

TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 30th January 2023 at 7.00pm in the **Torpoint 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 Finance and Operations Committee meeting held on Monday 28th November 2022 and the Extraordinary Committee Meeting held on Monday 9th January 2023.

4. Matters Arising from the minutes (Monday 31st October 2022)

- a) Sparrow Park sign (minute 75-22F&O (a) refers).
- b) Civic Functions and ideas/suggestions for the Annual Parish Meeting (minute 75-22F&O (c) refers).
- c) Memorial bench in memory of Mr Powles (minute 75-22 (d) refers).
- d) Visit resident regarding weed spraying contract (minute 75-22F&P (e) refers).
- e) Alter railings around the war memorial (minute 75-22F&P (g) refers).
- f) Town Clock proposed repairs (minute 75-22F&P (h) refers).
- g) Buller Road entrance additional quotation replacement door (minute 77-2F&O (c) refers).
- h) Wallgate units (minute 77-22F&O (c) refers).

5. To consider Policies referred to this Committee

- a) Health and Safety Policy (to follow).
- b) Markets Policy (to follow).
- c) Safeguarding Policy (to follow).
- d) Model Councillor – Officer and Civic Protocols (to follow).
- e) Business Risk Management Plan (to follow).
- f) Financial Risk Management protocols (to follow).
- g) Letting Policy and Hire Charges (to follow).

6. To consider the Council Risk Management

- a) Creditors/Debtors (to follow).
- b) Budget Variance – Finance and Operations Committee responsibilities (December 2022 Budget Variance Information) (as circulated).
- c) 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).
- d) TV Licensing – consider purchasing TV licence for Council Chambers.
- e) Advertising Charges for Town Council Newsletter (as circulated).
- f) Appoint two Members to undertake Internal Controls Scrutiny.

7. Planning Applications

None.

8. Items Referred to this Committee

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) The Public Sector Deposit Fund December 2022 Newsletter – CCLA (as circulated).
- b) Local Maintenance Partnership 2023-24 – Changes to the Grant – Cornwall Council (as circulated).
- c) Employer Newsletter Cornwall Pension Fund (as circulated).
- d) Local Council Planning Training 8 February 2023 – Cornwall Council (as circulated).
- e) Application for Free of Charge Use – E Eastment / L Walters – Scout Jamboree Fundraising (as circulated).
- f) Application for Free of Charge Use – The Coppola School of Performing Arts (as circulated).
- g) Duchy Defibs Review of 2022 (as circulated).

11. Climate Emergency Action Plan

- a) To consider the actions relating to this Committee.

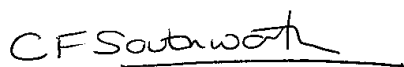
12. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Complete Business Solutions	SINV03519236	105.06	17.51	87.55	Stationery
Kathy's Fruit & Veg	60	31.45	0.00	31.45	Café supplies
Waterwise	36171	12.44	2.07	10.37	Parks maintenance
Waterwise	36163	7.82	1.30	6.52	Antony public conveniences
Waterwise	36166	15.12	2.52	12.60	Parks maintenance
Sutcliffe Play Equipment	6724	42.66	7.11	35.55	Parks equipment
Cornwall Council	34190700166	61.32	10.20	51.12	Garage rent 09.01.23-05.02.23
Biffa	522C99867	47.54	7.92	39.62	Waste collection Council Chambers
Biffa	522C99866	25.90	4.32	21.58	Waste collection Council Chambers
Biffa	522C99865	36.41	6.07	30.34	Waste collection Library & Com Hub
Biffa	522C99864	25.90	4.32	21.58	Waste collection Library & Com Hub

13. Date of next meeting.

Monday 27th February 2023.

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

Tuesday 24th January 2023