



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a **VIRTUAL** meeting of the Finance and Personnel Committee will be held **via Zoom** on Tuesday 1st September 2020 at **7.00pm** 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/81950600905?pwd=NjNWNm4vNzRNMGxyamtNaFBRbHhtUT09>

Meeting ID: **819 5060 0905**

Passcode: **149727**

One tap mobile

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+442030512874,,81950600905#,,,,,0#,,149727# United Kingdom

Dial by your location

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Meeting ID: **819 5060 0905**

Passcode: **149727**

Find your local number: <https://us02web.zoom.us/u/kA1ztv7Xo>

AGENDA

1. Apologies for absence.

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

3. Minutes of the previous meeting.

Minutes of the virtual meeting held on Monday 29th June 2020.

4. Matters Arising from the minutes

- a) Town Council organisation structure and design (minute 21-20F&P (a) refers).
- b) Council Staffing Report (minute 21-20F&P (b) refers).
- c) Civic Functions (minute 21-20F&P (c) refers).
- d) Research alternative suppliers and costs for waste removal and disposal (minute 21-20F&P (d) refers).
- e) COVID-19 Update (as circulated for the August 2020 Council meeting) (minute 24-20 (c) refers).
- f) Penntorr Surgery (minute 29-20F&P refers).
- g) Local Community Markets S137 Grant approved update (minute 207-19 (d) Council meeting held 30th April 2020 refers).

5. Items Referred to this Committee

- a) Better understanding of costings for Library & Community Hub employees (as previously circulated for August 2020 Council meeting).

6. To consider Policies referred to this Committee

- a) Investment Strategy (to follow).

7. To consider the Council Risk Management

- a) Overtime Report (to follow).
- b) Creditors/Debtors to follow).

- c) Budget Monitoring – Finance Committee responsibilities (June 2020 and July 2020 Financial Information).
- d) Business Risk Management 2020 (as agreed at August 2020 Council meeting) (revised copy to follow).
- e) Internal Controls Scrutiny (to follow).

8. Correspondence

- a) Cornerstone Church – update on Section 137 Grant funding previously received (to follow).
- b) Public Sector Deposit Fund Fact Sheet July 2020 (to follow).
- c) Cornwall Pension Fund Employer Newsletter July 2020 & August 2020) (to follow).
- d) NJC (National Joint Council) Local Government Services’ Pay Agreement 2020-21 (to follow) and implications to the budget for 2020/21.

9. Planning Applications.

- a) PA20/06490 – Detached garage with attached greenhouse – 50 Cremyll Road, Torpoint PL11 2DY.

10. Accounts for Payment.

Contact Name	Invoice Number	Total	Tax Total	Net	Description
S W Legionella Risk Assessment	TTC0820	495.00	0.00	495.00	Full Legionella Risk Assessment at the following properties
Western Web Limited	Inv 21928	591.72	98.62	493.10	Supply cabinet for phone system + move cabinet to new location including set up
Biffa	522T29401	32.88	5.48	27.40	Library Waste Collection 22.08.20 to 25.09.20
Biffa	522T29400	170.64	28.44	142.20	Chambers Waste Collection 22.08.20 to 25.09.20
SLCC Enterprises Ltd	132231	36.00	6.00	30.00	Webinar Session Dealing with Challenging People & Situations
Cornwall Council Protection Service	8100037792	100.00	0.00	100.00	Virtual Fixed Penalty notice training Paul Stinchcombe 13th August PO no 0055
Cornwall Council - Garage	34190700166	72.55	12.09	60.46	Garage Rental 03.08.20 - 30.08.20
Spot On Supplies	Inv 21497916	26.59	1.27	25.32	Cleaning & Toiletries

11. Date of next meeting.

Monday 28th September 2020.

12. 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

Monday 24th August 2020