

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 11<sup>th</sup> April 2016 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

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

**Also present:** - (for participating and voting on minutes 118-15F&P – 123-15F&P inclusive) Councillors E H Andrews, G J Davis, Mrs. C E Goodman, Mrs. C A Jackson, Mrs. A I Johnson, L E Keise, Miss R A Tanner BEM and J Tivnan. The Town Mayor Chaired the meeting for minutes 118-15F&P – 123-15F&P inclusive.

### **118-15F&P. Apologies for Absence**

None.

### **119-15F&P. Declarations of Interest relating to items on the Agenda**

None.

### **120-15F&P. Election of Town Mayor Designate for the Civic Year 2016-17**

The Chairman the Town Mayor (Councillor M N Pearn) called for a ballot for the position of Town Mayor designate for the civic year 2016-17. In the ballot that followed Councillor E H Andrews received 1 vote, Councillor M J Crago received 8 votes, Councillor L E Keise 1 vote, Councillor Mrs. J M Martin received 2 votes, Councillor M N Pearn 3 votes and Councillor J Tivnan 1 vote. It was confirmed that Councillor Crago had achieved 50% of the votes cast and it was therefore duly proposed by Councillor Mrs. R A Southworth and seconded by Councillor P R Edwards and duly carried that it is **recommended** Councillor M J Crago is elected as the Town Mayor designate for the civic year 2016-17.

### **121-15F&P. Election of Deputy Town Mayor Designate for the Civic Year 2016-17**

The Chairman the Town Mayor called for a ballot for the position of Deputy Town Mayor designate for the civic year 2016-17. In the ballot that followed Councillor E H Andrews received 2 votes, Councillor Mrs. K Brownhill 1 vote, Councillor G J Davis 1 vote, Councillor L E Keise 6 votes, Councillor Mrs. J M Martin 1 vote, Councillor M N Pearn 1 vote, Mrs. R A Southworth 1 vote and Councillor J Tivnan 4 votes. As no member had achieved 50% of the votes cast, Councillors Mrs. K Brownhill, G J Davis, Mrs. J M Martin and M N Pearn were therefore eliminated at this point. In the second round of voting Councillor E H Andrews received 2 votes, Councillor L E Keise received 9 votes and Councillor J Tivnan 5 votes. It was confirmed that Councillor L E Keise had achieved 50% of the votes cast and it was therefore proposed by Councillor E H Andrews and seconded by Councillor B Hobbs and duly carried that it is **recommended** Councillor L E Keise is elected as the Deputy Town Mayor designate for the civic year 2016-17.

### **122-15F&P. Appointment of Town Council Committees**

It was proposed by Councillor J Tivnan and seconded by Councillor Mrs. C A Jackson that it is **recommended** the constitution of the Committees in appendix "A" to these minutes are adopted by the Council.

### **123-15F&P. Appointment of Delegates to Outside Bodies**

It was proposed by Councillor Mrs. J M Martin and seconded by Councillor Mrs. K Brownhill that it is **recommended** the Appointment of Delegates to Outside Bodies in appendix "B" to these minutes are adopted by the Council.

(Councillors E H Andrews, G J Davis, Mrs. C E Goodman, Mrs. C A Jackson, Mrs. A I Johnson, L E Keise and Miss R A Tanner left the meeting at this point).

(Councillors J F Creek and P R Edwards both apologised for being unable to remain for the remainder of the meeting). The Town Mayor relinquished the Chair in favour of Councillor Mrs. R A Southworth.

### **124-15F&P. Minutes of the previous meeting**

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 29<sup>th</sup> February 2016 are taken as read, confirmed and signed by the Chairman.

### **125-15F&P. Matters arising from the minutes**

a) Civic Functions:-

Pursuant to minute 109-15F&P (a) the Mayor reported that the only remaining civic function remaining within his civic year was to host visitors from Benodet, France who were visiting Torpoint as part of the Torpoint Twinning Association hosting arrangement. Members were reminded that any surplus finances from the Civic Functions budget would be allocated in the reserves to fund part of this event and therefore not have any impact on the incoming Mayors budget.

b) Queen's birthday Celebrations:-

Pursuant to minute 117-15F&P it was reported that preparations are well advanced for the event at Rendel Park on the 21<sup>st</sup> April 2016. The Deputy Town Clerk reported that there are no definitive plans on the possible purchase of commemorative coins as the three schools have not formally responded to this Council's request for information.

