

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 4th July 2016 at 7.00 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

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

27-16F&P. Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Mrs. K Brownhill and L E Keise.

28-16F&P. Declarations of Interest relating to items on the Agenda

None.

29-16F&P. Minutes of the previous meeting

It was **resolved** that the minutes of the Finance and Personnel Committee meeting held on Tuesday 31st May 2016 are taken as read, confirmed and signed by the Chairman.

30-16F&P. Matters arising from the minutes

a) Civic Functions:-

Pursuant to minute 18-16F&P (a) the Mayor reminded members that the Civic Parade and Service will be held on Sunday 17th July 2016.

31-16F&P. To consider policies delegated to this Committee

a) Budget Monitoring Policy.

The Budget Monitoring Policy (as circulated) was considered by members. After due consideration it was **recommended** that the Budget Monitoring Policy is adopted and implemented.

32-16F&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. After consideration it was **resolved** that the document is formally approved and adopted.

b) Debtors/Creditors:-

Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Members noted that only one debtor was outside of trading terms and it was reported that this debtor was being pursued. After further consideration it was **resolved** that the document is formally approved and adopted.

c) Operational Caretaking/Cleaner staffing report:-

Members considered the report as compiled by the Deputy Town Clerk (as circulated). It was **resolved** that the public would be excluded from the meeting at this point as the report contained information on staff and staffing contracts (Public Bodies (Admission to Meetings Act) 1960 sec 1 para 2) – consideration of the report is contained in the confidential minute. After considering the report the public and press were re-admitted to the meeting.

33-16F&P. Items referred to this Committee

None.

34-16F&P. Correspondence

a) Torpoint Mini Soccer Centre – Use of facilities at no charge.

Noted. It is **recommended** that the council approve the application.

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

Noted. It is **recommended** that the Council approve the application.

c) Torpoint Christian Fellowship – Use of facilities at no charge.

Noted. It is **recommended** that the Council approve the application.

d) Jade Badge – Use of the Council Hall for puppy training (by email as circulated).

Noted. The Committee considered the application together with information on the operation and for cleaning/sterilising the area after use. Following careful consideration it is **recommended** that the Council approve the application subject to the area being cleaned and sterilised after use.

e) Torpoint Sea Scouts – Financial Information (from previous application for use of facilities at no charge).

Noted.

35-16F&P. Planning Applications

None.

36-16F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
The Tower Mint*	Queens Birthday Medals	259.74	43.29	216.45
Brandon Hire	Toilets - Queens Birthday celebrations	1,149.84	191.64	958.20
Brandon Hire	Generator Hire - Queens Birthday celeb	148.20	24.70	123.50
Play Inspection Company	Skateboard Park Inspection	75.00	12.50	62.50
Peninsula Plumbing	Toilet Repairs - New Inlet Valve	46.80	7.80	39.00
Devon & Cornwall Rehab Co	Maintenance Team (May and June)	895.99	149.33	746.66
Cornwall Council	Garage Rent (30-05-16 - 26-06-16)	51.44	8.56	42.88
Cornwall Council	Garage Rent (27-06-16 - 24-07-16)	51.44	8.56	42.88
SLCC	Community Governance Course (2nd Install)	1,680.00	0.00	1,680.00

*It was noted that the Council had received income commensurate with the sale of the medals.

It was also **recommended** that payment of invoices during August under delegated responsibility to the RFO would be reported to the meeting of this Committee held on Tuesday 30th August 2016.

37-16F&P. Date of next meeting

Tuesday 30th August 2016.

38-16F&P. Any business that has been disclosed to the Chairman and members prior to the meeting.

- The Town Mayor drew attention to repairs/refurbishment required to both the Mayoral chain and the Mayoress regalia. The Town Mayor also suggested that regalia was required for the Deputy Mayo's consort and the previously mentioned Freedom of the town jewel. The Town Mayor was asked to obtain prices and costs for the suggested work and new regalia.
- The Clerk drew attention to a consultation document on proposed changes to the 2015 Transparency Code. The Clerk noted that the Council does publish most of the proposed changes and did not see much of a variation in the new proposals. It was noted that the SLCC were to submit responses to the proposals.

Meeting closed at 7.35pmChairman