



TORPOINT TOWN COUNCIL

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

PRESENT: - Councillor Mrs. K Brownhill (Chairman), Councillor G J Davis (Deputy Town Mayor), Councillors M J Spurling, M Thomson-Neall, J Tivnan BEM and the Town Clerk & RFO (Clerk) plus the Operations Manager.

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| <p>31-22F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor), plus Councillor Mrs. J M Martin (who has been granted a temporary leave of absence for the following two months, due to personal reasons) and Councillor R M Willoughby.</p> | |
| <p>32-22F&O Declarations of Interest relating to items on the Agenda None.</p> | |
| <p>33-22F&O Minutes of the previous meetings It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 30th May 2022, were taken as read, confirmed and signed by the Chairman, with the addition of the Operations Manager who was present.</p> | |
| <p>34-22F&O Matters arising from the minutes a) Sparrow Park sign - tender: - Pursuant to minute 21-22AMOC (a), the Clerk/Operations Manager will continue to liaise with the local metal manufacturers to endeavour to find a solution to producing the Sparrow Park 'Town' sign. b) Security to protect access to Thanckes Park Top Field: - Pursuant to minute 21-22AMOC (d), Councillor J Tivnan BEM highlighted the recent installation of the retractable bollards (one still to be fitted), which is accompanied by the boulders, is an excellent solution to protecting access to Thanckes Park Top Field. c) Caravan disposal and gazebo purchase for St. John Ambulance: - Pursuant to minute 21-22 AMOC (f), the Clerk explained that liaison is continuing with the St. John Ambulance group, however it is unlikely the group require a gazebo. The Clerk added, having contacted a local organisation that a reply is awaited, to see whether they are interested in having the caravan. d) Purchase of mobile defibrillator for use at community events: - Pursuant to minute 21-22AMOC (b), the Clerk explained the mobile defibrillator has now been received and will be kept in the Clerk's office and made available for groups to use at community events. The mobile defibrillator will be added to the town map of defibrillators and shared on social media and the council website. The Clerk will look at whether any defibrillator training, for the community to attend, can be arranged and at what cost. e) NALC Local Council Award Scheme: - Pursuant to minute 21-22F&P (b), the Clerk and Chairman (Councillor Mrs K Brownhill) had worked through the matrix (as previously shared by the Deputy Mayor Councillor G J Davis) for</p> | <p>Clerk/ Ops Mgr</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |

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| <p>all three awards, which has highlighted what the council is missing, in order to aim for the top Gold Award. Following discussion it is recommended this council enables the Clerk to commit time to work on this, which will enable the council to apply next year to the Local Council Award Scheme.</p> <p>The Clerk reported having recently attended a useful online webinar on the NALC Award Scheme, providing advice and guidance on the next steps for the council.</p> <p>f) Civic Functions: - Pursuant to minute 2122F&P (c), the Clerk highlighted the Civic Service and Parade scheduled for Sunday 17th July, to which all Members have been invited. Ordering of all the refreshments for this prestigious event is being overseen by the Clerk and Town Mayor (Councillor Miss Rachel Evans BEM), to remain within the civic budget.</p> | <p>Council</p> <p>Clerk</p> <p>Clerk</p> |
| <p>35-22F&O Policies Reviewed by this Committee</p> <p>a) Circulate updated Terms of Reference Finance and Operations Committee: - With a correction to point 10, the Clerk will re-issue the updated Terms of Reference for the Finance and Operations Committee.</p> <p>b) Investment Strategy: - Members considered the updated Investment Strategy, with the additional section on Loans now included. Members' suggested the current amounts investment are provided as an Appendix to the Strategy, should this be appropriate, Clerk to liaise with the Internal Auditor on the question. Clerk also asked to liaise with the Intenal Auditor on the amount held in general reserves and whether this figure should be recorded in the Investment Strategy. Members are enthusiastic to adopt the updated Investment Strategy and therefore it is recommended the updated Investment Strategy is adopted, with the Clerk tasked to seek answers to the queries as minuted.</p> <p>c) Finance Policy: - Whilst considering the updated Finance Policy, Members' explored and questioned how the current three committees (Personnel, Finance and Operations plus the Development and Localism) come together to consider future Projects of the council. Currently documentation currently being utilised for project proposal are: -</p> <ul style="list-style-type: none"> i) a Project Initiation Document, known as a PID, for projects £5k+ ii) a Project Statement for projects of value less than £5k. <p>Discussions continued and it is agreed the Chairman (Councillor Mrs. K Brownhill), plus the Clerk will consider compiling an overarching document which encompasses these documents into a formal set of procedures for this committee to initially consider, before presentation to council.</p> <p>d) Section 137 Grant Protocols and Free of Charge Use Policy: - With the addition of the charge of £10.00 – for up to six free of charge uses in a twelve month period, it is recommended the updated Section 137 Grant Protocols and Free of Charge Policy is adopted.</p> <p>e) Business Continuity Plan: - Deferred to the next meeting.</p> | <p>Clerk</p> <p>Council</p> <p>Clr Brownhill/ Clerk</p> <p>Council</p> |
| <p>36-22F&O To consider the Council Business Risk Management</p> <p>a) Overtime Report: - Noted.</p> <p>b) Creditors / Debtors Report: - Noted.</p> | |

