



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 31st January 2022 at 7.00pm in the **Library and Community Hub, Fore Street**, 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 Monday 29th November 2021.

4. Matters Arising from the minutes

- a) Photocopier lease (minute 80-21F&P refers)
- b) Hiring and Letting Charges for 2022-23 (minute 81-21F&P refers) (update from the Clerk).
- c) Budget discussions (salaries) for 2022-23 (minute 92-21F&P refers) (Chairman)
- d) Council Staffing Report (minute 84-21F&P (a) refers).
 - i) Staff appraisals & CPD update, including discussion about NALC Local Council Award Scheme (information as circulated).
- e) Civic Functions (minute 84-21F&P (b) refers).
- f) Market valuation report (minute 84-21F&P (d) refers) (as previously circulated).

5. To consider Policies referred to this Committee

- a) Equal Opportunities Policy (as circulated).
- b) Dignity and Work Policy (Bullying and Harassment) (as circulated).
- c) Employment Grievance Policy (as circulated).
- d) Complaints Policy (as circulated).
- e) Training, Learning and Development Policy (as circulated).
- f) Council Lettings Policy (as circulated).
- g) Budget Monitoring Policy (as circulated).

6. To consider the Council Risk Management

- a) Overtime Report (as circulated).
- b) Creditors/Debtors (as circulated).
- c) Budget Variance – Finance Committee responsibilities (December 2021 Budget Variance Information) (as previously circulated).
- d) Three-year Insurance Renewal (1 April 2022 – 31 March 2025 – Clerk to update on progress) (Buildings Reinstatement Cost Assessment [BRCA] as circulated).
- e) Internal Controls and Scrutiny financial year 2021/22 (agree Members to undertake) (previous document as circulated).
- f) Business Risk Management Plan – January 2022 and Best Value Statement (as circulated), Operational Financial Risk Assessment (to follow).

7. Items Referred to this Committee

None.

8. Planning Applications

None.

9. Correspondence

- a) Free of Charge Use application – The Friends of Thanckes Park (as circulated).
- b) Public Sector Deposit Fund - CCLA Fact Sheet 31 December 2021 & letter/Get Real Sustainable Outcomes Report (as circulated and previously circulated).
- c) Cornwall Pension Fund January 2022 Newsletter & Funding Strategy Statement Consultation with Employers – Cornwall Pension Fund (as circulated).
- d) S137 Grant Funding application – Kernow Connect Action for Children (as circulated).
- e) Report of Voting of the Industrial Action Ballot UNISON – The Election Centre (CONFIDENTIAL as circulated).
- f) Newsletter referencing Chairman – M Davis (email as circulated)
- g) Training and Development bulletin January and February 2022 – Cornwall Association of Local Councils (CALC) (as circulated).
- h) Mobile Bank Branch Timetable to Millbrook – (via a Millbrook resident) (as circulated).

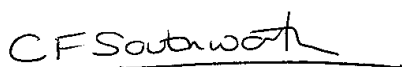
10. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornwall Council	Invoice 8100215220	510.00	0.00	510.00	May 2021 Election Recharges
Mark Robinson - Stone Mason	Invoice 7160	2,238.00	373.00	1,865.00	To carry out minor repairs and re-pointing to the Ellis Monument in Torpoint
Biffa	Invoice 522C98915	36.94	6.16	30.78	Chambers waste collection
Biffa	Invoice 522C98914	10.24	1.71	8.53	Chambers recycling collection
Biffa	Invoice 522C98913	28.30	4.72	23.58	Library waste collection
Biffa	Invoice 522C98912	20.47	3.42	17.05	Library recycling collection
Cornwall Council - Sea Gull Proof Sacks	Invoice 8100215862	90.00	0.00	90.00	Seagull proof sacks

11. Date of next meeting.

Monday 28th February 2022.

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



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

Tuesday 25th January 2022