



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a **VIRTUAL** meeting of the Finance and Personnel Committee will be held **via Zoom** on Monday 2nd November 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/81238369176?pwd=UTYzUFk5NXJucG5MckdYQlZrZUpUQT09>

Meeting ID: **812 3836 9176**

Passcode: **814946**

One tap mobile

+442039017895,,81238369176#,,,,,0#,,814946# United Kingdom

Dial by your location

+44 203 901 7895 United Kingdom

Meeting ID: **812 3836 9176**

Passcode: **814946**

Find your local number: <https://us02web.zoom.us/u/kefnEeN719>

AGENDA

1. Apologies for absence.

2. Election of Deputy Chairman for the Civic Year 2020-21 (due to the resignation of previous Councillor S J Corbidge MBE).

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

4. Minutes of the previous meeting.

Minutes of the virtual meeting held on Monday 28th September 2020.

5. Matters Arising from the minutes

- a) Council Staffing Report (minute 46-20F&P (a) refers).
 - i) Record staffing information (information as circulated);
 - ii) Feedback / update on staffing support provided at (two) Local Community Markets.
- b) Civic Functions (minute 46-20F&P (b) refers).
 - i) Remembrance Day Arrangements (information as circulated).
- c) Research alternative suppliers and costs for waste removal and disposal (minute 46-20F&P (c) refers) (information as circulated).
- d) COVID-19 update (minute 46-20F&P (d) refers).
- e) Timeline / Committee Structure (minute 46-20F&P (e) refers).
- f) Promote Section 137 Grant Funding (minute 49-20F&P (c) refers).

6. Items Referred to this Committee

- a) None.

7. To consider Policies referred to this Committee

- a) Lettings Policy (as updated) (as circulated).

8. To consider the Council Risk Management

- a) Overtime Report (to follow).
- b) Creditors/Debtors (to follow).
- c) Budget Monitoring – Finance Committee responsibilities (September 2020 Financial Information).
- d) To consider and review the budget for 2021/22 for this Committee (current budget information as circulated).

9. Correspondence

- a) Torpoint Athletic Juniors FC – Section 137 Grant Application (as circulated).
- b) 2nd Torpoint Scout Group – Section 137 Grant Application (as circulated).
- c) Royal British Legion - Section 137 Grant Application (to follow).
- d) Employer Newsletter – Cornwall Pension Fund – October 2020 (as circulated).

10. Planning Applications.

None.

11. Accounts for Payment.

| Contact Name | Invoice Number | Total | VAT | NET | Description |
|---|-------------------|--------|-------|--------|---|
| * Cornwall Council - Bus Rate Chambers | 802311466 | 652.00 | 0.00 | 652.00 | Business Rates November 2020 |
| Tartendown Nurseries | Invoice No 3608 | 588.96 | 98.15 | 490.81 | Plants, Topsoil & delivery Harvey Street Planters |
| ITEC | Inv no 346878 | 49.14 | 8.19 | 40.95 | Print copies 25.09.20 - 21.10.20 |
| Complete Business Solutions Group Ltd | SINV024684 77 | 49.25 | 8.21 | 41.04 | Stationery |
| Cornwall Council - Neighbourhoods & Public Protection | Inv No 8100057943 | 25.00 | 4.17 | 20.83 | Dog Waste Bags x 300 bags |
| Cornwall ALC Limited | 2021-295 | 24.00 | 4.00 | 20.00 | Code of Conduct Virtual Training Cllr Keiran Moon |
| Cornwall ALC Limited | inv no 2021-258 | 216.00 | 36.00 | 180.00 | Virtual Training Cllrs RE, JT, JM, |
| * Cornwall Council - Waste Management | 8100054361 | 150.00 | 0.00 | 150.00 | Seagull Sacks for Library x 50 |

* Included on October 2020 Council meeting payments, amount not yet taken from bank account (as at 26/10/20)

12. Date of next meeting.

Monday 30th November 2020 (Budget setting).

13. 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

Tuesday 27th October 2020