



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 28th 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. Declarations of interest relating to items on the Agenda.

3. Minutes of the previous meeting.

Minutes of the previous meeting held on Tuesday 1st June 2021.

4. Matters Arising from the minutes

- a) Council Staffing Report (minute 18-21F&P (a) refers).
 - i) Update on replacement / vacancy for Town Council Support Officer (June '21 Council meeting minutes refers).
- b) Civic Functions (minute 18-21F&P (b) refers).
- c) Markets – advice (minute 18-21F&P (c) refers).
- d) Section 137 Grant application – St Columba & Torpoint RFC (minute 113-20F&P refers of the virtual meeting held Monday 29th March 2021) (as circulated).
- e) Additional signatory (minute 19-21F&P (a) refers).
- f) Regalia proposal (minute 22-21F&P (f) refers).
- g) DWP Kickstart Scheme update (minute 9-21F&P (b) of the virtual meeting held Tuesday 4th May 2021 (as circulated)).

5. To consider Policies referred to this Committee

- a) Standing Orders (as circulated).

6. To consider the Council Risk Management

- a) Overtime Report (to follow).
- b) Creditors/Debtors (as circulated).
- c) Budget Variance – Finance Committee responsibilities (May 2021 Budget Variance Information) (previously circulated).
- d) Section 137 Grants – consideration for additional advertising and promotion.
- e) Millbrook Parish Council – Service Level Agreement (Clerk & RFO to update).
- f) Report for the Internal Auditor (as previously circulated) (report from Clerk & RFO to follow) and Exercise of Public Rights as required by the Accounts and Audit Regulations.
- g) Update on Hirers and Lettings (Clerk & RFO to update).
 - i) Licensees advised likely increase 2022/23.
 - ii) Market review/room valuation.

7. Items Referred to this Committee

None.

8. Correspondence

- a) CCLA – update on the Public Sector Deposit Fund 31st May 2021 (as circulated).
- b) Section 137 Grant – Report of use of grant funding (inc. invoice) – Torpoint Athletic Juniors FC (as circulated).
- c) Employer Newsletter June 2021 – Cornwall Pension Fund (as circulated).
- d) Section 137 Grant – Update on use of grant funding – St Columba & Torpoint RFC (as circulated).
- e) Code of Conduct Training for Councillors – Cornwall Association of Local Councils (as circulated).
- f) Chairmanship Training – Cornwall Association of Local Councils (as circulated).
- g) Benchmarking Support – Cornwall Association of Local Councils (as circulated).
- h) 'The future of high streets and town centres' virtual conference – National Association of Local Councils (as circulated).

9. Planning Applications

None.

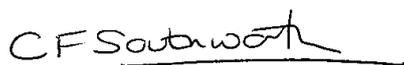
10. Accounts for Payment.

PAYEE	Inv Number	GROSS (£)	(VAT) £	NET (£)	REASON
BS Embroidery Plus	inv no 2706	124.46	20.74	103.72	Staff Uniform - Rachel
ASG Security	Inv no 36187	318.54	53.09	265.45	Annual fee Fire Alarm System Maintenance and monitoring Council Chambers

11. Date of next meeting.

Tuesday 31st August 2021.

12. 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

Tuesday 22nd June 2021