

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 29th June 2015 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor Mrs. R A Southworth (Chairman), M N Pearn MBE (Town Mayor), Councillor M J Crago (Deputy Town Mayor), Councillors Mrs. K Brownhill, B Hobbs and Mrs. J M Martin plus the Town Clerk.

29-15F&P. Apologies for Absence

None.

30-15F&P. Declarations of Interest relating to items on the Agenda

None.

31-15F&P. Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 1st June 2015 are taken as read, confirmed and signed by the Chairman.

32-15F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 20-15FGP (a) it was reported that there are no civic functions planned for the month of July as the Mayor announced that the civic parade and service has been postponed until October.

b) Internal Audit Report:-

Pursuant to minute 23-15FGP (a) the Clerk reported that he was attending an LCAS meeting with the Assistant Town Clerk on the 22nd July 2015 to review operational systems as part of the risk management procedures. It is intended to construct a document following CPD on this subject.

33-15F&P. To consider policies delegated to this Committee

a) Budget Monitoring Policy:-

Members considered the Budget Monitoring Policy (as circulated). The Clerk reported to members that he has included the budget virement protocol into this policy and that it mirrors the entry in the Council Finance Policy. The Chairman ventured the suggestion that Committees should become responsible for relevant cost centres and become accountable for overspends. It was suggested that the provision for this suggestion is contained within the policy at section 4. The Deputy Town Mayor ventured that if Committees became responsible for cost centres then they should come to the budget setting meeting with costed proposals within the cost centre terms. It was suggested that this method might result in a convoluted development plan spread across three committees. Whilst it was suggested that this might be considered at a later date it is formally **recommended** that the Budget Monitoring Policy (as presented) is approved by Council.

34-15F&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. Members reviewed the hours worked by each members of staff and expressed satisfaction at the report. The Clerk reported that the number of hours had increased in the previous week as a result of one of the caretakers being off sick and the additional hours as a result of Armed Forces Day. The Town Mayor informed the meeting that he has sent a letter to the caretaker expressing his appreciation and gratitude for the hard work and effort he put in on Armed Forces Day. In response to a question from Councillor Mrs. J M Martin the Clerk confirmed that the absent member of staff had returned from sick leave (although he is now on holiday) and that the Assistant Town Clerk had managed the process with the return to work interview. The Clerk reminded members that the current enforcement role performed by the Caretaker was only for a temporary period that had now expired. The Clerk sought the Committee's support for continuing the programme. The Clerk drew attention to an email from the

Cornwall Council Dog Welfare and Enforcement Officer praising this Council for their initiative in establishing the Town Council Enforcement Officer and commenting that complaints of dog fouling had fallen since this initiative commenced. The Clerk concluded by confirming that he has issued a press release on the success of the initiative. Councillor B Hobbs confirmed the report remarking that the complaints made to him have also dropped. After considering the matter it is **recommended** that scheme is now officially incorporated into the work of the caretaker but added that this should be incorporated within his regular duties where possible

b) Debtors/Creditors:-

The report (as circulated) and compiled by the Assistant Town Clerk was presented to members. It was noted that the Council has one debtor in the 30-60 days category which it is understood the Assistant Town Clerk was actively chasing this debt. It was noted that the other debtors were all within net trading terms.

c) Organisational Framework – Organisational Chart/Roles/Skills Audit.

The Clerk reported the Council organisational chart is on the website in response to the transparency code. The roles and responsibilities within the framework are contained within job descriptions that are reviewed annually in the appraisal/performance management process. The needs and requirements of the Council is also reviewed at various points within the year. The Clerk then drew attention to the member's skills audit and the circulated paper. The Clerk acknowledged that the audit was one side of the equation and that Committees should review their operations and review what skills are considered necessary for each Committee. The Council could then match member's skills and aspirations against each Committee's needs and requirements. Additionally Officers could review the audit to identify which skills could be utilised in pursuant to projects and operational matters. The identification of lead practitioners would be a useful addendum to the audit and members would feel valued and integrated into the council processes. The Clerk concluded that the scheme would only be fully successful if all members were engaged with the process. Councillor Mrs. J M Martin also spoke on training requirements for members and the possibility of establishing training records. Whilst it is conceded that training is not mandatory, it is advisable that members avail themselves of training. It was suggested that there should be "preferred training" that is such matters including planning and the code of conduct and also "other training" for example CIL etc. Following further discussion it is **recommended** that

- i) Committees identify skills that members consider are useful for the function and dynamics of the Committee.
- ii) That the Clerk liaises with Cornwall Council, other principal authorities and providers to review training requirements for members/staff.

35-15F&P. Items referred to this Committee

None.

36-15F&P. Correspondence

a) Torpoint Ferryboat Entertainers – Application for a grant (£500).

Noted. After discussion it is **recommended** that this Council agrees to 14 months free occupation of room 10 (option (b)).

b) Food Revolution Day – Use of Council Facilities, financial information.

Noted.

c) Torpoint Scouts – Use of Council Facilities, financial information.

Noted.

d) Torpoint Archives – Armed Forces Day appreciation letter.

Noted.

e) Councillor Mrs C E Goodman – Armed Forces Day appreciation letter.

Noted.

37-15F&P. Planning Applications

a) PA15/04145 – Building to south of Greenview, 5-7 St James Road, Torpoint – Enlargement of existing garage into a garage/workshop and store – single storey.

Council object to the proposals. The Council points to the extent of the curtilage of the land and suggests that it appears the application “overlaps” into neighbouring properties.

b) PA15/05276 – Gravesend Cottage, Albion Road, Torpoint – Front conservatory and single storey rear extension.

No objections or observations.

38-15F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Hampshire Flag Company	Armed Forces Day Flag	84.53	14.09	70.44
Celebration Pyrotechnics	Armed Forces Day - Fireworks	2,400.00	400.00	2,000.00
Clearsight	Window Cleaner	60.00	0.00	60.00
Viking Direct*	Stationery	279.76	38.71	241.05
Viking Safety Signs	H & S Safety Signs	128.45	21.41	107.04

*£10 credit note expected.

39-15F&P. Date of next meeting

Tuesday 1st September 2015.

40-15F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 7.55pmChairman