

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 31st 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, B Hobbs and Mrs. J M Martin plus the Town Clerk.

Also present: (agenda items 1-5 inclusive) - Councillors E H Andrews, G J Davis, A P Glanville, Mrs C E Goodman, M N Pearn MBE, Miss R A Tanner BEM and J Tivnan.

	ACTION
<p>65-16F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillors P R Edwards and Mrs. C A Jackson (for agenda items 1-5 inclusive).</p>	
<p>66-16F&P. Declarations of Interest relating to items on the Agenda Non-registerable interests (NRI) were declared by:- Town Mayor Councillor M J Crago – Agenda item 3 (as being related to an occupier in the premises). Councillor Mrs. R A Southworth – Agenda items 3 (as being a member of the Torpoint Archives Committee).</p>	
<p>67-16F&P. To consider the Hiring and Letting Charges for the 2017-18 financial year Members considered the Working Paper as circulated. Points of note included:- a) Members considered that a modest increase in the occupier’s fee should be applied to businesses. b) Members were of the opinion that hiring fees should remain the same. Councillor G J Davis suggested that performing arts groups and charitable causes should be encouraged to use the premises. It is therefore recommended that the Hiring and Letting charges for the 2017-18 financial year and appended to these minutes as Appendix “A” are approved by Council. (The Town Mayor Councillor M J Crago declared a non-registerable interest (NRI) and left the meeting whilst the fee for the Storage Room” was discussed as being related to the occupier).</p>	Council
<p>68-16F&P. To consider the Council Budget for the 2017-18 financial year Members considered the Council budget working papers (as circulated) including the development plans as agreed at Committees (as circulated). Points of note included:- a) Salaries:- The Clerk confirmed that the salary projections had included current staffing, projected spinal point increases/uplifts and allowances for overtime/holidays/sickness have been factored into the budget. Councillor G J Davis suggested that a further increase of £10,000 is also included for support to the Deputy Town Clerk with additional staff to include support on new projects. Councillors Mrs. J M Martin and E H Andrews were of the opinion that staffing increases should be identified through the usual management processes and not individual members. After further consideration it confirmed that the additional £10,000 should remain in the budget but that a formal process to identify any additions should be undertaken using Council procedures. The current staffing model was confirmed as the Clerk on spinal point 39 37/37, the Deputy Town Clerk Sp. Pt. 32 32/37, Caretaker/Enforcement Officer Sp. Pt. 13 30/37, Caretaker Sp Pt</p>	

10 16/37 and Cleaner Sp Pt 9 12/37.

b) Marketing and Publicity:-

Members noted that the budget had factored in the projections in the D&L and AMO development plans plus an additional £500 toward the possibility of engaging a Town Crier to also represent the town at functions. Following receipt of a letter from the Town Crier that was duly noted, it was confirmed that any expenditure for a Town Crier would be for expenses and uniform reimbursement only. The method of reimbursement by the local parish councils would be investigated. If the Council approves the proposed recommendation the Town Crier will be contacted informing him of the Council decision and also arrange contact with the parish councils that also support the Town Criers work.

c) Mayors Allowance and Civic Functions

The Mayors Allowance would remain at the recently increased of £3,750 but the civic function budget would increase by £500 to £2,500 to reflect the increased costs of entertaining at civic functions.

d) Subscriptions:-

Whilst the budget contained the current subscriptions that would remain, Councillor G J Davis considered the Council should review membership of the National Association of Local Councils (NALC). Whilst it was acknowledged that this Council had not been a member of this organisation for some 25 years Councillor Davis suggested that there were benefits and drew attention to the Council intention to obtain gold standard in around 3 years and membership of NALC was a requirement as part of the accreditation process. Members considered the cost of membership (circa £1,500) and sought assurance that the benefits would be commensurate with the membership costs. Councillors were urged to view the various websites prior to the Council meeting.

e) Training:-

Members considered the training budget and retained the current expenditure costs in anticipation for the Deputy Town Clerk to undertake more training/courses and for the Caretakers/Cleaner and new staff to undertake further training.

f) Open Spaces/Contingency:-

The allocated finances in this cost centre were taken from those agreed in the D&L development plan.

g) Localism/Devolution:-

The increase in this cost centre is derived from initiatives in the D&L development plan that included £15,000 for transportation and similar projects.

h) Neighbourhood Plan/Vision:-

On the advice from Councillor G J Davis, this budget was reduced by £5,000 from that contained in the D&L development plan.

i) Parks Improvement:-

This budget was increased substantially. In addition to the current expenditure in Benodet, Sparrow and Rendel Parks, additional finances were added to relocate the sound booth in Benodet Park currently situated on the grassed area and for anticipated improvements to other parks and play areas in the town following a proposed asset transfer from Cornwall Council to the Town Council.

