



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a **VIRTUAL** meeting of the Finance and Personnel Committee will be held **via Zoom** on **Tuesday** 4<sup>th</sup> May 2021 at **7.00pm** to which all members are summoned to attend.

(Please note – all members of the Council are summoned to attend for agenda items 1 - 4 inclusive.)

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/84928993295?pwd=NWZPYm92QjJPa0srSityYUllcUIDZz09>

Meeting ID: **849 2899 3295** Passcode: **667578** One tap mobile

+442034815237,,84928993295#,,,,\*667578# United Kingdom

Dial by your location +44 203 481 5237 United Kingdom

Meeting ID: **849 2899 3295** Passcode: **667578** Find your local number: <https://us02web.zoom.us/u/kdwDekKxTa>

### **AGENDA**

#### **1. Apologies for absence.**

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

#### **3. Planning Applications**

a) PA21/01351 – Development of 10 B2/B8 Industrial units with associated road and parking – Land at Fisgard Way, Trevol Business Park, Torpoint.

b) PA21/03332 – Single Storey rear extension – 16 Maker Road, Torpoint PL11 2HY.

c) PA21/03287 – Addition of a small raised sandstone terrace to front of property providing a seating area. Add a grey smoked glass balustrade within the confines of the terrace with wooden bollards define front garden grass/pavement boundary – 60 Peacock Avenue, Torpoint PL11 2EY.

#### **4. Items Referred to this Committee**

a) To consider a make recommendations for the Town Team Advisory Group/Project Board, using: -

- i) Terms of Reference enabling the most appropriate governance structure to be implemented;
- ii) Memorandum of Understanding between The Cornwall Council and Torpoint Town Council and
- iii) Minutes of the Town Team Advisory Group/Project Board held on Wednesday 14<sup>th</sup> April 2021.

#### **5. Minutes of the previous meeting.**

Minutes of the virtual meeting held on Monday 29<sup>th</sup> March 2021.

#### **6. Matters Arising from the minutes**

a) Council Staffing Report (minute 109-20F&P (a) refers).

i) Letter of resignation / taking Retirement - Mrs M Cocks (as circulated).

b) Civic Functions (minute 109-20F&P (b) refers).

c) Business Meeting 10<sup>th</sup> May 2021 (minute 109-20F&P (c) refers).

#### **7. To consider Policies referred to this Committee**

None.

#### **8. To consider the Council Risk Management**

a) Overtime Report (to follow).

b) Creditors/Debtors (no report).

- c) Budget Monitoring – Finance Committee responsibilities (March 2021 Financial Information).

## 9. Correspondence

- a) CCLA – update on the Public Sector Deposit Fund + March factsheet (as circulated).  
 b) Government Kickstart Scheme – introductory information for consideration (as circulated).  
 c) Employer Newsletter April 2021 (as circulated).

## 10. Accounts for Payment.

Contact Name	Invoice Number	Total	VAT	NET	Description
Complete Business Solutions Group Ltd	SINV02684799	5.99	1.00	4.99	Desk Diary A4
Complete Business Solutions Group Ltd	Inv SINV02684798	85.00	0.00	85.00	First Class stamps x 100
Complete Business Solutions Group Ltd	Inv SINV02684797	16.78	2.80	13.98	Rubber bands 500g
Biffa	inv 522C24032	32.83	5.47	27.36	Chambers General waste collection 09, 23.04.21
Biffa	inv 522C24031	18.12	3.02	15.10	Chambers Recycling waste collection 06, 20.04.21
Biffa	inv 522C24030	25.15	4.19	20.96	Library general waste collection 09, 23.04.21
Biffa	inv 522C24029	18.12	3.02	15.10	Library recycling collection 06, 20.04.21
Philip's MOT Centre	Inv 00012417	133.66	22.28	111.38	Supply & fit replacement tail light lense Hire van
Kernow Outdoor Cleaning Solutions	Torpoint Council	593.00	0.00	593.00	Pressure wash of outside area at Council Chambers
Cornwall Council - Garage	34190700166	58.88	9.82	49.06	Garage Rental 05.04.21-02.05.21
BT	WW36491759	73.99	12.33	61.66	Maintenance charges 01.04.21 - 30.06.21
Spot On Supplies	Inv 21515608	7.33	1.22	6.11	Cleaning products
Cornish Tea & Cornish Coffee Co Ltd	SL48102	75.05	0.00	75.05	Café Coffee charges
Cornwall Council - Dog Waste Bags	inv no 8100120716	25.02	4.17	20.85	Dog Waste Bags
ITEC	366236	110.04	18.34	91.70	Print copies 17.03.21 - 15.04.21
Spot On Supplies	Inv 21515153	108.38	18.06	90.32	Cleaning stock
Spot On Supplies	inv 21515152	65.83	10.96	54.87	Cleaning stock

## 11. Date of next meeting.

Tuesday 1<sup>st</sup> June 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 27<sup>th</sup> April 2021