

TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 1st December 2014 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint to which 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 meetings held on Monday 29th September 2014 and Monday 3rd November 2014.

4. Matters arising from the minutes.

None

5. To consider Policies Delegated to this Committee

- a) Pay and Conditions Policy (as circulated).
- b) Section 137 Application form and Guidance Notes (as circulated)
- c) Use of facilities at No Cost and Guidance Notes (as circulated)

6. To consider the Council Risk Management

- a) Overtime – RFO (Assistant Town Clerk) (to follow).
- b) Creditors/Debtors – RFO (Assistant Town Clerk) (to follow).
- c) Internal Controls Scrutiny process (as circulated).

7. Items referred to this Committee.

- a) Civic Functions – Review of the operational systems of this cost centre (minute 70-14FGP (f) refers).

8. Correspondence.

- a) Torpoint Silver Band - Request to use Council facilities at no cost.
- b) Young People Cornwall – Meeting to discuss Young People in Cornwall.

9. Planning Applications.

(Plans can be viewed on-line at <http://planning.cornwall.gov.uk/online-applications> and searching under the application number).

10. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Cornwall Council	Garage Rent (1.12 - 28.12)	47.76	7.96	39.80
BUNZL	Cleaning Materials	104.09	17.35	86.74

11. Date of next meeting.

Monday 2nd February 2015.

12. Any Business that has been disclosed to the Chairman and members prior to the meeting.

Chris Harris

Monday 24th November 2014