



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 2<sup>nd</sup> December 2019 at 7.00 p.m. in the Council Committee Room, 4, York Road, Torpoint to which all members are summoned to attend.

(Please note – all members of the Council are summoned to attend for agenda items 1 – 5 inclusive.)

### 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.

**4. To consider the Hiring and Letting Charges for the 2020-21 financial year.**

(Working Paper as circulated.)

**5. To consider the Council Budget for the 2020-21 financial year.**

(Working Paper to follow.)

**6. Minutes of the previous meeting.**

Minutes of the meeting held on Monday 4<sup>th</sup> November 2019.

**7. Matters Arising from the minutes**

a) Accounting / financial software (minute 67-19F&P (b) refers).

b) Council Staffing Report (minute 69-19F&P (a) refers).

To include Library and Community Hub staff.

c) Civic Functions (minute 69-19F&P (b) refers).

d) Council Investment Strategy (minute 69-19F&P (c) refers). (See circulated information.)

e) Accounts for Payment - VAT (minute 69-19F&P (d) refers).

f) Proposed reconfiguration of Room 2 (minute 72-19F&P (c) refers).

**8. To consider Policies referred to this Committee**

a) Policies schedule (to follow).

**9. To consider the Council Risk Management**

a) Overtime Report from the Town Clerk (as circulated).

b) Creditors/Debtors from the Town Clerk (as circulated).

c) Budget Monitoring – Finance Committee responsibilities (October 2019 Financial Comparison).

**10. Correspondence**

a) Torpoint Players – Application for use of facilities at no cost (as circulated).

b) Torpoint Allotment Association – Application for use of facilities at no cost (as circulated)

c) Torpoint and Rame Peninsula Lions Club – Report of use of facilities at no cost (as circulated).

d) Torpoint Town Partnership – Report of use of facilities at no cost (as circulated).

e) Parish and Town Council Precepts for 2020/21 Financial Year (as circulated).

f) Business Rate relief on Public Conveniences (as circulated).

g) Suggestions on improvements of the Co-option process – Councillor K Moon (as circulated).



**11. Planning Applications.**

None.

**12. Accounts for Payment.**

PAYEE	REASON		GROSS (£)	(VAT) (£)	NETT (£)
Rame Refuse	Removal of turf memorial bench site	2201	48.00	8.00	40.00
Hampshire Flags	Replacement Union Flag	154483	143.93	23.99	119.94
Biffa	Torpoint Library waste collection	408T05304	30.00	5.00	25.00
Biffa	Council chambers waste collection	408T05303	155.82	25.97	129.85

**13. Date of next meeting.**

Monday 3<sup>rd</sup> February 202.

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

CF Southworth

Milly Southworth Town Clerk and RFO

Tuesday 26<sup>th</sup> November 2019