



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 4th October 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 31st August 2021.

4. Matters Arising from the minutes

a) Council Staffing Report (minute 42-21F&P (a) refers).

i) Staff appraisals & CPD update.

ii) Wellbeing Services provided by Cornwall Council (as circulated).

b) Civic Functions (minute 42-21F&P (b) refers).

c) Regalia proposal and Terms for the awarding of Honorary Freeman/Honorary Burgess (minute 42-21F&P (f) refers).

5. To consider Policies referred to this Committee

None.

6. To consider the Council Risk Management

a) Overtime Report (as circulated).

b) Creditors/Debtors (to follow).

c) Budget Variance – Finance Committee responsibilities (August 2021 Budget Variance Information) (as previously circulated).

d) To consider Budget requirements for 2022-23, 2033-24 and 2024-25.

e) To receive the External Auditor Report for the review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2021 and Prepare and publish a Notice of conclusion of audit (as previously circulated).

7. Items Referred to this Committee

None.

8. Planning Applications

a) PA21/08009 – Replacement of existing conservatory – top rear of property with single storey rear extension – 107 Carbeile Road, Torpoint PL11 2NN.

b) PA21/08776 – Proposed extension – 20 Langdon Down Way, Torpoint PL11 2HH.

9. Correspondence

- a) Free of Charge Use application – Friends of Thanckes Park (as circulated).
- b) Free of Charge Use application – Beat4Autism & S Walsh (as circulated).
- c) Free of Charge Use application – The Rame Group Practice – vaccination clinics (as circulated).
- d) S137 Grant Funding enquiry – St. Columba Rugby Ltd. (as circulated).

10. Accounts for Payment.

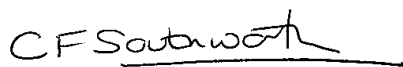
PAYEE	Invoice Number	Total	TAX	NET	Description
Kathy's Fruit & Veg	Invoice 74	20.50	0.00	20.50	Cafe provisions
Cornwall Council - Garage	Inv 34190700166	58.88	9.82	49.06	Garage Rental 20.09.21 - 17.10.21
BT	Acc: VP91196470	413.16	68.86	344.30	Regular charges bundled services 01.09.21 - 30.11.21
D J W Window Cleaning	INV0040	16.00	0.00	16.00	Library external windows
Cornish Tea & Cornish Coffee Co Ltd	Inv SL53795	473.10	0.00	473.10	Library Supplies
TClarke Contracting Ltd - Waldron Security	Inv SL-21090263	94.20	15.70	78.50	Library alarm
PKF Littlejohn LLP	Inv SB20213496	960.00	160.00	800.00	Limited assurance review of Annual Governance & Accountability Return for your ended 31 March 2021
D J W Window Cleaning	INV 0039	18.00	0.00	18.00	Bus shelter window cleaning
Cornish Pod	Inv iz469	521.00	0.00	521.00	Catering Freedom Parade
Andy Campfield	Freedom photos	20.00	0.00	20.00	Freedom of Torpoint photographer
Cornwall Council - Sea Gull Proof Sacks	Inv 8100175753	90.00	0.00	90.00	Seagull proof sacks
Biffa	Inv 522C64122	41.05	6.85	34.20	Chambers general waste collection 03/09/21 - wasted journey
Biffa	Inv 522C64121	27.18	4.53	22.65	Chambers recycling collection 24.08.21 - wasted journey
Biffa	Inv 522C64120	37.73	6.30	31.43	Library general waste collection 27.08.21

Biffa	Inv 522C64119	27.18	4.53	22.65	Library recycling collection 24.08.21
ESP Training & Consultancy	Invoice 6116	432.00	72.00	360.00	Emergency First Aid training
Macwhirter Western Ltd	Invoice 003738	512.40	85.40	427.00	Air Conditioning Repairs - Main Hall
Spot On Supplies	Inv 21525587	15.74	2.62	13.12	Cleaning supplies
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Cornwall Council	Invoice 8100173081	48.00	0.00	48.00	Freedom 26/09/21 Road Closure
Cornwall Council	Invoice 8100172987	780.00	130.00	650.00	Staffing
Cornwall ALC Limited	Invoice 2122-477	36.00	6.00	30.00	Milly Southworth - budgeting for clerks - Thu 23 Sep, 10:00am - 11:30am
Complete Business Solutions Group Ltd	Inv SINV02853676	49.45	8.24	41.21	Office stationery
Rame Refuse	Inv 4148	150.00	25.00	125.00	Remove & dispose of commercial fridge - Benodet park
LRM Planning Ltd	Inv 3173	570.00	95.00	475.00	Preparation of Tender Documents for Heritage Statement NDP
RD Johns Ltd	Invoice 593327	60.38	5.15	55.23	Cafe provisions
Cornish Tea & Cornish Coffee Co Ltd	Inv SL53343	33.89	0.00	33.89	Cafe provisions

11. Date of next meeting.

Monday 1st November 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 28th September 2021