



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 1st December 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 3rd November 2025.

4. Matters arising from the minutes

- a) To update on Torpoint Christmas lights 2025 – 2028 (minute number 85-25F&O (a) refers).
- b) To update on progress with CCTV proposals for Harvey Street (minute number 85-25F&O (b) refers).
- c) To update on Enhanced LMP Grant opportunity for 2025 – 2026 (minute number 85-25F&O (c) refers).
- d) To update on progress with the proposed 'transfer of the asset' WWI memorial on St. James Church (minute number 85-25F&O (d) refers).
- e) To update on Memorial plaque and tree for the family of Mr Ackland (council minute number 134-25 (b) refers).
- f) To update on Memorial plaque for Roger Cook (council minute number 134-25 (g) refers).

5. To consider Policies referred to this Committee.

None.

6. Civic Functions and other events.

- a) Tuesday 16th December, Mayor's Christmas Civic Service, 7.00pm @ Cornerstone Church.

7. To consider the Council Risk Management

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (October 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).

8. Items Referred to this Committee. None.

9. Planning Applications.

- a) 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.

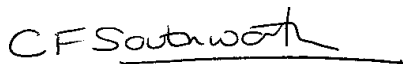
PAYEE	Invoice Number	Total (£)	TAX (£)	NET (£)	Description
L&L Diverse Solutions Ltd	050/2025	1,644.00	274.00	1,370.00	2.0 Days Consultancy
L&L Diverse Solutions Ltd	049/2025	2,466.00	411.00	2,055.00	3.0 Days Consultancy
ESP Training	6784	504.00	84.00	420.00	L3 Emergency First Aid at Work CLUP
FOY-AIR Enterprises	2378	167.76	27.96	139.80	Cleaning Supplies Chambers / Library
Festive Lights	SO2130724	99.17	16.53	82.64	Connectors for Christmas Lights
ADS Gas	INV-13594	330.00	55.00	275.00	Repairs to Room 1
Cormac	CINV-181524	4,800.00	800.00	4,000.00	Parking Survey SPF
Biffa	522C093289	33.82	5.64	28.18	Library Recycling Collection
Biffa	522C093290	51.58	8.60	42.98	Library General Waste Collection
Biffa	522C093291	33.82	5.64	28.18	Chambers Recycling Collection
Biffa	522C093292	101.02	16.84	84.18	Chambers General Waste Collection
RBL Poppy Appeal	REMEMBRANCE WREATHS	113.96	0.00	113.96	4 x Badged Wreaths
TOTAL		10,345.13	1,705.21	8,639.92	

13. Correspondence

- a) To note: Renewal of Public Liability Insurance (29/10/25 – 28/10/26) and Statement of Fact for 'Clock and Watch Service and Repair'. Annual visual inspection and lubrication of the clock mechanism – D Benson (letter as circulated).
- b) To consider: Free of charge use application for one off event in May 2026 (also, to consider charging the application fee) – Cornwall Independent Poverty Forum (as circulated).
- c) To consider: Accepting the Local Maintenance Agreement for the 2026/27 financial year, with an increase of 2.2% applied – Cornwall Council (initial letter as circulated).
- d) To note: NALC Legal Bulletin including items of interest - via CALC (as circulated).
- e) To note: Parish Call for Sites update November 2025 – Cornwall Planning (as circulated).
- f) To consider: Free of charge use application for one off event in December 2025 (also, to consider charging the application fee) – Devon and Cornwall Police and other key stakeholders (as circulated).
- g) To note: Update on the insurance applied, following purchase of assets using CLUP funding – James Hallam Insurance (as circulated).

14. Date of next meeting.

Monday 2nd February 2026.

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

Monday 24th November 2025