



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Finance and Operations Committee will be held on Monday 31<sup>st</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) Remembrance Sunday 2024 – actions following wash up meeting held (minute 128-24F&O (b) refers) (notes to follow).
  - b) Armed Forces Covenant – set up a task and finish group with a view to renewing the Armed Forces Covenant (minute number 128-24F&O (c) refers).
- 5. To consider Policies referred to this Committee.**
  - a) Markets Policy and Application (to follow).
  - b) Model Councillor-Officer Protocols (to follow).
  - c) Safeguarding Policy (to follow).
  - d) Equality, Diversity and Inclusion Policy to include Best Practice (to follow).
  - e) Health and Safety Policy (currently being updated).
  - f) To discuss the process to include the use of Dispensations on future meeting agendas (information to follow).
- 6. Civic Functions and other events.**
  - a) RALEIGH exercising its right to the Freedom of Torpoint on Sunday 28<sup>th</sup> September 2025.
- 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).
- 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
WesternWeb Ltd	24873	420.00	70.00	350.00	Supply and Install Synology DS223J NAS Store Including 2 x 1TB Hard Drives and Copy Data from Previous Unit.
Cornwall Council	802311466	1,325.50	0.00	1,325.50	Business Rates Chambers April 2025
Cornwall Council	802980235	62.28	0.00	62.28	Business Rates Room 4 April 2025
Cornwall Council	802715760	552.32	0.00	552.32	Business Rates Library April 2025
Cornwall Council	8029230069	51.02	0.00	51.02	Business Rates Tennis Courts April 2025
Awenek Studio	Mar-25	160.00	0.00	160.00	Provision of Wellbeing Art at Torpoint Library - March 2025
<b>TOTAL</b>		<b>2,571.12</b>	<b>70.00</b>	<b>2,501.12</b>	

**13. Correspondence**

- a) To consider: Torpoint Mayor's Charity Fund – The account is changing to a community account and will therefore start to accrue charges of £4.25 per month, plus additional charges (information as circulated).

**14. Date of next meeting.**

Monday 28<sup>th</sup> April 2025.

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

CF Southworth

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

Tuesday 25<sup>th</sup> March 2025