

TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 4th July 2022 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 Finance and Operations Committee meeting held on Thursday 30th May 2022.

4. Matters Arising from the minutes

- a) Sparrow Park sign (minute 21-22F&O (a) refers).
- b) Security to protect access to Thanckes Park Top Field (minute 21-22F&O (c) refers).
- c) Caravan disposal and gazebo purchase for St. John Ambulance (minute 21-22F&O (d) refers).
- d) Purchase of mobile defibrillator for use at community events (minute 21-22F&O (f) refers).
- e) NALC Local Council Award Scheme (minute 21-22F&O (h) refers).
- f) Civic Functions (minute 21-22F&O (i) refers).

5. To consider Policies referred to this Committee

- a) Circulate updated Terms of Reference Finance and Operations Committee (as agreed).
- b) Investment Strategy (to follow).
- c) Finance Policy (to follow).
- d) Section 137 Grant Protocols and Free of Charge Use Policy (to follow).
- e) Business Continuity Plan (to follow).

6. To consider the Council Risk Management

- a) Overtime Report (to follow).
- b) Creditors/Debtors (to follow).
- c) Budget Variance – Finance and Operations Committee responsibilities (May 2022 Budget Variance Information) (as circulated/re-issued).
- d) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights (as circulated - report from the Operations Manager).
- e) Confirm fixed asset / condition register.

7. Planning Applications

- a) PA22/05328 Alterations and rear/side extensions to dwelling, with associated works – 34 Wavish Park, Torpoint PL11 2HJ.

8. Items Referred to this Committee

- a) None.

9. Health and Safety

- a) Reports and any new, proposed regulations/legislations and current issues.
- b) Fire Risk Assessment for all buildings.

10. Correspondence

- a) NALC Legal Update June 2022 – via CALC (as circulated).
- b) The Public Sector Deposit Fund 31st May 2022 Newsletter – CCLA (as circulated).

- c) Employer Newsletter June 2022 – Cornwall Pension Fund (as circulated).
- d) Civility and Respect Project Update – CALC (as circulated).
- e) Summer 2022 Newsletter – Citizens Advice Cornwall (as circulated).
- f) Free of Charge use application - Local Community Cinema (as circulated).
- g) Free of Charge use application – Torpoint Rowers Club (as circulated).

11. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Waterwise	Invoice 35635	149.04	24.84	124.20	Public convenience repairs
Cornwall Council - Sea Gull Proof Sacks	Invoice 8100267359	96.00	0.00	96.00	Seagull Sacks ref: 101006147030
Waterwise	Invoice 35625	49.37	8.23	41.14	Public convenience repairs
D J W Window Cleaning	Invoice 0048	18.00	0.00	18.00	Bus shelters x 6
D J W Window Cleaning	Invoice 0049	18.00	0.00	18.00	Bus shelters x 6
Complete Business Solutions Group Ltd	Invoice SINV03233491	147.61	24.60	123.01	Stationery
The Town Fryer	Platinum Jubilee	214.00	0.00	214.00	Platinum Jubilee refreshments
AVLX	Invoice 70809	4,923.72	820.62	4,103.10	Audio Package for Platinum
Streetmaster (South Wales) Ltd	Invoice 9685	1,193.28	198.88	994.40	Toms Bench
Cornish Tea & Cornish Coffee Co Ltd	Invoice SL60664	391.40	0.00	391.40	Café supplies
Cornish Tea & Cornish Coffee Co Ltd	Invoice SL59087	375.25	0.00	375.25	Café supplies
Kernow Training Ltd	Invoice 5334	395.00	0.00	395.00	Lantra Training
Kernow Training Ltd	Invoice 5333	680.00	0.00	680.00	Brushcutter training
ASG Security	Invoice 38257	325.86	54.31	271.55	Annual fee - maintenance and 24 hour monitoring of fire alarm system.
Cost Cutters UK	INV-047005	259.76	43.29	216.47	LDF - Early Years Outdoor Warch Me Grow Planter
SMP Pipe Systems Limited	Invoice 3754	427.20	71.20	356.00	Chamber Boiler maintenance
ITEC	Invoice 727439	49.38	8.23	41.15	Printer meter readings
Complete Business Solutions Group Ltd	Invoice SINV03236216	14.54	2.42	12.12	Stationery
Cornwall Council	34190700166	61.32	10.20	51.12	Garage Rent 27.06.22 – 24.07.22
Cornwall Council	8100267333	25.02	4.17	20.85	Dog Waste Bags (1500 bags)
Sutcliffe Play South West	6537	27.60	4.60	23.00	Trampoline parts
R D Johns Foodservice	170522	19.35	0.00	19.35	Café supplies
R D Johns Foodservice	120522	49.89	5.39	44.50	Café supplies
R D Johns Foodservice	230622	48.98	5.39	43.59	Café supplies
R D Johns Foodservice	260522	90.05	10.69	79.36	Café supplies
Cornwall Council	802923069	224.74	0.00	224.74	Business Rates Tennis Courts (outstanding)
Cornwall Council	802720466	24.59	0.00	24.59	Business Rates Room 6 (outstanding)
Biffa	522C41357	20.47	3.41	17.06	Recycling Waste collection Council Chambers
Biffa	522C41360	36.94	6.16	30.78	Waste collection Council Chambers
Biffa	522C41355	20.47	3.41	17.06	Recycling Waste collection Library
Biffa	522C41356	28.30	4.72	23.48	Waste collection Library
Biffa	522C41360	252.00	42.00	210.00	Platinum Festival Waste / Recycling collection
SETON	93034903330	113.69	2.19	92.55	Signs/PPE grass cutting

12. Date of next meeting.

Tuesday 30th August 2022.

13. 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), FSLCC

Monday 27th June 2022