c) Budget Variance – Finance Committee Responsibilities: -

The May 2022 Budget Variance, as updated and circulated, was reviewed and there were no concerns. The Clerk drew attention to expenditure against Parks Maintenance and showed the detailed expenditure to date for this cost centre.

d) 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: -

- Footpath clearance – following successful completion of Brush cutter training undertaken by two employees, the Operations Team has commenced cutting footpaths four and seven. The wooden foot bridge on the RALEIGH footpath is starting to rot, the Operations Manager has reported to the Environmental team at Cornwall Council.
- Vandalism and anti social behaviour continues at the public conveniences and is being reported to the Police.
- The memorial bench has been installed at Chapeldown Road.
- Following contact made with an Officer at Cornwall Council, a site meeting has been arranged for later this month to review the sites of Japanese Knotweed. The meeting will be an opportunity to consider whether the Service Level Agreement should be renewed.
- Enforcement training for the Operations Manager and the recently appointed Caretaker has been booked and being undertaken online this month.
- Portable Appliance Testing is due this month. Contact with the Section 137 grant recipient, who has purchased equipment to undertake Portable Appliance testing will be made to ascertain their availability and donation/charge for testing all council electrical equipment. With the fall back option to use the existing contractor for this work.
- A Legionella Risk Assessment review was undertaken in 2020, current BSRIA (Building Services Research and Information Association) guidelines and industry standards note that a risk assessment should be completed every 2 years, therefore this is being booked with the former contractor.
- The Official Controls (Plant Protection Products) Regulations 2020 (see minute number 40-22 (a)) concerns plant protection products (PPP) and imposes registration requirements on persons placing products on the market and persons and businesses using PPPs. The council is ensuring this legislation is being adhered to and is purchasing storage and appropriate signage needed to use PPPs.

Clerk/
Ops Mgr

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Ops Mgr

f) Confirm fixed asset / condition register.

The Operations Manager explained the condition survey is a work in progress.

Ops Mgr

37-22F&O Planning Applications

a) PA22/05328 Alterations and rear/side extensions to dwelling, with associated works – 34 Wavish Park, Torpoint PL11 2HJ.

No observations or objections.

The Deputy Mayor (Councillor G J Davis left the meeting at this point.)

| 38-22F&O Items Referred to this Committee | | | | | | |
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| None. | | | | | | |
| 39-22F&O Health and Safety | | | | | | |
| a) Reports and any new, proposed regulations/legislations and current issues: - Nothing to report. | | | | | | |
| b) Fire Risk Assessment for all buildings. The Operations Manager and Councillor J Tivnan BEM met to review the fire risk assessment for the Council Chambers and a full fire risk assessment is being undertaken at the Library and Community Hub. The Library and Community Hub report will be forwarded to the local Chief Fire Safety Officer. It is noted the Health and Safety Policy is due for review. | | | | | | Clr Tivnan/ Ops Mgr |
| 40-22F&O Correspondence | | | | | | |
| a) NALC Legal Update June 2022 – via CALC: - Noted. | | | | | | |
| b) The Public Sector Deposit Fund 31 st May 2022 Newsletter – CCLA: - Noted. | | | | | | |
| c) Employer Newsletter June 2022 – Cornwall Pension Fund: - Noted. | | | | | | |
| d) Civility and Respect Project Update – CALC: - Noted. | | | | | | |
| e) Summer 2022 Newsletter – Citizens Advice Cornwall: - Noted. | | | | | | |
| f) Free of Charge use application - Local Community Cinema: - Following consideration, it is resolved to grant the Local Community Cinema free of charge use for a film to be shown, they will be fundraising for 'Breast Cancer Now', to be shown on Sunday 7 th August. | | | | | | Council |
| g) Free of Charge use application – Torpoint Rowers Club: - (as circulated). Following consideration, it is resolved to grant the Torpoint Rowers Club free of charge use for up to six dates, including a retrospective date in March, for fundraising activities. | | | | | | Council |
| 41-22F&O Accounts for payment | | | | | | |
| Contact Name | Invoice Number | Total (£) | VAT (£) | NET (£) | Description | |
| Waterwise | Invoice 35635 | 149.04 | 24.84 | 124.20 | Public convenience repairs | |
| Cornwall Council - Sea Gull Proof Sacks | Invoice 8100267359 | 96.00 | 0.00 | 96.00 | Seagull Sacks ref: 101006147030 | |
| Waterwise | Invoice 35625 | 49.37 | 8.23 | 41.14 | Public convenience repairs | |
| D J W Window Cleaning | Invoice 0048 | 18.00 | 0.00 | 18.00 | Bus shelters x 6 | |
| D J W Window Cleaning | Invoice 0049 | 18.00 | 0.00 | 18.00 | Bus shelters x 6 | |

