



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 29<sup>th</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

**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 1<sup>st</sup> September 2025.

**4. Matters arising from the minutes**

- a) Torpoint Christmas lights 2025 – 2028 (minute number 51-25F&O (a) refers).
- b) Mountfield mower is now disposed to the highest bidder (minute number 53-25F&O (a) refers).
- c) To update on progress with funding to support CCTV proposals for Harvey Street (minute number 53-25F&O (b) refers) (see CCTV Funding: Expression of Interest as circulated).
- d) Appointment of Internal Auditor for financial year 2025/26 (minute number 53-25F&O (c) refers).
- e) Defibrillator at The Wheelers, Fore Street (minute number 53-25F&O (d) refers).
- f) Enhanced LMP Grant opportunity for 2025 – 2026 (minute number 53-25F&O (e) refers).

**5. To consider Policies referred to this Committee.** None.

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

- a) Review: Captain's Welcome (Monday 22<sup>nd</sup> September '25).
- b) Review: HMS RALEIGH to exercise its right to the Freedom of Torpoint (Sunday 28<sup>th</sup> September '25).
- c) Remembrance Sunday – Sunday 9<sup>th</sup> November '25.

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

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (August 2025 - Budget Variance Information) (as previously circulated). A full review of the amounts held in Allocated Reserves, Call Accounts, the CCLA account will be undertaken.
- 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: Initial budget discussions for 2026/27, using the council's Action Plan (as circulated), including any new Project Initiation Documents.

**8. Planning Applications.** None.

**9. Items Referred to this Committee.** None.

**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.

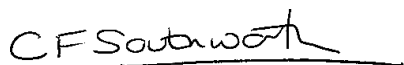
PAYEE	Invoice Number	Total (£)	TAX (£)	NET (£)	Description
Gear4music Limited	M12273179	751.57	125.26	626.31	PA System, stand, and T-BAR including delivery charge CLUP FUNDING
Createsigns	2691	26.40	4.40	22.00	1 x A3 Garden Sponsor sign laminated and mounted
Createsigns	2685	50.40	8.40	42.00	4 x A4 "Footpath" signs –laminated and mounted. Artwork charge LMP Extended grant funding
Penny Madge	TTC	75.00	0.00	75.00	Out with Friends – Library and Community Hub
Awenek Studio CIC	1141	556.00	0.00	556.00	Art for Wellbeing June 3 <sup>rd</sup> – 22 <sup>nd</sup> July 2hr drop in family session 29 <sup>th</sup> July – 2 <sup>nd</sup> Sept
BDO LLP	INV-00732624	1,638.00	273.00	1,365.00	Limited Assurance Review for the year ended 31 March 2025, Fee band £500,001 - £750,000
JR PAT Testing	13671	272.38	45.40	226.98	Appliance testing September '25
Cornish Tea & Coffee	SL105831	120.00	20.00	100.00	Coffee Machine monthly rental
Tom Cox Tree Surgery	INV-0561	300.00	50.00	250.00	Trim hedges at St James Park
<b>TOTAL</b>		<b>3,789.75</b>	<b>526.46</b>	<b>3,263.29</b>	

# 13. Correspondence

- a) To note: Affordable Housing Newsletter September '25 (as circulated).
- b) To consider: Free of charge usage application Torpoint Town Partnership (as circulated).
- c) To consider: Grant application to support 'Saving More time Saving More Lives' – Cornwall Air Ambulance Trust (as circulated).
- d) To consider: Grant application for financial support towards Building Repairs Project – Cornerstone Church (as circulated).
- e) To consider: Correspondence (including some omitted from inclusion) re parking issues in Bickern Road, plus copy of correspondence to Cllr R Parsonage – Mr J Connah (as circulated).
- f) To consider: Opportunity to provide 'free' clean/maintenance of Sparrow Park area – Tamar Clean SW (as circulated).
- g) To note: 'Permission in Principle: Guidance for Local Councils' – Cornwall Council (as circulated).
- h) To consider: Opportunity for St John Ambulance Cadet first aid demonstrations in the community – Torpoint St John Cadets (as circulated).
- i) To note: Uncontested Election Recharges to be charged – for Thursday 1<sup>st</sup> May 2025 West Ward - £261.64 – Cornwall Council (as circulated).
- j) To consider: Grant application to support 'Light Up Torpoint' workshops – Torpoint Artists Collective (as circulated).

# 14. Date of next meeting. Monday 3<sup>rd</sup> November 2025 – budget 2026/27 setting meeting.

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



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

Tuesday 23<sup>rd</sup> September 2025