

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Tuesday 1st September 2015 at 7.30 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

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

Also present: - (for participation and voting on minute's 43-15F&P, 44-15F&P and 45-15F&P)
Councillors E H Andrews, G J Davis, Mrs. A I Johnson and L E Keise

41-15F&P. Apologies for Absence

Apologies for absence were submitted on behalf of Councillor M J Crago (Deputy Town Mayor) and J F Creek.

42-15F&P. Standing Orders

Standing Orders relating to the commencement of business were suspended.

43-15F&P. Declarations of Interest relating to items on the Agenda

Non Registerable Interests (NRI) were declared by the following:-

Councillor Mrs. R A Southworth – Agenda item 10(d) (As Chairman of the Friends of Thanckes Park)
Agenda item 10(e) (as related to the Treasurer of the Torpoint Allotments Association)
Agenda item 10(f) (as Treasurer of the Torpoint Archives Committee).

44-15F&P. Town Council Development Plan

The Council considered the Town Council Development Plan as referred by Council (minute 59-15 refers). All members participated in this agenda item. The **recommended** plan is appended to these minutes but key points of note include:-

- i) Japanese Knotweed Control – It is recommended that the Council discuss the management of the programme with Cornwall Council and if approved undertake a 3 year agro-chemical control programme using Council employed staff. It was also suggested that if Cornwall Council approve the proposal from this Council that the vegetation control (i.e. strimming or mowing of the infected area) is also coordinated by this Council.
- ii) Party in the Park – This heading was renamed Tourism Festival as the purpose is to attract additional tourism to the town using the festival as an annual regional event.
- iii) Town Centre Manager – Councillor G J Davis briefed members on the proposals for this post. It was suggested that this post is unlikely to be filled on the first of April and additionally possibly not full time so that a pro-rata amount is allocated. It was therefore recommended that a provisional sum (including on-costs) of £20,000 is allocated.
- iv) Town Council Maintenance Vehicle – After receiving approximate costs from another Council it was recommended to slightly reduce the allocated costs to £4,000.
- v) Bus Shelters – The Town Mayor informed members that there are no bus shelters on the westbound route between the Town Centre and Trevol Business Park. The Mayor suggested that three shelters are provided and members allocated sufficient finances to purchase and install three shelters.
- vi) Library – No finances have been allocated in the next financial year for this provision. Members recommend that an expression of interest is submitted to Cornwall Council.

45-15F&P. To fill the Town Council casual vacancy by co-option.

The Chairman introduced this item and reminded the meeting that all members of the Council were invited to be present, participate and vote (Council resolution in minute 52-15 refers). The Clerk reported that 3 applications had been received and the Assistant Town Clerk circulated the details to members. Members voted by secret ballot and the votes cast were as follows:-

Debrah Chinn – 4 votes

Rachel Tanner BEM – 6 votes

Martin Thomson-Neall – 0 votes

It was therefore **resolved** that Rachel Tanner is duly co-opted to serve on Torpoint Town Council (West Ward). (At this point Councillors E H Andrews, G J Davis, Mrs. A I Johnson and L E Keise all left the meeting).

46-15F&P. Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 29th June 2015 are taken as read, confirmed and signed by the Chairman.

47-15F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 32-15F&P (a) it was reported that there are no civic functions planned for the month of September.

b) Internal Audit Report:-

Pursuant to minute 32-15F&P (b) the Clerk reported that he was compiling the Business Continuity Manual and was anticipating presenting it to members at the next meeting of this Committee.

c) Play Inspection Company – Skateboard Park Fixed Asset Valuation:-

Pursuant to minute 32-15F&P receipt was reported of the fixed asset valuation of the Skateboard Park assets. It was confirmed that the insurance value is in excess of this amount. The document was therefore noted.

48-15F&P. To consider policies delegated to this Committee

a) Finance Policy:-

Members considered the Finance Policy (as circulated). The Clerk drew member's attention to the minor alterations from the previous year following is formally **recommended** that the Finance Policy (as presented) is approved by Council. The various signatories would be appended to the document following approval at Council.

49-15F&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. The Assistant Town Clerk answered questions following which it was **recommended** that the document is formally approved and adopted by members. The Assistant Town Clerk also drew members' attention to holiday entitlement accrued by the member of staff who was a casual employee prior to being offered a permanent contract. The Assistant Town Clerk had calculated that this amounted to 84 hours of accrued holiday pay. Members acknowledged that this is a statutory requirement and **resolved** that the accrued holiday hours is paid to the employee.

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 the Assistant Town Clerk it confirmed was being actively chased. It was noted that the other debtors were all within net trading terms.

