

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and General Purposes Committee held on Monday 2<sup>nd</sup> November 2015 at 7.30pm in the Council Committee Room, 4, York Road, Torpoint.

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

Also present for participation and voting in agenda items 2-5 inclusive (minute 96-14 refers) Councillors E H Andrews, G J Davis, Mrs C E Goodman, Mrs A I Johnson, L E Keise, Miss R A Tanner and J Tivnan.

### **69-15F&P. Apologies for absence:-**

Apologies for absence were submitted on behalf Councillor J F Creek.

### **70-15F&P. Declarations of Interest relating to matters on the agenda:-**

Registerable Interests were declared by Councillor Mrs C A Jackson (Agenda item 4 – as an employee of Cornwall Council).

### **71-15F&P. To consider rental and hire charges for the 2016/2017 financial year.**

Members considered the hire charges using the circulated working paper as a basis for discussion.

Key points in the debate included: -

a) Square Footage Charges for occupancy fees.

Members recommended that the occupancy fee charges remain the same taking into consideration the very low inflation and interest rates and the need to retain occupiers.

b) Hire Charges –

Members again recommended that the hire charges remain the same taking into consideration the very low inflation and interest rates and the need to retain and increase hirers.

c) Room 10 –

It was noted that the Council had awarded a grant to the Torpoint Ferryboat Entertainers in the form of fee relief and no further income would be derived from this room until December 2016.

d) Torpoint Archives –

It was again resolved to apply LGA (Miscellaneous Provisions) 1976 sec 19 to allow occupancy of rooms 3 and 4 at no cost to the organisation.

(The Chairman declared a non-registerable interest as the Treasurer and left the room whilst this item was debated. The Vice Chairman Councillor Mrs J M Martin took the chair for this item).

The final **recommended** rental and hire charges to Council for the 2016-17 financial year are attached as appendix "A" to these minutes

### **72-15F&P. To recommend the budget for the 2016/2017 financial year.**

Members considered the budget proposals for the forthcoming fiscal year using the circulated budget/historical spend and development plan working papers as a basis for discussion. The Council also considered a draft budget prepared by the Clerk that included the revenue costs from the development plan.

Points of note:-

a) Section 137 Grants – It is recommended that the amount of finances available in this cost centre is further reduced to reflect the "free of charge" use of council facilities being given by the Council.

b) Salaries – It was noted that the core salaries (including on costs), estimated overtime and also an allocation for the proposed Strategic Development Manager (Town Centre Manager) salary costs were all included in the draft proposals. The Deputy Town Mayor and Councillor Mrs J M Martin argued that the proposed additional expenditure on a Strategic Development Manager was not required for the 2016-17 financial year and should be taken out of the budget. Councillor G J Davis disagreed referring to the "Vision Statement" claiming that it would be "on the shelf" with no one in

a position to deliver the outcomes. Councillor Mrs A I Johnson supported this analysis. After further discussion it is **recommended** that the salary budget for 2016-17 is set at £110,000 with 10 votes in favour, 1 vote against and 2 abstentions. The salary scales for staff were confirmed as Town Clerk Sp pt 39 full time plus superannuation, Assistant Town Clerk Sp pt 23 32/37 [regraded to Deputy Town Clerk on Sp pt. 32 as from 1<sup>st</sup> April 2016 on 32/37] plus superannuation, Caretaker Sp pt. 10 – 25/37 hours - opted out of superannuation, Caretaker Sp pt. 10 –20/37 hours – plus superannuation and Cleaner Sp pt. 6 x 12/37 plus superannuation..

- c) Mayors Allowance – It is **recommended** that this allowance is increased for the 2016-17 financial year from the current £2,600 to £3,000. It was further confirmed that the Council had agreed the method in paying this allowance would be a “lump sum” with the Mayor producing receipts of expenditure to the Council, thus confirming that there is no remuneration element within this amount.
- d) Audit – The Clerk confirmed that the Internal Auditor, Hudson Accounting, had retained the audit charges at £400 for undertaking the audit work.
- e) Subscriptions – The Health and Safety membership to LCAS is now included within this cost centre.
- f) Contingency – This cost centre budget was recommended to increase by 236% principally as a result of proposals in the Town Council Development Plan. This included a budgeted sum of £10,000 for the supply and installation of three bus shelters.
- g) Footpath Expenditure – On the proposal of Councillor J Tivnan it is **recommended** that the Council contacts Cornwall Council to pursue fairer funding for footpath maintenance that includes an appropriate annual rise in the reimbursement rate to local councils to undertake this work.
- h) Neighbourhood Plan/Localism – It was noted that unspent funds within the revenue financial year accounts will be apportioned to allocated reserves within the financial accounts.
- i) Other proposals within the Development Plan –

- Parish Lengthsman Scheme –

Councillor G J Davis reported that at the Development and Localism Committee meeting, in the absence of detailed information from Cornwall Council, suggested that the Town Council undertakes a clean-up campaign of the Ferry Street waterfront to improve the aesthetics of the area. Councillor Davis suggested that the sum involved is probably minimal and could be absorbed within the contingency budget.

