

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 29th 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), M J Crago (Deputy Town Mayor) Councillors Mrs. K Brownhill, P R Edwards and Mrs. J M Martin plus the Town Clerk.

106-15F&P. Apologies for Absence

Apologies for absence were submitted by Councillor B Hobbs.

107-15F&P. Declarations of Interest relating to items on the Agenda

None.

108-15F&P. Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 1st February 2016 are taken as read, confirmed and signed by the Chairman.

109-15F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 97-15F&P (a) the Mayor reported that he would be hosting a small civic reception for the school children that were attending the Commonwealth Day flag raising ceremony on Monday 14th March 2016. The Mayor also reported that he would be hosting a civic ceremony for the twinning visitors from Benodet on the 6th May. The Mayor would be paying for the visitors and not the host families. The Clerk reminded members that this ceremony was in the hiatus between the financial and civic years that were not co-terminus. It is therefore **recommended** that any balances from this financial year's civic functions are included within the allocated reserves in the financial accounts to the 2016-17 civic function cost centre so that it would not have an impact on next year's budget.

110-15F&P. To consider policies delegated to this Committee

a) Financial Regulations and Best Value Statement:-

Members considered the Financial Regulations and Best Value Statement (as circulated). The Clerk pointed out that regulation 6.4 had duplicated regulation 6.3 and therefore should be deleted and that 6.5 would replace the current 6.4. After answering points on the methodology and procedure with internet banking it is **recommended** that with this one amendment the Financial Regulations are approved by Council. With reference to the Best Value Statement the Clerk pointed to the update for estimates over £25,000 and also the change in EU thresholds being an even dated calendar year. It was therefore **recommended** that this amendment the Best Value Statement is approved by Council.

b) Standing Orders:-

Members considered the Town Council Standing Orders (as circulated). The Clerk reported that the only amendment as previously confirmed by Council was the inclusion within Standing Orders of the recently formed Coastal Community Team Advisory Committee. After a brief discussion it was **recommended** that the Standing Orders are approved by Council.

c) Internal Controls Self-Assessment:-

Members considered the completed Internal Controls Self-Assessment document (as circulated). After considering the document and confirming the responses, it is **recommended** that the document is approved by Council and that the Town Mayor signs the document on behalf of the Council.

d) Statement of Internal Controls:-

Members considered the Statement of Internal Controls (as circulated). Members concurred with the narrative and after considering the document **recommend** that the Statement of Internal Controls is approved by Council and signed off by the Mayor, Chairman of the Finance and Personnel Committee and Clerk.

111-15F&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. It was noted that two debtors appeared in the 30-60 day category that whilst within trading terms required review. The Clerk advised that the Assistant Town Clerk had confirmed that the debts were now being actively chased. On the observation that the finances should be collected by Standing Order, the Clerk reported that he understood that the occupier had changed the trading name of the business and that the Assistant Town Clerk was in the process of obtaining the new name. When the name had been established the standing order would be set up. It is **recommended** that whilst the Council approve and adopt the report a letter is sent to remind the occupier of the Council's trading terms and to get request the change of name so that the standing order is established.

112-15F&P. Items referred to this Committee

None.

113-15F&P. Correspondence

a) CRUSE Cornwall (Volunteer Counsellor) – Use of facilities at no cost.

Noted. The Clerk reminded members that CRUSE as an organisation previously paid for accommodation within the chamber. The Clerk also understood that should the counsellor undertake private consultations then this would constitute a private hire. After further discussion it is **recommended** that further discussions with the applicant is undertaken to establish the relationship with CRUSE as an organisation before this matter is considered further.

b) Joyce Walsh (Veterans with Dogs) – Use of facilities at no cost (Sunday March 13th 2016).

Noted. Members **resolved** to permit the use of the facilities at no cost.

c) St Columba and Torpoint RFC – Financial Assistance Acknowledgement Letter.

Noted.

114-15F&P. Planning Applications

None.

115-15F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
SLCC Enterprises Ltd	Clerks Roadshow (2 delegates)	153.60	25.60	128.00
BUNZL	Toilet Rolls etc	59.75	9.96	49.79
M Acton	Laundry	148.00	0.00	148.00
Hampshire Flags	St Pirran/Commonwealth Flags	135.05	22.51	112.54
ITEC	Photocopies	64.96	10.83	54.13
British Gas	Electricity - Antony Road Toilets	45.87	2.18	43.69
Groundwork UK	Return - Unspent NDP Grant	2,303.40	0.00	2,303.40

116-15F&P. Date of next meeting

The Deputy Town Mayor reported that the Monday 4th April 2016 is the second week of the Easter holiday and suggested that the date of the next meeting should be put back for a week until Monday 11th April 2016. After a brief deliberation it is **recommended** that the decision on the date of the next meeting of this Committee is resolved at the Council meeting by all members given that this meeting is also the Mayoral selection meeting.

117-15F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

The Mayor drew attention to the Queen's Birthday celebrations and the production of a coin in a case as a memento of the event. The cost to the council of each coin is £1.99. The Mayor suggested that this could be a memento that the Town Council gives to local school children. Members discussed the logistical difficulties if the memento was only received by school children from Torpoint. After further discussion it is **recommended** that the Council ascertain the numbers of children and residents interested in purchasing a coin with a view to purchasing this amount on a first come first serve basis. This would prevent the Council having an excessive number of coins left over from the event. It is further suggested that each coin is sold for the purchase price if £1.99.

Meeting closed at 7.50pmChairman