

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 3rd October 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), Councillor L E Keise (Deputy Town Mayor), Councillors Mrs K Brownhill, P R Edwards, B Hobbs and Mrs. J M Martin plus the Town Clerk.

Also present: - Councillor J Tivnan.

	ACTION
<p>52-16F&P. Apologies for Absence None.</p>	
<p>53-16F&P. Declarations of Interest relating to items on the Agenda Non-registerable interests (NRI) were declared by:- Councillor Mrs. J M Martin – Agenda items 7(a) and 7(b) (as being related to the applicant).</p>	
<p>54-16F&P. Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Tuesday 30th August 2016 are taken as read, confirmed and signed by the Chairman.</p>	
<p>55-16F&P. Matters arising from the minutes a) Civic Functions:- Pursuant to minute 43-16F&P (a) the Mayor announced that there are no planned civic functions during October. b) Torpoint and Rame Youth Project:- Pursuant to minute 47-16(b) receipt was reported of accounts for this organisation (as circulated) plus an email confirming the requested amount is £500 (as circulated). Both documents were noted. Councillor Mrs. J M Martin observed that the organisation had £7,000 in the bank and further commented on the ratio of staff wages to total expenditure. Councillor Hobbs explained that the request was for funds toward a specific project and not for general funding including wages. The Chairman expressed disappointment that the organisation did not support events in the town. Councillor Hobbs replied by informing members that the group did raise finances and cited the example of events in Benodet Park. Councillor Hobbs also confirmed that only youths from Torpoint would be included in this event. Councillor Hobbs also drew attention to the finances raised by the organisation to purchase the building that drew an additional question from Councillor J Tivnan as to why the group did not charge a rent or hire charges to other users of the premises. Following further discussion it is recommended that the Council grants the request for financial assistance of £500 toward the project.</p>	Council
<p>56-16F&P. To consider policies delegated to this Committee a) Business Continuity Plan. The Business Continuity Plan (as circulated) was considered by members. After due consideration and amendments to the caretakers name, a minor grammatical amendment and replication of staff names and contact details it is recommended that the Business Continuity Plan is adopted and implemented. b) Financial Risk Management. The Financial Risk Management plan (as circulated) was considered by members. After due</p>	Council

<p>consideration it is recommended that the Financial Risk Management plan is adopted and implemented.</p> <p>c) Business Risk Management. The Business Risk Management plan (as circulated) was considered by members. After due consideration it is recommended that the Business Risk Management plan is adopted and implemented.</p> <p>The Clerk reported that he has submitted his case study on policies at Torpoint Town Council for publication in the Clerk's Society journal and has received excellent feedback from the Chief Executive.</p>	<p>Council</p> <p>Council</p>
<p>57-16F&P. To consider the Council Business Risk Management Plan</p> <p>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.</p> <p>b) Debtors/Creditors:- Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. The Clerk updated members on the current status of the report and noted that there are now no debtors outside of trading terms. After further consideration it was resolved that the document is formally approved and adopted.</p>	
<p>58-16F&P. Items Referred to this Committee</p> <p>None.</p>	
<p>59-16F&P. Correspondence</p> <p>a) The Coppola School of Performing Arts – Application for Free of Charge Use of Council facilities. Noted. After due consideration members recommend that application is granted by the Council. (Councillor Mrs J M Martin declared a non-registerable interest (NRI) and left the meeting whilst this item was discussed).</p> <p>b) Mrs K J Brown – Application for Free of Charge Use of Council facilities. Noted. After due consideration members recommend that application is granted by the Council. (Councillor Mrs J M Martin declared a non-registerable interest (NRI) and left the meeting whilst this item was discussed).</p> <p>c) On Course South West - Application for Free of Charge Use of Council facilities. Noted. After due consideration members recommend that application is granted by the Council.</p> <p>d) Sainsbury (Store Quiz) – Application for Free of Charge Use of Council facilities. Noted. After due consideration members recommend that application is granted by the Council.</p> <p>e) Cornwall Air Ambulance – Request for financial assistance. Noted. After due consideration members recommend that the Council grant £500 to this organisation.</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>
<p>60-16F&P. Planning Applications</p> <p>None.</p>	

61-16F&P. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Firewatch SW	6 monthly alarm test	171.60	28.60	143.00
M Acton	Laundry Service	17.00	0.00	17.00
ITEC	Photocopies	111.62	18.60	93.02
Information Commisioner	Data Protection Registration renewal (DD)	35.00	0.00	35.00
Lynher Training	Manual Handling Course	121.50	0.00	121.50
Marion Cocks	Travelling/Parking - Manual Handling Course	21.40	0.00	21.40
BUNZL	Sanitary/Cleaning Materials	223.82	37.31	186.51
A Campfield	Civic Photograph	25.00	0.00	25.00
Atlas Graphics	Town Council Logo - Caravan	252.00	42.00	210.00
C F Southworth	Travelling (Petrol Receipt) - Course	50.05	8.34	41.71

62-16F&P. External Audit Report

The Clerk reported receipt of the external audit report. The Clerk reported that the External auditor had drawn attention to three non-material items in the submitted annual return. The Council gave an additional day for residents to inspect the accounts (the statutory period is 30 days), the Council should minute the acceptance of the Annual Governance Statement and annual accounts separately rather than using the same minute number and a figure had been transposed incorrectly onto the annual return from the 2014-15 financial year [the previous financial year] and will be amended and annotated "re-instated". Members noted the report and actions.

Clerk

63-16F&P. Date of next meeting

Monday 30th October 2016 (Budget and Precept meeting).

64-16F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Chairman reported that it is understood someone is living in a tent in Thanckes Park.
- The Chairman welcomed Councillor Mrs Kim Brownhill back to the meeting.

Meeting Closed at 7.45pm.

Chairman