



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 1<sup>st</sup> September 2025 at 7.00pm in the Council Committee Room, York Road, Torpoint to which all members of this Committee are summoned to attend.

### **AGENDA version 2.0**

**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 30<sup>th</sup> June 2025.

**4. Matters arising from the minutes**

- a) To update on the disposal of Mountfield mower and open/consider any sealed bids received (minute 36-25F&O (a) refers).
- b) To update on progress with funding to support CCTV proposals for Harvey Street (minute number 36-25F&O (c) refers).
- c) To consider the appointment of an Internal Auditor for financial year 2025/26 (minute number 39-25F&O (d) refers).
- d) To update on the opportunity for the council to take over the responsibility of the defibrillator at The Wheelers, Fore Street (July council meeting minute 81-25 (c) refers).
- e) To update on the Enhanced LMP Grant opportunity for 2025 – 2026 (August council meeting refers).

**5. To consider Policies referred to this Committee.**

- a) To consider whether a Sustainable Procurement Policy is required (minute 37-25F&O (f) as circulated). From Personnel Committee meeting (outstanding actions).
- b) To update on Skills Audit for members'.

**6. Civic Functions and other events.**

- a) RALEIGH to exercise its right to the Freedom of Torpoint, 28<sup>th</sup> September '25 (as previously advised).

**7. To consider the Council Risk Management**

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (July 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 receive an update on the Asset Condition Survey.
- e) To review current IT equipment and services (in advance of budget setting for 2026/27).
- f) To receive a verbal update from the Clerk, regarding existing Licence Holder – The Annexe.
- g) To consider: Maintenance Agreement 1<sup>st</sup> August '25 – 31<sup>st</sup> July '26, maintenance of commercial air conditioning equipment £309.24+ VAT, two visits per year. Resultant service works will be charged at £47.00 per hour & £0.60 per mile, or a priced basis - Macwhirter Western Ltd. (as circulated).

**8. Planning Applications.**

- a) PA24/03068 Kings Arms, Torpoint. Email received 16:39 26/08/25, from Cornwall Council planning: To consider and review the decision on this planning application (see email as circulated).

**9. Items Referred to this Committee**

- a) To update and consider information on the Torpoint Christmas Lights 2025 -2028 (minute 36-25F&O (b) refers). Additional quotation information is expected **and will be presented at the first committee meeting it is made available** and considered as a council item (August '25 Council meeting refers).

**10. Health and Safety**

- a) Reports and any new, proposed regulations/legislations and current issues including Martyn's Law.  
b) Fire Risk Assessment for all buildings have been reviewed.

**11. Climate and Environmental Action Plan**

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

**12. Accounts for Payment.**

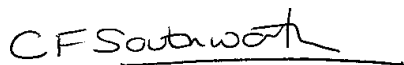
PAYEE	Invoice Number	Total (£)	TAX (£)	NET (£)	Description
Macwhirter Western Ltd	009948	371.30	61.88	309.42	Air conditioning maintenance contract renewal 01/08/2025 - 31/07/2026
Cornish Tea & Coffee	SL104729	133.23	0.00	133.23	Café Supplies Library
Bodyworx Fitness	003	225.00	0.00	225.00	Provision of wellbeing sessions (x3) at Torpoint Library
Kernow Training	8509	395.00	0.00	395.00	Lantra Training - Combined Mowers / Brushcutter & Strimmer (Andrew Cannon)
WesternWeb Ltd	25082	18.00	3.00	15.00	Changes to Torpoint Town Council Website (Climate Emergency)
Torpoint Community Events	Sponsorship	90.00	0.00	90.00	Maintenance of sponsored raised bed for x 9 months
Francis Thomas	7925	930.00	148.80	781.20	Supply of Mobile Generator (CLUP funding)
Cornish Tea & Coffee	SL104481	120.00	20.00	100.00	Coffee Machine Rental Library
L&L Diverse Solutions Ltd	035/2025	822.00	137.00	685.00	1 days consultancy at £685
<b>TOTAL</b>		<b>3,104.53</b>	<b>370.68</b>	<b>2,733.85</b>	

**13. Correspondence**

- a) To note: Free of Charge Use usage for Dog Show – Torpoint Town Partnership (as circulated).  
b) To note: Market Report August 2025 – CCLA (as circulated).  
c) To consider: Request for Operations Team support for 2<sup>nd</sup> Torpoint Scouts Bonfire and fireworks event Saturday 8<sup>th</sup> November – 2<sup>nd</sup> Torpoint Scouts (as circulated).  
d) To consider: Grant application for Defibrillator battery replacement at Cremyll Road – Mr P Smith (as circulated).

**14. Date of next meeting.** Monday 29<sup>th</sup> September 2025.

**15. Any Business that has been disclosed to the Chairman and members prior to the meeting.**  
**Mrs C F Southworth Cert (HE), BA (Hons), FSLCC** Tuesday 26<sup>th</sup> August 2025



Town Clerk and RFO