

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Tuesday 31st May 2016 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

PRESENT: - Councillors E H Andrews (as substitute for the Deputy Town Mayor Councillor L E Keise), P R Edwards, Mrs. C E Goodman (as substitute for the Town Mayor Councillor M J Crago), Mrs. R A Southworth and J Tivnan (as substitute for Councillor Mrs. J M Martin) plus the Town Clerk.

13-16F&P. Apologies for Absence

Apologies for absence were submitted on behalf of Councillor M J Crago (Town Mayor), L E Keise (Deputy Town Mayor), Mrs. K Brownhill, B Hobbs and Mrs. J M Martin.

14-16F&P. Election of Chairman for the Civic Year 2016-17

In the absence of the Town Mayor and Deputy Town Mayor the retiring Chairman Mrs. R A Southworth called for nominations for the position of Chairman for the Civic Year 2016-17. Councillor E H Andrews proposed that Councillor Mrs. R A Southworth is elected Chairman for the Civic Year 2016-17. Councillor P R Edwards seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. R A Southworth was duly elected Chairman for the Civic Year 2016-17.

15-16F&P. Election of Vice Chairman for the Civic Year 2016-17

The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2016-17. Councillor J Tivnan proposed that Councillor Mrs. J M Martin is elected Vice Chairman for the Civic Year 2016-17 [subject to confirmation by Councillor Mrs. J M Martin]. Councillor E H Andrews seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. J M Martin was duly elected Vice Chairman for the Civic Year 2016-17.

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

None.

17-16F&P. Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Tuesday 3rd May 2016 are taken as read, confirmed and signed by the Chairman.

18-16F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 04-16F&P (a) in the absence of the Mayor it was understood that the next civic function was the Civic Parade and Service scheduled to be held on Sunday 17th July 2016.

19-16F&P. To consider policies delegated to this Committee

None.

20-16F&P. To consider the Council Business Risk Management Plan

a) Overtime/Casual Hours:-

With the brief hiatus between the adjourned Council meeting and this Committee meeting members deferred consideration of this report until the next meeting of this Committee when the Deputy Town Clerk will present a full report to the Council.

b) Debtors/Creditors:-

With the brief hiatus between the adjourned Council meeting and this Committee meeting members deferred consideration of this report until the next meeting of this Committee when the Deputy Town Clerk will present a full report to the Council.

c) Operation Liabilities – Review of the Insurance Schedule:-

The Clerk reported on the current insurance values. It was reported and **recommended** that the insurance value of assets should be increased in value at the rate of inflation for the foreseeable future. On non-assets it was reported that the following rates are in operation:-

- i) Public Liability - £15 million.
- ii) Employers Liability - £10 million
- iii) Hirers Liability - £2 million.
- iv) Fidelity Guarantee - £500,000 (opening cash balance plus ½ the precept =£458,719)

It is **recommended** that the insurance cover as detailed above is approved as adequate for the Town Council requirements.

21-16F&P. Items referred to this Committee

a) Internal Audit Report:-

The Committee considered the internal audit report as referred by Council. The procurement limits would be amended to reconcile with the Best Value Statement. The Business Continue Plan will be reviewed and consideration given as to the need for any manuals to supplement the programme. The Chairman drew attention to the payment of the Chairman's Allowance and reference to HMRC SE65970 as referred by the Internal Auditor. The Clerk detailed the current Council approved system of the Mayor retaining expense receipts although he suggested, as on previous occasions, that if the allowance is taxed at source tax reclaimable amounts could be reclaimed off the Mayor's tax self-assessment return. The Chairman suggested that this matter has been raised for several years and considered that the Council must consider how it wishes to proceed. Councillor E H Andrews suggested that if the Council wished to tax the allowance at source this should then be reflected in the amount allocated to the Mayoral Allowance being a gross figure allowing for a standard rate of income tax/NIC contribution. Councillor J Tivnan disagreed with the taxation situation being of the opinion that we should not be penalising individuals. After discussing the matter further it is **recommended** that the Clerk review the current legislation and how other organisations are currently operating similar systems and report to Council. It is further suggested that if the current system is retained it is reviewed at the precept deliberations.

b) Committee Terms of Reference:-

Following the Council consideration of the Committee Terms of Reference members confirmed the current terms but **recommend** that Overtime/Casual Hours report and Debtors/Creditors report is delegated to this Committee for approval rather than a recommendation to Council.

22-16F&P. Correspondence

a) CHICKS – Spring Magazine.

Noted.

b) Ronald McDonald House Bristol – Use of facilities at no charge.

Noted. It is **recommended** that further information on the activities the applicant wishes to undertake in Benodet Park are obtained prior to considering this matter further.

23-16F&P. Planning Applications

None.

24-16F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Nisbets	Cutlery/Glasses	205.36	34.22	171.14
ITEC	Photocopies - Office	52.88	8.81	44.07
Firewatch SW	Inspection/Extinguisher Service	331.00	55.17	275.83
Firewatch SW	Extinguisher Replacement	226.26	37.71	188.55
Cornwall Council	Salaries (Jan-March 2016)	22,308.05	30.00	22,278.05
Nisbets	Boiler	119.98	19.99	99.99
BUNZL	Nitrile Gloves	8.95	1.49	7.46
Complete Weed Control SW	Weed Spraying Pavements	1,392.00	232.00	1,160.00
Cornwall Council	Salary Admin Charge	3.67	0.61	3.06
Clear Sight Window Cleaner	Window Cleaner	60.00	0.00	60.00
Hudson Accounting Ltd	Internal Audit	450.00	0.00	450.00
Vent Cleanz	Kitchen Extraction Cleaning	450.00	75.00	375.00
CORY Environmental	Wheelie Bin	127.08	21.18	105.90
CORY Environmental	Duty of Care	51.60	8.60	43.00
C F Southworth	Refreshments/Twinning	35.80	0.00	35.80
C F Southworth	Fuel Lawnmower/Paint	23.08	3.59	19.49

25-16F&P. Date of next meeting

Monday 4th July 2016.

26-16F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

None

Meeting closed at 7.35pmChairman