

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 1st February 2016 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), Councillors Mrs. K Brownhill, B Hobbs and Mrs. J M Martin plus the Town Clerk.

94-15F&P. Apologies for Absence

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

95-15F&P. Declarations of Interest relating to items on the Agenda

Non Registerable Interest was declared by the following:-

Councillor Mrs. R A Southworth – Agenda item 8 (a) (as being a member of this group).

96-15F&P. Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 30th November 2015 are taken as read, confirmed and signed by the Chairman.

97-15F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 85-15F&P (a) it was reported there are no civic functions planned for February.

98-15F&P. To consider policies delegated to this Committee

a) Equal Opportunities Policy:-

Members considered the Equal Opportunities Policy (as circulated). After perusing the document members **recommend** that the policy is now considered every other year in line with some of the other HR policies and therefore the word annual is deleted. With this one amendment it is **recommended** that the Equal Opportunities policy is adopted by Council.

b) Lettings Policy:-

Members considered the Lettings Policy (as circulated). The Clerk reported that the Council had been asked if the Council Chambers could be used as a temporary emergency evacuation centre for local schools if the need arose. This follows an alert at a local school. Members considered the request and **recommend** that it is written into the Lettings Policy, that hirers are aware of the Council decision and this would then be a condition of hiring. Following discussion it is **recommended** that the council adopts the Lettings Policy with the caveat that the Council is used as an emergency centre for accommodating school children if the need arises.

99-15F&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:-

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.

c) Internal Audit Scrutiny:-

Members considered the Internal Controls Scrutiny document as reviewed and scrutinised by the Chairman Councillor Mrs. R A Southworth. Members considered the completed report and recommendations contained therein. After considering the document it was **resolved** Councillor Mrs. J M Martin (Vice Chairman of this Committee) signs the document on behalf of the Committee following formal approval and members **recommend** that the completed Internal Controls Self-Assessment Document is adopted by the Council and that the Town Mayor signs off the document. The Clerk speaking on matters contained in the document, will introduce

the suggestion that portable or high risk items are photographed in conjunction with the fixed asset register and also visitors having business with officers should also sign the visitors register. The suggestion that visitors should be issued with badges was discounted as not being required as the complex is considered not large enough to give rise to any problems.

d) Staffing Infrastructure, appraisal and training matters:-

Members considered the paper as circulated. It was **resolved** that this matter is taken with the public and press excluded given the matters to be considered relate to staff contracts and payments (Public Bodies (Admission to Meetings Act 1960 part 1 para 2). The minutes are appended to this meeting and marked as confidential. At the conclusion of considering the paper the public and press were re-admitted.

100-15F&P. Items referred to this Committee

None.

101-15F&P. Correspondence

a) Rame Peninsula Transport Users Group – Use of facilities at no cost.

Noted. It is **recommended** that the Council allow the group to use the facilities at no cost.

(Councillor Mrs R A Southworth declared a non-registerable interest (NRI) and left the room whilst this item was discussed).

b) Torpoint and Mt Edgcombe District Girl Guiding – Request for financial assistance (£350).

Members were of the opinion 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 non-core activities 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.

102-15F&P. Planning Applications

a) PA16/00473 – 1, Moor View, Torpoint – Alter existing window to form doorway, installation of external platform lift and widen side gate.

No objections or observations.

103-15F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Salary Admin Charge	780.00	130.00	650.00
Nisbets	Kettle, Pedal Bin etc	131.25	21.87	109.38

104-15F&P. Date of next meeting

Monday 29th February 2016.

105-15F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

Councillor B Hobbs suggested that an application to download planning information in relation to the paperless planning exercise is available and offered to make contact with the relevant officer.

Meeting closed at 7.40pmChairman