



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on **Wednesday** 3<sup>rd</sup> April 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: - All members are summoned to attend and participate in agenda items 1-5 inclusive and the Town Mayor will Chair the meeting for these agenda items).

### AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
- 3. Election of Town Mayor Designate for the Civic Year 2024-25.**
- 4. Election of Deputy Town Mayor Designate for the Civic Year 2024-25.**
- 5. Appointment of Town Council Committees and Appointment of Delegates to Outside Bodies for the Civic Year 2024-25** (Working Paper attached).
- 6. Minutes of the previous meeting.**  
Minutes of the previous Finance & Operations Committee meeting held on Monday 4<sup>th</sup> March 2024.
- 7. Matters arising from the minutes**
  - a) Civic Functions and other events (minute 122-23F&O (a) refers)
    - i) Thursday 5<sup>th</sup> May – 50<sup>th</sup> Anniversary of Torpoint Town Council / Annual Parish Meeting (update)
  - b) Online booking system/link to the council website and updates (minute 122-23F&O (b) refers).
  - c) Update on correspondence received from the ICO (Information Commissioner's Office) [dated 20<sup>th</sup> February 2024] (minute 122-23F&O (d) refers).
  - d) Meeting from Sheviok Parish Council regarding A374 (minute 122-23F&O (f) refers) (information as circulated).
- 8. To consider Policies referred to this Committee**
  - a) Health and Safety Policy (updates will be advised at the meeting).
  - b) New Grants Policy (to follow).
  - c) One page Emergency Communications Procedure (to follow).
- 9. To consider the Council Risk Management**
  - a) Creditors/Debtors (presented at the meeting).
  - b) Budget Variance – Finance and Operations Committee responsibilities (February 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 new vehicle (April 2024) (details to follow).
  - e) Internal Controls Scrutiny report (to follow).
  - f) Asset Condition Survey (to follow).

**10. Items Referred to this Committee**

a) None.

**11. Planning Applications.**

a) None.

**12. Health and Safety**

a) Reports and any new, proposed regulations/legislations and current issues.

b) Fire Risk Assessment for all buildings to be reviewed, including quotation (as circulated) to replace the fire extinguishers at the library and community hub with P50's.

**13. Correspondence**

a) Report / publicity from Torpoint Archives and Heritage Centre following receipt of S137 grant funding (as circulated).

b) Free of Charge application form – Torpoint Town Partnership Charity Dog Show (as circulated).

c) Update on Publicity for Planning Applications (via Cllr Ewert) – Cornwall Council (as circulated).

**14. Climate Emergency Action Plan**

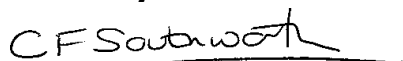
a) To consider the actions relating to this Committee (updated Climate Emergency Action Plan as previously circulated).

**15. Accounts for Payment.**

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornwall Council	8100434343	97.00	0.00	97.00	Seagull proof Sacks
CIA Fire and Security	269559	3000.00	500.00	2500.00	Complete installation of 1 no. Smart Access Gate Entry System
James Hallam Insurance**	TBC	11,308.96			annual renewal of Insurance portfolio, for the period 1st April 2024 to 31st March 2025
*Cornwall Council	TBC	77,377.76	78.00	77,299.76	Staff Salaries Q4, Jan – March '24 & Mayoral Allowance
Cornwall Council - Business Rates	802715760	441.86	0.00	441.86	Library Business Rates April '24
Cornwall Council - Business Rates	802311466	1,325.50	0.00	1,325.50	Council Chambers Business Rates April '24
Cornwall Council – Business Rates	802923069	57.02	0.00	57.02	Tennis Courts Business Rates April '24
<b>TOTAL</b>					

\* Exact amount of invoice awaited also invoice number not known at time of agenda issue. This invoice will be processed for payment, in the financial year 2023-24.

\*\* Invoice number not known at time of agenda issue

**16. Date of next meeting.**Monday 29<sup>th</sup> April 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

Friday 22<sup>nd</sup> March 2024