



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Operations Committee held on Monday 3<sup>rd</sup> October 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

|  | <b>ACTION</b>   |
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| <p><b>58-22F&amp;O Apologies for absence</b><br/>Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin.</p>   |   |
| <p><b>59-22F&amp;O Declarations of Interest relating to items on the Agenda</b><br/>None.</p>  |   |
| <p><b>60-22F&amp;O Minutes of the previous meeting</b><br/>It was <b>resolved</b> that the minutes of the Finance and Operations Committee meeting held on Tuesday 30<sup>th</sup> August 2022, were taken as read, confirmed and signed by the Chairman.</p>  |   |
| <p><b>61-22F&amp;O Matters arising from the minutes</b><br/>a) Sparrow Park sign: -<br/>Pursuant to minute 47-22F&amp;O (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.<br/>b) Caravan disposal and gazebo purchase for St. John Ambulance: -<br/>Pursuant to minute 47-22F&amp;O (b), the caravan has been advertised on the council social media site and already there has been enquiries, a donation to the council will be sought to dispose of the asset. Remove consideration for gazebo purchase for St. John Ambulance from the agenda.<br/>c) Installation of defibrillator at Torpoint Community Fire Station: -<br/>Pursuant to minute 47-22F&amp;O (c), the Clerk was pleased to confirm the contractor had installed the defibrillator and storage box at Torpoint Community Fire Station today. A donation from the community defibrillator fund to cover the install expenditure, set up and monitoring charges is anticipated. The defibrillator map will be updated and details of the new location shared on social media.<br/>Councillor J Tivnan BEM highlighted the Torpoint and District Comrades Club had reached their funding target to install a defibrillator at their premises.<br/>d) Civic Functions: -<br/>Pursuant to minute 47-22F&amp;O (e), discussion ensued regarding funding for a future Freedom event.<br/>e) Memorial bench on Marine Drive in memory of Mr Powles: -<br/>Pursuant to minute 47-22F&amp;O (f), the Clerk explained that permission for the memorial bench is being sought for installation on Harvey Hill. The Clerk has contacted the family who would welcome a bench at this location.<br/>Councillor J Tivnan BEM highlighted Thanckes Park as a possible future location for memorial</p> | <p>Clerk/<br/>Ops Mgr</p> <p>Clerk/<br/>Ops Mgr</p> <p>Clerk</p> <p>Clerk</p> |

benches.

**62-22F&O Policies Reviewed by this Committee**

a) Reserves Policy: -

Deferred to the next meeting of this committee.

b) Financial Regulations and Best Value Statement: -

The updated document will be presented for the next meeting of this committee.

c) Business Continuity Plan: -

The updated document will be presented for the next meeting of this committee.

d) New Projects Procedure: -

Not Deferred to the next meeting of this committee.

e) Health and Safety Policy: -

Once updated the policy will be presented to this committee for review.

**63-22F&O To consider the Council Business Risk Management**

a) Creditors / Debtors Report: -

Noted.

b) Budget Variance – Finance Committee Responsibilities: -

The August 2022 Budget Variance, as updated and circulated, was reviewed, Clerk to make changes where agreed.

(The Deputy Mayor, Councillor G J Davis left the meeting during the discussions.)

d) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights: -

| FACILITY         | PROJECT  | STATUS    |
|------------------|--|-----------|
| COUNCIL CHAMBERS | Loose slates – Committee Room roof   | Ongoing   |
|                  | Water leak into Pearn’s passage on continues. Main area of ingress seems to be around route of electric cable, between main building and G&G.  | Ongoing   |
|                  | Some calking around the window needs replacing, this could be an entry point.  | Ongoing   |
|                  | 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. 2 <sup>nd</sup> quote received | Ongoing   |
|                  | The boiler room gantry needs painting to prevent further corrosion. 1 fixing has failed but 9 still remain in place.   | Ongoing   |
|                  | Air conditioning serviced.   | Completed |
|                  | Legionella survey carried out on Council Chambers and Library, no serious concerns. TMVs to be serviced and corrosion on pipe in bar area.   | Ongoing   |
|                  | Fire Alarm servicing.  | Completed |
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| LIBRARY &<br>COM HUB   | <p>One window surround has fallen off, water ingress into library when windows were cleaned – reported to Cornwall Council for action, escalated since last meeting.</p> <p>Issue with ant ingress into the library and kitchens, pest control called and teams are continuing to monitor.</p>  | <p>Ongoing</p> <p>Ongoing</p>   |  |
| PARKS                  | <p><b>Bénodet Park</b><br/>Twinning association working on beds in coming weeks</p> <p><b>Water</b><br/>Sewerage leak reported to CORMAC and SW Water</p> <p><b>Mowing.</b> Ongoing.</p> <p><b>Rendel Park</b><br/>Awaiting outcome of Cornwall Council survey proposals on retaining wall.<br/>Repairs completed by contractors to benches and boat seats.</p> <p><b>Sparrow Park</b><br/>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><b>Cambridge Field</b><br/>Damage to wall boundary wall adjacent to Wellington Street, contractor instructed to carry out repairs.</p>  | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> |  |
| PUBLIC<br>CONVENIENCES | <p>Recent spate of ASB and Vandalism. New Toilet seat purchased and new flush handle and fittings purchased. Reported to the police.</p> <p>Replacement toilet bowl fitted Gents toilet Bénodet.<br/>Gents toilets on Antony Road painted and ceilings in others.</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, <b>£3,680.70</b> which only covers minor repairs not parts or vandalism. After a conversation with the Chairman, the Operations 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.</p> | <p>Ongoing</p> <p>Completed<br/>Completed</p> <p>Ongoing</p> <p>Ongoing</p>               |  |
| TRAINING               | <p>Induction of the new Caretaker continues.</p> <p>Operations Manager booked IOSH managing safely for October</p>  | <p>Ongoing</p> <p>Ongoing</p>   |  |
| BENCHES                | Regular cleaning now in progress. Programme of repair started by  | Ongoing   |  |

