



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 30<sup>th</sup> May 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint to which all members of this Committee are summoned to attend.

### **AGENDA**

**1. Apologies for absence.**

**2. Election of Chairman for the Civic Year 2022-23.**

**3. Election of Vice Chairman for the Civic Year 2022-23.**

**4. Declarations of interest relating to items on the Agenda.**

**5. Minutes of the previous meeting.**

Minutes of the previous Asset Management and Operations Committee meeting held on Thursday 28<sup>th</sup> April 2022 & minutes of the Finance and Personnel Committee meeting held on Tuesday 3<sup>rd</sup> May 2022.

**6. Matters Arising from the minutes**

- a) Sparrow Park sign – tender (minute 4-22AMOC (a) refers).
- b) Electrical 5 year survey Council Chambers (minute 4-22AMOC (b) refers).
- c) Security to protect access to Thanckes Park Top Field (minute 4-22AMOC (d) refers).
- d) Caravan disposal and gazebo purchase for St. John Ambulance (minute 4-22 AMOC (f) refers).
- e) Weed spraying contract (minute 6-22AMOC (c) refers).
- f) Purchase of mobile defibrillator for use at community events (minute 11-22AMOC (b) refers).
- g) Councillor vacancy – following receipt of valid petition for Election (minute 7-22F&P (d) refers).
- h) NALC Local Council Award Scheme (minute 7-22F&P (b) refers).
- i) Civic Functions (minute 7-22F&P (c) refers).

**7. To consider Policies referred to this Committee**

- a) Code of Conduct (as circulated, reminder for the Civic Year 2022-23).
- b) Review Terms of Reference Finance and Operations Committee (as previously agreed).
- c) Implementation of the Equality, Diversity & Inclusion Policy, include Best Practice Document, Equality & Diversity Training, the formation of a Disabled Working Party & undertaking access audit.

**8. To consider the Council Risk Management**

- a) Overtime Report (to follow).
- b) Creditors/Debtors (to follow).
- c) Budget Variance – Finance and Operations Committee responsibilities (April 2022 Budget Variance Information) (as previously circulated).
- d) Payment of Mayor's Allowance for Civic Year 2022-23.
- e) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights (to follow - report from the Operations Manager).
- f) Confirm fixed asset / condition register.

## 9. Planning Applications

a) None.

## 10. Items Referred to this Committee

a) None.

## 11. Health and Safety

- a) Reports and any new, proposed regulations/legislations and current issues.  
b) Fire Risk Assessment for all buildings.

## 12. Correspondence

- a) Section 137 Grant Application – Citizens Advice Cornwall (as circulated).  
b) Section 137 Grant Application – Cornwall Air Ambulance (letter as circulated).  
c) Employer Newsletter May 2022 – Cornwall Pension Fund (as circulated).  
d) The Public Sector Deposit Fund April 2022 (as circulated).  
e) Public Sector Protection Order, Renewal of existing dog bans on beaches (as circulated).  
f) Request to join to elicit change from Cornwall Council in respect of allocation of social housing - Lanteglos by Fowey Parish Council (as circulated).  
g) Installation of defibrillator at Torpoint Fire Station (liaison between Cornwall Council and Torpoint Town Partnership as custodians of community defibrillator funding).  
h) Free of Charge Application – The Coppola School of Performing Arts (as circulated).  
i) Increase in charges – Biffa (as circulated).

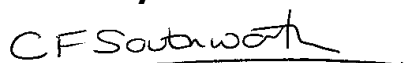
## 13. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Wicksteed Leisure Ltd	Invoice 0000817799	451.54	75.26	376.28	Parks equipment
Toolstation Limited	Invoice XWW012323443	220.06	24.67	195.39	Parks equipment
Print Options	INV-13398	905.00	30.00	875.00	3500 A5 8 page newsletter
Biffa	Invoice 522C32733	36.94	6.16	30.78	Chambers waste collection
Biffa	Invoice 522C32732	10.24	1.71	8.53	Chambers recycling collection
Biffa	Invoice 522C32731	28.30	4.72	23.58	Library waste collection
Biffa	Invoice 522C32730	20.47	3.41	17.06	Library recycling collection
Cornwall Council - Garage	Invoice 34190700166	61.32	10.20	51.12	Garage Rental 30.05.22 - 26.06.22
ITEC	Invoice 722227	54.79	9.13	45.66	Printer
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1695	71.64	11.94	59.70	Staff consumables
AP Electrical Contractors Ltd	Invocie 9611/2021	4,524.00	754.00	3,770.00	Rectify all the C2's at the Torpoint Council Chambers following the EICR
James Hallam Ltd	Invoice 514774308	467.40	77.90	389.50	Platinum jubilee insurance

## 14. Date of next meeting.

Monday 4<sup>th</sup> July 2022.

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



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

Tuesday 24<sup>th</sup> May 2022