



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 3<sup>rd</sup> September 2018 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint to which members of this Committee are summoned to attend.

### AGENDA

#### **1. Apologies for absence.**

#### **2. Declarations of Interest relating to items on the agenda.**

#### **3. Minutes of the previous meeting.**

Minutes of the meeting held on Monday 2<sup>nd</sup> July 2018.

#### **4. Matters arising from the minutes.**

- a) Civic Functions (minute 30-18F&P (a) refers).
- b) Council Investment Strategy (Minute 30-18F&P (b) refers).
- c) Council Staffing Structure – (minute 30-18F&P (c) refers).
  - i) To include Work Experience information.
- d) Capital Projects – Project Statement (as circulated) (minute 30-18 (d) refers).
- e) Internal Audit Report – update including (minute 30-18F&P (e) refers).
  - i) Amended Standing Orders (as circulated)
  - ii) Council Reserves Policy (as circulated)
- f) To review the use of Council facilities at no cost (minute 31-18 (b) refers).

#### **5. To consider Policies Delegated to this Committee**

- a) Complaints Policy (as circulated).
- b) Finance Policy (as circulated).

#### **6. To consider the Council Risk Management**

- a) Overtime Report - from the Town Clerk (to follow).
- b) Creditors/Debtors – from the Town Clerk (to follow).
- c) Budget Monitoring – Finance Committee (July 2018 Financial Comparison as circulated).

#### **7. Items referred to this Committee.**

- a) Planning Application PA18/06798 – Land adjacent to 92, Clarence Road, Torpoint – Erection of proposed adaptable need home with carer's accommodation.

#### **8. Correspondence.**

- a) TMSC Ltd. – Request for financial assistance.
- b) Torpoint and Rame Active Community Network – Request for financial support.
- c) Torpoint Mosquito Sailing Club Rowers – Request to release pledged financial assistance.
- d) Torpoint Community Cinema Project – Request to use Council facilities at no cost (Benodet Park – Council Hall if wet).
- e) Licence Agreement – land at the former bus depot Trevol Road.
- f) Sophia Williams (Ava's Fun Day) – Report on use of Council facilities at no cost.
- g) Friends of Thanckes Park – Report on use of Council facilities at no cost.
- h) Friends of Thanckes Park – Request to use of Council facilities at no cost (29<sup>th</sup> September 2018).
- i) Friends of Thanckes Park – Request to use of Council facilities at no cost (14<sup>th</sup> October 2018)
- j) Friends of Thanckes Park – Request to use of Council facilities at no cost (15<sup>th</sup> December 2018)
- k) Lizetta Fellows (McMillan Coffee Morning) - Request to use of Council facilities at no cost.
- l) Cornwall Air Ambulance – Acceptance of Grant Conditions.

m) 3<sup>rd</sup> Torpoint Guides – Request for financial assistance

## 9. Planning Applications.

a) None

(Plans can be viewed on-line at <http://planning.cornwall.gov.uk/online-applications> and searching under the application number).

## 10. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Clear Sight	Window Cleaner	70.00	0.00	70.00
ITEC	Photocopies	66.89	11.15	55.74
B & C Shelters	Removal of existing bus shelter	180.00	30.00	150.00
B & C Shelters	Bus Shelter - Trevol Road	5,133.00	855.50	4,277.50
Waterwise	Big Sink Plungers (2)	12.10	2.02	10.08
Cornwall Council	Garage rent 29.08.18 - 16.09.2018	54.64	9.12	45.52
Festive Lighting Company	Refurbishment Charges	808.80	134.80	674.00
British Telecom	Phone Bill	34.20	5.70	28.50
T Morris	Mayor's Diary/Telescopic Handlance	12.55	1.76	10.79
C F Southworth	Petrol/Oil Probation Team/Postage	21.99	3.09	18.90
British Gas	Electricity - Antony Road Toilets	25.95	1.23	24.72
Viking	Diaries	5.14	0.86	4.28
Festive Lighting Company	Christmas Lights Annual lease	2,049.60	341.60	1,708.00
SSE	Electricity Town Hall	1,207.05	201.17	1,005.88
James Property Services	Plumbing Work at the Town Hall	292.50	0.00	292.50

## 11. Date of next meeting.

Monday 1<sup>st</sup> October 2018.

## 12. Any Business that has been disclosed to the Chairman and members prior to the meeting.

*Chris Harris*

RFO

Tuesday 28<sup>th</sup> August 2018