



NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 3<sup>rd</sup> July 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. 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 Tuesday 30<sup>th</sup> May 2023.

**4. Matters Arising from the minutes**

- a) Sparrow Park sign (minute 20-23F&O (a) refers).
- b) Civic Functions (minute 20-23F&O (b) refers).
- c) Town Clock proposed repairs (minute 20-23F&O (c) refers).
- d) Body cameras (minute 20-23 F&O) (d) refers).

**5. To consider Policies referred to this Committee**

- a) Model Publication Strategy (to follow).
- b) Data Protection, Document Retention and Disposal Policy (to follow).
- c) Investment Strategy (to follow).

**6. To consider the Council Risk Management**

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (May 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) Re-confirm fixed asset register (as circulated).
- e) Acknowledgement of receipt from BDO LLP for External Audit/Action plan from Internal Auditor Report year-end 2022-2023.
- f) Parks/Tennis Courts/Skate parks – Annual Inspection Reports 2023 & Stock Valuation (all as circulated).

**7. Planning Applications**

- a) None.

**8. Items Referred to this Committee**

- a) 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) i-Connect Newsletter June 2023 – Cornwall Pension Fund (as circulated).
- b) The Public Sector Deposit Fund investment update as at 31 May 2023 (as circulated).
- c) Biffa – now excess weight charges (as circulated).
- d) Offer of donation towards purchase of towns Christmas tree for 2023/2024 – Torpoint Players (as circulated).
- e) Notice to Quit Garage 7 – Cornwall Housing (as circulated/refer to Operations Report).
- f) Free of Charge Application – Torpoint Town Partnership (as circulated)
- g) Street lighting Switch-off any suggestions – via Cllr Kate Ewert (as circulated).
- h) Town Beach promenade and seating area alongside former St John Ambulance building – P Voaden (as circulated).
- i) Freedom of Information Request – Lizeta Fellows/Beat4Autism CIC (as circulated).

## 11. Climate Emergency Action Plan

- a) To consider the actions relating to this Committee (updated plan to follow).

## 12. Local Councils Award Scheme

- a) To approve an application to CALC (Cornwall Association Local Councils) to apply for the Local Councils Award Scheme – 'Gold status' (information to follow).

## 13. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2027	23.97	3.99	19.97	Consumables Library
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2025	29.98	5.00	24.98	Consumables Council Chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2026	84.39	14.06	70.32	Consumables Public Conveniences
The Play Inspection Company	INV 62050	525.24	87.54	437.70	Annual Inspection and Life Expectancy Check x 6 (parks)
Sally Gascoigne - Cornwall Council	INV 8100381738	2,525.82	420.97	2,104.85	Devolution Waste Management Agreement
Cornwall ALC Limited	INV 2324-296	5.00	0.00	5.00	Good Councillor Guide to Employment
Rame Refuse	INV 6500	240.00	40.00	200.00	Garage Clearance
Hampshire Flag Company	INV 17319	149.75	24.96	124.79	New St Piran Flag
Cornish Tea & Cornish Coffee Co Ltd	SL73504	120.00	0.00	120.00	Coffee Machine Rental
Kathy's Fruit & Veg	INV 54	114.15	0.00	114.15	Library Café Supplies
Richards Builders Merchants Ltd	INV 856545	36.31	6.05	30.25	Parks Maintenance
Richards Builders Merchants Ltd	INV 857135	43.48	7.25	36.23	Maintenance Council Chambers
Richards Builders Merchants Ltd	INV 857401	7.76	1.29	6.46	Maintenance Council Chambers
Richards Builders Merchants Ltd	INV 857935	40.93	6.82	34.10	Maintenance Council Chambers
Richards Builders Merchants Ltd	INV 858068	18.64	3.11	15.53	Maintenance Council Chambers
Richards Builders Merchants Ltd	INV 859095	3.83	0.64	3.19	Maintenance Parks
Richards Builders Merchants Ltd	INV 859788	108.41	18.07	90.34	Maintenance Parks

FOY-AIR Enterprises Ltd T/A LittleMops	INV 1957	34.80	5.80	29.00	Consumables Public Conveniences
FOY-AIR Enterprises Ltd T/A LittleMops	INV 1956	183.94	30.66	153.28	Consumables Council Chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 1897	66.54	11.09	55.45	Consumables Public Conveniences
FOY-AIR Enterprises Ltd T/A LittleMops	INV 1896	246.04	41.01	205.03	Consumables Council Chambers
Complete Business Solutions Group Ltd	SINV03691083	108.03	18.01	90.02	Mop and Bucket & Ink Cartridge for the Library
TClarke Contracting Ltd - Waldron Security	SL-23060025	84.00	14.00	70.00	Alarm Call Out - Site Visit - Library
Security Dynamics	INV-0184	514.54	85.76	428.78	Body Cameras and Mounting Clips
Create Signs South West Ltd	INV 1121	424.80	70.80	354.00	Signage for Council Chambers and Offices

**14. Date of next meeting.**

Monday 4<sup>th</sup> September 2023.

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

*C F Southworth*

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

Tuesday 27<sup>th</sup> June 2023