



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 29<sup>th</sup> October 2018 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint to which members of this Committee are summoned to attend.

(All members please note the Torpoint Youth Project will answer questions from members commencing at 6.30pm)

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

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

- a) Civic Functions (minute 57-18F&P (a) refers).
- b) Council Investment Strategy (Minute 57-18F&P (b) refers).
- c) Council Staffing Structure – (minute 57-18F&P (c) refers).
- d) Internal Audit Report – update (minute 57-18F&P (d) refers).
- e) To review the use of Council facilities at no cost (minute 57-18 (e) refers).
- f) Cornwall Council Policies – (minute 57-18 (f) refers).
- g) Torpoint and Rame Active Community Network – Request for financial support (minute 57-18F&P (g) refers).
- h) Volunteering Policy – (minute 58-18 (c) refers).
- i) Torpoint and Rame Youth Project – (minute 60-18 (c) refers).

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

- a) Business Continuity Plan (as circulated).
- b) Pay and Conditions Policy (as circulated).
- c) Pensions Discretion Policy (as circulated).
- d) Investment Strategy (as circulated).
- e) Disability Employment Policy (as circulated).
- f) Recruitment Policy (to follow).
- g) Employee Handbook and Member/Officer protocols (to follow).

#### **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 (September 2018 Financial Comparison as circulated).

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

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

- a) The Friends of Thanckes Park – Report on use of Council facilities at no cost (Tea Hut - August).
- b) The Friends of Thanckes Park – Request for use of Council facilities at no cost (Tea Hut - October).
- c) Torpoint Players – Request for use of Council facilities at no cost (Rehearsals and Pantomime).

#### **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
SW Water	Town Hall (July-October)	191.64	0.00	191.64
Complete Business Solutions	Stationery	43.18	7.20	35.98
Cornwall Council	Salaries/Mayors Allowance - Jul-Sept	30,746.85	42.00	30,704.85

**11. Date of next meeting.**

Monday 3<sup>rd</sup> December 2018.

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

*Chris Harris*

RFO

Tuesday 23<sup>rd</sup> October 2018