



NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 2nd February 2026 at 7.00pm in the **Library and Community Hub, Fore Street**, 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 1st December 2025.

4. Matters arising from the minutes

- a) To update following the Torpoint Christmas lights 2025/2026 erection and take down (minute number 100-25F&O (a) refers).
- b) To update on progress with CCTV proposals for Harvey Street (minute number 100-25F&O (b) refers).
- c) To update on Enhanced LMP Grant opportunity for 2025 – 2026 (minute number 100-25F&O (c) refers).
- d) To update on progress with the proposed 'transfer of the asset' WWI memorial on St. James Church (minute number 100-25F&O (d) refers).
- e) To update on Memorial plaque and tree for the family of Mr Ackland (council minute number 100-25 F&O (e) refers).
- f) To update on Memorial plaque for Roger Cook (council minute number 100-25F&O (f) refers).

5. To consider Policies referred to this Committee.

None.

6. Civic Functions and other events.

- a) Neighbourhood Plan celebration event – Town Mayor hosting – Thursday 29th January 2026.

7. To consider the Council Risk Management

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (December 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 – Insurance renewal review for the renewal period 01 April 2026 – 31 March 2027. Information provided for the renewal: -

- i) Pre renewal questionnaire completed following meeting with provider;
- ii) Corporate director declaration **for completion (this is in respect of Officers [Clerk] and ALL Councillors)** and is a formal recording of the information previously asked;
- iii) Claims experience (Confidential),
- iv) Client Information Pack.

e) CCLA Investment Review of 2026 and outlook for 2026 (as circulated).

8. Items Referred to this Committee.

a) Torpoint Schools Consultation – Cornwall Council (as circulated), including survey questions and available online <https://letstalk.cornwall.gov.uk/torpoint-schools>).

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 are being undertaken in January 2026.

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
CHATLINK	Dec-25	1,092.03	0.00	1,092.03	Provision of SLA 1st October - 31st December
Cornish Tea & Coffee	SL108280	218.84	0.00	218.84	Library Café Supplies
KCC Ventilation and Hygiene Specialist	KCC2026018	540.00	90.00	450.00	Full Clean of Kitchen Vents / Extraction System - Council Chambers
Cornwall Council	8100646372	61.00	0.00	61.00	Administration Fee - HMS Raleigh Freedom of the Town
Cornwall Council	8100646409	61.00	0.00	61.00	Administration Fee - Christmas Lights Switch On
SMP Pipe Systems Limited	4192	368.35	61.39	306.96	Maintenance to Water Heater - Library
Cornish Tea & Coffee	SL110202	120.00	0.00	120.00	Coffee Machine Rental - Library
Richards Builders Merchants	964141	5.74	0.96	4.78	Parks Maintenance
Richards Builders Merchants	964153	131.78	21.96	109.82	Parks Maintenance
Richards Builders Merchants	964233	61.76	10.30	51.46	Parks Maintenance
Richards Builders Merchants	964403	20.49	3.41	17.08	Parks Maintenance
Richards Builders Merchants	964153	131.78	21.96	109.82	Parks Maintenance
Richards Builders Merchants	965082	12.64	2.11	10.53	Parks Maintenance
Richards Builders Merchants	965578	1.78	0.30	1.48	Parks Maintenance
Richards Builders Merchants	965739	24.99	0.00	24.99	Safety Boots John Debenham
TOTAL		2,852.18	212.39	2,639.79	

13. Correspondence

- a) To note: CALC News Bulletin 12/01/26 Procurement Thresholds FSC & Tax January 2026 – (CALC as circulated).
- b) To consider: Cornwall Council Document Management Services (as circulated).
- c) To note: Local council training: Revised NPPF and other planning consultations and changes 24th February 2026 (as circulated).
- d) To note: CALC TRAINING Bulletin January – March 2026 - CALC (as circulated).
- e) To consider: Community Emergency plan – Cornwall Council (as circulated).
- f) To consider: Request to fly the Ukrainian flag – 4th anniversary of Russia's invasion of Ukraine (as circulated).
- g) To consider: Notification relating to a property asset: Land adj: 34-42 Wavish park / Land to the rear of 4 & 16-18 Adams Crescent (as circulated).

14. Date of next meeting.

Monday 2nd March 2026.

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

CF Southworth

Town Clerk and RFO

Mrs C F Southworth Cert (HE), BA (Hons), FSLCC

Monday 26th January 2026