### **126-15F&P. To consider policies delegated to this Committee**

a) Dignity at Work Policy:-

Members considered the Dignity at Work policy (as circulated). After considering the policy it was **recommended** that the reviewed Dignity at Work policy is approved by Council.

b) Drugs and Alcohol Policy:-

Members considered the Drugs and Alcohol policy (as circulated). After considering the policy it was **recommended** that the reviewed Drugs and Alcohol policy is approved by Council.

c) Whistleblowing Policy:-

Members considered the Whistleblowing policy (as circulated). Members drew attention to recent litigation on whistleblowing and the impact on the organisation. The Clerk detailed the reasoning behind the policy and the legislation that resulted in the requirement for it being in place. It was also pointed out that any policy is a "live" document and can be changed or amended between reviews if legislation or procedures change. After considering the policy it was **recommended** that the reviewed Whistleblowing policy is approved by Council.

d) Employment Grievance Policy:-

Members considered the Employment Grievance policy (as circulated). After considering the policy it was **recommended** that the reviewed Employment Grievance policy is approved by Council.

### **127-15F&P. To consider the Council Business Risk Management Plan**

a) Overtime/Casual Hours:-

Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Following a brief discussion it was **recommended** that the document is formally approved and adopted by members.

b) Debtors/Creditors:-

It was **resolved** that the public and press are excluded as the item to be discussed involved an occupier of the council premises. (Public Bodies (Admission to meetings) Act 1960 part 1 para 2). The public and press gained admittance following consideration of this minute.

### **128-15F&P. Items referred to this Committee**

None.

### **129-15F&P. Correspondence**

a) Grant Thornton - External Audit Annual Return.

Noted. The Clerk advised that the Internal Auditor would be in on the 4<sup>th</sup> May 2016. The Clerk also advised of the new audit procedures and requested that any documents required for the audit that have been asked for are with the Clerk prior to the 4<sup>th</sup> May.

b) Edgumbe Football Club – Request to use the Council facilities at no cost.

Noted. It was **recommended** that no further consideration is given to this request until further information is forthcoming including the number and % of Torpoint parish residents that would benefit from this presentation.

c) CALC – Membership Information.

Noted. It was **recommended** that the council again declines membership as previously agreed that any finances help contribute toward staff training.

d) Joyce Walsh – Request to use the Council facilities at no cost.

Noted. It was **resolved** that the request is granted.

e) Joyce Walsh – Financial Information on a previous use of Council facilities at no cost.

Noted.

f) BNP Paribas – Leasing Agreement Termination (Photocopier).

Noted. It is **recommended** this matter is delegated to officers to review the current facilities and submit proposals.

g) NHS – Peninsula News.

Noted.

h) Utility Wise – Proposed Gas Supplier (Quotations as Circulated).

It was **resolved** that the Council contracts to Option 1 of the submitted quotation and delegation is given to officers to proceed.

### **130-15F&P. Past Mayoral Broaches**

The Deputy Town Clerk drew attention to the need to obtain additional Mayoral Broaches as the Council no longer had no broaches in stock. The Deputy Town Mayor also suggested that a "Freedom of the Town" broach should be obtained for the Town Mayor. After briefly considering the matter it is **recommended** that further investigation is undertaken into possible procurement including the price.

### **131-15F&P. Planning Applications**

None.

### **132-15F&P. Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Western Web	Supply TP Link Access Point	68.34	11.39	56.95
Cornwall Academy Maintenance Services	Heating Installation	35,882.40	5,980.40	29,902.00
CF Southworth	Travelling/Accomodation	80.49	13.42	67.07

### **133-15F&P. Date of next meeting**

Tuesday 3<sup>rd</sup> May 2016.

### **134-15F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.**

None

Meeting closed at 8.05pm .....Chairman