



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 2<sup>nd</sup> March 2026 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 2<sup>nd</sup> February 2026.

**4. Matters arising from the minutes**

- a) To update following the Torpoint Christmas lights 2025/2026 erection and take down (minute number 115-25F&O (a) refers).
- b) To update on progress with CCTV proposals for Harvey Street (minute number 115-25F&O (b) refers).
- c) To update on Enhanced LMP Grant opportunity for 2025 – 2026 (minute number 115-25F&O (c) refers).
- d) To update on Memorial plaque and tree for the family of Mr Ackland (minute number 115-25 F&O (e) refers).
- e) To update on Memorial plaque for Roger Cook (minute number 115-25F&O (f) refers).
- f) Fly the Ukrainian flag on the 4<sup>th</sup> Anniversary of Russia's invasion of Ukraine (minute number 124-25F&O (f) refers).
- g) Notification of asset for disposal (minute number 124-25F&O (g) refers).

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

- a) To review and adopt: Letting Policy and Hire Charges and Free of Charge Use
- b) To review and adopt: Audio Recordings Policy
- c) To review and adopt: Complaints Policy
- d) To review and adopt: Budget Monitoring Policy
- e) To review and adopt: Standing Orders 2026
- f) To review and adopt: Financial Regulations 2026 and Best Value Statement.
- g) To review and adopt: Reserves Policy
- h) To review and adopt: Business Risk Management Plan
- i) To appoint two members to: Undertake the Internal Financial Controls Scrutiny
- j) To review and adopt: Grant Awarding Policy (all to follow).

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

- a) Commonwealth Day Monday 9<sup>th</sup> March 2026.
- b) Mayor's Civic Service 2026 – Submitted a booking for Sunday 5<sup>th</sup> July 2026 at St. James Church.

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

- a) Creditors/Debtors (presented at the meeting).

- b) Budget Variance – Finance and Operations Committee responsibilities (January 2026 - 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) Expenditure cost (to follow);
  - 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;
- e) To consider – Insurance renewal for Fleet Commercial Motor Insurance for the renewal period 8<sup>th</sup> March 2026 – 7<sup>th</sup> March 2027, expenditure included – James Hallam Insurance Brokers (as circulated)

**8. Items Referred to this Committee.** a) None.

**a) Planning Applications.** a) None.

**9. 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.

**10. Climate and Environmental Action Plan** a) To consider the actions relating to this Committee.

**11. Accounts for Payment.**

PAYEE	Invoice Number	Total (£)	TAX (£)	NET (£)	Description
Philip Griffiths	Travel	25.85	4.30	21.54	Charging of the Council Van for Training (Falmouth)
Biffa	522C120945	58.80	9.80	49.00	General Waste Collection Library
Biffa	522C120946	38.54	6.42	32.12	Recycling Collection Council Chambers
Biffa	522C120947	76.78	12.80	63.98	General Waste Collection Council Chambers
Biffa	522C120944	35.54	6.42	32.12	Recycling Collection Library
Print Options	INV-15596	1,875.00	355.00	1,805.00	3600 20 Page Newsletters
Every Corner Distribution	TTCECD017	625.00	0.00	625.00	GPS Tracked Delivery of 3600 Newsletters
Cornish Tea & Coffee Ltd	SL111406	159.17	0.00	159.17	Café Supplies Library
Cornish Tea & Coffee Ltd	SL111238	120.00	0.00	120.00	Coffee Machine Rental Library
<b>TOTAL</b>		<b>3,014.68</b>	<b>394.74</b>	<b>2,907.93</b>	

**12. Correspondence**

- a) To consider: Free of Charge use application, Torpoint Play Tots – (as circulated).
- b) To note: CALC TRAINING Update AI in your community - CALC (as circulated).
- c) To consider: Work experience enquiry – Miss P Cross (as circulated).
- d) To note: CALC NEWS BULLETIN 23/02/2026 – CALC (as circulated).
- e) To consider: ‘Parking Violations’ (as circulated).
- f) To note: Cornwall Pension fund Employer Newsletter February 2026 (as circulated).

**13. Date of next meeting.** Monday 30<sup>th</sup> March 2026.

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

