

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Tuesday 30th August 2016 at 7.20 pm in the Mayors Parlour, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor Mrs. R A Southworth (Chairman), Councillor M J Crago (Town Mayor), Councillor L E Keise (Deputy Town Mayor), Councillors Mrs. J M Martin and J Tivnan (as substitute for Councillor Mrs. K Brownhill) plus the Town Clerk and Deputy Town Clerk in attendance.

| | ACTION |
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| <p>39-16F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillors Mrs. K Brownhill, P R Edwards and B Hobbs.</p> | |
| <p>40-16F&P. Standing Orders Standing Orders relating to the commencement of business were suspended.</p> | |
| <p>41-16F&P. Declarations of Interest relating to items on the Agenda None.</p> | |
| <p>42-16F&P. Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 4th July 2016 are taken as read, confirmed and signed by the Chairman.</p> | |
| <p>43-16F&P. Matters arising from the minutes a) Civic Functions:- Pursuant to minute 30-16F&P (a) the Mayor announced that he intended to hold a small reception to host the incoming Captain of HMS Raleigh prior to the Freedom ceremony in October. The Mayor and the Deputy Town Clerk would arrange a mutually convenient time for the reception. b) Operational Caretaking/Cleaner Report:- Pursuant to minute 32-16(c) it was resolved that this matter would be considered with the public and press excluded as the subject to be discussed related to a staff contract (Public Bodies (Admission to meetings) Act 1960m para 1 sec 2). (The minute is appended to these minutes as a confidential minute). After concluding the discussion the Public and Press were re-admitted to the meeting.</p> | Mayor/ DTC |
| <p>44-16F&P. To consider policies delegated to this Committee a) Finance Policy. The Finance Policy (as circulated) was considered by members. After due consideration it was recommended that the Finance Policy is adopted and implemented. The Clerk reported that he has been invited by the SLCC to submit a case study for publication and consideration by other Clerks and Council's to demonstrate this Council's commitment to policies and in particular HR polices.</p> | Council |
| <p>45-16F&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.</p> | |

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) Tax and VAT review:-
The Clerk updated members on the current Council methods to ensure compliance with HMRC in the areas of tax. The Clerk confirmed that under the franchise arrangement with Cornwall Council PAYE tax implications were undertaken by Cornwall Council. The Clerk reported that although not applicable at this juncture any issues with additional matters including P11D would be kept under review. The Clerk also reported that he has submitted the VAT reclaim for the 2015-16 financial year and HMRC has fully reimbursed the claim.

Clerk

46-16F&P. Items Referred to this Committee
None.

47-16F&P. Correspondence

a) Royal British Legion – Service of Commemoration.
Noted. It was noted that the invitation is extended to all members so it is **recommended** that this matter was referred to Council for members to consider the invitation.

b) Torpoint and Rame Youth Project – Application for Financial Assistance.
Noted. It was further reported that the form had not been completed correctly this despite the Deputy Town Clerk having pursued this matter. It was **resolved** that the matter would not be considered further until the correct documentation has been submitted to the Council.

c) Cornwall Council – Electoral Review (Have Your Say) (as circulated).
Noted. The Clerk briefed members on the recent meeting at Liskeard following which the matter was referred to Council for further consideration and a reply if appropriate.

d) L Fletcher – Request for Commemorative Bench.
Noted. Members **recommend** that the request is supported at no cost to this Council and if installed the Committee further **recommend** that the bench is added to this Council’s asset register for insurance and maintenance.

Council

Council

Council

48-16F&P. Planning Applications
None.

49-16F&P. Accounts for payment

| PAYEE | REASON | GROSS | (VAT) | NETT |
|----------------------------|--|----------|--------|----------|
| Complete Weed Control (SW) | Weed Spraying (2nd Application) | 1,392.00 | 232.00 | 1,160.00 |
| M Acton | Laundry Service | 44.00 | 0.00 | 44.00 |
| British Gas | Electricity Pub Cons (8 June-7 July) | 18.25 | 0.86 | 17.39 |
| British Gas | Electricity Pub Cons (8 July-7 August) | 20.48 | 0.97 | 19.51 |
| Biffa | Wheelie Bin | 127.08 | 21.18 | 105.90 |
| Devon & Cornwall Rehab Co | Maintenance Team (July) | 448.00 | 74.67 | 373.33 |
| Don Benson | Clock Winding | 28.00 | 0.00 | 28.00 |
| JR PAT Testing Services | PAT Testing | 121.00 | 0.00 | 121.00 |
| ITEC | Photocopies | 78.13 | 13.02 | 65.11 |
| BUNZL | Cleaning/Sanitary Materials | 22.97 | 3.83 | 19.14 |
| BUNZL | Cleaning/Sanitary Materials | 162.60 | 27.10 | 135.50 |

It was also **resolved** that payment of invoices during August (as delegated [minute 36-16F&P and 65-16 refers] – and as circulated) are confirmed.

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| 50-16F&P. Date of next meeting Monday 3rd October 2016. | |
| 51-16F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting None. | |
| Meeting Closed at 7.55pm. _____Chairman | |