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|   | operations team, weather permitting. All benches have been pressure washed.   |           |   |
| FOOTPATHS & PAVEMENTS   | New SLA has been received from Cornwall Council.<br>Visit by Cormac to look at foot bridge on footpath 4.<br>2 <sup>nd</sup> cut on both footpaths scheduled for October.<br>Weed spraying contractor - A resident in the Sycamore Drive area of the town challenged the contractor, leading to him stopping operations in Sycamore Avenue, Chestnut Close and Maple Avenue, none of which will be included in this round of treatment. | Ongoing   |   |
| JAPANESE KNOTWEED   | Operations Manager started dialogue with Cornwall Council about renewing SLA for Knotweed treatment. Operations Manager has chased to have SLA confirmed.   | Ongoing   |   |
| CHRISTMAS LIGHTS  | Delivery of motifs from festive lighting expected 7 November, volunteer team have been contacted for support on 20 <sup>th</sup> November with installation.  |           |   |
| OTHER   | St Johns Caravan, exterior cleaned and TTC stickers removed.<br>Listed on Facebook marketplace.   | Completed |   |
|   | Request to alter the railings around the war memorial to facilitate ease of access during the Remembrance service.  | Ongoing   |   |
|   | Quotes being obtained for scaffolding to access town clock and enable repairs.  | Ongoing   |   |
|   | Consider Tamar TAG purchase Operations vehicle.   | Completed |   |
|   | Support with services during period of National Mourning.   | Completed |   |
|   | Assist with Market Road closures  | Completed |   |
| <p>The Operations Manager provided the following additional updates to the report: -</p> <ul style="list-style-type: none"> <li>➤ Council chambers building - Air conditioning serviced.</li> <li>➤ Legionella testing – TMV (Thermostatic Mixing Valve)s to be serviced and corrosion on pipe in bar area to be repaired.</li> <li>➤ Council chambers building – undertook the weekly fire alarms check, not all fire doors closed automatically, fault reported and engineer is awaited, Clerk/Operations Manager to urgently chase engineer to visit site to resolve the problem.</li> <li>➤ Library window surround broken off – action report to Cornwall Council property team.</li> <li>➤ Buller Road entrance – a second quotation to replace has been sought, additional contractor information to seek a third quotation to be forwarded by Councillor Tivnan.</li> <li>➤ Weed spraying contractor - A resident in the Sycamore Drive area of the town challenged the contractor, leading to him stopping operations in Sycamore Avenue, Chestnut Close and Maple Avenue, none of which will be included this round of treatment. Members’ debated the decision taken, action for the Mayor (Councillor Miss R A Evans BEM) and Clerk to contact the resident and provide written documentation detailing safety / COSHH information about the weed spraying, in order for the roads</li> </ul> |   |           |   |
|   |   |           | <p>Clerk/<br/>Ops Mgr<br/>Clerk/<br/>Ops Mgr</p> <p>Cllr Tivnan</p> <p>Cllr<br/>Evans/Clerk</p> |

