



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Personnel Committee held on Monday 1st November 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Mrs. J M Martin (Chairman), Councillor G J Davis (Deputy Town Mayor), Councillors Mrs. K Brownhill, Mrs. C E Goodman, Mrs. K L Partridge, M Thomson-Neall, J Tivnan BEM and R M Willoughby, plus the Town Clerk & RFO (Clerk).

	ACTION
<p>65-21F&P Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor).</p>	
<p>66-21F&P Declarations of Interest relating to items on the Agenda None.</p>	
<p>67-21F&P Minutes of the previous meeting It was resolved that the minutes of the Finance and Personnel Committee meeting held on Monday 4th October 2021 were, taken as read, confirmed and signed by the Chairman.</p>	
<p>68-21F&P Matters arising from the minutes a) Council Staffing Report: - i) Pursuant to minute 55-21F&P the Chairman (Councillor Mrs. J M Martin) highlighted the benchmarking research for remuneration will be undertaken, highlighting that there has been some initial research already undertaken. The Clerk reported staff appraisals are nearly completed, with two staff outstanding and paperwork to be signed off for the Operations and Library teams. The Clerk updated Members on annual leave advising that the employee who has taken very little annual leave has now booked annual leave, according to the Council's operational needs. The Clerk explained an employee had expressed an interest in undertaken a new Level 2 qualification, awarded by the SLCC. This prompted a reminder to ensure the council has the correct protocol and training repayment scheme, should an employee leave following completion of a course funded by the council, in place. The Chairman agreed to take this action forward with the Clerk. The Chairman (Councillor Mrs. J M Martin) proposed and Councillor Mrs. C E Goodman seconded the proposition, it was resolved that due to the confidentiality of the staffing discussions this item would be considered with Public and Press excluded [see minute 77-21F&P below]. b) Civic Functions: - Pursuant to minute 55-21F&P (b) the Clerk detailed the total expenditure incurred for the town Civic Service and Parade will be approximately £2,200. The next Civic event is Remembrance Sunday taking place on Sunday 14th November 2021, with all Members invited and there will be a small wreath laying memorial at Sparrow Park on Thursday 11th November, muster at 10.45am. c) Regalia proposal and Terms for awarding of Honorary Freeman/Honorary Burgess: - Pursuant to minute 55-21F&P (c) the Chairman (Councillor Mrs. J M Martin) and Deputy Chairman (Councillor Mrs. K Brownhill) will meet with the Clerk to prepare a proposal for this</p>	<p>Cllr Martin</p> <p>Cllr Martin/ Clerk</p> <p>Cllr Martin/ Cllr Brownhill /Clerk</p>

committee.	
<p>69-21F&P Policies Reviewed by this Committee None. The Chairman (Councillor Mrs. J M Martin) and Deputy Chairman (Councillor Mrs. K Brownhill) volunteered to meet with the Clerk to consider the way forward to review/update the policies overseen by this Committee.</p>	<p>Cllr Martin/ Cllr Brownhill /Clerk</p>
<p>70-21F&P To consider the Council Business Risk Management a) Overtime Report: - Noted. b) Creditors / Debtors Report: - The Clerk detailed the outstanding debtors and explained the Town Council Support Officer had recently worked on chasing outstanding payments, with most within agreed payment terms. c) Budget Variance– Finance Committee Responsibilities: - The September 2021 Budget Variance, as circulated, was considered, highlighting that this information had not been shared for the October council meeting. The Clerk explained to the Committee that at the recent Asset Management and Operations Committee meeting (Thursday 28th October 2021), it was resolved to instruct the Quinquennial Survey, reinstatement valuation and market valuation report at the Council Chambers. The Clerk explained the quotation from Vickery Holman Property Consultants had been accepted and Vickery Holman are being instructed to undertake the survey and report as soon as possible. The Chairman (Councillor Mrs. J M Martin) highlighted the urgency for receipt of the market survey report, which could then be used to guide the council’s budget discussions for the hiring/licensee charges for 2022/23. It is agreed to the surveys/report will be charged to the Recurring Maintenance cost centre, as they pertain to the Council Chambers building. d) To re-consider any further Budget requirements for 2022-23, 2023-24 and 2024-25. All Members were satisfied with previous budget discussions and the Chairman (Councillor Mrs. J M Martin) advised that all Members are invited to attend the budget setting meeting.</p>	<p>Clerk</p>
<p>71-21F&P Items Referred to this Committee None.</p>	
<p>72-21F&P Planning Applications None.</p>	
<p>73-21F&P Correspondence a) Free of Charge Use application – 2nd Torpoint Scouts: - It is resolved to approve the free of charge use application from the 2nd Torpoint Scouts Park, (as previously circulated). b) Public Sector Deposit Fund - CCLA Fact Sheet 30 September 2021: - Noted. c) Cornwall Pension Fund October 2021 Newsletter – Cornwall Pension Fund: - Noted. d) S137 Grant Funding application – St. Columba Rugby Ltd. (as circulated). Following consideration of the application and an in-depth discussion, Councillor G J Davis proposed, this was seconded by Councillor R M Willoughby and it is recommended to award St. Columba Rugby Ltd. £5,000 from Section 137 funding, to enable Torpoint RFC to progress the relocation from the current site at Defiance Field. The grant will enable the proposed new site to be surveyed for environment, ecological and impact means. Completion of the surveys will enable St. Columba Rugby Ltd. to move the build forward and develop the facilities for the</p>	<p>Council</p>

