

TORPOINT TOWN COUNCIL

NOTICE is hereby given that a **VIRTUAL** meeting of the Finance and Personnel Committee will be held **via Zoom** on Monday 29th March 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: - Join Zoom Meeting

https://us02web.zoom.us/j/84504638119?pwd=Nm50cFJMdHNaVGJnbVBtSUVML0pIQT09

Meeting ID: 845 0463 8119

Passcode: **749525**One tap mobile

+442030512874,,84504638119#,,,,*749525# United Kingdom +442034815237,,84504638119#,,,,*749525# United Kingdom Dial by your location +44 203 051 2874 United Kingdom

Meeting ID: 845 0463 8119

Passcode: **749525**

Find your local number: https://us02web.zoom.us/u/kfGC1Dhkk

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 1st March 2021.

4. Matters Arising from the minutes

- a) Council Staffing Report (minute 96-20F&P (a) refers).
- b) Civic Functions (minute 96-20F&P (b) refers).
- c) Business Meeting 10th May 2021 (minute 100-20F&P refers).
- d) Insurance Renewal 2021/22 and property valuation (minute 101-20F&P (d) refers) (see attached renewal documentation as circulated).
- 5. Items Referred to this Committee None.

6. To consider Policies referred to this Committee

- a) Business Risk Management Plan 2020 (to be updated and reviewed to follow).
- b) Financial Risk Assessment (to be updated and reviewed to follow).
- c) Section 137 protocols plus Free of Charge use (applications and guidance notes to follow).

7. To consider the Council Risk Management

- a) Overtime Report (as circulated).
- b) Creditors/Debtors (no report).
- c) Budget Monitoring Finance Committee responsibilities (February 2021 Financial Information).

8. Correspondence

a) Complaint number three March 2021 – Mr M Chambers (Town Clerk to provide overview).



- b) Year-end information request; Employer Newsletter March 2021 and Town & Parish Council employer meetings Cornwall Pension Fund (all as circulated).
- c) The Public Sector Deposit Fund FAQs CCLA (as circulated).
- d) Section 137 Grant application Beat4Autism C.I.C. (as circulated).
- e) Section 137 Grant application St. Columba & Torpoint RFC (as circulated).
- f) Section 137 Grant application YMCA Plymouth Torpoint & Rame Community Sports Centre (as circulated).
- g) Request ring-fencing for Section 137 Grant funding already agreed Local Community Markets (as circulated).

9. Planning Applications. None.

10. Accounts for Payment.

Contact NameNumberTotalVATNETDescriptionDFR Roofing LtdInv no 203185940.80156.80784.00Additional works to roof above Pearns PassageSpot On SuppliesInv no 2151403117.622.9314.69Cleaning materialsBRL Architects LtdInv no 70025,310.00885.004,425.00Professional services relating to swimming pool, feasibility Study Issue of draft reportCornwall Council - Rm 6 Bus Rates8027204663,165.980.003,165.98Bus Rates room 5 & 6 period 01.04.2018 to 29.09.2018 £801.34Cornwall Council - Rm 6 Bus Rates802720466Bus Rates Rooms 5 & 6 historic charges 01.04.20 to 31.08.20 £857.60Cornwall Council - Rm 6 Bus Rates8023114662,097.160.002,097.16bus Rates Room 5 & 6 period 01.06.2019-31.03.20 £1507.04Cornwall Council - Bus Rate Chambers8023114662,097.160.002,097.16bus Rates 1-3 Buller Road historical charges including period 01.04.17 to 31.03.21Clifton Emery Design LtdInv no SI-28561,500.00250.001,250.00Re PO-0019 First invoice for graphics works associated with prep for NDP in liaison with LRMCornwall ALC LimitedInv no 2021-46136.0030.00Virtual Training sessions Year End Accounts and Audit Milly SouthworthBTVP 91196470282.1647.03235.13Telephone and BroadbandDrgroundsInv - 109154.4225.74128.68Grass Cutting March 2021 1 x per monthHelping Hand Environmental401719474.179.02395.08 <th>10. Accounts for</th> <th>Invoice</th> <th></th> <th></th> <th></th> <th></th>	10. Accounts for	Invoice				
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Biffa	Inv 522C17083	45.18	7.53	37.65	Council chambers General Waste
					Collection 26.02, 12.03, 26.03.21
Biffa	Inv 522C17082	22.14	3.69	18.45	Council Chambers Recycling
					collection 23.02, 09.03, 23.03.21
Biffa	Inv 522C17081	33.30	5.55	27.75	Library General Waste collection
					26.02, 12.03, 26.03.21
Biffa	Inv 522C17080	22.14	3.69	18.45	Library Recycling collection 23.02,
					09.03, 23.03.21

11. Date of next meeting. Monday 4th May 2021.

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

CFSouthwort

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

Tuesday 23nd March 2021