

TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Tuesday 1st September 2015 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint to which members of this Committee are summoned to attend.

(**Please note:** - all members are invited to attend, participate and vote on agenda items 3 and 4).

AGENDA

1. Apologies for absence.

2. Declarations of Interest relating to items on the agenda.

3. To fill the Town Council casual vacancy by co-option.

4. To review the Town Council Development Plan.

(As referred by Council).

5. Minutes of the previous meeting.

Minutes of the meeting held on Monday 29th June 2015.

6. Matters arising from the minutes.

- a) Civic Functions.
- b) Internal Audit Report – Business Continuity Manual (Clerk to update).
- c) Play Inspection Company – Skateboard Park Fixed Asset valuation.

7. To consider Policies Delegated to this Committee

- a) Finance Policy (as circulated).

8. To consider the Council Risk Management

- a) Overtime/Casual Hours – Report from the Assistant Town Clerk including review of the holiday entitlement for the previous casual staff (to follow).
- b) Debtors/Creditors - Report from the Assistant Town Clerk (to follow).
- c) Organisational Framework - Skills Audit – Committee requirements.
- d) Organisational Framework – Staff CPD and Training

9. Items referred to this Committee.

10. Correspondence.

- a) Friends of Rame Group Practice – Application to use Council facilities at no cost.
- b) Barclays Bank – Closure of the Torpoint Branch.
- c) Cornwall Int. Male Voice Choral – Festival Support Grant.
- d) Friends of Thanckes Park - Application to use Council facilities at no cost.
- e) Torpoint Allotment Association – Torpoint Garden and Craft Show Financial Information.
- f) Torpoint Archives - Application to use Council facilities at no cost.
- g) Cornwall Council – Call for potential Housing Sites on Brownfield Land.
- h) Torpoint Ferryboat Entertainers – Application for a Grant (Acknowledgement).
- i) Peninsula Community Health – Peninsula News.
- j) Dementia Action Alliance – Request for financial assistance.

11. Planning Applications.

- a) PA15/06469 – 26, Carbeile Road, Torpoint – Porch canopy to the front.
- b) PA15/06993 – Torpoint Athletic FC, Mill Lane, Torpoint – Construction of a seated and covered spectator stand.

c) PA15/07323 – 2, King Street, Torpoint – Rear ground floor extension with conservatory and balcony over.

(Plans can be viewed on-line at <http://planning.cornwall.gov.uk/online-applications> and searching under the application number).

Cornwall Council – Paperless planning applications to local councils.

12. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Don Benson	Clock Winding (July)	35.00	0.00	35.00
Royal Mail Group	Postage (Neighbourhood Plan)	1.49	0.25	1.24
Complete Weed Control (SW)	Weed Spraying	1382.40	230.40	1152.00
Clear Sight	Window Cleaner	60.00	0.00	60.00
BUNZL	Hand Towells	51.84	8.64	43.20
Trade UK	Combi Drill + Accessories	157.00	26.17	130.83
BNP Parabas	Photocopier Lease (Direct Debit)	486.72	81.12	405.60
Panel Warehouse	NDP Display Boards	307.20	51.20	256.00

To also confirm the August schedule of payments (attached).

13. Date of next meeting.

Monday 28th September 2015.

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

Chris Harris

Tuesday 25th August 2015