

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Tuesday 3rd May 2016 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor Mrs. R A Southworth (Chairman), Councillors Mrs. K Brownhill, Mrs. J M Martin, Miss R A Tanner BEM (as substitute for the Deputy Town Mayor) and Councillor J Tivnan (as substitute for the Town Mayor) plus the Town Clerk.

1-16F&P. Apologies for Absence

Apologies for absence were submitted on behalf of Councillor M N Pearn MBE (Town Mayor), M J Crago (Deputy Town Mayor) and Councillor B Hobbs.

2-16F&P. Declarations of Interest relating to items on the Agenda

Non Registerable Interests (NRI) were declared by
Councillor Mrs. K Brownhill – Agenda item 8(b) – as a Director of the Torpoint Community Events Company.
Councillor Mrs. J M Martin – Agenda item 8(b) – as related to a possible beneficiary of the event.
Councillor J Tivnan – Agenda item 8(b) – as a Director of the Torpoint Community Events Company.

3-16F&P. Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Monday 11th April 2016 are taken as read, confirmed and signed by the Chairman.

4-16F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 125-15F&P (a) in the absence of the Mayor it was understood that the only remaining civic function in this financial year was the Twinning event that was reported in the previous minutes.

b) Edgcombe Football Club:-

Pursuant to minute 129-15F&P (b) receipt was reported of a breakdown of the administration and participation of officials and players within the club. It is understood from the email that the majority of those involved within the club are residents of the town. In the circumstances it is therefore **recommended** that the application for use of the council facilities at no cost is approved.

c) Freedom of the Town Broaches:-

Pursuant to minute 130-15F&P (c) it was reported that there is no further progress on this matter.

5-16F&P. To consider policies delegated to this Committee

None.

6-16F&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:-

In the absence of a written report from the Deputy Town Clerk the Clerk updated members from the invoice log. It was noted that only one organisation was in excess of net payment terms with the Council. The Clerk went on to explain the current situation after discussion with the Deputy Town Clerk. Members voiced disappointment that despite the best efforts of the Deputy Town Clerk only marginal success had been made to reduce the debt and the information requested in the letter had not been forthcoming from occupier. After discussion it was **resolved** that the information requested in the letter from the Deputy Town Clerk is acquired as a matter of urgency and a Standing Order is put in place to collect the fee and service charges.

7-16F&P. Items referred to this Committee

None.

8-16F&P. Correspondence

a) Gemma Adams (Bark in the Park) – Use of facilities at no charge.

Noted. It is **recommended** that this application is approved provided that any dog faeces as a result of the event is cleared away and that this Council gives dispensation for allowing dogs in Benodet Park.

b) Torpoint Sea Scouts – Use of facilities at no charge.

Noted. As a result of three members declaring a non-registerable interest it was **resolved** that this item is referred to the Asset Management Committee for further consideration.

c) Torpoint St John Ambulance – Use of Caravan.

Noted. It was also noted that this item had been considered at Council. Councillor J Tivnan spoke of a conversation when he understood that the St John Ambulance Brigade were not supportive of transferring the asset to the Town Council. The Clerk reported receipt of an email and also of a telephone conversation with the St John Ambulance Brigade local representative that had indicated a positive outcome with the St John Ambulance Brigade possibly being agreeable to the transfer of the asset although it was unclear if the organisation would agree to the St John Ambulance Brigade operating out of the caravan even with a change of logo and livery. After further discussion it is **recommended** that the Council pursues the objective of asset transfer of the caravan to this Council, a change of logo from the St John Ambulance Brigade to Torpoint Town Council Council and insurance/maintenance undertaken by this Council subject to the St John Ambulance Brigade agreeing to operate out of the caravan under Town Council ownership and that the interior, equipment and facilities are maintained by the local St John Ambulance Brigade.

9-16F&P. Planning Applications

a) PA16/03270- 22 Cremyll Road Torpoint Cornwall PL11 2DY – Proposed alterations and extension and provision of an entrance porch.

No objections or observations.

10-16F&P. Accounts for payment

| PAYEE | REASON | GROSS | (VAT) | NETT |
|--|-----------------------------|--------|--------|--------|
| Waterwise | Toilet Seats/Sundries | 45.11 | 7.52 | 37.59 |
| ITEC | Photocopies - Office | 51.31 | 8.55 | 42.76 |
| Francis Thomas | Lawnmower/Strimmer/Sundries | 736.80 | 122.80 | 614.00 |
| South West Locksmiths | Garage Replacement Lock etc | 115.20 | 19.20 | 96.00 |
| C F Southworth | Probation Service Facilites | 10.00 | 0.00 | 10.00 |
| D & C Community Rehabilitation Company | Maintenance Work (2 months) | 895.99 | 149.33 | 746.66 |
| Torpoint Computers | 5M HDMI Cable | 10.00 | 1.67 | 8.33 |
| C F Southworth | Course Travel | 82.80 | 0.00 | 82.80 |
| British Gas | Electricity - Public Cons | 44.44 | 2.11 | 42.33 |
| Cornwall Council | Business Rates (May) | 969.00 | 0.00 | 969.00 |
| Cornwall Council | Rates Pub Cons (May) | 115.00 | 0.00 | 115.00 |

11-16F&P. Date of next meeting

Tuesday 31st May 2016.

12-16F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

None

Meeting closed at 7.36pmChairman