

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 28th November 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 B Hobbs, Mrs. J M Martin and J Tivnan (as substitute for Councillor Mrs K Brownhill) plus the Town Clerk.

	ACTION
<p>81-16F&P. Apologies for Absence Apologies for absence were submitted on behalf of Councillor Mrs. K Brownhill.</p>	
<p>82-16F&P. Declarations of Interest relating to items on the Agenda None</p>	
<p>83-16F&P. Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 31st October 2016 are taken as read, confirmed and signed by the Chairman.</p>	
<p>84-16F&P. Matters arising from the minutes a) Civic Functions:- Pursuant to minute 72-16F&P (a) the Mayor announced that there are no planned civic functions during December.</p>	
<p>85-16F&P. To consider policies delegated to this Committee a) S 137 Protocols:- Members considered the S137 application form and guidance notes (as circulated). After due consideration it is recommended that the application form and guidance notes are approved by the Council b) Free of Charge Use protocols:- Members considered the Free of Charge use application form and guidance notes (as circulated). After due consideration it is recommended that the application form and guidance notes are approved by the Council. c) Pay and Conditions Policy:- Members considered the Pay and Conditions Policy (as circulated). After due consideration it is recommended that the Pay and Conditions Policy is approved by the Council including the amendment to 2016-17 in para 4.</p>	<p>Council</p> <p>Council</p> <p>Council</p>
<p>86-16F&P. Exclusion of the Public and Press:- At this point it was resolved to exclude the Public and Press as the subject to be discussed involved the member of staff's appraisal form, contract information and also the details of an occupier of the Council property. The minute of the discussion is contained in the confidential minute appended to these minutes. At the conclusion of the discussion the public and press were re-admitted. (Public Bodies (Admission to meetings) Act 1960 para 1 sec 2).</p>	<p>Council</p>
<p>87-16F&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. Councillor J Tivnan spoke on the document and wished to see the Deputy Town Clerk produce greater detail on the report giving the reasons for the overtime being worked. Councillor Mrs. J</p>	

<p>M Martin whilst acknowledging that some overtime is to cover sickness absence concurred with the comments suggesting that this will give the committee greater insight into the reasons for overtime being worked. After consideration whilst it was resolved that the document is formally approved and adopted it is recommended that future reports should contain the reasons for overtime and the document should be considered at the Systems and Procedures Working party meeting that the Mayor will call in January 2017.</p> <p>b) Debtors/Creditors:- Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk and was considered with the public and press excluded (minute 86-16F&P refers). The recommendation is contained in the confidential minute.</p> <p>c) Internal Controls Scrutiny – Appoint and arrange a visit to review the systems. It was resolved that the Chairman and Town Mayor would review the internal controls and a mutually convenient date would be arranged. Councillor Tivnan expressed an interest to visit on this occasion.</p>	<p>Council</p> <p>Council</p> <p>Chairman /Mayor</p>															
<p>88-16F&P. Items Referred to this Committee None.</p>																
<p>89-16F&P. Correspondence</p> <p>a) Cornwall Air Ambulance – Grant receipt letter. Noted.</p> <p>b) Community Health Around Torpoint – Request for Financial Assistance (CHAT Directory). Noted. Members discussed this item suggesting that much of the information is available on the Internet or through other publications. Other members considered that the booklet was a useful document. Before this matter is considered further it is recommended</p> <p>i) That a feedback form is made available with the booklet so that recipients could respond on the usefulness etc. of the publication.</p> <p>ii) That contact is made with other similar publications (e.g. Kernewek) on the content of those publications.</p> <p>iii) Could the publication be delayed until after local elections so that information is accurate and current?</p> <p>c) BIFFA – Renewal of Waste Transfer Note. Noted.</p> <p>d) ReVitalise – Request for financial assistance. Noted. Members considered the request and although being sympathetic to the organisational aims and request, acknowledged that it is difficult to fund an individual client under the terms of the grant. Before this request is considered further it is therefore recommended</p> <p>i) The selection criteria for those accessing the services</p> <p>ii) The number of residents from Torpoint that have accessed the services.</p>	<p>Council</p> <p>Council</p>															
<p>90-16F&P. Planning Applications None.</p>																
<p>91-16F&P. Accounts for payment</p> <table border="1" data-bbox="110 1793 1300 1896"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Corona Energy</td> <td>Gas Supply</td> <td>541.22</td> <td>90.20</td> <td>451.02</td> </tr> <tr> <td>BUNZL</td> <td>Cleaning/Sanitary materials</td> <td>153.88</td> <td>25.65</td> <td>128.23</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	Corona Energy	Gas Supply	541.22	90.20	451.02	BUNZL	Cleaning/Sanitary materials	153.88	25.65	128.23	
PAYEE	REASON	GROSS	(VAT)	NETT												
Corona Energy	Gas Supply	541.22	90.20	451.02												
BUNZL	Cleaning/Sanitary materials	153.88	25.65	128.23												

<p>92-16F&P. Date of next meeting Monday 30th January 2017.</p>	
<p>93-16F&P. Any Business that has been disclosed to the Chairman and members prior to the meeting</p> <ul style="list-style-type: none"> ➤ Councillor J Tivnan announced that he was obtaining estimates to concrete the area around the flagpole in Sparrow Park. ➤ Councillor Tivnan asked if a redundant banner on the railings outside of Udal Garth could be removed. Cornwall Councillor Brian Hobbs offered to remove it. <p>Meeting Closed at 8.05pm. _____ Chairman</p>	