



TORPOINT TOWN COUNCIL

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

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

	ACTION
<p>44-22F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor) and Councillors Mrs. K Brownhill and J Tivnan BEM.</p>	
<p>45-22F&O Declarations of Interest relating to items on the Agenda a) an NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – (Agenda item 10f The Coppola School of Performing Arts free of charge report – as related to the correspondent.)</p>	
<p>46-22F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 4th July 2022, were taken as read, confirmed and signed by the Chairman.</p>	
<p>47-22F&O Matters arising from the minutes a) Sparrow Park sign - tender: - Pursuant to minute 34-22AMOC (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) Caravan disposal and gazebo purchase for St. John Ambulance: - Pursuant to minute 34-22 AMOC (c), the Clerk explained St. John Ambulance group do not currently require a gazebo. The Clerk added, having contacted two local organisations who may be interested in having the caravan, the next action will be advertise it via the social media site, ensuring all council branding is removed first. c) Installation of defibrillator at Torpoint Community Fire Station: - Pursuant to minute 34-22AMOC (d), the Clerk explained the contractor has been liaising with the Clerk regarding the wording required for the defibrillator storage box and once this has been agreed, the next steps regarding installation at the Fire Station will be taken. It is anticipated the installation will be completed by the end of this month. d) NALC Local Council Award Scheme: - Pursuant to minute 34-22F&P (e), following the council's agreement at the July meeting to take this action forward, the Clerk and Chairman (Councillor Mrs K Brownhill) will continue to work through the matrix, with the aim of submitting an application for the latter part of 2023. e) Civic Functions: - Pursuant to minute 34-22F&P (f), there are civic functions currently being planned. f) Memorial bench on Marine Drive in memory of Mr Powles: - Pursuant to minute 82-22 (July 2022 council meeting), the Clerk explained that Cornwall Council</p>	<p style="text-align: center;">Clerk/ Ops Mgr</p> <p style="text-align: center;">Clerk/ Ops Mgr</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk/ Cllr Brownhill</p>

<p>is not giving permission for the memorial bench to be sited on Marine Drive. The Clerk has contacted the family to seek an alternative location and will continue these discussions to endeavour to agree a suitable site.</p>	<p>Clerk</p>
<p>48-22F&O Policies Reviewed by this Committee</p> <p>a) Investment Strategy: - The re-circulated Investment Strategy is noted.</p> <p>b) Volunteering Policy: - The updated Volunteering Policy was considered (accompanied by the AgeUK Volunteer role Description Kitchen Assistant), as circulated and it is recommended the updated Volunteering Policy is adopted.</p> <p>c) Reserves Policy: - Deferred to the next meeting of this committee.</p> <p>d) Financial Regulations and Best Value Statement: - Following discussions and suggestions put by the Deputy Mayor (Councillor G J Davis) regarding points 6.7 variable payments and 6.20 credit cards on the Financial Regulations, it is agreed to reviewed and update in advance of the next meeting of this committee.</p> <p>e) Business Continuity Plan: - The updated Business Continuity Plan was considered, with the Clerk to update and include a ranking/priority order of activities accompanied by a statement to support this order, re-circulate in advance of the council meeting, it is recommended the updated Business Continuity Plan is adopted.</p> <p>f) New Projects Procedure: - Deferred to the next meeting of this committee.</p> <p>g) Health and Safety Policy: - The Operations Manager, having recently met with Councillor J Tivnan BEM, advised there are several updates required to the current Health and Safety Policy, these include: -</p> <ul style="list-style-type: none"> ➤ Lone Working; ➤ Vehicle Use; ➤ Manual Handling and ➤ Insertion of relevant HSE data sheets. <p>Once updated the policy will be presented to this committee for review.</p>	<p>Clerk</p> <p>Council</p> <p>Clerk/ Cllr Martin</p> <p>Clerk/ Ops Mgr Council</p>
<p>49-22F&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 July 2022 Budget Variance, as updated and circulated, was reviewed and there were no concerns.</p> <p>d) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights: -</p>	

