



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 29th January 2024 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 – Melissa Ralph (CORMAC Solutions Ltd.) is giving a presentation at 7.00pm and will introduce the 'Urban Green Shoots' project.

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 & Operations Committee meeting held on Monday 4th December 2023.
- 4. Matters arising from the minutes**
 - a) Civic Functions and other events (minute 94-23F&O (a) refers) to include:
 - i) Monday 11th March – Commonwealth Day;
 - ii) Thursday 5th May – 50th Anniversary of Torpoint Town Council / Annual Parish Meeting;
 - iii) Sunday 16th June – Re-Dedication of the RBL Standard;
 - iv) Suggest a Civic Service and Parade [July] 2024 date.
 - b) Town Clock proposed repairs (minute 94-23F&O (b) refers – paper to follow.)
- 5. To consider Policies referred to this Committee**
 - a) Flag Flying Policy (see <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>) (to follow).
 - b) Equal Opportunities Policy (to follow).
 - c) Business Risk Management Plan (to follow).
 - d) Financial Risk Management protocols (to follow).
 - e) Lettings Policy and Hire Charges (to follow).
 - f) Audio Recordings Protocols (to follow).
 - g) Complaints Policy (to follow).
 - h) Budget Monitoring Policy (to follow).
- 6. To consider the Council Risk Management**
 - a) Creditors/Debtors (presented at the meeting).
 - b) Budget Variance – Finance and Operations Committee responsibilities (December 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) Insurance Renewal for vehicle (March 2024) and full cover (1st April 2024) – Consider undertaking property valuation for Council Chambers building at discounted rate for desktop E-Valuations (Clerk to update – see information as circulated).
 - e) Consider setting up a council online booking system/also the setting up the online booking system for the tennis courts (paper to follow).
 - f) Consider renewal of 25 year lease, currently held by Torpoint Town Council with Cornwall Council, for Bénodet Park (information as circulated).
 - g) **Confidential** correspondence – Cambridge Field. **Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for any confidential discussions.**

7. Items Referred to this Committee

a) None.

8. Planning Applications.

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) Further response to Freedom of Information request – re results of tender for Torpoint Lower Fore Street Community Building Feasibility Study – Designscape Architects (as circulated).
b) Defibrillator currently located at Costcutter on Trevithick Avenue (replace battery or replace defibrillator with new model) – Duchy Defibrillators (as circulated).
c) January 2024 – Employer Newsletter – Cornwall Pension Fund (as circulated).
d) CALC Strategic Review of Membership Services - CALC (as circulated)
e) Section 137 Grant application – Our Only World (Water refill station to be located at Bénodet Park) (as circulated).
f) Lapel Pin Badges for purchase, in Commemoration of the 80th Anniversary of the D-Day landings in Normandy, France (see <https://www.empiremedals.com/>) - CALC (as circulated).
g) Free of Charge Usage application – 2nd Torpoint Sea Scouts (overnight camp) – (as circulated).
h) Free of Charge Usage application retrospective – Torpoint Town Partnership (TTP) (as circulated).
i) Free of Charge Usage applications – TTP & 2nd Torpoint Scouts (as circulated).
j) Proceedings under the Highways Act 1980; Preliminary Consultations – Proposed Extinguishment of part of Public Footpath 639/3 at "Trematon Close" in Torpoint - Cornwall Council (as circulated).
k) 'Thank you' for grant to Citizens Advice Cornwall – Citizens Advice Cornwall (as circulated).
l) Informal virtual meeting request: Safety improvement/Speed Limit Reduction A374 + correspondence from Antony Parish Council – Sheviok Parish Council (as circulated).

11. Climate Emergency Action Plan

- a) To consider the actions relating to this Committee (updated Climate Emergency Action Plan as previously circulated – briefing paper to follow on solar panels).

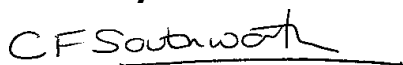
12. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornwall Council - Dog Waste Bags	INV 8100443098	107.28	17.88	89.40	Dog waste bags for library
SMP Pipe Systems Limited	INV3978	161.20	26.87	134.33	Repair to Boiler Council Chambers
Western Web Limited	INV 24242	18.00	3.00	15.00	Add Living wage banner to website
Cornwall ALC Limited	INV 2324-568	96.00	16.00	80.00	LCAS Accreditation fee
Health & Safety Adviser Online	INV 12-8343662	79.80	0.00	79.80	HAS online subscription February 2024 - April 2024
Cornish Tea & Cornish Coffee Co Ltd	SL81756	120.00	0.00	120.00	Coffee Machine Rental
TOTAL		582.28			

13. Date of next meeting.

Monday 4th March 2024.

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

Tuesday 23rd January 2024