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| Complete Business Solutions Group Ltd | Invoice SINV0323349 1 | 147.61 | 24.60 | 123.01 | Stationery |
| The Town Fryer | Platinum Jubilee | 214.00 | 0.00 | 214.00 | Platinum Jubilee refreshments |
| AVLX | Invoice 70809 | 4,923.72 | 820.62 | 4,103.10 | Audio Package for Platinum |
| Streetmaster (South Wales) Ltd | Invoice 9685 | 1,193.28 | 198.88 | 994.40 | Toms Bench |
| Cornish Tea & Cornish Coffee Co Ltd | Invoice SL60664 | 391.40 | 0.00 | 391.40 | Café supplies |
| Cornish Tea & Cornish Coffee Co Ltd | Invoice SL59087 | 375.25 | 0.00 | 375.25 | Café supplies |
| Kernow Training Ltd | Invoice 5334 | 395.00 | 0.00 | 395.00 | Lantra Training |
| Kernow Training Ltd | Invoice 5333 | 680.00 | 0.00 | 680.00 | Brushcutter training |
| ASG Security | Invoice 38257 | 325.86 | 54.31 | 271.55 | Annual fee - maintenance and 24 hour monitoring of fire alarm system. |
| Cost Cutters UK | INV-047005 | 259.76 | 43.29 | 216.47 | LDF - Early Years Outdoor Warch Me Grow Planter |
| SMP Pipe Systems Limited | Invoice 3754 | 427.20 | 71.20 | 356.00 | Chamber Boiler maintenance |
| ITEC | Invoice 727439 | 49.38 | 8.23 | 41.15 | Printer meter readings |
| Complete Business Solutions Group Ltd | Invoice SINV0323621 6 | 14.54 | 2.42 | 12.12 | Stationery |
| Cornwall Council | 34190700166 | 61.32 | 10.20 | 51.12 | Garage Rent 27.06.22 – 24.07.22 |
| Cornwall Council | 8100267333 | 25.02 | 4.17 | 20.85 | Dog Waste Bags (1500 bags) |
| Sutcliffe Play South West | 6537 | 27.60 | 4.60 | 23.00 | Trampoline parts |
| R D Johns Foodservice | 170522 | 19.35 | 0.00 | 19.35 | Café supplies |

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| R D Johns Foodservice | 120522 | 49.89 | 5.39 | 44.50 | Café supplies |
| R D Johns Foodservice | 230622 | 48.98 | 5.39 | 43.59 | Café supplies |
| R D Johns Foodservice | 260522 | 90.05 | 10.69 | 79.36 | Café supplies |
| Cornwall Council | 802923069 | 224.74 | 0.00 | 224.74 | Business Rates Tennis Courts (outstanding) |
| Cornwall Council | 802720466 | 24.59 | 0.00 | 24.59 | Business Rates Room 6 (outstanding) |
| Biffa | 522C41357 | 20.47 | 3.41 | 17.06 | Recycling Waste collection Council Chambers |
| Biffa | 522C41360 | 36.94 | 6.16 | 30.78 | Waste collection Council Chambers |
| Biffa | 522C41355 | 20.47 | 3.41 | 17.06 | Recycling Waste collection Library |
| Biffa | 522C41356 | 28.30 | 4.72 | 23.48 | Waste collection Library |
| Biffa | 522C41360 | 252.00 | 42.00 | 210.00 | Platinum Festival Waste / Recycling collection |
| SETON | 93034903330 | 113.69 | 2.19 | 92.55 | Signs/PPE grass cutting |
| <p>42-22F&O Date of next meeting <i>Tuesday</i> 30th August 2022, the Chairman (Councillor Mrs. K Brownhill) submitted her apologies in advance for this meeting.</p> | | | | | |
| <p>43-22F&O Any Business that has been disclosed to the Chairman and members prior to the meeting. None.</p> | | | | | |
| <p>Meeting closed at 8.50pm _____ Chairman</p> | | | | | |