



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 1st June 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. Election of Chairman for the Civic Year 2026-27.

4. Election of Vice Chairman for the Civic Year 2026-27.

5. Minutes of the previous meeting.

Minutes of the previous Finance & Operations Committee meeting held on Tuesday 5th May 2026.

6. Matters arising from the minutes

- a) To update Torpoint Christmas lights 2026/2027 (minute number 4-26F&O (a) refers).
- b) To update on Enhanced LMP Grant opportunity for 2025 – 2026 (minute number 4-26F&O (b) refers).
- c) To update on Memorial plaque and bush for the family of Mr Ackland (minute number 4-26F&O (c) refers).
- d) To update on Memorial garden for Roger Cook (minute number 4-26F&O (d) refers).
- e) To update on CCTV Project at Harvey Street (minute number 9-26F&O (a) refers).
- f) To confirm actions from recent Personnel Committee meeting and recommendations are complete (minute number 9-26F&O (b) refers).
- g) To update on registration of the Council's signed Armed Forces Covenant (minute number 16-26F&O refers).

7. To consider Policies referred to this Committee.

- a) Review Terms of Reference Finance and Operations Committee (as previously agreed).
- b) Markets Policy and Application (to follow).
- c) Civic Protocols (to follow).
- d) Code of Conduct (to follow).
- e) Health and Safety Policy (to follow).
- f) Business Continuity Plan (to follow).
- g) Finance Policy (to follow).
- h) Volunteering Policy (to follow).
- i) Unreasonable Behaviour Policy (to follow).
- j) Investment Strategy (to follow).

8. Civic Functions and other events.

- a) Mayor's Civic Service 2026 – Confirmed booking for Sunday 20th September 2026 at St. James Church.

9. To consider the Council Risk Management

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (April 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: Payment of Mayor's Allowance for Civic Year 2026/27.
- e) To received verbal update from the Clerk regarding Year-end 2025/26 and AGAR.

10. To note the approved Monthly Payroll Payments for May 2026.

Date	Payee(s)	Amount (£)
30 May '26	15 x employees	19,842.32
30 May '26	HMRC (to include NI, PAYE TAX etc.)	6,262.49
30 My '26	Cornwall LGPS	5,812.55
TOTAL		31,917.36

11. Items Referred to this Committee.

- a) None.

12. Planning Applications.

- a) None.

13. 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.

14. Climate and Environmental Action Plan a) To consider the actions relating to this Committee.**15. Accounts for Payment.**

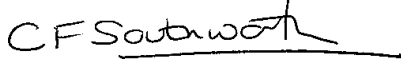
PAYEE	Invoice Number	Total (£)	TAX (£)	NET (£)	Description
Biffa	522C149839	77.62	12.94	64.68	General Waste Collection Council Chambers
Biffa	522C149836	39.38	6.56	32.82	Recycling Collection Library
Biffa	522C149837	59.64	9.94	49.70	General Waste Collection Library
Biffa	522C149838	39.38	6.56	32.82	Recycling Collection Council Chambers
Cornish Tea & Coffee Ltd	SL115163	120.00	0.00	120.00	Coffee Machine Rental Library
Unique Fire and Security Ltd	SI58446	210.04	35.01	175.03	Fire Alarm Maintenance - Library
DJW Window Cleaning	Mar-26	85.00	0.00	85.00	Council Chambers & Bus Shelters
Francis Thomas	8575	592.63	98.77	493.86	Repairs and Servicing to both Strimmers
Francis Thomas	8576	233.52	38.92	194.60	Repairs and Servicing to Hedgetrimmer and Weibang Mower
Francis Thomas	8580	25.45	4.24	21.21	Aspen Fuel - Blue
Isla Lacey Education	55	50.00	0.00	50.00	Wellbeing Event - Library
RB Windows	INV-1102	644.80	107.47	537.33	Supply and Installation of Replacement Window - Library & Service Call to Replace Lock, Barrel and Handles - York Road
Cornwall Council	8100688170	36.00	0.00	36.00	Asist Training Course - 1 x Attendee, Laura Griffiths.
SJ SLC	20260505	1,500.00	250.00	1,250.00	Commissioning Invoice for Consultancy Support in Accordance with Proposal and Resource Plan.
TOTAL		3,713.46	570.41	3,143.05	

16. Correspondence

- a) To note: Market Review May 2026 CCLA (as circulated).
- b) To consider: Application for one Free of Charge use – Creative Kernow Enterprises Ltd. (as circulated).

17. Date of next meeting. Monday 29th June 2026.

18. 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 26th May 2026