<p>whole town. The Chairman (Councillor Mrs. J M Martin) highlighted St. Columba Rugby Ltd. has made an offer to the council to give a presentation/overview of the project. Members considered this offer and wish to invite St. Columba Rugby Ltd. to give presentation prior to the first meeting of this Committee in 2022, where all Members will be invited to attend, detailing how the project will be delivered.</p>						Clerk																																				
<p>74-21F&P Accounts for payment</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Total (£)</th> <th>VAT (£)</th> <th>NET (£)</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Cornwall Council - Dog Waste Bags</td> <td>Library Dog Waste Bags</td> <td>25.02</td> <td>4.17</td> <td>20.85</td> <td>Dog Waste Bags pack of 50 bags x 6</td> </tr> <tr> <td>Biffa</td> <td>Invoice 522C72461</td> <td>32.83</td> <td>5.48</td> <td>27.35</td> <td>Chambers waste collection 08.10.21</td> </tr> <tr> <td>Biffa</td> <td>Invoice 522C72459</td> <td>25.15</td> <td>4.20</td> <td>20.95</td> <td>Library waste collection 08.10.21</td> </tr> <tr> <td>Biffa</td> <td>Invoice 522C72458</td> <td>18.12</td> <td>3.02</td> <td>15.10</td> <td>Library recycling collection 08.10.21</td> </tr> <tr> <td>Bigs Brownies & Cakes (S L Brown)</td> <td>124`</td> <td>300.00</td> <td>0.00</td> <td>300.00</td> <td>Civic Parade platters</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description	Cornwall Council - Dog Waste Bags	Library Dog Waste Bags	25.02	4.17	20.85	Dog Waste Bags pack of 50 bags x 6	Biffa	Invoice 522C72461	32.83	5.48	27.35	Chambers waste collection 08.10.21	Biffa	Invoice 522C72459	25.15	4.20	20.95	Library waste collection 08.10.21	Biffa	Invoice 522C72458	18.12	3.02	15.10	Library recycling collection 08.10.21	Bigs Brownies & Cakes (S L Brown)	124`	300.00	0.00	300.00	Civic Parade platters	
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<p>75-21F&P Date of next meeting Monday 29th November 2021 (Budget meeting), the Chairman (Councillor Mrs. J M Martin) advised that all Members are invited to attend the annual budget setting meeting.</p>																																										
<p>76-21F&P It was resolved the information to be considered is of a sensitive nature, these items are considered with the public and press excluded and is contained in the confidential annex to these minutes (Public Bodies (Admission to Meetings) Act 1960 1(2)).</p>																																										
<p>77-21F&P Any Business that has been disclosed to the Chairman and members prior to the meeting. None.</p>																																										
<p>Meeting closed at 7.57pm _____ Chairman</p>																																										