



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 29th 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.

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 Wednesday 3rd April 2024.

4. Matters arising from the minutes

- a) Civic Functions and other events (minute 139-23F&O (a) refers)
 - i) Thursday 5th May – 50th Anniversary of Torpoint Town Council / Annual Parish Meeting (update)
- b) **Confidential** correspondence (from minutes of meeting held 4th March 2024) – Cambridge Field (minute 122-23F&O (c) 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.**

5. To consider Policies referred to this Committee

- a) Health and Safety Policy (for final review) (revised, to follow).
- b) One page Emergency Communications Procedure (to follow).
- c) Standing Orders (for review – current version as circulated with no changes).

6. To consider the Council Risk Management

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (March 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 (as circulated - from the Operations Manager).

7. Items Referred to this Committee

- a) None.

8. Planning Applications.

- a) PA24/01095 – I am wanting to take down the 6ft wooden fence and replace it with a wall and rebuild a shed – 10 Trelawney Close, Torpoint PL11 2QF.
- b) PA24/02410 - Change of use of guest house (C1) to a dwelling (C3) - 70 Wellington Street Torpoint Cornwall PL11 2DG.
Use the following link to view planning applications <https://planning.cornwall.gov.uk/online-applications/>

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, including quotation (as circulated) to replace the fire extinguishers at the library and community hub with P50's.

10. Correspondence

- a) The Play Inspection Company – separating different operations (as circulated).
- b) ASG Security – Managing Director standing down, responsibility being passed to Unique Fire and Security Ltd. (as circulated).
- c) Employer Newsletter April 2024 – Cornwall Pension Fund (as circulated).

11. Climate Emergency Action Plan

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

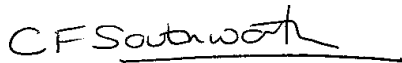
12. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Ironmongery Direct	7547563	106.56	17.76	88.80	repairs and maintenance parks / tennis courts
Cornish Tea & Cornish Coffee Co Ltd	SL83861	122.72	0.00	122.72	Library Café supplies
CIA Fire and Security Ltd	PO-0365	187.20	31.20	156.00	Smart access netcode subscription
Cornwall Council	INV 8100458880	48.00	8.00	40.00	DBS Checks for Library
CHAT	April 2024	394.01	0.00	394.01	SLA March 2024
TClarke Contracting Ltd - Waldron Security	SL-24040114	238.80	39.80	199.00	12 Month Contract Renewal
Cornish Tea & Cornish Coffee Co Ltd	SL84922	120.00	0.00	120.00	Coffee Machine Rental
Security Dynamics	INV-0274	420.50	70.08	350.42	Repair to CCTV and provision of Body Cameras
Every Corner Distribution Ltd	TTCECD009	714.00	119.00	595.00	Distribution of 3600 Newsletters
Cornish Tea & Cornish Coffee Co Ltd	SL85072	260.50	0.00	260.50	Library Café supplies
L&L Diverse Solutions	008/2024	1,644.00	274.00	1,370.00	2.0 Days Consultancy
TOTAL		4,256.29	559.84	3,696.45	

13. Date of next meeting.

Monday 3rd June 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 April 2024