



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on **Tuesday 30th May 2023** 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. Election of Chairman for the Civic Year 2023-24.**
- 3. Election of Vice Chairman for the Civic Year 2023-24.**
- 4. Declarations of interest relating to items on the Agenda.**
- 5. Minutes of the previous meeting.**
Minutes of the previous Finance and Operations Committee meeting held on Tuesday 2nd May 2023.
- 6. Matters Arising from the minutes**
 - a) Sparrow Park sign (minute 4-23F&O (a) refers).
 - b) Civic Functions (minute 4-23F&O (b) refers).
 - c) Town Clock proposed repairs (minute 4-23F&O (c) refers).
 - d) Body cameras (minute 4-23 F&O) (e) refers).
 - e) Return of Section 137 funding, St. Columba Rugby Ltd. (minute 4-23F&O (g) refers).
- 7. To consider Policies referred to this Committee**
 - a) Code of Conduct (as circulated, reminder for the Civic Year 2023-24).
 - b) Review Terms of Reference Finance and Operations Committee (as previously agreed).
 - c) Standing Orders (as circulated).
 - d) Health and Safety Policy (to follow).
- 8. To consider the Council Risk Management**
 - a) Creditors/Debtors (to follow).
 - b) Budget Variance – Finance and Operations Committee responsibilities (April 2023 Budget Variance Information) (as previously circulated).
 - c) Payment of Mayor’s Allowance for Civic Year 2023-24.
 - 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 (to follow).
 - f) Credit Card – Community Hub and Library Development Manager (Clerk).
 - g) HM Revenue & Customs Notification due to late submission of VAT return (as circulated).
- 9. Planning Applications**
 - a) PA23/03468 – Large porch to front elevation – 102 Maker Road, Torpoint PL11 2HZ.
- 10. Items Referred to this Committee**
 - a) None.

11. Health and Safety

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

12. Correspondence

- a) Employer Newsletter May 2023 – Cornwall Pension Fund (as circulated).

13. Climate Emergency Action Plan

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

14. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornwall Council	34190700166	67.54	11.26	56.28	Garage Rent
Jarrad Hulm Photography	B7617E-0035	50.00	8.33	41.67	Photography Services - Mayor Choosing 2023
Cornish Tea & Cornish Coffee Co Ltd	SL72082	120.00	0.00	120.00	Coffee Machine Rental
Security Dynamics	INV-0107	1,601.40	320.28	1,921.68	Installation of 3 cameras plus replacement of recording equipment and camera mounting.

15. Date of next meeting.

Monday 3rd July 2023.

16. Any Business that has been disclosed to the Chairman and members prior to the meeting.

CF Southworth

Mrs C F Southworth Cert (HE), BA (Hons), FSLCC
Town Clerk and RFO

Tuesday 23rd May 2023