



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 4th December 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint to which all members of this Committee are summoned to attend.

(Please note – **all** members of the Council are summoned to attend for agenda items 1 - 6 inclusive.)

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
- 3. To consider renewing the energy suppliers for all sites (gas and electricity), as contracts are due for renewal in 2024.** (All information to follow).
- 4. Planning Applications.**
 - a) PA23/09291 – Front extension – 12 Chapeldown Road, Torpoint, PL11 3HT.
- 5. To consider the Hiring and Letting Charges for the 2024-25 financial year.**
(Working Paper to follow.)
- 6. To consider the Council Budget for the 2024-25, 2025-26 and 2026-27 financial years.**
(Working Paper to follow.) *(Members to be asked by the Town Clerk: Under Section 106 of the Local Government Act, any Member who has unpaid council tax over 2 months old, must declare the fact at the meeting and is not allowed to vote on budget/council tax setting agenda item. This will also be included in the December 2023 council meeting agenda.)*
- 7. Minutes of the previous meeting.**
Minutes of the previous Finance and Operations Committee meeting held on Monday 30th October 2023.
- 8. Matters arising from the minutes**
 - a) Civic Functions (minute 77-23F&O (a) refers).
 - b) Town Clock proposed repairs (minute 77-23F&O (b) refers.)
- 9. To consider Policies referred to this Committee** none.
- 10. To consider the Council Risk Management**
 - a) Creditors/Debtors (presented at the meeting).
 - b) Budget Variance – Finance and Operations Committee responsibilities (October 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 (to follow - report from the Operations Manager).
- 11. Items Referred to this Committee (on behalf of the Personnel Committee).**
 - a) To note to **resolve to award**, 2023 back-pay for former employee, from 1st April 2023 to leaving date, in accordance with NALC National Joint Council for Local Government Services agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.
 - b) To consider the opportunity for a named individual from any Town and Parish Council to join the Cornwall Council online learning hub at a cost of £35.00 per delegate (see correspondence as circulated).
- 12. Health and Safety**

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

13. Correspondence

- a) Free of Charge report of usage – Torpoint Town Partnership (Community lantern making workshop) (as circulated).
- b) The Public Sector Deposit fund 31 October 2023 Factsheet – CCLA (as circulated).
- c) Employer Newsletter November 2023 - Cornwall Pension Fund (as circulated)
- d) Section 137 Grant application – The Rame Group Practice (Wellbeing Garden improvements) (as circulated).
- e) Training CALC Breakthrough Spring 2024 course dates – CALC (as circulated).
- f) Free of Charge Usage application - Coppola School of Performing Arts – (to follow).

14. Climate Emergency Action Plan

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

15. Accounts for Payment.

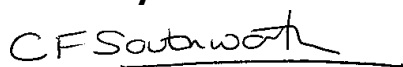
PAYEE	Invoice Number	Total	TAX	NET	Description
Cornish Tea & Cornish Coffee Co Ltd	SL79999	120.00	0.00	120.00	Coffee Machine Rental Arrears
Andy Campfield	Remembrance Photographs	40.00	0.00	40.00	Photographs Remembrance Service
ASG Security	INV 41216	138.00	23.00	115.00	Alarm Fault Call Out Council Chambers
PPL PRS Ltd	SIN2565261	480.42	80.07	400.35	Music Licence Council Chambers
D J W Window Cleaning	INV0061	30.00	0.00	30.00	Bus Shelter Cleaning
D J W Window Cleaning	INV0062	30.00	0.00	30.00	Bus Shelter Cleaning
Cornwall Council	8100425898	55.00	0.00	55.00	Administration Fee Remembrance Service
Cornwall Council	8100425936	55.00	0.00	55.00	Administration Fee Freedom
N Watts	Mileage Claim Aug - Sept	50.40	0.00	50.40	Mileage Claim - Library Volunteer
Cornwall Council - Sea Gull Proof Sacks	8100423070	37.00	0.00	37.00	Sea Gull Proof Sacks
Westcare Limited	SORD00207317	192.97	32.16	160.81	Stationery Order - Library
Health & Safety Adviser Online	12-8274297	79.80	0.00	79.80	Subscription
Cornish Tea & Cornish Coffee Co Ltd	SL80231	122.72	0.00	122.72	Café Supplies
The Festive Lighting Company Ltd	SO1815433	39.17	6.53	32.64	Extension Leads - Christmas Lights
Cornish Tea & Cornish Coffee Co Ltd	SL78886	120.00	0.00	120.00	Coffee Machine Rental Month in Advance
Cornwall Council - Sea Gull Proof Sacks	8100418077	97.00	0.00	97.00	Sea Gull Proof Sacks
*Tartendown Nurseries	INV 5374	216.00	36.00	180.00	Christmas Tree
Biffa	522C82323	28.49	4.75	23.74	Recycling Council Chambers
Biffa	522C82325	28.49	4.75	23.74	Recycling Library
Biffa	522C82326	52.30	8.72	43.58	General Waste Library
Biffa	522C82324	40.06	6.68	33.38	General Waste Council Chambers
Cormac Solutions Ltd	CINV-045986	60.00	10.00	50.00	Traffic Management Course - R. Austin
TOTAL		2,112.82			

* donation towards the Christmas tree is anticipated from the Torpoint Players

16. Date of next meeting.

Monday 29th January 2024.

17. 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

Tuesday 28th November 2023