



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a **VIRTUAL** meeting of the Finance and Personnel Committee will be held **via Zoom** on Monday 1<sup>st</sup> February 2021 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/88430256715?pwd=SEFmQTNYZkFHMDVYYnBaWHE2TDB3UT09>

Meeting ID: **884 3025 6715**

Passcode: **859246**

One tap mobile

+441314601196,,88430256715#,,,,\*859246# United Kingdom

Dial by your location

+44 131 460 1196 United Kingdom

Meeting ID: **884 3025 6715**

Passcode: **859246**

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

## 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 30<sup>th</sup> November 2020.
- 4. Matters Arising from the minutes**
  - a) Council Staffing Report (minute 72-20F&P (a) refers) (to include an update on recruitment of Operations Manager).
  - b) Civic Functions (minute 72-20F&P (b) refers).
  - c) COVID-19 update / Licensee payment holiday (minute 72-20F&P (d) refers).
- 5. Items Referred to this Committee**
  - a) Draft Resolution Policy (to follow).
  - b) Financial / Lease Agreement Vospers (as circulated).
- 6. To consider Policies referred to this Committee**  
None.
- 7. To consider the Council Risk Management**
  - a) Overtime Report (as circulated).
  - b) Creditors/Debtors (to follow).
  - c) Budget Monitoring – Finance Committee responsibilities (November and December 2020 Financial Information).
  - d) Valuation Office Update (as circulated).

**8. Correspondence**

- a) True Butterflies - Section 137 Grant Application (as circulated).
- b) Report of S137 grant funds spent Poppy Garden construction - Royal British Legion (as circulated).
- c) Employer Newsletter – Cornwall Pension Fund – January 2021 (as circulated).
- d) Code of Conduct Consultation – Cornwall Council (documents as previously circulated).
- e) Citizens Advice Cornwall – Section 137 Grant Application (as circulated).
- f) The Rame Group Practice – Application for Free of Charge Use (as circulated).

**9. Planning Applications.**

None.

**10. Accounts for Payment.**

Contact Name	Invoice Number	Total	VAT	NET	Description
Biffa	Inv No 522C03828	22.60	3.77	18.83	Chambers General Waste collection
Biffa	Inv no 522C03827	14.76	2.46	12.30	Chambers recycling collection
Biffa	Inv No 522C03826	22.20	3.70	18.50	Library general waste collection
Biffa	Inv No 522C03825	14.76	2.46	12.30	Library Recycling collection
DFR Roofing Ltd	Inv No 202765	1,538.40	256.40	1,282.00	Repairs to Roof above Pearn's Passage
Cornwall Council	Inv No 8100081448	57,034.44	72.00	56,962.44	Employee Salary Oct - Dec 2020 & Mayor's Allowance
Cornwall ALC Limited	Inv No 2021- 394	36.00	6.00	30.00	Councillor training session
Cornwall ALC Limited	Inv No 2021- 370	36.00	6.00	30.00	Councillor training session
BT Chambers Maintenance Account	Acc No 3649 1759	67.28	11.21	56.07	rental / maintenance charges Jan - Mar 2021
SMP Pipe Systems Limited	Inv No 3617	1,569.18	261.53	1,307.65	Service boilers at Council Chambers

**11. Date of next meeting.**

Monday 1<sup>st</sup> March 2021.

**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

Tuesday 26<sup>th</sup> January 2021