



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 29th 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. Minutes of the previous meeting.

Minutes of the previous Finance & Operations Committee meeting held on Monday 1st June 2026.

4. Matters arising from the minutes

- a) To update Torpoint Christmas lights 2026/2027 (minute number 22-26F&O (a) refers).
- b) To update on Memorial plaque and rose for the family of Mr Ackland (minute number 22-26F&O (c) refers).
- c) To update on Memorial plaque for Roger Cook (minute number 22-26F&O (d) refers).
- d) To update on CCTV Project at Harvey Street (minute number 22-26F&O (e) refers).

5. To consider Policies referred to this Committee.

- a) Health and Safety Policy (to follow).
- b) Updated Business Continuity Plan (to follow).
- c) To note: updated Investment Strategy (updated, as circulated).
- d) Flag Flying Policy and Protocols (to follow).

6. Civic Functions and other events.

- a) Mayor’s Civic Service 2026 – Confirmed booking for Sunday 20th September 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 (May 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 review the Internal Auditor report for year ended 2025/26 (as previously circulated).
- e) To consider using abbreviated Budget Variance (this will be included on the Development and Localism committee meeting agenda also) (as circulated).

8. To note the approved Monthly Payroll Payments for June 2026.

Date	Payee(s)	Amount (£)
30 June '26	16 x employees (including Mayor Allowance)	20,354.44
30 June '26	HMRC (to include NI, PAYE TAX etc.)	6,393.41
30 June '26	Cornwall LGPS	5,930.22
TOTAL		32,678.07

9. Items Referred to this Committee.

a) None.

10. Planning Applications.

a) None.

11. 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.

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

13. Accounts for Payment.

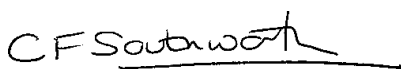
PAYEE	Invoice Number	Total (£)	TAX (£)	NET (£)	Description
Richards Builders Merchants	981225	101.07	16.85	84.22	Repairs and Maintenance Council Chambers
Richards Builders Merchants	981365	69.21	11.54	57.67	Repairs and Maintenance Council Chambers
Richards Builders Merchants	982288	28.19	4.70	23.49	Parks Maintenance
Richards Builders Merchants	982369	34.98	5.83	29.15	Library Maintenance
Richards Builders Merchants	983008	15.98	2.66	13.32	Maintenance Public Conveniences
Cornish Tea & Coffee	SL116659	144.48	0.00	144.48	Café Supplies Library
Bodyworx	#010	175.00	0.00	175.00	Provision of Wellbeing Sessions at Library & Community Hub
JT Audit and Accountancy	262707	440.00	0.00	440.00	Year End Internal Audit 2025 / 2026
Penny Madge	Out With Friends	70.00	0.00	70.00	Community Bus February
Penny Madge	Out With Friends	90.00	0.00	90.00	Community Bus April
Cornish Tea & Coffee	SL116473	120.00	0.00	120.00	Coffee Machine Rental Library
Print Options	INV-15783	2,280.00	80.00	2,200.00	3,600 x 28pg A5 newsletters & Artwork
TOTAL		3,568.91	121.58	3,447.33	

14. Correspondence

- a) To note: Citizens Advice Cornwall latest 2025/26 statistics (as circulated).
- b) To consider: Application for one Free of Charge use – Torpoint Town Partnership (as circulated).
- c) To consider: Application for five Free of Charge uses – Mrs. K Brownhill (as circulated).
- d) To consider: Opportunity for CWC Solicitors representative to provide a free, informative talk on Wills and Lasting Powers of Attorney (as circulated).

15. Date of next meeting. Tuesday 1st September 2026.

16. 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 23rd June 2026