



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 2nd June 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. Election of Chairman for the Civic Year 2025-26.

4. Election of Vice Chairman for the Civic Year 2025-26.

5. Minutes of the previous meeting.

Minutes of the previous Finance & Operations Committee meeting held on Monday 28th April 2025.

6. 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 4-25F&O (a) refers) (draft as circulated).
- b) Adjourned Council meeting minutes – purchase of mower, disposal of existing mower, plus Fleet insurance updated.

7. To consider Policies referred to this Committee.

- a) Review Terms of Reference Finance and Operations Committee (as previously agreed).
- b) Markets Policy and Application (to be reviewed for the meeting).
- c) Civic Protocols (to follow).
- d) Health and Safety Policy (to follow).
- e) Business Continuity Plan (as circulated).
- f) Environment Policy (as circulated).
- g) Unreasonable Behaviour Policy (as circulated).
- h) Investment Strategy (to follow)
- i) Code of Conduct (to follow).

8. Civic Functions and other events.

- a) VJ Day – Friday 15th August 2025 (information to follow from Cllr J Tivnan BEM).

9. To consider the Council Risk Management

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (April 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 review the Internal Auditor report for year ended 2024/25 (as previously circulated).
- e) To consider the appointment of an Internal Auditor for financial year 2025/26 (Two applicants - information as circulated).
- f) Payment of Mayor's Allowance for Civic Year 2025/26.
- g) To consider results on Invitation to Tender for the Hire of Torpoint Christmas Lights 2025-2028 (to follow). **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.**

10. Planning Applications. None.

11. Items Referred to this Committee 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.

13. Climate Emergency Action Plan

- a) To consider the actions relating to this Committee.

14. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
EDF Energy	000023461213	57.35	9.56	47.47	Electricity Supplied to Christmas Lights for Period 30/11/24 - 03/01/25
Cornish Tea & Cornish Coffee Co	SL100569	126.28	0	126.28	Café Supplies - Library
Cornish Tea & Cornish Coffee Co	SL100568	99.35	0	99.35	Café Supplies - Library
L&L Diverse Solutions	019/2025	822.00	137.00	685.00	As Purchase Order 0410 - RIBA 3 Report Consultancy
L&L Diverse Solutions	018/2025	164.00	274.00	1370.00	As Purchase Order 0407 - RIBA 3 Report Consultancy
Bodmin Nursery	INV-0992	284.82	43.36	241.46	Plants etc - 50% Library, 50% Parks
SW Hygiene	335367	1310.4	218.41	1091.99	Emptying of Sanitary and Nappy Bins
Cornish Tea & Cornish Coffee Co	SL100325	120.00	0	120.00	Coffee Machine Rental - Library
Mole Valley Farmers	IN208965340	641.28	106.88	534.40	Parks Maintenance - Fencing
Mole Valley Farmers	IN208940288	284.34	47.39	236.95	Parks Maintenance - Fencing
Rame and Rivers Churches	B-00019	78.00	0.00	78.00	Hire of St James Church for Civic Service 2025
TOTAL		5,467.82	836.60	4,630.90	

15. Correspondence

- a) To consider and note: Speak Cornish Week 2025 – An Rosweyth (as circulated).
- b) To note: Local Council Planning Essentials training 12th and 19th June, 10 July 2025 – Cornwall Planning (as circulated).
- c) To note: Cornwall Hero Awards – Cornwall's Rewind Radio (as circulated).
- d) To note: Update on LYNHER refit 22 May 2025 – Tamar Crossings (as circulated).
- e) To consider: Grant Application Torpoint Community Events – Financial support towards the construction of a raised garden to commemorate the VE VJ Day 80 Veterans Garden.

16. Date of next meeting.

Monday 30th June 2025.

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

C F Southworth

