



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=Nm50cFJMdHNhVnBtSUVML0pIQTO9>

Meeting ID: **845 0463 8119**

Passcode: **749525**

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Meeting ID: **845 0463 8119**

Passcode: **749525**

Find your local number: <https://us02web.zoom.us/j/84504638119?pwd=Nm50cFJMdHNhVnBtSUVML0pIQTO9>

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 Name	Invoice Number	Total	VAT	NET	Description
DFR Roofing Ltd	Inv no 203185	940.80	156.80	784.00	Additional works to roof above Pearn's Passage
Spot On Supplies	Inv no 21514031	17.62	2.93	14.69	Cleaning materials
BRL Architects Ltd	Inv no 7002	5,310.00	885.00	4,425.00	Professional services relating to swimming pool; feasibility Study Issue of draft report
Cornwall Council - Rm 6 Bus Rates	802720466	3,165.98	0.00	3,165.98	Bus Rates room 5 & 6 period 01.04.2018 to 29.09.2018 £801.34
Cornwall Council - Rm 6 Bus Rates	802720466				Bus Rates Rooms 5 & 6 historic charges 01.04.20 to 31.08.20 £857.60
Cornwall Council - Rm 6 Bus Rates	802720466				Bus Rates Room 5 & 6 period 01.06.2019-31.03.20 £1507.04
Cornwall Council - Bus Rate Chambers	802311466	2,097.16	0.00	2,097.16	bus Rates 1-3 Buller Road historical charges including period 01.04.17 to 31.03.21
Clifton Emery Design Ltd	Inv no SI-2856	1,500.00	250.00	1,250.00	Re PO-0019 First invoice for graphics works associated with prep for NDP in liaison with LRM
Cornwall ALC Limited	Inv no 2021-461	36.00	6.00	30.00	Virtual Training sessions Year End Accounts and Audit Milly Southworth
BT	VP 91196470	282.16	47.03	235.13	Telephone and Broadband
Drgrounds	Inv - 109	154.42	25.74	128.68	Grass Cutting March 2021 1 x per month
Helping Hand Environmental Company	401719	474.1	79.02	395.08	Group Volunteer & Kids Litter Ranger kits

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.

C F Southworth

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

Tuesday 23rd March 2021