



NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 4th September 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 Monday 3rd July 2023.
- 4. Matters Arising from the minutes**
 - a) Sparrow Park sign (minute 34-23F&O (a) refers).
 - b) Civic Functions (minute 34-23F&O (b) refers).
 - c) Town Clock proposed repairs (minute 34-23F&O (c) refers).
 - d) Freedom of Information request – Lizeta Fellows/Beat4Autism CIC (minute 40-23F&O (i) refers).
 - e) Local Council Award Scheme – update following the submission of LCAS Gold application to CALC (minute 42-23F&O (a) refers).
- 5. To consider Policies referred to this Committee**
 - a) To note the updated Volunteering Policy (updated to include statement of reimbursement of costs to volunteers) (as circulated).
- 6. To consider the Council Risk Management**
 - a) Creditors/Debtors (presented at the meeting).
 - b) Budget Variance – Finance and Operations Committee responsibilities (July 2023 Budget Variance Information) (as previously circulated).
 - c) Consider additional investment of £50k into Cornwall Council Call Account from General Reserves.
 - 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) Review current IT equipment and services.
 - f) Arrange interim audit (Clerk).
- 7. Planning Applications**
 - a) PA23/05849 Single storey rear and side extensions – 35 Sconner Road, Torpoint PL11 2LJ.
- 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) Employer Newsletter August 2023 – Cornwall Pension Fund (as circulated).
- b) The Public Sector Deposit Fund investment update as at 30th June 2023 (as circulated).
- c) CCLA – Changes to the accounts administered with CCLA Investment Management Limited (as circulated).
- d) New CALC training course: Addressing Conflict between Employees and Members, including Code of Conduct Issues – CALC (as circulated).
- e) CALC Executive Board vacancies 2023 – CALC (as circulated).
- f) Section 137 Grant Application Citizens Advice Cornwall – CAB Cornwall (as circulated).
- g) Local Area Energy Plan – engagement sessions – Carbon Neutral Cornwall team (as circulated).
- h) Cormac Solutions Limited has changed its company name – Corserv Solutions Limited t/a Cormac Solutions (as circulated).
- i) Applications are invited to join Cornwall Council’s Standards Committee and Appointment of Independent Person - Cornwall Council / Simon JR Mansell MBE (as circulated).
- j) Three Free of Charge Reports from Torpoint Town Partnership (as circulated).
- k) Section 137 Grant Application Torpoint Archives and Heritage Centre – Torpoint Archives and Heritage Centre (as circulated).
- l) CALC Planning training courses for Autumn – CALC (as circulated).

11. Climate Emergency Action Plan

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

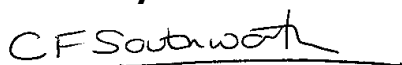
12. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornish Tea & Cornish Coffee Co Ltd	SL76698	144.52	2.26	142.26	Café Supplies Library
Go Collaborate	INV029	900.00	150.00	750.00	NDP - Regulation 14 Online Consultation Management
Cornish Tea & Cornish Coffee Co Ltd	SL76267	120.00	20.00	100.00	Coffee Machine Rental
Cornish Tea & Cornish Coffee Co Ltd	SL76461	58.92	0.00	58.92	Café Supplies Library
Clifton Emery Design Ltd	SL-4175	2,400.00	400.00	2,000.00	NDP - Regulation 14 Design Consultancy
Print Options	INV-14144	100.00	0.00	100.00	NDP - Regulation 14 Printed Copies of Plan
Western Web Limited	INV 23972	216.00	36.00	180.00	NDP - Website Security and Updates
Cornish Tea & Cornish Coffee Co Ltd	SL76371	117.30	0.00	117.30	Café Supplies Library
St John Ambulance	INV SP23005869	126.72	21.12	105.60	Medical Cover Civic Service
Cornish Tea & Cornish Coffee Co Ltd	INV SL74501	38.44	0.00	38.44	Café Supplies Library
Tom Cox Tree Surgery	INV 0215	300.00	50.00	250.00	Hedge Works - Cambridge Field
TOTAL		4,521.90			

13. Date of next meeting.

Monday 2nd October 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

Thursday 24th August 2023