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Loose slates – Committee Room roof	Ongoing
	Water leak into Pearns passage continues. Main area of ingress seems to be around the route of the electric cable, between main building and G&G.	Ongoing
	Some calking around the window needs replacing this could be an entry point.	Ongoing
	Ladies and Gents Toilets window hinge in need of repair.	Completed
	Buller Road main door, minor repair completed. 2 contractors have recommended replacement, due to age, wear and warping of door. Door is no longer sealing correctly.	Ongoing
	The boiler room gantry needs painting to prevent further corrosion. 1 fixing has failed but 9 still remain in place.	Ongoing
	Awaiting service contract for Air Con to be issued. 50% reduction in call out costs. Awaiting first visit by engineer.	Ongoing
	Legionella survey carried out on Council Chambers and Library, no serious concerns. TMVs to be serviced and corrosion on pipe in bar area.	Completed
	Locks replaced on the doors on York Road (Grace and Glamour), licensees issued with replacement keys.	Completed
	Disabled access Lift checked by Allianz Engineering on 29 th July.	Ongoing
LIBRARY & COM HUB	One window surround has fallen off, water ingress into library when windows were cleaned – reported to CC for action escalated since last meeting.	Ongoing
	Cornwall Council external contractor buildings inspection.	Completed
	Issue with ant ingress into the library kitchens, Pest control called and teams are continuing to monitor.	Ongoing
	Operations Team, installed Ivy Screens, pressure washed outside paving, stained picnic tables, built mud kitchen. Assisted with clear out.	Completed

<p>PARKS</p>	<p>Skate Park Team Rubicon running an event August 2022.</p> <p>Racial graffiti removed by team.</p> <p>Bénodet Park All benches washed and bolts tightened. Historic graffiti pressure washed from Bandstand.</p> <p>Water drainage blocked and after periods of heavy rainfall water streaming out under wall of Bénodet Park, CORMAC have identified the issue as needing capital investment. Sewerage leak reported to CORMAC and SW Water</p> <p>Mowing. Ongoing. But sporadic at the moment due to lack of growth due to ongoing dry weather.</p> <p>Rendel Park Awaiting outcome of Cornwall Council survey proposals on retaining wall.</p> <p>Ops Team repaired bins; Ferry Staff have commissioned repairs on other items highlighted in Council visit.</p> <p>Sparrow Park Town Sign Town Clerk and Ops Manager. No Response to tenders issued. Approached local company also.</p> <p>Quote received to pressure wash walls and paved areas from Tamar Clean SW £700, main cost are the biocides to remove the staining from traffic emissions.</p> <p>Cambridge Field Damage to boundary wall adjacent to Wellington Street, contractor instructed to carry out repairs.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>PUBLIC CONVENIENCE S</p>	<p>Recent spate of ASB and Vandalism. New Toilet seat purchased and new flush handle and fittings purchased. Reported to the police.</p> <p>New Radar key lock fitted Antony Roas and disabled warning light.</p> <p>Awaiting replacement toilet bowl Gents toilet Benodet.</p> <p>Antony Road development – meeting held – new drawing agreed by Council.</p> <p>Wallgate hand cleaning units in Benodet conveniences in need of service, only option is to sign up for 3-year servicing, £3,680.70 which only covers minor repairs not parts or vandalism. After a conversation with the Chairman</p>	<p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

