

TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Personnel Committee will be held on Monday 30th January 2017 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 November 2016.

4. Matters arising from the minutes.

- a) Civic Functions (minute 84-16F&P (a) refers).
- b) Internal Controls Scrutiny – System Review (minute 87-16F&P (c) refers).
- c) Community Health Around Torpoint – Request for Financial Assistance (min 89-16F&P (b) refers).
- d) ReVitalise – Request for financial assistance (min 89-16F&P (d) refers).

5. To consider Policies Delegated to this Committee

- a) Lettings Policy (as circulated).
- b) Equal Opportunities Policy (as circulated).

6. To consider the Council Risk Management

- a) Overtime – Deputy Town Clerk (to follow).
- b) Creditors/Debtors – Deputy Town Clerk (to follow).
- c) Staff Appraisals - Review of Caretaking/Cleaning Staff.

7. Items referred to this Committee.

- a) Festival Event Budget and Delegation to Officers.
- b) Allocation of budgets to Committees (Budget Allocation Policy refers) (as circulated).
- c) Pay and Conditions Policy – Application of Appraisal System.

8. Correspondence.

- a) Torpoint Players – Request for financial assistance (room use).
- b) Torpoint Players – Application for use of facilities at no charge.
- c) Torpoint Ferryboat Entertainers – Application for use of facilities at no charge (Room use £500).
- d) J O'Shaughnessy – Town Crier (Co-ordinator) and diary dates.
- e) Kernow Carers Service (CRCC) - Application for use of facilities at no charge

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

11. Date of next meeting.

Monday 27th February 2017.

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

Chris Harris Clerk

Monday 23rd January 2017