



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 3rd June 2024 at 7.00pm in the **Library and Community Hub, Fore Street**, Torpoint to which all members of this Committee are summoned to attend.

(The Town Mayor will chair agenda items 1 – 3 and **all** members are invited to attend for agenda items 1 – 4.)

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
- 3. Election of Chairman for the Civic Year 2024-25.**
- 4. Review Policies**
 - a) Civic Protocols (to enable discussion / update the existing policy regarding the future Election of Town Mayor Designate and Deputy Town Mayor Designate) (current policy as circulated).
 - b) Code of Conduct (as circulated, reminder for the Civic Year 2024-25).
- 5. Election of Vice Chairman for the Civic Year 2024-25.**
- 6. Minutes of the previous meeting.**

Minutes of the previous Finance & Operations Committee meeting held on Monday 29th April 2024.
- 7. Matters arising from the minutes**
 - a) Civic Functions and other events (minute 4-24F&O (a) refers).
 - b) Information request for further information, reference information request from: Chris Mackenzie – ICO (minutes of Finance and Operations Committee meeting held 29th January 2024, 114-23F&O (a) refers).
- 8. To consider Policies referred to this Committee**
 - a) Review Terms of Reference Finance and Operations Committee (as previously agreed).
 - b) Standing Orders (as circulated).
- 9. To consider the Council Risk Management**
 - a) Creditors/Debtors (presented at the meeting).
 - b) Budget Variance – Finance and Operations Committee responsibilities (April 2024 - Budget Variance Information) (as previously circulated).
 - c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas (as circulated - from the Operations Manager).
 - d) To review the Internal Auditor Report for year ended 2023-24 (as previously circulated).
 - e) Payment of Mayor's Allowance for Civic Year 2024-25.
- 10. Planning Applications.**
 - a) PA24/03149 – Proposed storage compound, Land at Trevol Business Park, Trevol Road, Torpoint.
 - b) PA24/02194 – Dormer loft conversion to front and rear of property, 52 Marine Drive, Torpoint PL11 2EH.
 - c) PA24/02357 – Single-storey and part two-storey extension to the rear of the existing dwelling – 103 Marine Drive, Torpoint PL11 2EN. Use the following link to view planning applications <https://planning.cornwall.gov.uk/online-applications/>
- 11. Items Referred to this Committee**
 - a) None.

12. Health and Safety

- a) Reports and any new, proposed regulations/legislations and current issues.
- b) Fire Risk Assessment for all buildings to be reviewed, including quotation (as circulated) to replace the fire extinguishers at the library and community hub with P50's.

13. Correspondence

- a) 'An opportunity to address the current housing crisis' (written to just 10 councils in Cornwall) - Housing Matters Limited (as circulated).
- b) Application for free of charge usage – Torpoint and Rame Peninsula Lions Club (as circulated).
- c) Application for free of charge usage – Torpoint Town Partnership (as circulated).
- d) A reminder for Steve Parkinson Finance Course dates Summer 2024 – CALC (as circulated).
- e) Cllr Linda Taylor, Leader of Cornwall Council Saltash Event 28th June – Cornwall Council (as circulated).
- f) Application for free of charge usage – Richard Pymm (as circulated).
- g) Safety of Lithium ion Batteries and e-bikes and scooters – Mr R Bailey researcher for Lord (Don) Foster (as circulated).
- h) Consultation regarding the formation of a hard federation between Fourlanesend Community Primary School and Carbeile Junior School (as circulated).
- i) 'Doorstep cold calling' – Mr P Dearden (as circulated).
- j) CALC News Round Up 23/05/24 – CALC (as circulated).
- k) Application for free of charge usage – The Coppola School of Performing Arts (as circulated).

14. Climate Emergency Action Plan

- a) To consider the actions relating to this Committee.

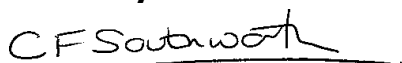
15. Accounts for Payment.

PAYEE	Invoice Number	Total	TAX	NET	Description
Richards Builders Merchants Ltd	885434	3.08	0.51	2.57	Cambridge Field Maintenance
Don Benson	INV 50	48.00	0.00	48.00	Clock Winding St James
Cornish Tea & Cornish Coffee Co Ltd	SL86117	120.00	0.00	120.00	Coffee Machine Rental
Hudson Accounting Limited	INV 768	450.00	0.00	450.00	2023/24 Year End Internal Audit and Reports
Francis Thomas Mobile Servicing Limited	INV 6804	219.74	36.62	183.12	Mountfield Mower Repairs
B E White	017/24	450.00	0.00	450.00	2023/24 Assist With Financial Year End Accounts Preparation
Richards Builders Merchants Ltd	892099	30.58	5.10	25.48	Parks Maintenance
Richards Builders Merchants Ltd	892310	1.40	0.23	1.17	Library Maintenance
Richards Builders Merchants Ltd	892744	12.64	2.11	10.53	Parks Maintenance
Richards Builders Merchants Ltd	892868	109.36	18.23	91.13	Tennis Courts Maintenance
Richards Builders Merchants Ltd	893187	118.66	19.78	98.88	Parks Maintenance
Richards Builders Merchants Ltd	893892	28.86	4.81	24.05	Tennis Hut Maintenance
Richards Builders Merchants Ltd	894396	34.92	5.82	29.10	Tennis Courts Maintenance
L&L Diverse Solutions Limited	010/2024	1,644.00	274.00	1,370.00	2.0 Days Consultancy
TOTAL		3,271.24			

16. Date of next meeting.

Monday 1st July 2024.

17. 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

Friday 24th May 2024