



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 2<sup>nd</sup> October 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 4<sup>th</sup> September 2023.

**4. Matters Arising from the minutes**

- a) Civic Functions (minute 49-23F&O (b) refers).
- b) Town Clock proposed repairs (minute 49-23F&O (c) refers).

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

- a) None.

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

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (August 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) External Auditor's Report and Certificate year ended 31<sup>st</sup> March 2023 and Notice of conclusion of audit (as circulated).
- e) Engineering and Construction Renewal Insurance (Platform Lift) – James Hallam/Allianz – (information as circulated).

**7. Planning Applications**

- a) Reconsider information from Cornwall Council regarding PA23/05787 - Proposed Change of use of site from Offices to Hot Food Takeaway with sit in functions and the installation of extraction equipment, 2 York Road Torpoint PL11 2LG (as circulated).

**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 September 2023 – Cornwall Pension Fund (as circulated).  
 b) GDPR / Data Protection Act 2018 Data Protection renewal fee 03/11/2023 – Information Commissioner’s Office (as circulated).

**11. Climate Emergency Action Plan**

- a) To consider the actions relating to this Committee (updated plan as previously circulated).

**12. Accounts for Payment.**

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornish Coffee	SL77627	201.58	0.00	201.58	Library Café Supplies
Little Mops UK	INV 2088	72.40	12.07	60.33	Disposables Public Conveniences
D J W Window Cleaning	INV0059	55.00	0.00	55.00	Council Chambers Window Cleaning
D J W Window Cleaning	INV0060	18.00	0.00	18.00	Bus Shelter Cleaning
Every Corner Distribution	TTCECD007	672.00	112.00	560.00	Newsletter Distribution
BDO	INV-00425931	1,638.00	273.00	1,365.00	Limited Assurance Review for the year ended 31st March 2023
Cornish Pod	iz1315	1,851.30	0.00	1,851.30	Supply of Pasties etc for Freedom of Torpoint Parade
Cornish Coffee	SL77907	131.56	0.00	131.56	Library Café Supplies
Cornish Coffee	SL78060	157.72	0.00	157.72	Library Café Supplies
Francis Thomas	INV 6123	119.40	19.90	99.50	Mountfield Ride on Mower Repairs
Print Options	INV-14197	1,318.00	53.00	1,265.00	Newsletter Printing and Artwork
SMP	INV 3932	392.37	65.30	326.99	Water Heater Replacement Benodet Tea Hut
RB Windows	INV 1463	362.40	60.40	302.00	Window Repairs Council Chambers
RB Windows	INV 1610	208.80	34.80	174.00	Library Window Repairs
Allianz	INV 29189977/14	518.69	73.40	445.29	Renewal Platform Lift 30.10.23 – 29.10.24
<b>TOTAL</b>		<b>8,162.51</b>			

**13. Date of next meeting.**

Monday 30<sup>th</sup> October 2023.

**14. 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 26<sup>th</sup> September 2023