

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Tuesday 5th May 2015 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor M N Pearn MBE (Town Mayor), Councillors Mrs. K Brownhill (as substitute for the Deputy Town Mayor), P R Edwards, Mrs. A I Johnson and Mrs. J M Martin plus the Town Clerk and the Assistant Town Clerk in attendance.

In the absence of the Chairman and Vice Chairman, the Town Mayor (Councillor M N Pearn MBE) was elected Chairman for the meeting.

1-15F&P. Apologies for Absence

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

2-15F&P. Declarations of Interest relating to items on the Agenda

None.

3-15F&P. Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 30th March 2015 are taken as read, confirmed and signed by the Chairman.

4-15F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 123-14FGP (a) the Assistant Town Clerk drew attention to two functions that would incur expenditure. The annual meeting would incur expenditure of approximately £100 and raising the flag for the Armed Forces Day (around the 12th June) approximately £30. The Mayor drew attention to the annual meeting and noted that as a result of the probable status quo with the election of Mayor (Chairman) and Deputy Town Mayor (Vice Chairman) it had been decided to hold the event on the single day as the following week (that would normally accommodate the adjourned annual meeting) was half term week with several members missing.

5-15F&P. To consider policies delegated to this Committee

None.

6-15F&P. 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 who went on to explain and clarify points in the chart to members. The Assistant Town Clerk also prepared a comparison with the previous year but also drew attention to the increase in hiring and lettings of Council property that has led to an increase in overtime and casual hours. Councillor Mrs. J M Martin suggested that contracted hours are also shown in the comparison so that the proportion of overtime can be evaluated against the contracted hours. The Assistant Town Clerk would incorporate contracted hours into the report so that members could review the amount of overtime worked.

b) Debtors/Creditors:-

The Assistant Town Clerk presented the report to members. It was noted that the Council has one debtor in the 30-60 days category and the Assistant Town Clerk was actively chasing this debt. It was noted that the other debtors were all within net trading terms.

7-15F&P. Items referred to this Committee

None.

8-15F&P. Correspondence

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

Noted. After considering the request it is **recommended** that the Council approve the application.

b) Torpoint Nursery and Infant School – Request to use Council facilities at no cost (Wednesday 13th May 2015).

Noted. After considering the request it was **resolved** that the Council approve the application.

c) Mount Edgcumbe Girl Guiding – Request to use Council facilities at no cost.

Noted. After considering the request it is **recommended** that the Council approve the application.

d) Cornwall Pension Fund – Amended Rates and Adjustments Certificate.

Noted.

e) Torpoint Ferryboat Entertainers – Request for Financial Assistance.

Noted. After considering this application it is **recommended** that this application is declined as the guidance notes state that applicants must demonstrate that the grant is to “enable” an organisation (note 8) and it is understood that the organisation is seeking a reimbursement of money for uniforms etc. Members were also concerned that this could also set a precedent for other organisations to seek money to provide uniforms and clothing for their organisations. However if the Council confirms the recommendation from this Committee, members further **recommend** that the organisation re-applies for a reduction in the occupiers fee for the room as a means of grant assistance.

f) CHICKS – Request for Financial Assistance (also received copy of Spring Magazine).

Noted. Members noted that children from the town are assisted by this organisation and that the Council had previously granted £250 in 2012. After further discussion it is **recommended** that the Council grant £450 to this organisation.

g) 2nd Torpoint Brownies – Grant Report.

Noted.

9-15F&P. Caretaking Staffing Structure

Members considered the report and accompanying analysis table (as previously circulated). It was **resolved** to exclude the Public and Press as items to be discussed involved personal staffing information and staffing contracts (Public Bodies (Admission to Meetings) Act 1960). The minute is listed as confidential and appended to these minutes.

10-15F&P. Planning Applications

None.

11-15F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
SW Water	Public Cons (Antony Road)	106.91	8.09	98.82
S W Water	Council Chambers	667.97	0.00	667.97
BUNZL	Sanitary/Cleaning Supplies	222.55	37.10	185.45
Western Web	Website - Armed Forces Day	36.00	6.00	30.00
Don Benson	Clock Winding	28.00	0.00	28.00
C E Builders	Repairs to Bandstand Roof	672.00	112.00	560.00
Crabstitch	Embroider Waistcoat	60.00	0.00	60.00
Marion Cocks) B & M	Coat Hangers	9.95	1.66	8.29
Complete Weed Control	Weed Control Highways	1382.40	230.40	1152.00

*It is **recommended** that the insurance value applied to the obsolete computer equipment is now removed and the equipment is disposed of.

** The Clerk drew attention to the proposed budget virement (as circulated and appended to these minutes) that will be illustrated in the financial comparison for 2015-16. It was confirmed that the virement will have a neutral effect (i.e. no effect) on the "bottom line.

12-15F&P. Date of next meeting

Monday 1st June 2015.

13-15F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

- The Mayor requested that this Council insure the Armed Forces day event at Thanckes Park. The Clerk would contact the Council's insurers but expected that conditions will apply including stall holders having their own insurance and any restrictions being placed by the landowner (i.e. Cornwall Council) etc. (minute 152-14 (c) (i & iii) refers).
- The Mayor also noted that a charge for £490 (+VAT) for AA signs will be forwarded to the Council and requested that this is charged to the Armed Forces day Budget (minute 152-14 (c) (i, ii & v) refers).

Meeting closed at 8.05pmChairman