



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 4<sup>th</sup> March 2024 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 & Operations Committee meeting held on Monday 29<sup>th</sup> January 2024.
- 4. Matters arising from the minutes**
  - a) Civic Functions and other events (minute 108-23F&O (a) refers)
    - i) Thursday 5<sup>th</sup> May – 50<sup>th</sup> Anniversary of Torpoint Town Council / Annual Parish Meeting (see information circulated on 50<sup>th</sup> Anniversary lapel pins).
    - ii) Civic Service and Parade confirmed Sunday 14<sup>th</sup> July 2024.
  - b) Online booking system/link to the council website (minute 110-23F&O e) refers).
  - c) **Confidential** correspondence – Cambridge Field (minute 110-23F&O (g) refers). **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.**
  - d) Further response to Freedom of Information request, Designscape Architects, **further correspondence received from the ICO (Information Commissioner's Office)** [dated 20<sup>th</sup> February 2024] – complaint received from Chris Mackenzie (as circulated).
  - e) Our Only World Section 137 Grant application (minute 114-23F&O (e) refers).
  - f) Informal virtual meeting request from Sheviocock Parish Council regarding A374 (minute 114-23F&O (l) refers).
- 5. To consider Policies referred to this Committee**
  - a) Health and Safety Policy to be reviewed.
  - b) Update on a new Grants Policy being written.
  - c) Annual compliance/maintenance schedule (to be presented at the meeting).
- 6. To consider the Council Risk Management**
  - a) Creditors/Debtors (presented at the meeting).
  - b) Budget Variance – Finance and Operations Committee responsibilities (January 2024 - 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 (1<sup>st</sup> April 2024) – To include property valuation for Council Chambers building at discounted rate for desktop E-Valuations (Clerk to update/information to follow).
  - e) To consider quotations for town council van renewal, due to expiry of 3-year lease with Vospers (Ford) (information as circulated).
  - f) Appoint two members to undertake Internal Controls Scrutiny.
  - g) Seek authorisation to delegate to the Town Clerk to arrange payment authorisation of Salaries/Mayor's Allowance Quarter 4 invoice (January – March 2024), in order to pay before year-end 31<sup>st</sup> March 2024 and minute detail on next meeting agenda following payment.

## 7. Items Referred to this Committee

a) None.

## 8. Planning Applications.

- a) PA24/00835 – Change of use of Units 4 and 5 from B2/B8 to Use Class E9d) for use as a gym and introduction of a mezzanine floor – Unit 4 and 5 Trevol Court, Trevol Business Park, Torpoint.  
b) PA23/09976 – Proposed extension to existing dwelling house – 35 Cremyll Road, Torpoint PL11 2DY.

## 9. Health and Safety

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

## 10. Correspondence

- a) The Clean Cornwall Newsletter (as circulated).  
b) Report / publicity from The Rame Group Practice following receipt of S137 grant funding for the Wellbeing Garden (as circulated).  
c) Consultation – Cornwall's first comprehensive Gypsy, Roma & Traveller Strategy – deadline for comments is 5.00pm on Friday 26 April (as circulated).  
d) Employer Newsletter February 2024 – Cornwall Pensions (as circulated).  
e) Call for sites – Cornwall Council (as circulated).  
f) Repurpose Millbrook PC/skate park ramps in Torpoint? - Torpoint Ramps Forum.  
g) Section 137 Grant application – Torpoint Lawn Bowls Club (Coppicing of adjacent trees on Cornwall Council land) (as circulated).  
h) Section 137 Grant application – Torpoint Ramps Forum (Ramp It Up) (as circulated).

## 11. Climate Emergency Action Plan

- a) To consider the actions relating to this Committee (updated Climate Emergency Action Plan as previously circulated). Solar panels quotations (to be presented at the meeting).

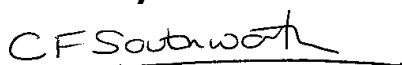
## 12. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornish Tea & Cornish Coffee Co Ltd	SL82769	120.00	0.00	120.00	Coffee Machine Rental
Clifton Emery Design Ltd	SI-4379	1,200.00	200.00	1,000.00	NDP Updates
Duchy Defibrillators	INV JN1371	720.00	120.00	600.00	Replacement Defibrillator Trevithick Avenue
Richards Builders Merchants Ltd	INV 884973	18.20	3.03	15.17	Parks Maintenance
D J W Window Cleaning	INV0063	30.00	5.00	25.00	Bus Shelter Cleaning
D J W Window Cleaning	INV0064	55.00	9.17	45.83	Window cleaning - Council Chambers
Richards Builders Merchants Ltd	INV 883833	65.00	10.83	54.17	Parks Maintenance
Richards Builders Merchants Ltd	INV 884965	8.50	1.42	7.08	Parks Maintenance
SMP Pipe Systems Limited	INV 3994	138.00	23.00	115.00	Repairs Council Chambers Toilets
L&L Diverse solutions Limited	INV 003/2024	4,110.00	685.00	3,425.00	Consultancy Vision Projects
<b>TOTAL</b>		<b>6,464.70</b>			

## 13. Date of next meeting.

Wednesday 3<sup>rd</sup> April 2024 to which all members will be summoned for the initial agenda items.

## 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 27<sup>th</sup> February 2024