FGP Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 2nd March 2015 are taken as read, confirmed and signed by the Chairman.

123-14FGP Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 107-14FGP (a) and as confirmed at Council (see minute 183-14) members were reminded that the Commonwealth flag celebration on the 9th March 2015 at Sparrow Park did incur a small expenditure as a result of entertaining those that had participated at the Council Chambers.

124-14FGP To Consider Policies Delegated to this Committee

None.

125-14FGP 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. After duly considering the matter it was **recommended** that both are adopted and approved by Council.

b) Dog Fouling Enforcement – Additional Hours

The Assistant Town Clerk drew attention to the proposal for the casual Caretaker to undertake patrols to prevent dog fouling and also to issue penalty notices to those in breach of regulations. The Assistant Town Clerk briefed members on actions to date and sought guidance on how much time should be allocated as additional hours for this task. Councillor Mrs. A I Johnson sought an explanation as to the process and in particular enforcement action to which answers were given by the Town Clerk. It is also estimated that the Town Council will receive 80% of revenues from any fixed penalties that are issued. After discussing the matter further it is **recommended** that the Council allocate an additional 4 hours per week for a trial period of approximately one month when the success would be measured. The actual deployment of the Caretaker would be delegated to the Assistant Town Clerk to implement.

c) 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.

d) Organisational Framework – Cash Balances and Financial Comparison.

The Clerk drew attention to the Organisational Framework as detailed in the Council Business Risk Management Plan and spoke on the topic of cash balances and monthly budget monitoring. The Clerk confirmed that the Council held adequate liquid current assets and cash balances were therefore not an issue. Members acknowledged that the current policies and scrutiny processes in place pointed to strict controls over finances. The Clerk then drew attention to the presentation of the document and scrutiny by members. The Clerk suggested that whilst the "bottom line" was very positive, it was also important to assess cost centres especially those with negative. The Clerk suggested that Committees should become responsible and accountable for the budgets within their direct control. After considering this matter it was **recommended** that it should be discussed more fully when the Budget Monitoring policy is considered.

126-14FGP Items referred to this Committee

A D Smith – Update from the Assistant Town Clerk. It was further **resolved** to exclude the Public and Press as items to be discussed involved staff and staff contracts. (Public Bodies (Admission to Meetings) Act 1960). The

minute is listed as confidential and appended to these minutes. Following discussion on this matter it was resolved to readmit the public and press for the remainder of the meeting.

127-14FGP Correspondence

a) Torpoint Allotment Association – Request to use facilities at no cost.

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

(The Chairman declared a non-registerable interest (NRI) as treasurer to the organisation and left the meeting whilst this matter was discussed.) Councillor B Hobbs took the Chair in the absence of the Chairman.

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

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

c) D Thorpe – Request to use Council facilities at no cost.

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

d) Gas and Electricity Suppliers and Cost – Review of current contracts.

Noted. It is **recommended** that alternative contracts are explored for presentation to the Council.

e) Torpoint Scouts – Request to use the facilities at no cost.

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

(Councillor Mrs J M Martin declared a non-registerable interest (NRI) having family connections to the organisation and left the meeting whilst this matter was discussed.)

128-14FGP Planning Applications

None.

129-14FGP Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
British Telecom	Salary Admin Charges (6 qtrs)	1,248.00	208.00	1,040.00
Wilkinsons*	CCTV Cable - Benodet Park	570.24	95.04	475.20
Viking Direct*	Stationery/Whiteboard	39.91	6.65	33.26
Viking Direct**	Stationery (Neighbourhood Plan)	548.59	91.43	457.16
Royal Mail**	Response Licence(Neighbourhood Plan)	112.80	18.80	94.00
Andrew Campfield**	Photographer (Neighbourhood Plan)	30.00	0.00	30.00
Survey Monkey (Europe)**	Survey Monkey (Neighbourhood Plan)	299.00	49.83	249.17

*Payments taken from the Development and Localism meeting agenda (26.03.15) – meeting inquorate.

** Expenditure charged to Neighbourhood Plan cost centre – deadline for dated invoices 31.03.15.

130-14FGP Date of next meeting

Tuesday 5th May 2015 (In Mayors Parlour).

131-14FGP Any business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.20pmChairman