



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on **Tuesday 2nd May 2023** at 7.00pm in **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 3rd April 2023.
- 4. Matters arising from the minutes.**
 - a) Sparrow Park sign (minute 136-22F&O (a) refers).
 - b) Civic Functions (minute 136-22F&O (b) refers), exchange visit being planned with the Torpoint Twinning Association.
 - c) Town Clock proposed repairs (minute 136-22F&O (d) refers).
 - d) Buller Road entrance additional quotation replacement door (minute 136-22F&O (d) refers).
 - e) Update on use of body camera (minute 136-22F&O (f) refers).
 - f) Hardship Fund Financial Support – St Columba Rugby Ltd (minute 136-22F&O (g) refers) (see information as circulated).
 - g) Civic Awards / Town Crier / Civic Regalia (minute 137-22F&O (c) refers).
- 5. To consider Policies referred to this Committee**
 - a) Health and Safety Policy (to follow).
 - b) Safeguarding One Pager (to follow).
 - c) Equality, Diversity and Inclusion Policy and Best Practice Document (to follow).
- 6. To consider the Council Risk Management.**
 - a) Creditors/Debtors (to follow).
 - b) Budget Variance – Finance and Operations Committee responsibilities (March 2023 Budget Variance Information) (updated version as circulated).
 - c) 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).
 - d) Licensees update (Clerk – verbal update).
- 7. Health and Safety**
 - a) Reports and any new, proposed regulations/legislations and current issues.
 - b) Fire Risk Assessment for all buildings
- 8. Items Referred to this Committee**

None.
- 9. Planning Applications**

- a) PA23/02884 Single storey side extension, porch and replacement conservatory – 6 Cedar Drive, Torpoint PL11 2QQ.

10. Correspondence

- a) Employer Newsletter Cornwall Pension Fund April 2023 (as circulated).
 b) Public Sector Deposit Fund Fact Sheet 31 March 2023 (as circulated).
 c) Application for Free of Charge Usage (one retrospective and four future dates) – Torpoint Town Partnership (as circulated).
 d) Section 137 Grant application form (replacement of recycled bench) – Friends of Thanckes Park (as circulated).

11. Climate Emergency Action Plan

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

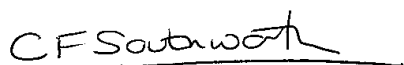
12. Accounts for Payment

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornish Tea & Cornish Coffee Co Ltd	SL70953	120.00	20.00	100.00	June '23 Machine Rental
Cornish Tea & Cornish Coffee Co Ltd	SL68630	120.00	20.00	100.00	February '23 Machine Rental
Complete Business Solutions Group Ltd	SINV03629546	306.66	51.11	255.55	Epson Ink Cartridges Full Set - Library
D J W Window Cleaning	INV0057	55.00	9.17	45.83	Window Cleaning - Council Chambers
D J W Window Cleaning	INV0056	18.00	3.00	15.00	Bus Shelter Cleaning
D J W Window Cleaning	INV0055	18.00	3.00	15.00	Bus Shelter Cleaning
ASG Security	INV 40080	210.04	35.01	175.03	Annual Maintenance Fire Alarm - Council Chambers
ASG Security	INV 39983	203.94	33.99	169.95	Fire Alarm Fault Call Out - Parts Only - Council Chambers
ASG Security	INV 40079	98.46	16.41	82.05	Annual Maintenance CCTV

13. Date of next meeting.

Tuesday 30th May 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 25th April 2023