

TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 30th November 2015 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint to which members of this Committee are summoned to attend.

AGENDA

1. Apologies for absence.

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

3. Minutes of the previous meeting.

Minutes of the meeting held on Monday 28th September 2015 and Monday 2nd November 2015.

4. Matters arising from the minutes.

a) Civic Functions.

5. To consider Policies Delegated to this Committee

a) Pay and Conditions Policy (as circulated).

b) S137 Protocols (as circulated).

c) Free of Charge Use protocols (as circulated).

6. To consider the Council Risk Management

a) Overtime/Casual Hours – Report from the Assistant Town Clerk (as circulated).

b) Debtors/Creditors - Report from the Assistant Town Clerk (as circulated).

c) Internal Audit Scrutiny – Appoint and arrange visit to review the systems.

7. Items referred to this Committee.

8. Correspondence.

a) The Coppola School of Performing Arts – Financial costs (in relation to use of premises at no cost).

b) CORY Environmental – Payment by Direct Debit [Update Finance Policy].

c) Torpoint Sea Scouts – Use of facilities at no cost (presentation evening).

d) Torpoint Sea Scouts – Financial information from previous free of charge use.

e) 3rd Torpoint Brownies – Request for financial assistance (£1,000).

9. Planning Applications.

None.

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

10. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
British Gas	Gas Invoice	1,134.09	189.01	945.08
Clockwork Audio System	Projector, Screen, Cables	247.80	41.30	206.50
Clifton Emery Design Ltd	Vision Fee (2nd payment)/mileage	4,394.40	732.40	3662.00
Clifton Emery Design Ltd	NDP Printing and Mapping	885.50	147.59	737.91

11. Date of next meeting.

Monday 1st February 2016.

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

Chris Harris

Monday 23rd November 2015