The Committee therefore **recommend** the budget appended to these minutes as Appendix "B" to council for approval with a precept requirement for the 2017-18 financial year of £272,911, an increase on the 2016-17 precept requirement of £17,177. This would equate to a Band "D" increase in the region of £7.27 per annum.

Council

69-16F&P. To consider tenders for the Neighbourhood Plan policies document

Members considered the tenders for the above document as delegated by Council for this Committee to **resolve** [with all members present]. The Deputy Town Clerk provided the

tenders and list of companies invited to tender that were as follows:-

ORGANISATION	ESTIMATE	NOTES
Arup	Did not tender	
EFJP Planning	Did not tender	
Jillings Heynes Planning	£9,250 + VAT	Fixed and firm price
Clifton Emery Design		Will provide support to the Jillings Heynes Planning tender
Plan Support	Did not tender	
Whitehead Planning	Did not tender	

Councillor G J Davis the Chairman of the Neighbourhood Planning Group gave an explanation of the process and fielded questions. Councillor Davis explained what was expected within the scope of works and the expanded on the delivery mechanism. Councillor J Tivnan advised that the project was too large for working groups of the Steering Group to manage. Councillor Davis then answered questions. Councillor E H Andrews observed that the word policy had not been used and sought an explanation. Councillor Davis explained that the document contained a series of policies and was collectively referred to as the plan. Councillor Mrs. R A Southworth sought to understand the involvement of Clifton Emery Design who had written previous studies for this Council and sought assurances that this organisation would not invoice the Council separately in addition to the price quoted by Jillings Heynes Planning. Councillor Davis understood that the project was collaborative between both organisations and would be included in the fixed price estimate. Councillor Davis however ventured that costs associated with travelling and other disbursements might be charged separately. Councillor Davis concluded by expressing confidence that the document would be delivered within the timeframe. After considering the matter further it was **resolved** that the Council accepts and awards the tender to Jillings Heynes Planning for a fixed sum of £9,250 plus VAT.

70-16F&P. Items referred to this Committee

- a) PA16/09117 – The Harbour Lights, 1 Fore Street, Torpoint PL11 2AA - Development of 12 no. 1, 2 and 3 bed apartments and café/restaurant with associated parking and landscaping

Members considered the planning application as referred to this Committee by the Development and Localism Committee.

After further consideration and following the result of further information it was noted that whilst the Council has a mind to support the application members still wished to see the other application that is running concurrently with this application to review the street scene from Fore Street. It was therefore **recommended** that this application is deferred to Council and further information is obtained from the applicants Architect.

(At this point Councillors E H Andrews, G J Davis, Mrs. C E Goodman, A P Glanville, L E Keise and Miss R A Tanner left the meeting).

Council

71-16F&P. Minutes of the previous meeting

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

72-16F&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 November.

<p>73-16F&P. To consider policies delegated to this Committee None</p>	
<p>74-16F&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. The Clerk updated members on the current status of the report and noted that only two debtors are technically outside of trading terms. It is understood that the Deputy Town Clerk is actively chasing this document. After further consideration it was resolved that the document is formally approved and adopted.</p>	
<p>75-16F&P. Items Referred to this Committee None.</p>	
<p>76-16F&P. Correspondence None.</p>	
<p>77-16F&P. Planning Applications None.</p>	
<p>78-16F&P. Accounts for payment None.</p>	
<p>79-16F&P. Date of next meeting Monday 28th November 2016</p>	
<p>80-16F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting</p> <p>Meeting Closed at 9.30pm. _____ Chairman</p>	