



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a **VIRTUAL** meeting of the Finance and Personnel Committee will be held **via Zoom** on Monday 1st June 2020 at **6.30pm** to which all members are summoned to attend. Members of the public are invited to join/listen to the **Virtual** meeting by one of the following options: -

<https://us02web.zoom.us/j/81540714429?pwd=YVVBaU1nYkk5cnRQdTl0aHV6MVgwdz09>

Meeting ID: **815 4071 4429**

Password: **382226**

One tap mobile +442034815240,,81540714429#,,1#,382226# United Kingdom

+441314601196,,81540714429#,,1#,382226# United Kingdom

Dial by your location

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: **815 4071 4429**

Password: **382226**

Find your local number: <https://us02web.zoom.us/u/kzWVURWak>

AGENDA

- 1. Apologies for absence.**
- 2. Election of Chairman for the Civic Year 2020-21**
- 3. Election of Deputy Chairman for the Civic Year 2020-21**
- 4. Declarations of interest relating to items on the Agenda.**
- 5. Committee Terms of Reference (to follow)**
- 6. Minutes of the previous meeting.**
Minutes of the meeting held on Monday 2nd March 2020.
- 7. Matters Arising from the minutes**
 - a) Town Council organisation structure and design (minute 107-19F&P (a) refers).
 - b) Accounting / financial software (minute 107-19F&P (b) refers).
 - c) Council Staffing Report (minute 107-19F&P (c) refers).
 - d) Civic Functions (minute 107-19F&P (d) refers).
 - e) Council Investment Strategy (minute 107-19F&P (e) refers).
 - f) VAT (minute 107-19F&P (f) refers).
 - g) Research alternative suppliers and costs for waste removal and disposal (minute 107-19F&P (h) refers).
 - h) Insurance renewal (minute 116-19F&P).
- 8. Items Referred to this Committee**
None.

9. To consider Policies referred to this Committee

- a) Whole policy review to be undertaken.

10. 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 responsibilities (March 2020 Financial Comparison).

11. Correspondence

12. Planning Applications.

13. Accounts for Payment.

PAYEE	REF NO	REASON	GROSS (£)	(VAT) (£)	NETT (£)
ITEC	Prints	329206	54.66	9.11	45.55
Complete Weed Control	1st Treatment 2020	SW-2906	1480.80	246.80	1234.00
Vent-Clenz	Kitchen Extraction Annual	902421	456.00	76.00	380.00

14. Date of next meeting.

Monday 29th June 2020.

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

C F Southworth

Mrs C F Southworth Cert (HE), BA (Hons), PSLCC
 Town Clerk and RFO

Friday 22nd May 2020