



## 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> March 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 meeting.**  
Minutes of the previous Finance & Operations Committee meeting held on Monday 3<sup>rd</sup> March 2025.
- 4. Matters arising from the minutes**
  - a) To update on the renewal of the Torpoint Library and Community Hub lease (minute 113-24F&O refers).
  - b) Remembrance Sunday 2024 – actions following wash up meeting held (minute 115-24F&O (a) refers) (notes to follow).
  - c) Armed Forces Covenant – set up a task and finish group with a view to renewing the Armed Forces Covenant (minute number 122-24F&O (k) refers).
- 5. To consider Policies referred to this Committee.**
  - a) Markets Policy and Application (current version as circulated).
  - b) Model Councillor-Officer Protocols (current version as circulated).
  - c) Business Risk Management Plan (to follow).
  - d) Financial Risk Management Plan (to follow).
  - e) Letting Policy and Hire Charges (to follow).
  - f) Free of Charge Use Policy (current version as circulated)
  - g) Safeguarding Policy (current version as circulated).
  - h) Reserves Policy (current version as circulated).
- 6. Civic Functions and other events.** a) None.
- 7. To consider the Council Risk Management**
  - a) Creditors/Debtors (presented at the meeting).
  - b) Budget Variance – Finance and Operations Committee responsibilities (January 2025 - 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).
  - d) To consider and adopt the review of Internal Controls (to follow).
  - e) To update on progress with the council's insurance renewal provision 01 April 2025 to 31 March 2026 (quotation attached/other documents available on request).
  - f) To consider the independent appointment / Internal Audit proposal for Torpoint Town Council submitted by Hudson Accounting Ltd. for Year End 2024/25 (as circulated).
  - g) To consider and seek authorisation to delegate to the Town Clerk to arrange payment authorisation of Salaries/Mayor's Allowance Quarter 4 invoice (January – March 2025), in order to pay before year-end 31<sup>st</sup> March 2025, recording detail on next meeting agenda after payment.
  - h) To note: Mayoral Allowance payments for Civic Year 2024/25 are paid to the Mayor, with final payment expected 31<sup>st</sup> March 2025.
- 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
ITEC	1072058	35.57	5.93	29.64	Photocopying
South West Hygiene	329344	294.01	49.00	245.01	Sanitary/Nappy Bin Disposal rental
Western Web Limited	24789	126.00	21.00	105.00	Renewal of domain and web space for torpointplan.org.uk
Cornwall Council	February 2025 802980235	87.00	0.00	87.00	Bus Rates Room 4
Western Web Limited	24823	108.00	18.00	90.00	Annual Renewal of webspace torpointtowncouncil.gov.uk 17/03
Every Corner Distribution Ltd	TTCECD012	595.00	0.00	595.00	Distribution February 2025 Newsletter
Hampshire Flag Company	INV31971	187.42	31.24	156.18	St Piran Flag
Biffa	522C07418	33.82	5.64	28.18	Recycling collection Council Chambers
Biffa	522C07419	67.34	11.22	56.12	General Waste Collection Council Chambers
Biffa	522C07416	33.82	5.64	28.18	Recycling collection Library
Biffa	522C07417	51.58	8.60	42.98	General Waste Collection Library
AP Electrical Contractors Ltd	13472/2024	2,720.99	453.50	2,267.49	Remedial works following unsatisfactory EICR - Library
Just Rods - Drainage Services	8070	98.00	0.00	98.00	Attended Council Chambers for emergency blocked drain works
LBS Worldwide Ltd	448843	643.84	107.31	536.53	Purchase of various horticultural items including grass seed - Cambridge Field works
Francis Thomas	7490	325.22	54.20	271.02	Servicing on Weibang Mower and Oleo Mac 44 Strimmer
Francis Thomas	7492	235.26	39.21	196.05	Repairs and maintenance to Husqvana Brush Cutter and Ego Hedge Trimmer
Francis Thomas	7493	239.31	39.88	199.43	Repairs and maintenance to Mountfield Ride-On Mower
<b>TOTAL</b>		<b>5,882.18</b>			

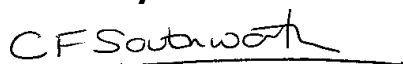
**13. Correspondence**

- a) To consider: Free of charge usage request – Jenny Hughes for Prostrate Blood testing 'event' (as circulated).
- b) To note: Torpoint Ferry LYNHER refit commencing 24th March – Tamar Crossings (as circulated).
- c) To note: Employer Newsletter February 2025 – Cornwall Pensions (as circulated).

**14. Date of next meeting.**

Monday 31<sup>st</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 25<sup>th</sup> February 2025