

TORPOINT TOWN COUNCIL

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

4. Matters Arising from the minutes

- a) Sparrow Park sign (minute 34-22F&O (a) refers).
- b) Caravan disposal and gazebo purchase for St. John Ambulance (minute 34-22F&O (c) refers).
- c) Installation of defibrillator at Torpoint Community Fire Station and defibrillator training (minute 34-22F&O (d) refers).
- d) NALC Local Council Award Scheme (minute 34-22F&O (e) refers).
- e) Civic Functions (minute 34-22F&O (f) refers).
- f) Memorial bench on Marine Drive in memory of Mr Powles (minute 88-22 refers).

5. To consider Policies referred to this Committee

- a) Circulate updated Investment Strategy (to follow).
- b) Volunteering Policy (to follow)
- c) Reserves Policy (to follow).
- d) Financial Regulations and Best Value Statement (to follow).
- e) Business Continuity Plan (to follow).
- f) New Projects Procedure (to follow).
- g) Health and Safety Policy (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 (July 2022 Budget Variance Information) (as circulated).
- d) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights (to follow - report from the Operations Manager).
- e) Confirm fixed asset / condition register (report to follow).
- f) Interim update on the External Audit report of 2021-22 AGAR and Annual Accounts (Clerk).
- g) Option to opt out of the SAAA central external auditor appointment arrangements - Smaller Authorities' Audit Appointments (SAAA) (email as circulated).

7. Planning Applications

- a) PA22/07026 Single storey rear extension – 67 Lamorna Park, Torpoint PL11 2QJ.
- b) PA22/07027 Single-storey side and rear extension – 39 Sycamore Drive, Torpoint PL11 2NA.
- c) PA222/07492 First floor extension over attached garage – 15 Goad Avenue, Torpoint PL11 2ND.

8. Items Referred to this Committee

a) None.

9. Health and Safety

- a) Reports and any new, proposed regulations/legislations and current issues.
 b) Legionella Risk Assessment report completed July 2022 undertaken by SW Legionella Risk Assessment (as circulated).
 c) Fire Risk Assessment for all buildings.

10. Correspondence

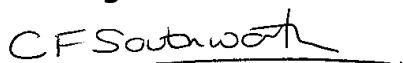
- a) NALC Legal Update August 2022 – via CALC (as circulated).
 b) The Public Sector Deposit Fund 31st July 2022 Newsletter – CCLA (as circulated).
 c) Employer Newsletter August 2022 – Cornwall Pension Fund (as circulated).
 d) Civility and Respect Project Update – Take the Pledge – CALC (as circulated).
 e) Sustainable Warmth Fund Newsletter – Cornwall Council / Community Energy Plus (as circulated).
 f) Free of Charge use report – The Coppola School of Performing Arts (as circulated).
 g) Copied correspondence in legal claim – C Shrimpton (as circulated).
 h) Copied correspondence Traffic Calming Measures A374 – D Ward (as circulated).
 i) CALC Training and Development Bulletin: September to December 2022 – CALC (as circulated).
 j) Free of Charge use application – Rame Peninsula Public Transport Users Group (as circulated).

11. Climate Emergency Action Plan

- a) To consider the actions relating to this Committee (as re-circulated).
 b) Environment Policy (to follow).

12. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornish Tea & Coffee	SL63196	329.65	0.00	329.65	Café supplies
Cornwall Council	8100280234	25.02	4.17	20.85	Dog Waste Bags
Complete Business Solutions	SINV03302930	80.82	13.47	67.35	Stationery
Rubicon Industries Ltd	220806	1440.00	240.00	1200.00	Event Skate park August 2022
Cornish Tea & Coffee	SL62872	36.26	0.00	36.26	Café supplies
SW Legionella Risk Assessment	TTC0822	495.00	0.00	495.00	Legionella Risk Assessment carried out all facilities
Armada Electrical	4322	125.32	0.00	125.32	Public conveniences repairs to indication alarm

13. Date of next meeting.Monday 3rd October 2022.**14. 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

Friday 19th August 2022