

From: PCC Commissioning <PCCCommissioning@dc-pcc.gov.uk>
Sent: 17 December 2025 12:11
To: 'clerk@torpointtowncouncil.gov.uk'
Subject: Successful CCTV funding bid
Attachments: New Form Aug 24 - Request for New Supplier Record Setup Form.docx; Torpoint Town Council - CCTV funding Grant agreement.docx

Good morning,

I am delighted to inform you that following a recent decision panel meeting your expression of interest for CCTV funding has been successfully approved. After careful review and consideration, we are confident in your proposal for the CCTV funding and are pleased to support it.

This funding represents a financial contribution towards your CCTV system upgrade/installation, and we believe this funding will make a meaningful impact to your local community. The approved funding has been agreed as detailed in the attached grant agreement, but before we can release the funding to you, we require the following to be actioned:

- Signed and returned copy of the Grant agreement (attached with email)
- Completion and return of the New Supplier form (attached with email)

Please could you return the signed copy of the Grant agreement and completed New Supplier form to the finance mailbox: OPCCFinance@devonandcornwall.pnn.police.uk

Yours sincerely

Commissioning and Partnerships Team
Office of the Police and Crime Commissioner, Devon, Cornwall and the Isles of Scilly



victimcare-dc.org

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Grant agreement – CCTV funding 2025

This Grant Agreement is made between:

1. Grant provider:

The Police and Crime Commissioner for Devon and Cornwall.

2. Grant Recipient:

Torpoint Town Council

Date: 17/12/2025

1. Purpose of the Grant.

The Grant Provider agrees to award funding to the Recipient for the sole purpose of purchasing and installing the CCTV (Closed Circuit Television) equipment to improve safety, security and crime prevention

2. Grant amount.

The total grant awarded is £10,000.00 payable upon signature and return of this Agreement.

3. Use of Funds.

The Recipient agrees that the Grant will be used **only** for:

- Purchase of CCTV cameras and related equipment
- Installation costs

The Grant may **not** be used for unrelated expenses and any monitoring expenditure.

The recipient will immediately notify the OPCC in writing if there is any material change affecting its finances or activities or any other matters stated in the Grant Proposal, throughout the period that the Grant is being provided.

4. Reporting Requirements.

The Recipient must provide:

- A brief confirmation of equipment purchase & installation (copy of invoice and photos) before 31 March 2027.

5. Ownership & Maintenance.

The CCTV equipment will be owned and maintained by the Recipient. The Recipient is responsible for all necessary ongoing maintenance and upkeep activities, ensuring compliance with applicable laws, including data protection and privacy regulations.

The Grant provider will not be responsible for any run-off costs associated with the end of the scheme from 1st July 2026.

6. Accounting & Record Keeping

The Recipient is required to keep accurate and up-to-date records showing how the Grant and any past financial assistance from local or public authorities have been used.

Submit for inspection any records of accounts and any other records of audit/independent examination (where applicable), as may be required relating to the use of the Grant, within 14 days of a request to do so.

The Recipient must keep all invoices, receipts, accounts and any other relevant documents relating to the expenditure of the Grant for at least six (6) years following receipt of any Grant monies to which they relate.

7. Publicity & PCC Brand

Acknowledge the support of the PCC in all printed materials by using the PCC's approved logo or wording as appropriate. All communications must be approved in advance by the OPCC.

The PCC brand cannot be used to endorse the Recipient in the application to other funders

8. Liability

The total liability of the OPCC under this Agreement is limited to payment of the Grant, subject to the conditions set out in this Agreement.

In the event of an overspend the PCC will not provide any additional funding over and above the Grant awarded.

The OPCC has no responsibility for any other costs incurred by the Recipient in connection with the activities to which the Grant relates, and the Recipient must indemnify and keep the OPCC indemnified against any losses, damages, costs, expenses, liabilities, claims, actions, proceedings or other

liabilities that result from or arise out of the Recipient's acts or omissions in relation to the Project or its duties to third parties.

9. General

All provision of grants and commissioning will adhere to the Financial Regulations, as published as Section F of the Code of Corporate Governance.

The Recipient will not use the grant, either directly or indirectly, in relation to any political activity.

10. Duration.

The Recipient must ensure that the grant funding is spent by **31 March 2027**.

11. Termination.

The Grant Provider may terminate this Agreement and request repayment if:

- Funds are used for purposes other than those stated.
- Required reporting is not provided.
- The project is not completed within the specified timeframe.

12. Signatures:

I confirm that I have read and understood the conditions of grant detailed above:

SIGNATURE:	
NAME:	
JOB TITLE:	
ORGANISATION:	
DATE:	

TO BE SIGNED BY OPCC TREASURER ON BEHALF OF THE POLICE AND CRIME COMMISSIONER

SIGNATURE:	
NAME:	
JOB TITLE:	
ORGANISATION:	OFFICE OF THE POLICE AND CRIME COMMISSIONER
DATE:	

Electronic signatures are accepted. Please e-mail to:
OPCCFinance@devonandcornwall.pnn.police.uk