

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 28th September 2015 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor Mrs. R A Southworth (Chairman), M J Crago (Deputy Town Mayor), Councillors Mrs. K Brownhill, P R Edwards and Mrs. J M Martin plus the Town Clerk.

56-15F&P. Apologies for Absence

Apologies for absence were submitted on behalf of Councillor M N Pearn MBE (Town Mayor) and J F Creek.

57-15F&P. Declarations of Interest relating to items on the Agenda

Non Registerable Interest was declared by the following:-

Councillor Mrs. J M Martin – Agenda item 8 (a) (as being related to the applicant).

Agenda item 8 (b) (as being related to the applicant).

58-15F&P. Minutes of the previous meeting

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

59-15F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 47-15F&P (a) members were reminded that the Civic Service and Parade would be held on Sunday 11th October 2015. It was also noted that whilst the Mayor would make the arrangements, any expenditure would have to remain within budget and in compliance with financial regulations. The Deputy Town Mayor sought to understand that if the civic function budget is underspent, would the balances be carried forward into the new financial year? The Clerk explained that any unspent balances within internal [unrestricted] cost centres were not carried forward in cost centre balances, whereas restricted fund balances that were part of an external funding arrangement could be allocated within deferred income. However it is acknowledged that the civic and financial years are not co-terminus and it would be prudent for the council to acknowledge this fact. However if there were unexpected or unplanned civic functions that arose within the year that put the budget under pressure, this should be reported to this committee so that arrangements could be put in place for possibly a budget virement or an alternative recharge.

b) Councillor Skills Audit:-

Pursuant to minute 49-15F&P (c) the Clerk circulated a proposed member's skills audit for consideration. The Clerk suggested that this would allow members to become more engaged and their contribution to council activities would possibly make them feel valued. Members discussed the proposed document with the Deputy Town Mayor suggesting that this could be the template especially for the new Councillors elected in 2017. It was stressed that participation in the survey is not mandatory and members could opt out of the proposed scheme. Councillor Mrs. J M Martin suggested that the scheme could also become a members "training record" that would also give an idea of the breadth of knowledge that existed. The Chairman observed that in addition to training such as planning and Code of Conduct, members might also consider other training and skills acquisition that would be beneficial to assist them with Councillor duties. Following further discussion it is **recommended** that the Council adopt the proposed skills audit.

60-15F&P. To consider policies delegated to this Committee

a) Financial Risk Protocols:-

Members considered the Financial Risk Protocols (as circulated). The Deputy Town Mayor remarked on overtime procedures with Cornwall Council and issues with mistakes made by Cornwall Council. The Chairman suggested that the Committees should be responsible for budget headings and monitor spends against budget although it was conceded that currently Council undertakes this process with the financial comparison. After further consideration it is **recommended** that the Council adopts the Financial Risk protocols (with the minor

amendment of replacing Finance Committee with F & P Committee) as circulated but that the Council also considers delegating cost centre ownership to Committees as referred to in the Budget Monitoring policy.

b) Business Risk Management Policy:-

Members considered the Business Risk Management Policy (as circulated). The Clerk answered questions on protocols and procedures following which it was **recommended** that the Business Risk Management Policy is adopted and implemented by the Council.

c) Business Continuity Plan:-

Members considered the Business Continuity Plan (as circulated). After considering the document it was considered that the Cleaner should be included in the document even though the post has no strategical or operational input in the plan. The Clerk also answered some points on ICT matters. Following further discussion it is **recommended** that the Business Continuity Plan is received and adopted subject to the inclusion of the Cleaner (Marion Cocks) into the staffing area of the plan.

61-15F&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. Following a brief discussion it was **recommended** that the document is formally approved and adopted by members.

b) Debtors/Creditors:-

The report (as circulated) and compiled by the Assistant Town Clerk was presented to members. It was noted that the Council four debtors in the 30-60 days category of which a key debtor is a principal occupier. The Clerk understood from the Assistant Town Clerk that the occupier has now become a limited company and that this was possibly contributing to the delay. Following further discussion it was **recommended** that whilst the report is accepted by the Committee, the Assistant Town Clerk should report on progress of collecting the debt at the Council meeting.

c) Organisational Framework – Staff Appraisal.

It was **resolved** that this item is taken with the public and press excluded from the meeting as the matter to be considered involved a staff member's performance and contract (Public Bodies (Admissions to meetings) Act 1960 sec 1 para 2.

62-15F&P. Items referred to this Committee

None.

63-15F&P. Correspondence

a) The Coppola School of Performing Arts – Application to use Council facilities at no cost.

Noted. It is **recommended** that the Council approve the use (subject to the usual terms of reference).

b) Kelly Brown - Application to use Council facilities at no cost.

Noted. It is **recommended** that the Council approve the use (subject to the usual terms of reference).

(Councillor Mrs J M Martin declared a NRI on minute numbers 63-15F&P (a) and (b) and left the room whilst both items were discussed).

c) Joyce Walsh – Application to use Council facilities at no cost.

Noted. It is **recommended** that the Council approve the use (subject to the usual terms of reference).

64-15F&P. Planning Applications

None.

65-15F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
M N Pearn (Coastline Catering)	A D Smith Retirement Function	25.00	0.00	25.00

66-15F&P. Date of next meeting

Monday 28th September 2015.

67-15F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

None.

68-15F&P. Items Requiring the Exclusion of the Public and Press.

It was **resolved** to exclude the Public and Press as items to be discussed involved a staff member's performance and contract (Public Bodies (Admission to Meetings) Act 1960) sec 1 para 2. The minute is listed as confidential and appended to these minutes.

Meeting closed at 8.05pmChairman