



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Operations Committee held on Monday 30th May 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor Miss R A Evans BEM (Town Mayor), Councillor G J Davis (Deputy Town Mayor), Councillors Mrs. K Brownhill, J Tivnan BEM, R M Willoughby and the Town Clerk & RFO (Clerk) plus the Operations Manager.

Also present: - Councillor R J Newcombe.

	ACTION
<p>16-22F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin.</p>	
<p>17-22F&O Election of Chairman for the Civic Year 2022-23 The Town Mayor (Councillor Miss R A Evans BEM) called for nominations for the position of Chairman for the Civic Year 2022-23. The Town Mayor (Councillor Miss R A Evans BEM) proposed that Councillor Mrs. K Brownhill is elected to serve as Chairman for the Civic Year 2022-23. The Deputy Mayor (Councillor G J Davis) seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. K Brownhill was duly elected as Chairman for the Civic Year 2022-23. (Councillor Mrs. K Brownhill Chaired the meeting from this point forward.)</p>	
<p>18-22F&O Election of Vice Chairman for the Civic Year 2022-23 The newly elected Chairman (Councillor Mrs. K Brownhill) called for nominations for the position of Vice Chairman for the Civic Year 2022-23. The Town Mayor proposed that Councillor Mrs. J M Martin is elected to serve as Vice Chairman for the Civic Year 2022-23. Councillor R M Willoughby seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. J M Martin was duly elected as Vice Chairman for the Civic Year 2022-23.</p>	
<p>19-22F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - The Town Mayor (Councillor Miss R A Evans BEM) – (Agenda item 8d. Payment of Mayor’s Allowance). b) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 8b. Creditors/Debtors report).</p>	
<p>20-22F&O Minutes of the previous meetings It was resolved that the minutes of the Asset Management and Operations Committee meeting held on Thursday 28th April 2022 and the minutes of the Finance and Personnel Committee meeting held on Tuesday 3rd May 2022, were taken as read, confirmed and signed by the Chairman.</p>	
<p>21-22F&O Matters arising from the minutes a) Sparrow Park sign - tender: - Pursuant to minute 4-22AMOC (a), the Clerk explained that unfortunately no manufacturers had submitted a response to the invitation to tender for the Sparrow Park sign. Therefore, it is agreed to delegate to the Clerk/Operations Manager to liaise with the local metal manufacturers to endeavour to find a solution to producing the Sparrow Park ‘Town’ sign.</p>	Clerk/ Ops Mgr

<p>b) Electrical 5 year survey Council Chambers: - Pursuant to minute 4-22AMOC (b), the Operations Manager was pleased to advise the electrical works, identified as part of the 5 year electrical survey, to the Council Chambers, are all complete.</p> <p>c) Security to protect access to Thanckes Park Top Field: - Pursuant to minute 4-22AMOC (d), Councillor J Tivnan BEM highlighted the recent installation, by Cornwall Council, of many very large boulders. There is still the section to the front of the access to be completed, (an re-tractable bollard is expected to be installed) and once this is in place, vehicular access will then be fully restricted to Thanckes Park Top Field. Councillor Tivnan continued that works to the steps between the lower car park and Top Field are half way through to completion with the 'road' being tarmac patched in places.</p> <p>d) Caravan disposal and gazebo purchase for St. John Ambulance: - Pursuant to minute 4-22 AMOC (f), the Clerk explained that other council activities have taken priority over arranging the disposal of the caravan, this will now be actioned. The Clerk continued, having met with a representative from St. John Ambulance, ideally they would like an inflatable tent (to treat patients), which could be used at future events. It is agreed for the Clerk to continue the liaison with St. John Ambulance and re-open discussions about providing a gazebo. Councillor Tivnan volunteered to complete a risk assessment for putting up, taking down and the use of a gazebo, should this be required.</p> <p>e) Weed spraying contract: - Pursuant to minute 6-22AMOC (c), the Clerk will progress the weed spraying contract, following council's resolve to award the contract.</p> <p>f) Purchase of mobile defibrillator for use at community events: - Pursuant to minute 11-22AMOC (b), the Clerk explained the purchase order for a mobile defibrillator has been placed, unfortunately the supplier is currently out of stock. In the interim, Duchy Defibrillators have offered to loan a defibrillator for The Platinum Jubilee Festival being held at The Lawn. Once received, the mobile defibrillator will be added to the town map of defibrillators and kept safely.</p> <p>g) Councillor vacancy – following receipt of valid petition for Election: - Pursuant to minute 7-22F&P (d), Councillor R J Newcombe is the newly Elected Town Councillor.</p> <p>h) NALC Local Council Award Scheme: - Pursuant to minute 7-22F&P (b), the Clerk, having met with the CALC representative, provided feedback and explained the Council should initially look at the Gold Standard to establish what is outstanding. The Chairman (Councillor Mrs. K Brownhill) agreed to meet with the Clerk to make progress on this and an update will be provided, using the matrix previously shared by the Deputy Mayor (Councillor G J Davis), to the next meeting of this committee.</p> <p>i) Civic Functions: - Pursuant to minute 7-22F&P (c), the Clerk explained the forthcoming Platinum Jubilee lunch, as agreed at the Adjourned council meeting, will now host up to 120 guests and will be funded from the Civic Functions cost centre.</p>	<p>Clerk/ Ops Mgr</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Brownhill/ Clerk</p>
<p>22-22F&O Policies Reviewed by this Committee</p> <p>a) Code of Conduct (as circulated, reminder for the Civic Year 2022-23): -</p>	

