



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on **Tuesday 1st June 2021 at 7.00pm** in the Council Committee Room, 4 York Road, Torpoint to which all members of this Committee are summoned to attend.

AGENDA

- 1. Apologies for absence.**
- 2. Election of Chairman for the Civic Year 2021-22.**
- 3. Election of Vice Chairman for the Civic Year 2021-22.**
- 4. Declarations of interest relating to items on the Agenda.**
- 5. Minutes of the previous meeting.**
Minutes of the virtual meeting held on Tuesday 4th May 2021.
- 6. Matters Arising from the minutes**
 - a) Council Staffing Report (minute 6-21F&P (a) refers).
 - i) Update Pay offer 2021/22 latest from SLCC (Society of Local Council Clerks).
 - ii) Working Arrangements Christmas Day & Boxing Day 2021 & New Year's Day 2022.
 - b) Civic Functions (minute 6-21F&P (b) refers).
 - c) Markets – advice to another market provider (minute 12-21F&P refers).
 - d) Section 137 Grant application – St Columba & Torpoint RFC (minute 113-20F&P refers of the virtual meeting held Monday 29th March 2021).
- 7. To consider Policies referred to this Committee**
 - a) Financial Regulations – additional signatory required (this item stands **referred** from the Adjourned Council meeting held 27th May 2021, for approval).
 - b) Terms of Reference – Systems and Procedures (as circulated).
 - c) Code of Conduct (as revised) – (as circulated) from the Cornwall Association of Local Councils.
- 8. To consider the Council Risk Management**
 - a) Overtime Report (to follow).
 - b) Creditors/Debtors (no report).
 - c) Budget Variance – Finance Committee responsibilities (April 2021 Budget Variance Information) (as previously circulated).
 - d) Payment of the Mayoral Allowance for the Civic Year 2021/22.
- 9. Items Referred to this Committee**
None.

10. Correspondence

- a) CCLA – update on the Public Sector Deposit Fund + factsheet (as circulated).
- b) Section 137 Grant – April 2021 report of activities undertaken using grant funding – YMCA Plymouth – Torpoint and Rame Community Sports Centre (as circulated).
- c) Employer Newsletter May 2021 – Cornwall Pension Fund (as circulated).
- d) Planning Induction Training – Cornwall Council (as previously circulated).
- e) Bénodet Park and commemorations – Torpoint Twinning Association (as circulated).
- f) Regalia proposal (without costs) – Honorary Freeman/Burgess (as circulated).

11. Planning Applications

- a) PA21/04571 – Proposed construction of replacement conservatory, two-storey rear extension in part replacing an existing single-storey extension and the provision of a replacement double garage – 104 Marine Drive, Torpoint PL11 2EN.

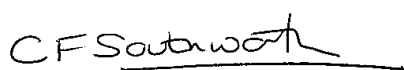
12. Accounts for Payment.

PAYEE	Inv Number	GROSS (£)	(VAT) £	NET (£)	REASON
LBS Horticulture Limited	SO-184681	142.94	23.82	119.12	Weed killer and equip
Richards Builders Merchants Ltd	inv no 775767	8.33	1.39	6.94	Repairs various
Richards Builders Merchants Ltd	Inv no 775430	31.77	5.30	26.47	Repairs various
Cornwall Council	inv no 8100131398	55.00	0.00	55.00	Safer Recruitment Training Cllr Julie Martin
Richards Builders Merchants Ltd	Inv no 77275	19.07	3.18	15.89	Parks materials
Richards Builders Merchants Ltd	Inv no 771210	80.17	13.36	66.81	Chambers decorating
Richards Builders Merchants Ltd	Inv no 769545	21.95	3.66	18.29	Chambers decorating
Richards Builders Merchants Ltd	inv no 769544	8.17	1.36	6.81	parks materials
Richards Builders Merchants Ltd	inv no 757554	17.82	2.98	14.84	parks materials
Richards Builders Merchants Ltd	Inv no 754888	14.70	2.45	12.25	repairs chambers
Richards Builders Merchants Ltd	Inv no 753323	2.63	0.44	2.19	repairs chambers

13. Date of next meeting.

Monday 28th June 2021.

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



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

Wednesday 26th May 2021