



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 3rd April 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint to which all members of this Committee are summoned to attend.

(Please note: - All members are invited to attend and participate in agenda items 1-6 inclusive and the Mayor will Chair the meeting for agenda items 1-5).

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
- 3. Election of Town Mayor Designate for the Civic Year 2023-24.**
- 4. Election of Deputy Town Mayor Designate for the Civic Year 2023-24.**
- 5. Appointment of Town Council Committees and Appointment of Delegates to Outside Bodies for the Civic Year 2023-24** (Working Paper attached).
- 6. Planning Applications**
 - a) PA23/00880 Development of 3 Use Class B8 Industrial units with associated road and parking – Land West of Reloved Fisgard Way, Trevol Business Park, Torpoint.
- 7. Minutes of the previous meeting.**

Minutes of the previous Finance and Operations Committee meeting held on Monday 27th February 2023.
- 8. Matters arising from the minutes.**
 - a) Sparrow Park sign (minute 118-22F&O (a) refers).
 - b) Civic Functions (minute 118-22F&O (b) refers) to include exchange visit being planned with the Torpoint Twinning Association and forthcoming Armed Forces Day event at RALEIGH.
 - c) Town Clock proposed repairs (minute 118-22F&O (d) refers).
 - d) Buller Road entrance additional quotation replacement door (minute 118-22F&O (e) refers).
 - e) Wallgate units (minute 118-22F&O (f) refers).
 - f) Update on use of body camera and PPE (minute 120-22F&O (c) refers).
 - g) Hardship Fund Financial Support – St Columba Rugby Ltd (minute 124-22F&O (c) refers).
- 9. To consider Policies referred to this Committee**
 - a) Health and Safety Policy (to follow).
 - b) Safeguarding One Pager (to follow).
 - c) Updated Civic Protocols (to follow) which will include Civic Awards; discussion regarding Town Crier replacement; Honorary Freeman & Honorary Burgess any considerations, Civic Regalia.
- 10. To consider the Council Risk Management.**
 - a) Creditors/Debtors (to follow).

- b) Budget Variance – Finance and Operations Committee responsibilities (February 2023 Budget Variance Information) (as previously 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) Licensees update (Clerk – verbal update).

11. Health and Safety

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

12. Items Referred to this Committee

None.

13. Correspondence

- a) Employer Newsletter Cornwall Pension Fund March 2023 (as circulated) plus CONFIDENTIAL Contribution Rates for the three years commencing April 2023.
- b) Report of Free of Charge Use – Ernie’s and Lucas Scout Jamboree ‘23 fundraising (to follow).
- c) Public Sector Deposit Fund – Update – CCLA (as circulated).
- d) Quotation Complete Weed Control – agree number of applications for 2023 (as circulated).
- e) The Play Inspection Company Ltd. restructure (as circulated).
- f) Cornwall’s Centre for Research Innovation’s Inaugural Charity Ball (as circulated).
- g) Cornwall’s New Community Area Partnerships – Cornwall Council (as circulated).
- h) Free venues required for free CPR & Defibrillator sessions - Cornwall Training & Consultancy Ltd. (as circulated)
- i) Rural Market Town Group (minutes of RMTG Advisory Panel meeting held 17th March 2023) (as circulated).

14. Climate Emergency Action Plan

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

15. Accounts for Payment

PAYEE	Invoice Number	Total	TAX	NET	Description
Hampshire Flag Company	INV 14115	82.07	13.68	68.39	Bunting for Fore Street
FOY-AIR Enterprises Ltd T/A LittleMops	INV 1969	61.80	10.30	51.50	Consumables Council Chambers
James Hallam Ltd	INV 522422121	10,326.95	1,712.82	8,614.13	Insurance 1 st April '23 – 31 st March '24
Cornwall Council - Electoral Services	INV 8100351606	9,421.40	0.00	9,421.40	Election Recharge
Cornwall Council - Sea Gull Proof Sacks	INV 8100352374	96.00	0.00	96.00	Seagull Proof Sacks Library
Cornish Tea & Cornish Coffee Co Ltd	INV SL69616	120.00	20.00	100.00	Coffee Machine Rental
Cornish Tea & Cornish Coffee Co Ltd	INV SL69629	122.72	0.00	122.72	6kg Wreckers Roast Espresso Beans
Cornish Tea & Cornish Coffee Co Ltd	INV SL69968	38.44	0.00	38.44	Smugglers Brew Cornish Tea Bags
Cornish Tea &	SL69096	201.58	0.00	201.58	6kg Wreckers Roast Espresso

Cornish Coffee Co Ltd					Beans & 10 x Millfresh Gold
Cornwall Council - Dog Waste Bags	Torpoint Library	32.22	5.37	26.85	Dog Waste Bags Library
Andy Campfield	Photography Services	20.00	3.33	16.67	Commonwealth Day Photography
*Cornwall Council	TBC	71,421.91	78.00	71,343.91	Staff Salaries Q4, Jan – March '23 & Mayoral Allowance
Cornwall Council - Business Rates	802720466	111.28	0.00	111.28	Room 6 Business Rates April '23
Cornwall Council - Business Rates	802715760	407.41	0.00	407.41	Library Business Rates April '23
Cornwall Council - Business Rates	802311466	1,325.50	0.00	1,325.50	Council Chambers Business Rates April '23
**Cornwall Council – Business Rates	TBC	60.00	0.00	60.00	Tennis Courts Business Rates April '23

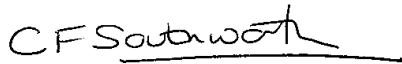
*Exact invoice amount awaited from Cornwall Council for Q4 salaries & Mayoral Allowance

**Exact invoice amount awaited from Cornwall Council for Business Rates Tennis Courts

16. Date of next meeting.

Tuesday 2nd May 2023.

17. 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 28th March 2023