<p>Following review, the Chairman (Councillor Mrs. K Brownhill) proposed the Town Council Code of Conduct is agreed and adopted for the civic year 2022-23, this was seconded by Councillor R M Willioughby and it is recommended the Town Council Code of Conduct is agreed and adopted for the civic year 2022-23.</p> <p>b) Review Terms of Reference Finance and Operations Committee: - Following review, Members recommended the Terms of Reference for the Finance and Operations Committee are adopted, once they are updated with all Policy review dates, plus the addition of 'the review/adoption of the Town Council Code of Conduct at the first committee meeting of the civic year'.</p> <p>c) Implementation of the Equality, Diversity & Inclusion Policy, include Best Practice Document, Equality & Diversity Training, the formation of a Disabled Working Party & undertaking access audit.</p> <p>This agenda item has been referred to the Development and Localism Committee for consideration.</p>	<p>Council</p> <p>Cllr Brownhill/ Clerk Council</p>
<p>23-22F&O To consider the Council Business Risk Management</p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: - Noted.</p> <p>c) Budget Variance– Finance Committee Responsibilities: - The April 2022 Budget Variance, as previously circulated, was reviewed and there were no concerns. The Clerk highlighted several cost centres already showing a considerable overspend on the annual budget in the first month, these are of concern and will ensure the budget variance is considered more closely with the Support Officer and give feedback to council.</p> <p>d) Payment of Mayor’s Allowance for Civic Year 2022-23: - It is recommended to instruct the Clerk to authorise payment of the Mayoral Allowance, via Transactional Services at Cornwall Council, to the Town Mayor (Councillor Miss R A Evans BEM) for the gross amount of £3,750 over an eleven month period, June 2022 – April 2023, with tax deducted.</p> <p>(The Town Mayor (Councillor Miss R A Evans BEM) left the room for this agenda item.</p> <p>e) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights: - The Operations Manager provided the following additional updates to the report: -</p> <ul style="list-style-type: none"> ➤ Trampoline at Thanckes Park – parts are still awaited, spares will also be ordered; ➤ LANTRA training has been booked for two employees; ➤ The planters at Harvey Street have had some more soil/compost added, plus some additional plants have been added; ➤ Awaiting quotation to repair the damaged wall at Cambridge Field, the quotation is expected to be received in time for the Development and Localism Committee; ➤ Awaiting quotation to reduce the height of the hedge at Cambridge Field, abutting St James Road; ➤ The memorial bench for installation on Chapeldown Road is due for delivery in the next two weeks; ➤ Contact with the Officer at Cornwall Council, with the responsibility for Japanese 	<p>Clerk</p> <p>Council</p>