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

The Clerk asked members to review and consider key skills that would be beneficial for this Committee. The Clerk stressed that although the skills would greatly enhance the Committee and assist members to act as the "critical friend" to officers, it should not preclude members that specifically wished to serve on this Committee. Members considered a range of skills that would be beneficial for this committee and concluded that these should include:-

i) Financial skills – the ability to understand and interpret financial data.

ii) Human resource and personnel skills – current knowledge of HR legislation and application of management skills.

iii) Policy Skills – ability to analyse and review policies, protocols and procedures.

d) Organisational Framework – Staff CPD and Training.

The Clerk produced a Staff training log as compiled by the Assistant Town Clerk (ATC). Members were informed of previous training to date and also training that is shortly to be undertaken. This included a Sprayer Operator course for the External Caretaker and manual handling course for the Caretakers and Cleaner. It was also

suggested that the Assistant Town Clerk should be enrolled on the Community Governance (level 5 course) leading to a Foundation Degree at the University of Gloucester (distant learning qualification). It was considered that this course is appropriate for the level of skills required to manage and develop projects that this Council are considering within the Development and Localism Committee. The cost of the degree would be £3,580 spread over 3 years. There is a possibility of a reduction of £720 as the ATC already holds a relevant degree. Members were also reminded of the additional sum allocated to the CPD budget for this financial year. After considering the matter it is **recommended** that this Council supports the ATC and finances the course/qualification that would be subject to a "claw back" of an appropriate pro-rata amount should the ATC leave this Council's employment within a given timeframe.

50-15F&P. Items referred to this Committee

None.

51-15F&P. Correspondence

a) Friends of Rame Group Practice – Application to use Council facilities at no cost.

Noted. Members **recommend** that the Council supports and approves the application.

b) Barclays Bank – Closure of the Torpoint Branch.

Noted. The Mayor briefed and updated members on the closure timeframe and the effect on users.

c) Cornwall Int. Male Voice Choral – Festival Support Grant.

Noted.

d) Friends of Thanckes Park - Application to use Council facilities at no cost.

Noted. It is **recommended** that the Council approves the application.

(Councillor Mrs R A Southworth declared a NRI and left the room whilst this matter was discussed. Councillor Mrs J M Martin chaired the meeting in Councillor Mrs Southworth's absence).

e) Torpoint Allotment Association – Torpoint Garden and Craft Show Financial Information.

Noted.

(Councillor Mrs R A Southworth declared a NRI and left the room whilst this matter was discussed. Councillor Mrs J M Martin chaired the meeting in Councillor Mrs Southworth's absence).

f) Torpoint Archives - Application to use Council facilities at no cost.

Noted. It is **recommended** that the Council approves the application.

(Councillor Mrs R A Southworth declared a NRI and left the room whilst this matter was discussed. Councillor Mrs J M Martin chaired the meeting in Councillor Mrs Southworth's absence).

g) Cornwall Council – Call for potential Housing Sites on Brownfield Land.

Noted.

h) Torpoint Ferryboat Entertainers – Application for a Grant (Acknowledgement).

Noted.

i) Peninsula Community Health – Peninsula News.

Noted.

j) Dementia Action Alliance – Request for financial assistance.

Noted. It is **recommended** that the Council approves a grant of £200 toward this organisation subject to the usual terms of reference but also requests that the organisation seeks financial assistance from parish councils on the Rame peninsula.

52-15F&P. Planning Applications

a) PA15/06469 – 26, Carbeile Road, Torpoint – Porch canopy to the front.
No objections or observations.

b) PA15/06993 – Torpoint Athletic FC, Mill Lane, Torpoint – Construction of a seated and covered spectator stand.
No objections or observations.

c) PA15/07323 – 2, King Street, Torpoint – Rear ground floor extension with conservatory and balcony over.
No objections or observations.

Paperless Planning Applications – Receipt was reported of a letter from Cornwall Council on the proposals to introduce paperless planning applications for local councils. It is understood that a grant of possibly circa £700 will be made available by Cornwall Council. Members were reminded that the council had allocated finances toward improving internet and other access and it was suggested that the paperless planning proposals would fit neatly within the process that this council are currently undertaking.

53-15F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Don Benson	Clock Winding (July)	35.00	0.00	35.00
Royal Mail Group	Postage (Neighbourhood Plan)	1.49	0.25	1.24
Complete Weed Control (SW)	Weed Spraying	1382.40	230.40	1152.00
Clear Sight	Window Cleaner	60.00	0.00	60.00
BUNZL	Hand Towells	51.84	8.64	43.20
Trade UK	Combi Drill + Accessories	157.00	26.17	130.83
BNP Parabas	Photocopier Lease (Direct Debit)	486.72	81.12	405.60
Panel Warehouse	NDP Display Boards	307.20	51.20	256.00

It was further **resolved** that the August 2015 accounts (as appended to these minutes) are also confirmed.

54-15F&P. Date of next meeting

Monday 28th September 2015.

55-15F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 9.35pmChairman