



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 4th November 2019 at 7.00 p.m. in the Council Committee Room, 4, York Road, Torpoint to which all members are summoned to attend.

AGENDA

1. Apologies for absence.

2. Declarations of interest relating to items on the Agenda.

3. Items Referred to this Committee

- a) Town Council Organisation structure/design (to follow).
- b) Accounting / financial software (to follow).

4. Minutes of the previous meeting.

Minutes of the meeting held on Monday 30th September 2019.

5. Matters Arising from the minutes

- a) Council Staffing Report (minute 55-19F&P (a) refers).
- b) Civic Functions (minute 55-19F&P (b) refers).
- c) Council Investment Strategy (minute 55-19F&P (c) refers).
- d) Accounts for Payment - VAT (minute 55-19F&P (d) refers).
- e) Financial Regulations - Issue of Credit Card (minute 55-19F&P (e) refers).

6. To consider Policies referred to this Committee

All deferred to the next meeting.

7. To consider the Council Risk Management

- a) Overtime Report from the Town Clerk (to follow).
- b) Creditors/Debtors from the Town Clerk (as circulated).
- c) Budget Monitoring – Finance Committee responsibilities (September 2019 Financial Comparison).
- d) To review a budget plan for this Committee.

8. Correspondence

- a) Torpoint Defib Project – Application for use of facilities at no cost (as circulated).
- b) 3rd Torpoint Guides – Section 137 Grant Report (as circulated).
- c) Proposed reconfiguration of Room 2 (opportunity to meet with and discuss) – Grace and Glamour (Licensee) (as circulated).
- d) Cornwall Partnership NHS Foundation Trust – Application for use of facilities at no cost (as circulated).
- e) Torpoint Rowers Clun – Section 137 Grant Report (as circulated).

9. Planning Applications.

None.

10. Accounts for Payment.

PAYEE	REASON	GROSS (£)	(VAT) (£)	NETT (£)	
Streetmaster	Memorial benches x 3*	6728	2956.80	492.80	2464.00



Spot On Supplies	cleaning products	21479581	18.30	3.05	15.25
Spot On Supplies	floor cleaning	21479811	38.58	6.43	32.15
Spot On Supplies	toilet tissue & dishwasher	21479812	44.98	7.50	37.48
Bickfords Cleaning Services	Chambers Chairs cleaned	41303	360.00	60.00	300.00
Waterwise	replace toilet seat Antony	33339	48.09	8.01	40.08
Biffa	waste removal council chambers	408T04260	124.66	20.78	103.88
Biffa	waste removal library	408T04261	24.00	4.00	20.00

*Note – 2 x memorial benches to be charged to the families once installation is complete.

11. Date of next meeting.

Monday 2nd December 2019.

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

CFSouthworth

Milly Southworth Town Clerk and RFO

Monday 28th October 2019