<p>Knotweed clearance, is being established, this is in relation to the Service Level Agreement, between Cornwall Council and the town council, which has expired. Following discussion, it is agreed the Operations Manager will endeavour to establish contact with the Cornwall Council Officer and then arrange a meeting to review the sites of Japanese Knotweed and the future treatment plan.</p> <ul style="list-style-type: none"> ➤ Christmas Lights bolts testing - the Operations Manager returned to the contractor for further advice, who indicated the legal requirement for testing is annually, however common practice is to test every three years and the certificate only offers 12 months of cover. Additionally, the contractor commented that the bolts in Fore Street appeared to be in a very good condition. Operations Manager to update the risk assessment, advising a visual assessment of all bolts is undertaken annually and testing every three years. ➤ Enforcement – the Operations Manager has still not be able to undertake this training, with the new employee starting work, it is hoped both employees will now be able to undertake this, in the very near future. ➤ Library Display Energy Certificate (DEC) – following a question posited, the Operations Manager explained the reason a DEC is currently outstanding for Torpoint Library and Community Hub. This led to a discussion regarding the airflow in the ceiling, the Operations Manager and Clerk will look into this. <p>f) Confirm fixed asset / condition register. The Clerk explained the Fixet Asset register will be agreed as part of the Year end accounts for 2021-22, with the updated condition register being considered at the next meeting of this committee.</p>	<p>Ops Mgr</p> <p>Ops Mgr</p> <p>Clerk</p> <p>Ops Mgr</p> <p>Clerk/ Ops Mgr</p>
<p>24-22F&O Planning Applications None.</p>	
<p>25-22F&O Items Referred to this Committee None.</p>	
<p>26-22F&O Health and Safety</p> <p>a) Reports and any new, proposed regulations/legislations and current issues: - Nothing to report.</p> <p>b) Fire Risk Assessment for all buildings. The Operations Manager and Councillor Tivnan met two weeks ago to review the fire risk assessment for the Council Chambers, Councillor Tivnan is forwarding information to the Operations Manager on this, there are several points to be actioned. The Operations Manager will undertake a full fire risk assessment at the Library and Community Hub.</p>	<p>Cllr Tivnan/ Ops Mgr</p>
<p>27-22F&O Correspondence</p> <p>a) Section 137 Grant Application – Citizens Advice Cornwall: - Following discussion, it is recommended to award Citizens Advice Cornwall £500.00 to enable them to continue to provide free, independent and confidential advice on a wide range of subjects for everyone in the community.</p> <p>b) Section 137 Grant Application – Cornwall Air Ambulance: - Members considered the letter, with application form to follow and following discussion, it is recommended to award Cornwall Air Ambulance £500.00 to continue to fund their lifesaving work and help fund their critical care paramedics training.</p> <p>c) Employer Newsletter May 2022 – Cornwall Pension Fund: -</p>	<p>Council</p> <p>Council</p>

- Noted.
- d) The Public Sector Deposit Fund April 2022: -
Noted.
- e) Public Sector Protection Order, Renewal of existing dog bans on beaches: -
Noted.
- f) Request to join to elicit change from Cornwall Council in respect of allocation of social housing - Lanteglos by Fowey Parish Council: -
Noted.
- g) Installation of defibrillator at Torpoint Fire Station (liaison between Cornwall Council and Torpoint Town Partnership as custodians of community defibrillator funding): -
The Clerk explained Cornwall Fire and Rescue Service has given the go ahead to install a community defibrillator at Torpoint Fire Station, and it is **recommended** the council will: -
- Continue the liaison with Cornwall Fire and Rescue Service to install the community defibrillator at Torpoint Fire Station;
 - Purchase a defibrillator and receive a donation from the community group, to fund the installation at this location;
 - Once installed, fund the annual monitoring charge;
 - Add to the council's fixed asset register and maintain for and on behalf of the community.
- h) Free of Charge Application – The Coppola School of Performing Arts: -
Following consideration, it is **resolved** to grant The Coppola School of Performing Arts free of charge use for set up and rehearsals, plus two shows, for the week commencing Monday 6th June 2022.
- i) Increase in charges – Biffa: -
Noted.

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28-22F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Wicksteed Leisure Ltd	Invoice 0000817799	451.54	75.26	376.28	Parks equipment
Toolstation Limited	Invoice XWW0123234 43	220.06	24.67	195.39	Parks equipment
Print Options	INV-13398	905.00	30.00	875.00	3500 A5 8 page newsletter
Biffa	Invoice 522C32733	36.94	6.16	30.78	Chambers waste collection
Biffa	Invoice 522C32732	10.24	1.71	8.53	Chambers recycling collection
Biffa	Invoice 522C32731	28.30	4.72	23.58	Library waste collection
Biffa	Invoice 522C32730	20.47	3.41	17.06	Library recycling collection

Cornwall Council - Garage	Invoice 34190700166	61.32	10.20	51.12	Garage Rental 30.05.22 - 26.06.22
ITEC	Invoice 722227	54.79	9.13	45.66	Printer
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1695	71.64	11.94	59.70	Staff consumables
AP Electrical Contractors Ltd	Invocie 9611/2021	4,524.00	754.00	3,770.00	Rectify all the C2's at the Torpoint Council Chambers following the EICR
James Hallam Ltd	Invoice 514774308	467.40	77.90	389.50	Platinum jubilee insurance
29-22F&O Date of next meeting Monday 4 th July 2022.					
30-22F&O Any Business that has been disclosed to the Chairman and members prior to the meeting. None.					
Meeting closed at 8.18pm _____ Chairman					