TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on **Tuesday** 3rd November 2026 at 7.00pm in the Council Committee Room, York Road, Torpoint to which all members of this Committee are summoned to attend.

(Please note – **all** members of the Council are summoned to attend for agenda items 1 – 4 inclusive.)

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. To consider the Hiring and Letting Charges for the 2027-28 financial year.

(Working Paper to follow.)

a) To consider: Quotation for a desk based market report based on previous inspection from Vickery Holman - £950 plus VAT.

4. To consider the Council Budget for the 2027-28, 2028-29 and 2029-30 financial years.

(Working Paper to follow.) *Members to be asked by the Town Clerk: Under Section 106 of the Local Government Act, any Member who has unpaid council tax over 2 months old, must declare the fact at the meeting and is not allowed to vote on budget/council tax setting agenda item.* ***This will also be included in the council meeting agenda at which the council budget/precept proposal for 2027/28 will be considered.***

A reminder of the External Auditor report comments: The smaller authority should give consideration to their level of reserves as, after accounting for earmarked reserves, general reserves are low. The Practitioners Guide notes that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure, dependent on the size and activity level between councils. The level of both earmarked and general reserves should be considered as part of their annual budgeting process.

5. Minutes of the previous meeting.

Minutes of the previous Finance & Operations Committee meeting held on Monday 28th September 2026.

6. Matters arising from the minutes

a) To update on Grant funding awarded to Torpoint Artists Collective CIC for Torpoint Youth Group (minute number 70-26F&O (a)).

b) Torpoint Christmas lights 2026/2027 (minute number 72-26F&O (a) refers).

c) To update on Memorial plaque and rose for the family of Mr Ackland (minute number 72-26F&O (b) refers).

d) To update on Memorial plaque for Roger Cook (minute number 72-26F&O (c) refers).

7. To consider Policies referred to this Committee. None.

8. Civic Functions and other events.

9. To consider the Council Risk Management

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

b) Budget Variance – Finance and Operations Committee responsibilities (September 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 (to follow).

d) To note: Insurance renewal agreed at 1st April 2026 (last renewal) 3 year deal which runs until 31st March 2029. (It is 5% rate escalator, so rates increase by 5%, but in addition index linking will be applied to sums insured to keep them accurate, changes such as increased precept/income or salaries etc. plus any additions as notified over the year.)

e) To consider: Quotation to undertake a follow-on quinquennial survey from Vickery Holman and to waive Financial Regulations (as previously undertaken by this supplier) - £2,250.00 plus VAT.

f) To consider: Photocopier lease renewal as expiry April 2027 (proposal from Xerox to follow).

10. To consider and approve Monthly Payroll Payments for October 2026.

Date	Payee(s)	Amount (£)
30 October '26	16 x employees (including Mayor Allowance)	20,461.93
30 October '26	HMRC (to include NI, PAYE TAX etc.) APPROXIMATE	6,508.76
30 October '26	Cornwall LGPS APPROXIMATE & AVC SCHEME	6,596.53
TOTAL		**33,567.22**

11. Items Referred to this Committee. None.

12. Planning Applications. 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	522C199291	39.38	6.56	32.82	Recycling Collection Library
Biffa	522C199292	59.64	9.94	49.70	General Waste Collection Library
Biffa	522C199293	39.38	6.56	32.82	Recycling Collection Chambers
Biffa	522C199294	77.62	12.94	64.68	General Waste Collection Chambers
Every Corner Distribution	TTCECD019	655.00	0.00	655.00	Newsletter Distribution Autumn 2026
Richards Builders Merchants Ltd	998069	93.40	15.57	77.83	Chambers Maintenance
Richards Builders Merchants Ltd	997881	14.99	2.50	12.49	Chambers Maintenance
Richards Builders Merchants Ltd	997829	197.60	32.93	164.67	Chambers Maintenance
Richards Builders Merchants Ltd	997790	84.88	14.15	70.73	Chambers Maintenance
Richards Builders Merchants Ltd	997291	24.32	4.05	20.27	Parks Maintenance
Richards Builders Merchants Ltd	996243	66.23	11.04	55.19	Parks Maintenance

Mr J T Tivnan BEM	Roger Cook Plaque	30.00	0.00	30.00	Roger Cook Memorial reimbursement
Richards Builders Merchants Ltd	995676	14.04	2.34	11.70	Chambers Maintenance
FOY-AIR Enterprises Ltd T/A LittleMops	2438	342.70	57.12	285.58	Consumables Council Chambers
FOY-AIR Enterprises Ltd T/A LittleMops	2439	332.56	55.43	277.13	Consumables Public Conveniences
Print Options	INV-15960	2,100.00	75.00	2,025.00	Printing and Artwork Autumn 2026 Newsletter
Cornwall Council	8100728190	627.84	104.64	523.20	Employmemnt and Payroll Services Q2
James Hallam Ltd	561786570	562.00	91.67	470.33	Renewal of BES inspection contract
Western Web Limited	25749	294.00	49.00	245.00	Renewal of cloud email addresses 2026 - 2027
Andy Campfield	Civic Parade	30.00	0.00	30.00	Photos for Civic Parade
Cornish Tea & Cornish Coffee Co Ltd	SL122077	321.20	0.00	321.20	Cafe Supplies - Library
TOTAL		**6,006.78**	**551.44**	5,455.34	

16. Correspondence

a) To consider: Request for free of charge usage – Torpoint Town Partnership (as circulated).
b) To consider: Request to loan equipment for Winter Wonderland event Friday 4 December – Antony School Association (as circulated).
c) To note: Information/update re Town Clock at St. James Church – Mr D Benson (as circulated).
d) To note: Correspondence from Cornerstone Church representative pertaining to the awarded grant of £500.00 – Cornerstone Church (as circulated).
e) To note: CALC: News update as at 19 October 2026, including Councillor Advocate Scheme – The Office of the Police and Crime Commissioner (as circulated).
f) To consider: Concerns expressed regarding the Torpoint Ferry service and the damage this is causing to Torpoint – Mr L Jezard, The Gourmet Box (as circulated).
g) To consider: Have your say on proposed changes to Council Tax Support – Cornwall Council (as circulated).
h) To note: Update on the fence on the A374 west of the cemetery – Antony Estate (as circulated).
i) To note: CALC: Weymouth Town Council to re-submit a Sustainable Communities Act proposal on the Dependants Carers Allowance – CALC (as circulated).
j) To note: Employer Newsletter October 2026 – Cornwall Pension Fund (as circulated).
k) To consider: Cambridge Field Graffiti – Ms J Glasspool (as circulated).

17. Date of next meeting.

Monday 30th November 2026.

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

C F Southworth

Town Clerk and RFO
Mrs C F Southworth Cert (HE), BA (Hons), FSLCC

Tuesday 27th October 2026