



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 30th 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.

- a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
- b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

3. Minutes of the previous meeting.

Minutes of the previous Finance & Operations Committee meeting held on Monday 2nd June 2025.

4. Matters arising from the minutes

- a) To update on the disposal of existing mower (minute 21-25F&O (b) refers)
- b) To update on the invitation to tender for the hire of Torpoint Christmas Lights 2025 -2028 (minute 24-25F&O (f) refers) (additional information / revised quotation as circulated).
- c) To update on arranging a meeting regarding CCTV proposals for Harvey Street (June council minutes refer).

5. To consider Policies referred to this Committee.

- a) Markets Policy and Application (to be reviewed for the meeting).
- b) Health and Safety Policy (to follow).
- c) To consider the first draft Co-option Policy (to follow).
- d) Model Publication Scheme and F.O.I. (to follow).
- e) Data Protection, Document Retention and Disposal Policy (to follow).
- f) Following a question put by a member, to consider information from CALC, regarding the council's policy on procurement and whether a Sustainable Procurement Policy should be written and adopted, see link [here](#) for an example (minute 32-25F&O refers) (as circulated).
From recent Personnel Committee meeting (outstanding actions).
- g) Code of Conduct Training, link shared with members', deadline for completion is within 6 months of taking office. For those elected in May 2025, the deadline is 5th November.
- h) To update on Skills Audit for members' (information as circulated separately).
- i) To update on Training Log (update from the Clerk).

6. Civic Functions and other events.

- a) No additional functions and events.

7. To consider the Council Risk Management

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (May 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 appointment of an Internal Auditor for financial year 2025/26 (References sought on the two applications received).

8. Planning Applications.

- a) PA25/04368 – Proposed front porch and rear dining room extension. 29 Chapeldown Road, Torpoint, PL11 2HU.
<https://planning.cornwall.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>

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 have been 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
James Hallam Insurance	545325904	221.04	0.00	221.04	Difference due to the addition of new ride on mower
Cornwall Council	8100586184	2,327.02	387.83	1,939.19	Waste cleansing costs for devolved sites 2025/ 2026 & dog/litter bin emptying service at Cambridge Field
AVLX	IN71364	7,339.20	1,223.20	6,116.00	Provision of technical support at Torpoint Fest '25 and generator
Cornish Coffee	SL101618	120.00	0.00	120.00	Coffee Machine Rental
Caradon Tool and Plant Hire	IN4263	634.00	105.67	528.33	Provision of equipment etc for Torpoint Fest '25
Facealicious	TTC001	120.00	0.00	120.00	Provision of face painting services at Torpoint Fest '25
Lizzie's Fluid Faces	14/06/2025	120.00	0.00	120.00	Provision of face painting services at Torpoint Fest '25
Painty Faces	202	120.00	0.00	120.00	Provision of face painting services at Torpoint Fest '25
Awenek Studio CIC	1137	200.00	0.00	200.00	Provision of family arts and crafts at Torpoint Fest '25
Create Signs SW Ltd*	2461	768.00	128.00	640.00	4 x feather flags including artwork for TTC and TTP
MR Bars & The Town Fryer	Torpoint Fest '25	306.60	0.00	306.60	Provision of event support 13th and 14th June 2025
PI Digital	10363	1,074.00	179.00	895.00	In person play inspection app training for operations team
PI Digital	10329	1,734.00	289.00	1,445.00	Inspection App Licence for 25/26
TOTAL		15,083.86	2,312.70	12,771.16	

*Donation from Torpoint Town Partnership (TTP) of £280 received towards cost of Feather flags

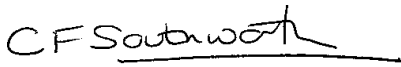
13. Correspondence

- a) To note: Tamar Crossings Summer Newsletter – Tamar Crossings (as circulated).
- b) To note: Updated Tamar Crossings website to provide real time journey information – Tamar Crossings (as circulated).
- c) To note: CALC News bulletin and training opportunities 17/06/25 – CALC (as circulated).
- d) To note: Current planning consultations Briefing Note – June 2025 – Cornwall Council Planning and Housing Service (as circulated).
- e) To note: Employer Newsletter June 2025 – Cornwall Pensions (as circulated).
- f) To consider: Free of Charge Use application for Dog Show and Carol's in the Park events – Torpoint Town Partnership (as circulated).
- g) To consider: Information as previously agreed and issued, with response received, in relation to a complaint made to Cornwall Council regarding Trevol Business Park (as circulated).

14. Date of next meeting.

Monday 1st September 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

Tuesday 24th June 2025