



TORPOINT TOWN COUNCIL

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

(Please note: - All members are invited to attend and participate in agenda items 1-6 inclusive and the Mayor will Chair the meeting for agenda items 1-6).

AGENDA

1. Apologies for absence.

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

3. Election of Town Mayor Designate for the Civic Year 2018-19.

4. Election of Deputy Town Mayor Designate for the Civic Year 2018-19.

5. Appointment of Town Council Committees

(Working Papers Attached).

6. Appointment of Delegates to Outside Bodies

(Working Papers Attached)

7. Minutes of the previous meeting.

Minutes of the meeting held on Monday 26th February 2018.

8. Matters arising from the minutes.

- a) Civic Functions (minute 106-17F&P (a) refers).
- b) Internal Audit Report (minute 106-17F&P (b) refers).
- c) Training update (minute 106-17F&P (c) refers).
- d) Council Investment Strategy (Minute 106-17F&P (d) refers).
- e) Internal Controls Scrutiny Document (Loans Log and charging for equipment hire).
- f) Council Staffing Structure – (minute 109-17F&P (a) refers).

9. To consider Policies Delegated to this Committee

- a) Policy on Civic Protocols (to follow).
- b) Internal Controls Self-Assessment (to follow).
- c) Internal Controls Statement of Internal Controls (to follow).

10. 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 (February 2018 Financial Comparison as circulated).

11. Items referred to this Committee.

- a) Proposed Policy Schedule (as circulated).

12. Correspondence.

- a) Torpoint Town Partnership – Use of Council Facilities at no cost (Benodet Park).
- b) Torpoint Community Cinema project – Use of Council facilities at no cost (Bank Statement awaited).
- c) 2nd Torpoint Scout Group – Use of Council facilities at no cost.
- d) BIFFA – Increase in waste collection charges.



e) CRUSE Bereavement – Acceptance of grant letter.

13. Planning Applications.

a) None

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

14. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Business Rates Town Hall April 2018	1,308.14	0.00	1,308.14
Cornwall Council	Business Rates Pub Cons April 2018	139.15	0.00	139.15
British Telecom	Phone Bill	321.95	46.99	274.96
Western Web	Web Space/Licence/email NDP website	80.40	13.40	67.00
BUNZL	Cleaning/Sanitary Materials	112.18	18.70	93.48
ITEC	Photocopies	24.53	4.09	20.44

15. Date of next meeting.

Monday 30th April 2018.

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

Chris Harris

Clerk

Monday 26th March 2018