



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 28th April 2025 at 7.00pm in the Council Committee Room, 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 31st March 2025.
- 4. Matters arising from the minutes**
 - a) Armed Forces Covenant – set up a task and finish group with a view to renewing the Armed Forces Covenant (minute number 142-24F&O (b) refers).
 - b) Torpoint Mayor's Charity Fund bank account closure update (minute number 151-24F&O (a) refers).
- 5. To consider Policies referred to this Committee.**
 - a) Markets Policy and Application (to be reviewed for the meeting).
 - b) Civic Protocols (as circulated).
 - c) Safeguarding Policy (as circulated).
 - d) Health and Safety Policy (currently being updated).
- 6. Civic Functions and other events.**
 - a) No additional to report.
- 7. To consider the Council Risk Management**
 - a) Creditors/Debtors (presented at the meeting).
 - b) Budget Variance – Finance and Operations Committee responsibilities (March 2025 - Budget Variance Information) (as previously circulated).
 - c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and community hub and Christmas Lights (as circulated).
 - d) To consider: The documentation required to be submitted for the Limited Assurance Review for 2024-25, also information that a smaller authority is required for an intermediate audit in 2024-25 - BDO LLP (as circulated).
- 8. Planning Applications.** None.
- 9. Items Referred to this Committee** a) None.
- 10. Health and Safety**
 - a) Reports and any new, proposed regulations/legislations and current issues.
 - b) Fire Risk Assessment for all buildings to be reviewed.
- 11. Climate Emergency Action Plan**
 - a) To consider the actions relating to this Committee.

12. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
ITEC	1081134	44.55	7.43	37.12	Meter Readings Photocopier
Cornish Tea and Coffee	SL98280	162.30	0.00	162.30	Café Supplies Library
Cornish Tea and Coffee	SL97808	110.11	0.00	110.11	Coffee Machine Rental - March
TClarke	SL-25010552	238.80	39.80	199.00	Annual - Intruder Alarm Monitoring and Maintenance
Blakedown Sport & Play	S45061	1,691.29	281.88	1,409.41	Final Invoice - Tennis Court Refurbishment Works
TOTAL		2,247.05	329.11	1,917.94	

13. Correspondence

- a) To note: Stroke Association, Cornwall Services update – April 2025 – The Stroke Association Cornwall Services teams (as circulated).
- b) To consider: Two questions from Mr S J Corbidge (as circulated).
- c) To consider: One question from Mr M Stanley (as circulated).
- d) To note Notice of Poll which will be held on Thursday 1st May 2025: -
 - i) Election of Town Councillors for Torpoint Town Council – East Ward (as circulated);
 - ii) Election of a Councillor for Torpoint Electoral Division (as circulated);
 - iii) Election of a Councillor for Rame Peninsula & St Germans Electoral Division (as circulated).

14. Date of next meeting.

Monday 2nd June 2025.

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

C F Southworth

Mrs C F Southworth Cert (HE), BA (Hons), FSLCC
Town Clerk and RFO

Wednesday 23rd April 2025