- Library –

The Clerk reported receipt of information from the Mayor and it was **resolved** that the Council exclude the public and press from this item as information included staffing and also other commercially sensitive information (Public Bodies (Admissions to meetings) Act 1960 sch 1 para 2). This minute is contained in the confidential minute appended to these minutes. Following consideration of the matter it was **resolved** that the public and press be re-admitted to the meeting.

(Councillor Mrs C A Jackson declared a registerable interest as an employee of Cornwall Council and left the meeting whilst this item was discussed).

Following further discussion it was **recommended** that the provisional budget attached to these minutes as “Appendix B” is considered at the December 2015 meeting of this Council.

### **73-15F&P. To consider the CCT Tender responses (as referred by Council – min 104-15(c)) refers.**

The Assistant Town Clerk addressed members by reporting that the tender documents had been sent to three organisations. However at least one major potential contractor had contacted the Council to confirm that the deadline for submitting the documents would not be met. The Assistant Town Clerk also reminded the Committee that this was half term week and that this was exasperating the problem with key staff being unavailable. After considering the matter further it was **resolved** that the deadline for submitting the document would be extended to Wednesday 4<sup>th</sup> November and delegated responsibility for considering the tender documents would be exercised by the Asset Management and Operation

Committee meeting on the 5<sup>th</sup> November 2015 to which all members of the Council are invited to attend and consider this item.

(At this point Councillors E H Andrews, Mrs C E Goodman, Mrs C A Jackson, Mrs A I Johnson and L E Keise left the meeting).

**74-15F&P. Minutes of the previous meeting.**

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 28<sup>th</sup> September 2015 are taken as read, confirmed and signed by the Chairman.

**75-15F&P. Matters arising from the minutes.**

None.

**76-15F&P. To consider the Council Risk Management Plan.**

a) Overtime/Casual Hours – (Assistant Town Clerk).

Noted. 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) Creditors/Debtors - (Assistant Town Clerk).

The report (as circulated) and compiled by the Assistant Town Clerk was presented to members. The Assistant Town Clerk advised that the majority of debts were within the Council trading terms, the Assistant Town Clerk confirmed that the outstanding debt within the 90 day category had been pursued and assurance had been given that the debt would be paid within the following 2 days. Following further discussion it was **recommended** that the report is approved by the Council.

c) Lloyds Bank – On Line Payment Control (Internet Banking).

The Assistant Town Clerk spoke on the Internet Banking opportunities and detailed the advantages. The Clerk reminded members that facilities and procedures for internet banking are available in the Town Council Financial Regulations (see financial regulations 9.9 onwards). Following clarification on some of the processes members **recommend** that the on-line payment control (Internet banking) is introduced by this Council subject to strict controls being maintained and Financial Regulations are complied with.

**77-15F&P. Correspondence:-**

a) Trago Mills – Trago Mills Pensioners Week 2015.

Noted.

b) Valuation Office Agency – Notice of Alteration to the 2010 Ratings List.

Noted. The Assistant Town Clerk reported that a refund to the value of £1,099.65 from previous financial years would be made to this Council as a result of re-assessing the rateable value of the building. The Assistant Town Clerk was thanked for her efforts in obtaining the rebate.

**78-15F&P. Planning Applications:-**

a) PA15/09165 – 15, Marine Drive, Torpoint – Installation of 15 solar panels on garage flat roof.

No objections or observations.

**79-15F&P. Accounts for payment:-**

<b>PAYEE</b>	<b>REASON</b>	<b>GROSS</b>	<b>(VAT)</b>	<b>NETT</b>
M Acton	Laundry/Ironing	295.00	0.00	295.00
Any Occasions Catering	Refreshments (Civic Parade)	1,201.50	0.00	1,201.50
BUNZL	Sanitary/Cleaning Materials	78.15	13.02	65.13
Complete Weed Control (SW)	Roads/Footways Weed Spraying	1,382.40	230.40	1,152.00
South West Water	Public Conveniences(Antony Rd)	353.48	25.62	327.86
Wilkinsons Electrical	Annual Electrical Test	1,020.00	170.00	850.00
Jansen Display	Card Holders	49.38	8.23	41.15
ITEC	Photocopies	42.44	7.07	35.37
British Gas	Electricity (Antony Road P/C's)	43.94	2.09	41.85

**80-15F&P. Date of Next Meeting.**

Monday 30<sup>th</sup> November 2015.

**81-15F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 9.20pm .....Chairman.