

# TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 4<sup>th</sup> December 2017 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 30<sup>th</sup> October 2017.

### 4. Matters arising from the minutes.

- a) Civic Functions (minute 70-17F&P (a) refers).
- b) Internal Audit Report – Model publication policy (minute 70-17F&P (b) refers).
- c) Training update and training policy (minute 70-17 (d) refers).

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

- a) Pay and Conditions Policy (as circulated).
- b) S137 Grants Policy and guidance notes (as circulated).
- c) Free of Charge use of Council Premises and guidance notes (as circulated)
- d) Torpoint Town Council Pension Discretion Policy (as circulated).
- e) Torpoint Town Council Investment Strategy (as circulated).

### 6. To consider the Council Risk Management

- a) Overtime – Deputy Town Clerk (to follow).
- b) Creditors/Debtors – Deputy Town Clerk (to follow).
- c) Budget Monitoring – Finance Committee (October Financial Comparison as circulated).

### 7. Items referred to this Committee.

- a) Honorary Burgess Awards and Mayoral presentations.

### 8. Correspondence.

- a) Appointment of External Auditor [and confirmation of the Council internal auditor].
- b) Torpoint Mosquito Sailing Club Rowers – Request for financial assistance.
- c) NHS – NHS Blood and Transplant – changes to the blood donation service.
- d) Friends of Thanckes Park – Use of Council facilities at no cost.
- e) RAOB – Use of Council facilities at no cost (Youth Football Team).
- f) Torpoint Community Cinema Project (TTP) – Use of Council facilities at no cost.
- g) Lloyds Bank – Change of Terms [also bank signatories]

### 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
Cornwall Council	Garage rent (14.12- 07.01)	65.65	10.95	54.70
ITEC	Photocopies	45.53	7.59	37.94
BIFFA	Wheelie Bin	129.90	21.65	108.25

**11. Date of next meeting.**

Monday 29<sup>th</sup> January 2018.

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

*Chris Harris*

Clerk

Tuesday 28<sup>th</sup> November 2017