	the Ops manager is in discussions to see if it is feasible to replace with stainless steel basins and hand driers. Awaiting information from other Parishes with similar issues and agreement from Cornwall Council. Chasing revised quote for service and replacement unit costs.		
TRAINING	Induction of the new Caretaker continues; he has been an instant asset. Operations Manager and new Caretaker completed Enforcement training. 2 members of the Operations Team completed LANTRA Lawn Mower Training.	Ongoing Completed Completed	
BENCHES	Regular cleaning now in progress. Programme of repair started by operations team, weather permitting. Plinth and memorial bench installed Chapeldown Road.	Ongoing Completed	
FOOTPATHS	New SLA has been received from Cornwall Council. Weed spraying contractor approached to complete 3 sprays this year, awaiting quotation.	Ongoing Ongoing	
JAPANESE KNOTWEED	Operations Manager started dialogue with Cornwall Council about renewing SLA for Knotweed treatment.	Ongoing	
CHRISTMAS LIGHTS			
FOOTPATHS	Reported Bridge collapse on path between HMS Raleigh and St John.	Ongoing	
OTHER	Former St Johns Ambulance Caravan, possibilities to dispose of this asset. Request to alter the railings around the war memorial to facilitate ease of access during the Remembrance service. Quotes being obtained for scaffolding to access town clock and enable repairs. Consider Tamar TAG purchase Operations vehicle	Ongoing Ongoing Ongoing Ongoing	
<p>The Operations Manager provided the following additional updates to the report: -</p> <ul style="list-style-type: none"> ➤ Buller Road entrance/replacement door – a quotation to replace the whole unit at the Buller Road (offices) entrance has been sought, as the existing locking mechanism is failing. Further quotations are being sought and it is anticipated will be presented at the next meeting of this committee. ➤ Due to the recent vandalism and anti social behaviour at the public conveniences, the Operations Team are scheduling redecoration at Antony Road. ➤ A quotation has been obtained for the pressure washing of the surrounding walls at Sparrow Park, the Operations Manager/Clerk will liaise with the Cornwall Councillor about this and feedback. ➤ Following a site meeting regarding Japanese Knotweed, the council is awaiting a response from Cornwall Council. 			Ops Mgr Ops Mgr/ Cllr Tivnan

<ul style="list-style-type: none"> ➤ A site meeting with the Countryside Time (Cormac) has been arranged to view the damage on the bridge on Footpath 4 (RALEIGH). ➤ Following a request from the RBL to adapt the railings around the War Memorial to enable better access on Remembrance Sunday, Operations Manager is seeking quotation(s) for the same. ➤ The Operations Manager is continuing to seek quotations for the cost of scaffolding to be erected at St James Church, to undertake the clock repairs. It is anticipated more information will be available for the next meeting of this committee. ➤ The Clerk wishes to set up an Agreement with Tamar Crossings for a Tamar Tag, highlighting the number of times the Operations Team cross the Torpoint Ferry. Members agreed with this suggestion. ➤ The Operations Team assisted a resident today with the disposal of an animal carcass. <p>e) Confirm fixed asset / condition register. The Operations Manager explained the condition survey is being finalised, as information from the Library and Community Hub has now been received.</p> <p>f) Interim update on the External Audit report of 2021-22 AGAR and Annual Accounts: - The Clerk explained that unfortunately there will be a 'reserved matters' in the report from the External Auditor, due to an omission on the AGAR originally submitted for review, Section 2 was not signed by the Chair and Responsible Officer and the minute reference number was not included, the Clerk apologised and accepts full responsibility for this omission on the AGAR. There are likely to be no other concerns which need addressing, the final report is awaited.</p> <p>g) Option to opt out of the SAAA central external auditor appointment arrangements - Smaller Authorities' Audit Appointments (SAAA): - Following discussion, it is recommended to remain with the current external auditor arrangements.</p>	<p>Ops Mgr</p> <p>Ops Mgr</p> <p>Clerk</p> <p>Council</p>
<p>50-22F&O Planning Applications</p> <p>a) PA22/07026 Single storey rear extension – 67 Lamorna Park, Torpoint PL11 2QJ. It is resolved there are no observations or objections.</p> <p>b) PA22/07027 Single-storey side and rear extension – 39 Sycamore Drive, Torpoint PL11 2NA. It is resolved there are no observations or objections.</p> <p>c) PA222/07492 First floor extension over attached garage – 15 Goad Avenue, Torpoint PL11 2ND. It is resolved there are no observations or objections.</p>	
<p>51-22F&O Items Referred to this Committee</p> <p>None.</p>	
<p>52-22F&O Health and Safety</p> <p>a) Reports and any new, proposed regulations/legislations and current issues: -</p> <ul style="list-style-type: none"> ➤ DEFRA has confirmed that following registration, the council is confirmed as a user of professional plant protection products (PPPs). ➤ There has been an unfortunate accident at Rendel Park, whilst repairs were being undertaken by contractors to the benches, for and on behalf of Tamar Crossings, the 	

