



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 30th 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 2nd October 2023.
- 4. Matters Arising from the minutes**
 - a) Civic Functions (minute 63-23F&O (a) refers).
 - b) Town Clock proposed repairs (minute 63-23F&O (b) refers.)
 - c) Update on LCAS application submitted to CALC (see email, as circulated).
- 5. To consider Policies referred to this Committee**
 - a) Financial Regulations and Best Value Statement (to follow).
- 6. To consider the Council Risk Management**
 - a) Creditors/Debtors (presented at the meeting).
 - b) Budget Variance – Finance and Operations Committee responsibilities (September 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) To consider Budget requirements for 2024-25, 2025-26 and 2026-27 (paper to be shared at the meeting).
- 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) Information from Defence Infrastructure Organisation – Data Protection Information request for email address (as circulated).
 - b) Notification of Changes to Gas Charges from October 2023 - Corona Energy (as circulated).

- c) Autumn 2023 Update – Stroke Association (as circulated).
- d) Public Space Protection Order – Dogs on Leads by Direction, Dog Fouling and Dog exclusions – orders will be renewed for 3 years – Cornwall Council (see link on the correspondence as circulated).
- e) Annual Rough Sleeper Count (Midnight on Monday 6th November 2023) – Volunteers needed – Cornwall Council (as circulated).
- f) Section 137 Grant application Torpoint Mosquito Sailing Club (application to follow, awaiting confirmation of project/funding costs).

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
BT	INV Q060 7Q	766.19	127.70	638.49	Phone Bill to 27th September '23
Richards Builders Merchants Ltd	INV 874239	9.90	1.65	8.25	Maintenance Council Chambers
Richards Builders Merchants Ltd	INV 873788	112.28	18.71	93.56	Parks Maintenance
Richards Builders Merchants Ltd	INV 873423	25.57	4.26	21.30	Parks Maintenance
Richards Builders Merchants Ltd	INV 872789	67.21	11.20	56.01	Parks Maintenance
Richards Builders Merchants Ltd	INV 872655	23.99	4.00	19.99	Maintenance Council Chambers
Richards Builders Merchants Ltd	INV 872298	5.39	0.90	4.49	Parks Maintenance
Go Collaborate	INV 031	900.00	150.00	750.00	NDP Regulation 14 online consultation platform and associated services
Cornwall Council - Occupational Health	8100417838	720.00	120.00	600.00	Staff Services
Cornwall Council - Dog Waste Bags	Torpoint Library	57.24	9.54	47.70	Dog Waste Bags
Cornish Tea & Cornish Coffee Co Ltd	SL79057	122.72	0.00	122.72	Library Café Supplies
St John Ambulance	SP23007779	126.72	21.12	105.60	First aid Cover Freedom Parade
Westcare Limited	SORD00206275	120.34	20.06	100.28	Stationery Council Chambers and Library
Isla Sell Classes	INV # 0013210	420.00	0.00	420.00	Provision of 6 Sessions of Chair Pilates at the Library & Com Hub
Cornish Tea & Cornish Coffee Co Ltd	SL77707	120.00	0.00	120.00	Coffee Machine Rental
	TOTAL	3,597.55			

13. Date of next meeting.

Monday 4th December 2023, (all Members summoned to attend for Budget meeting).

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 24th October 2023