

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 30th November 2015 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

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

82-15F&P. Apologies for Absence

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

83-15F&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).

84-15F&P. Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 2nd November 2015 are taken as read, confirmed and signed by the Chairman.

85-15F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 59-15F&P (a) it was reported there were no civic functions planned for December and non-had taken place in November.

86-15F&P. To consider policies delegated to this Committee

a) Pay and Conditions Policy:-

Members considered the Pay and Conditions Policy (as circulated). The Clerk referred to the suggested amendments to the policy and spoke on the key points. The Clerk also drew attention to the attached new starter form that now included an "Opt out" superannuation signature clause. After perusing the document and in answer to a question from the Chairman on financially supporting training (including expenses) (para 6 first bullet point) the Clerk explained that the policy referred to the employees contract and the contract was clear in that the Council would support financial costs including expenses. However it is suggested that a time limit of 3 months is put on employees reclaiming expenses and this would be written into the policy. After further consideration it is **recommended** that the Pay and Conditions Policy is approved by Council subject to including a 3 month time limit to reclaim expenses from the date of incurring the expense, after which the Council might not reimburse the claim.

b) S137 Protocols:-

Members considered the S137 Protocols (as circulated). The Clerk answered questions on protocols and procedures following which it was **recommended** that the S137 Protocols are adopted and implemented by the Council.

c) Free of Charge Use Protocols:-

Members considered the Free of Charge Use Protocols (as circulated). The Clerk answered questions on protocols and procedures following which it was **recommended** that the Free of Charge Use Protocols are adopted and implemented by the Council.

87-15F&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 two 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 and additionally members could consider levying a surcharge on outstanding debt if it is considered appropriate. Delegation of this function is passed to the RFO for a decision.

c) Internal Audit Scrutiny:-

It was resolved that the Chairman of this Committee plus another member would review the financial and associated systems of the Council during January using the scrutiny document.

88-15F&P. Items referred to this Committee

None.

89-15F&P. Correspondence

a) The Coppola School of Performing Arts – Financial costs (in relation to use of premises at no cost).
Noted.

(Councillor Mrs J M Martin declared an NRI as being a relative of the proprietor).

b) CORY Environmental – Payment of Invoices by Direct Debit.

Noted. Following the experiences from two members it is **recommended** that the Council does not undertake entering into payment of invoices by Direct Debit.

c) Torpoint Sea Scouts – Use of facilities at no cost (presentation evening).

Noted. It was further noted that this is a retrospective application and therefore it was **resolved** that the Council support the application.

d) Torpoint Sea Scouts – Financial information from previous free of charge use.

Noted.

e) 3rd Torpoint Brownies – Request for financial assistance (£1,000).

Noted. Members voiced concern that the application did not comply with section 8 of the guidance notes and in particular organisational sustainability and considered that awarding financial assistance for what appeared to be a holiday was not the purpose with which this council wished to use the money. Councillor Hobbs was also concerned at setting a precedent. Whilst the committee therefore **recommend** that the application is declined members further recommend that an application for use of the Council facilities at no cost to facilitate fundraising should be looked on favourably.

f) Joyce Walsh – Financial Information of Use of the Council Facilities at no cost.

Noted.

90-15F&P. Planning Applications

None.

91-15F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
British Gas	Gas Invoice	1,134.09	189.01	945.08
Clockwork Audio System	Projector, Screen, Cables	247.80	41.30	206.50
Clifton Emery Design Ltd	Vision Fee (2nd payment)/mileage	4,394.40	732.40	3662.00
Clifton Emery Design Ltd	NDP Printing amd Mapping	885.50	147.59	737.91

92-15F&P. Date of next meeting

Monday 1st February 2016.

93-15F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

The Clerk reported that the Assistant Town Clerk was currently working with the Council utility brokers on reducing gas supply costs to the complex. Early indications was that savings could be made and this initiative was being pursued.

Meeting closed at 7.35pmChairman