<p>Torpoint Ferry offices are in contact with the injured person and have kept the council informed.</p> <p>b) Legionella Risk Assessment report completed July 2022 undertaken by SW Legionella Risk Assessment: - Noted.</p> <p>c) Fire Risk Assessment for all buildings. The Operations Manager explained the Library and Community Hub fire risk assessment report will be forwarded to the local Chief Fire Safety Officer, when it is completed.</p>	
<p>53-22F&O Correspondence</p> <p>a) NALC Legal Update August 2022 – via CALC: - Noted.</p> <p>b) The Public Sector Deposit Fund 31st July 2022 Newsletter – CCLA: - Noted.</p> <p>c) Employer Newsletter August 2022 – Cornwall Pension Fund: - Noted.</p> <p>d) Civility and Respect Project Update – Take the Pledge – CALC: - Following consideration of the Civility and Respect project work undertaken, the Chairman (Councillor Mrs. J M Martin) proposed that Torpoint Town Council signs up to the Civility and Respect Pledge, Councillor M J Spurling seconded the proposition and it is recommended Torpoint Town Council signs up to the Civility and Respect Pledge.</p> <p>e) Sustainable Warmth Fund Newsletter – Cornwall Council / Community Energy Plus: - Noted.</p> <p>f) Free of Charge use report – The Coppola School of Performing Arts: - The free of charge report is noted.</p> <p>g) Copied correspondence in legal claim – C Shrimpton: - Noted.</p> <p>h) Copied correspondence Traffic Calming Measures A374 – D Ward: - Noted.</p> <p>i) CALC Training and Development Bulletin: September to December 2022 – CALC: - Noted.</p> <p>j) Free of Charge use application – Rame Peninsula Public Transport Users Group: - Following consideration, it is resolved to grant the Rame Peninsula Public Transport Users Group free of charge use for their AGM in October 2022.</p>	<p>Council</p>
<p>54-22F&O Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: - Following consideration of the Climate Emergency Action Plan and the actions relating to this committee, it is agreed these actions will be undertaken first: -</p> <ul style="list-style-type: none"> ➤ Publicise adoption of the action plan on the council website, in noticeboards, in the newsletter and on social media; ➤ Seek costings across all council premises to replace all lighting with LED lighting; ➤ Update Officer emails with information regarding climate emergency; ➤ Highlight to hirers and other users of council premises the council has adopted the action plan. <p>b) Environment Policy: - Deferred to the next meeting of this committee.</p>	<p>Clerk/ Ops Mgr</p>

55-22F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Cornish Tea & Coffee	SL63196	329.65	0.00	329.65	Café supplies
Cornwall Council	8100280234	25.02	4.17	20.85	Dog Waste Bags
Complete Business Solutions	SINV03302930	80.82	13.47	67.35	Stationery
Rubicon Industries Ltd	220806	1440.00	240.00	1200.00	Event Skate park August 2022
Cornish Tea & Coffee	SL62872	36.26	0.00	36.26	Café supplies
SW Legionella Risk Assessment	TTC0822	495.00	0.00	495.00	Legionella Risk Assessment carried out all facilities
Armada Electrical	4322	125.32	0.00	125.32	Public conveniences repairs to indication alarm

56-22F&O Date of next meeting

Monday 3rd October 2022.

57-22F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.27pm _____ Chairman