

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Personnel Committee held on Monday 27<sup>th</sup> February 2017 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 and Mrs. J M Martin plus the Town Clerk.

	<b>ACTION</b>
<p><b>107-16F&amp;P. Apologies for Absence</b> Apologies for absence were submitted on behalf of Councillor B Hobbs.</p>	
<p><b>108-16F&amp;P. Declarations of Interest relating to items on the Agenda</b> A non-registerable interest (NRI) was declared by:- Councillor Mrs. R A Southworth – Agenda item 8(a) (as a member of this organisation).</p>	
<p><b>109-16F&amp;P. Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Finance and Personnel Committee meeting held on Monday 30<sup>th</sup> January 2017 are taken as read, confirmed and signed by the Chairman.</p>	
<p><b>110-16F&amp;P. Matters arising from the minutes</b> a) Civic Functions:- Pursuant to minute 98-16F&amp;P (a) the Mayor reported that the visit of visitors from Benodet to be hosted by the Torpoint Twinning Association, was in celebration of the 30<sup>th</sup> anniversary of establishing ties between the two towns and would be attended by the Mayor of Benodet. The Mayor reminded members that the usual procedure was for this Council to pay for the visitor’s luncheons and for the British hosts to pay for their own. Members were reminded that although the event is in the 2017-18 financial year it is still within the 2016-17 civic year. Following further discussion it is <b>recommended</b> that the Town Council hosts the event and contributes the required finances to pay for the visitor’s luncheon. b) Internal Controls Scrutiny – System Review:- Pursuant to minute 98-16F&amp;P (b) the Chairman reported that the system review had been undertaken by the Town Mayor and herself with the RFO in attendance on the 10<sup>th</sup> February. The outcome of the review has been circulated to members. The Chairman and Mayor confirmed that following close scrutiny, expressed satisfaction that the systems undertaken by this Council were very robust, transparent and stood up to the tests with any observations annotated in the margins. Following further discussion it was resolved the document is approved by this Committee with the <b>recommendation</b> that Council also approves the document. c) Committee Budget Allocations:- Pursuant to minute 101-16F&amp;P (b) members considered the budgets allocated to this Committee as approved by Council and used the January Financial Comparison as the base document. After considering the expenditure against budget members <b>recommend</b> that the monitoring of income and expenditure is included on Committee agendas from May 2017 commencing with the April financial comparison.</p>	<p><b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p>
<p><b>111-16F&amp;P. To consider policies delegated to this Committee</b> a) Standing Orders:- Members considered the Council Standing Orders (as circulated). After considering the document it is <b>recommended</b> that the Standing Orders (as circulated) is approved subject to</p>	<p><b>Council</b></p>

<p>the deletion of the words Police Report in section 10 and also deletion of the words "General Purpose" and insertion of the word "Personnel" in Section 38 para 3(c).</p> <p>b) Financial Regulations and Best Value Statement. Members considered the Council Financial Regulations and Best Value Statement (as circulated). After considering the documents it is <b>recommended</b> that the Financial Regulations and Best Value Statement (as circulated) are approved subject to the insertion of the words "to the" between the words reported and Finance in para 12.4 and the deletion of the word "Assistant" and insertion of the word "Deputy" in para 12.5.</p> <p>c) Internal Controls Self-Assessment and Statement of Internal Controls. It was <b>resolved</b> that completion of the Internal Controls Self-Assessment and Statement of Internal Controls documentation is referred to the next meeting of this Committee when the approval of the documentation integral to both the Internal Controls Self-Assessment and Statement of Internal Controls evaluation has been completed.</p>	<b>Council</b>
<p><b>112-16F&amp;P. To consider the Council Business Risk Management Plan</b></p> <p>a) Overtime/Casual Hours:- Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Members expressed satisfaction at the additional detail and <b>resolved</b> to approve the report.</p> <p>b) Debtors/Creditors:- Members scrutinised the document (as circulated) as prepared by the Deputy Town Clerk. Whilst members acknowledged outstanding debts were within trading terms and <b>resolved</b> to approve the report, it was noted that the Standing Order as requested from one of the hirers has not been implemented and the Deputy Town Clerk was asked to pursue this issue as a matter of urgency.</p> <p>c) Staff Appraisals - Review of Outstanding Staff appraisals:- It was <b>resolved</b> the documentation relation to staff is considered with the public and press excluded (Public Bodies (Admissions to meetings Act) 1960 part 1 sec 2) as members of staff and contracts were discussed. The confidential minute is appended to these minutes. It is <b>recommended</b> that the recommendations contained in the Confidential minute are approved and implemented by the Council. Following completion of the discussions it was <b>resolved</b> that the public and press were re-admitted to the meeting.</p>	DTC          <b>Council</b>
<p><b>113-16F&amp;P. Items Referred to this Committee</b> None.</p>	
<p><b>114-16F&amp;P. Correspondence</b></p> <p>a) Rame Peninsula Public Transport Users Group – Application for use of facilities at no charge. Following consideration it was <b>recommended</b> that the Council approve the application. (The Chairman Councillor Mrs R A Southworth declared a non-registerable interest as a member of this organisation and left the meeting whilst this item was discussed. The Vice Chairman, Councillor Mrs J M Martin chaired the meeting for this item).</p> <p>b) Lloyds Bank – Additional bank Signatories. Noted. The information from the bank contained documentation for the implementation of the two new signatories Councillors G J Davis and J Tivnan.</p> <p>c) Balloon Ventures, International Citizens Service – Request to use facilities at no charge. Following consideration and as a result of the request requiring facilities prior to the next</p>	

Council meeting it was <b>resolved</b> to approve the application.	
<b>115-16F&amp;P. Planning Applications</b> None.	
<b>116-16F&amp;P. Accounts for payment</b> None.	
<b>117-16F&amp;P. Date of next meeting</b> Monday 3 <sup>rd</sup> April 2017.	
<p><b>118-16F&amp;P. Any Business that has been disclosed to the Chairman and members prior to the meeting</b></p> <p>The Town Mayor drew attention to the issue of the leaking roof and the protracted process to resolve it. The Mayor reminded members that this is not the first occasion that this roof has leaked observing that roofing contractors have identified the issue as an insufficient “pitch” and therefore not being fit for purpose irrespective of the current situation. The Mayor stressed that this Council had recognised this issue with the larger but similar Archives roof and had it replaced but had insisted that this smaller roof is repaired and not replaced. The Mayor also advised members of the damage to the building as a result of not instigating the relevant works with a ceiling that has become damaged, the lighting in the affected area not working and other possible internal damage. Councillor P R Edwards strongly supported the Mayor in his prognosis as did other members. The Clerk reminded members that this matter has been discussed at the Asset Management Committee. In response members <b>recommend</b> an amendment to state that the Council replaces the roof with a Hydrostop EU AH liquid applied system with reinforcing fabric at a cost of £868.66 that has a guarantee of 20 years.</p> <p>Meeting Closed at 8.30pm. _____ Chairman</p>	