



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on **Thursday 7th** November 2024 at 7.00pm in the Council Committee Room, York Road, Torpoint to which all members of this Committee are summoned to attend.

(Please note – **all** members of the Council are summoned to attend for agenda items 1 – 4 inclusive.)

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
- 3. To consider the Hiring and Letting Charges for the 2025-26 financial year.**
(Working Paper to follow.)
- 4. To consider the Council Budget for the 2025-26, 2026-27 and 2027-28 financial years.**
(Working Paper to follow, summary information as circulated.)
*Members to be asked by the Town Clerk: Under Section 106 of the Local Government Act, any Member who has unpaid council tax over 2 months old, must declare the fact at the meeting and is not allowed to vote on budget/council tax setting agenda item. **This will also be included in the council meeting agenda at which the council budget/precept proposal for 2025/26 will be considered.***
- 5. Minutes of the previous meeting.**
Minutes of the previous Finance & Operations Committee meeting held on Monday 30th September 2024.
- 6. Matters arising from the minutes**
 - a) Renewal of Library and Community Hub lease (minute 63-24F&O (b) refers) (confidential correspondence as circulated).
 - b) Update on the storage of the Civic Chain of Office (minute 64-24F&O (a)) and as resolved at the October 2024 council meeting).
- 7. To consider Policies referred to this Committee**
- 8. Civic Functions and other events**
- 9. To consider the Council Risk Management**
 - a) Creditors/Debtors (presented at the meeting).
 - b) Budget Variance – Finance and Operations Committee responsibilities (September 2024 - Budget Variance Information) (revised version as circulated).
 - c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas (to follow).
 - d) Annual lubrication and check of St James Church clock completed, including insurance renewal from 29/10/24 to 28/10/25 for clock winding and Public Liability insurance - Mr D Benson (as circulated).
 - e) To appoint an interim Councillor to undertake the monthly Bank Reconciliation (with the absence of Councillor R M Willoughby).

10. Planning Applications.

a) None.

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.

13. Climate Emergency Action Plan

a) To consider the actions relating to this Committee.

14. Accounts for Payment.

a) None.

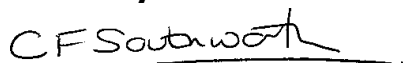
15. Correspondence

- a) Grant application – YMCA Torpoint (Part of YMCA Plymouth) (as resubmitted).
- b) Grant application - Torpoint AFC (as previously circulated, with additional information) (to follow).
- c) Grant application – Action for Children, Kernow Connect Caradon, Torpoint Youth Group (as circulated).
- d) Grant application - Cornwall Air Ambulance Trust – HELi2 Appeal (as circulated).
- e) To note correspondence regarding ongoing issues with a tree and branches which Cornwall Council is already aware of – Ms E Stentiford (as circulated).
- f) Employment Newsletter October 2024 – Cornwall Pension Fund.
- g) Is there any funding available for our charity? – Devon and Cornwall Furniture Reuse Project (as circulated).
- h) Local Council Award Scheme (NALC) – Introducing the new Criteria (PowerPoint slides from webinar as circulated). <https://www.nalc.gov.uk/resource/a-guide-to-the-local-council-award-scheme.html>.
- i) Request from former employee - Ms J Hirons - for backdated pay award due for employment 01/04/24 to 06/08/24 (as circulated).
- j) Citizens Advice grant thank you letter – Citizens Advice Cornwall (as circulated).
- k) Stroke Association's Cornwall Services Autumn update - Stroke Association (as circulated).
- l) Santa Bus – Thursday 12th December in Torpoint – Go Cornwall Bus (as circulated).
- m) Freedom of Information request – Christmas Lights Expenditure – M Hillier (as circulated).

16. Date of next meeting.

Monday 2nd December 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 1st November 2024