



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 3<sup>rd</sup> February 2025 at 7.00pm in the Council Committee Room, York Road, Torpoint to which all 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 meetings.**

Minutes of the previous Finance & Operations Committee meeting held on Monday 2<sup>nd</sup> December 2024.

**4. Matters arising from the minutes**

- a) To update on the renewal of the Torpoint Library and Community Hub lease (minute 98-24F&O refers).
- b) To consider additional information, regarding grant application – Torpoint Artists Collective CIC (minute 107-24F&O (b) refers)
- c) To update on the investigation into the installation of CCTV in Harvey Street (minute 107-24F&O (m) refers).
- d) Town clock repairs, to consider how next to progress with works (Project Initiation Document to follow).
- e) Notice of Vacancy in Office of Councillor – East Ward. Due to the non-attendance of Robin Willoughby, a vacancy has arisen in the Office of Councillor for Torpoint Town Council (as circulated).

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

- a) Standing Orders (current version as circulated).
- b) Financial Regulations and Best Value Statement (to be reviewed).

**6. Civic Functions and other events.**

- a) Remembrance Sunday 2024 – wash up meeting held.
- b) Fly the Flag for the Commonwealth – Monday 10<sup>th</sup> March.
- c) VE Day Celebrations – Thursday 8<sup>th</sup> May.
- d) Provisional date for the Civic Service and Parade – Sunday 13<sup>th</sup> July.
- e) Freedom of Torpoint Parade – date to be confirmed.

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

- a) Creditors/Debtors (presented at the meeting).
- b) Budget Variance – Finance and Operations Committee responsibilities (December 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 community hub and Christmas Lights (as circulated). Recommendations following accident occurred on 17<sup>th</sup> November 2024, are included (minute 101-24F&O (c) refers).
- d) To appoint two members to undertake review of Internal Controls.
- e) To update on progress with the council's insurance renewal provision.
- f) To consider annual renewal of Weed Spraying contract (two sprays per year) (quotation as circulated).

**8. Planning Applications.** None.

**9. Items Referred to this Committee**

- a) None.

**10. Health and Safety**

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

**11. Climate Emergency Action Plan**

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

**12. Accounts for Payment.**

PAYEE	Invoice Number	Total	TAX	NET	Description
Festive Lights	SO1952897	294.24	49.04	245.20	Connectors and Cables (November)
Unique Fire & Security	SL40748	483.61	80.60	403.01	Alarm Check and Emergency Lighting Maintenance - Chambers
Cornish Tea & Cornish Coffee Co Ltd	SL95668	120.00	0.00	120.00	Coffee Machine Rental
Penny Madge	Out With Friends	75.00	0.00	75.00	Rame Peninsula Community Bus - Out With Friends
Isla Sell	030	420.00	0.00	420.00	Provision of Chair Pilates Classes - Library
SLCC	MEM252381-1	445.00	0.00	445.00	Annual Membership Renewal Town Clerk & RFO
CHAT	November - December 2024	728.02	0.00	728.02	Provision of Community Activity Groups - Library
<b>TOTAL</b>		<b>2,565.87</b>			

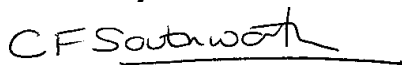
**13. Correspondence**

- a) To consider: Initial funding / grant enquiry – Cornwall Scrapstore (as circulated).
- b) To note: Free of charge report of usage – Torpoint Town Partnership (as circulated).
- c) To note: Thank you from Cornwall Air Ambulance Heli2 Appeal following receipt of grant funding – Cornwall Air Ambulance Trust (as circulated).
- d) To consider: Request to support the Rame Peninsula Public Transport Users Group (RPPTUG) Proposals to Improve Local Bus Services - RPPTUG (as circulated).
- e) To note: Triennial Valuation 2025-26 Meet the Actuary plus Employer Newsletter January 2025 – Cornwall Pension Fund (as circulated).
- f) To consider: Governments consultation on 'Strengthening the Standards and Conduct Framework for Local Authorities in England'. CALC information is shared, also a copy of the consultation (as circulated).
- g) To note and consider: Climate and Nature (CAN) Bill – Sarah (as circulated).
- h) To consider: Request for storage space – Antony and Wilcove Parish Council (as circulated).
- i) To note: Planning Policy Consultation – Cornwall Interim Policy Position Statement (as circulated).
- j) To consider: Request free of charge usage – The Coppola School of Performing Arts (as circulated).
- k) To consider: Updating the towns Armed Forces Covenant – correspondence shared from Councillor Tivnan (as circulated).

**14. Date of next meeting.**

Monday 3<sup>rd</sup> March 2025.

**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 28<sup>th</sup> January 2025