

# TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 3<sup>rd</sup> October 2016 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. Minutes of the previous meeting.

Minutes of the meeting held on Tuesday 30<sup>th</sup> August 2016.

### 3. Matters arising from the minutes.

- a) Civic Functions (minute 30-16F&P (a) refers).
- b) Torpoint and Rame Youth Project (minute 47-16F&P (b) refers).

### 4. To consider Policies Delegated to this Committee

- a) Business Continuity Plan (as circulated).
- b) Financial Risk Management (as circulated).
- c) Business Risk Management (to follow).

### 5. To consider the Council Risk Management

- a) Overtime – Deputy Town Clerk (to follow).
- b) Creditors/Debtors – Deputy Town Clerk (to follow).

### 6. Items referred to this Committee.

### 7. Correspondence.

- a) The Coppola School of Performing Arts – Application for Free of Charge Use of Council facilities.
- b) Mrs K J Brown – Application for Free of Charge Use of Council facilities.
- c) On Course South West - Application for Free of Charge Use of Council facilities.
- d) Sainsbury (Store Quiz) – Application for Free of Charge Use of Council facilities.
- e) Cornwall Air Ambulance – Request for financial assistance.

### 8. Planning Applications.

- a) None.

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

### 9. Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Firewatch SW	6 monthly alarm test	171.60	28.60	143.00
M Acton	Laundry Service	17.00	0.00	17.00
ITEC	Photocopies	111.62	18.60	93.02
Information Commissioner	Data Protection Registration renewal (DD)	35.00	0.00	35.00
Lynher Training	Manual Handling Course	121.50	0.00	121.50
Marion Cocks	Travelling/Parking - Manual Handling Course	21.40	0.00	21.40
BUNZL	Sanitary/Cleaning Materials	223.82	37.31	186.51
A Campfield	Civic Photograph	25.00	0.00	25.00
Atlas Graphics	Town Council Logo - Caravan	252.00	42.00	210.00
C F Southworth	Travelling (Petrol Receipt) - Course	50.05	8.34	41.71

**10. Date of next meeting.**

Monday 31<sup>st</sup> October 2016.

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

Chris Harris

Monday 26<sup>th</sup> September 2016