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| <p>to be weed sprayed in the future.</p> <ul style="list-style-type: none"> <li>➤ Japanese Knotweed – following a further reminder email, Cornwall Council has now agreed to draft a Service Level Agreement for the town council to undertake the weed spray of Japanese Knotweed at locations to be agreed in Thanckes Park.</li> <li>➤ Request to alter the railings around the war memorial to facilitate ease of access during the Remembrance service – the Operations Manager highlighted his concerns about the team undertaking the proposed works to the railings, it is agreed for Councillor Tivnan and the Operations Manager to attend site to consider method and equipment for the works, to agree next steps, in advance of Remembrance Sunday.</li> <li>➤ Town Clock repairs – two scaffolding quotations have been obtained, however, currently do not know the full extent of the works needed to repair the town clock. The Mayor suggested a drone user could be hired to take photos, to enable an assessment of the condition of the clock to be made. Councillor M Thomson-Neall highlighted previous works undertaken to the clock, including wire mesh which was installed to prevent damage occurring from seagulls. Next steps: consider use of drone and look at hiring a 'cherry picker' contractor to enable works to be undertaken. As St. James Church is a Grade II Listed Building, once a method statement has been agreed, this will be forwarded to the diocese, rather than seeking listed building consent, due to ecclesiastical exception.</li> <li>➤ Proposed installation of a second town Christmas tree alongside the lamp, in the small car park next to the St. James Church. Councillor Tivnan has prepared a detailed risk assessment/method statement for the installation and requests this is followed for the put up, securing and then take down of the Christmas tree at Eliot Square. The Clerk advised the council's insurer has extended the cover, to cover the Employers Liability / Public Liability aspect for the second Christmas tree.</li> </ul> <p>e) Confirm fixed asset / condition register.<br/>The condition survey had been circulated and was reviewed at the meeting. No additional concerns or issues to highlight, which have not already been identified.</p> <p>f) Cloud voice proposal from BT Business: -<br/>The Clerk detailed the Cloud voice proposal from BT Business, with a financial snapshot of the current monthly rental, with a comparison to the proposed monthly rental. The Clerk explained the current lease rental with Shire Leasing for £84.49 per month (paid quarterly) will continue to be paid until contract end date of August 2025, then this monthly saving will be made. There would be additional savings on the (two) current mobile phone SIM only contracts and it is <b>recommended</b> to contract with BT Business for the five year cloud voice proposal, as detailed, which will be charged monthly at £108.99 +VAT, plus the Shire Leasing monthly rental of £83.49 + VAT until this contract ends on August 2025.</p> | <p>Cllr Tivnan/<br/>Ops Mgr</p> <p>Clerk/<br/>Ops Mgr</p> <p>Clerk/<br/>Ops Mgr</p> <p><b>Council</b></p> |
| <p><b>64-22F&amp;O Planning Applications</b><br/>None.</p>  |   |
| <p><b>65-22F&amp;O Items Referred to this Committee</b><br/>a) Consultation – Statement of Principles under Gambling Act 2005, Draft revised Gambling Act Statement of Principles – Cornwall Council Public Protection: -<br/>The full information has been shared, there were no comments.</p>   |   |

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| <p><b>66-22F&amp;O Health and Safety</b></p> <p>a) Reports and any new, proposed regulations/legislations and current issues: -<br/>Following a question posited by Councillor Tivnan, the Clerk explained there was no further update on the public liability claim.</p> <p>b) Fire Risk Assessment for all buildings.<br/>The work to progress the fire risk assessments for all buildings is ongoing.</p>  |                   |
| <p><b>67-22F&amp;O Correspondence</b></p> <p>a) Cornwall Air Ambulance Grant (thank you) – Cornwall Air Ambulance: -<br/>Noted.</p> <p>b) Briefing Analysis of Council Tax Levels of Local Precepting Authorities – NALC: -<br/>Noted.</p> <p>c) Antony Estate News and Events – Antony Estate: -<br/>Noted.</p> <p>d) Critical Control Centre Firefighter – J Rickard: -<br/>Members directed the Clerk to reply to Mr Rickard, thanking him for raising this issue and understand it is being considered at the Cornwall Council Overview and Scrutiny Committee meeting on 6<sup>th</sup> October 2022, after which more information will be known.</p> <p>e) GDPR/Data Protection Act 2018 renewal fee due 03/11/2022 –Information Commissioner’s Office: -<br/>Noted.</p> <p>f) Pensions Employer Newsletter – Cornwall Pension Fund: -<br/>Noted.</p> <p>g) Citizens Advice Autumn Newsletter – Citizens Advice Cornwall: -<br/>Noted.</p>  | Clerk             |
| <p><b>68-22F&amp;O Climate Emergency Action Plan</b></p> <p>a) To consider the actions and progress on actions relating to this Committee: -</p> <ul style="list-style-type: none"> <li>➤ Publicise adoption of the action plan on the council website, in noticeboards, in the newsletter and on social media – the Clerk advised the action plan will shortly be live on the home page of the website and when uploaded the same information will be shared on social media.</li> <li>➤ Seek costings across all council premises to replace all lighting with LED lighting. The Operations Manager has instructed a free survey, to be undertaken by G&amp;R Electrical wholesalers. It is expected that should there be any recommendations to implement, which would be cost effective against the life expectancy of the current fixtures and fittings, Armada Electrical or AP Electrical Contractors would be instructed.</li> <li>➤ Update Officer emails with information regarding climate emergency - to be completed.</li> <li>➤ Highlight to hirers and other users of council premises the council has adopted the action plan – this has started and will continue as regular and new hirers/licenseses book to hire the premises.</li> </ul> <p>b) Environment Policy: -<br/>Deferred to the next meeting of this committee.</p> | Clerk/<br>Ops Mgr |

**69-22F&O Accounts for payment**

| Contact Name                        | Invoice Number | Total (£) | VAT (£) | NET (£)  | Description  |
|-------------------------------------|----------------|-----------|---------|----------|--|
| Curtis Whiteford Crocker Solicitors | 36517          | 420.00    | 70.00   | 350.00   | Professional Charges – independent legal advice    |
| Biffa                               | 522C67143      | 33.48     | 5.58    | 27.90    | Waste Library Recycling 23/08/22 – 20/09/22        |
| Biffa                               | 522C67144      | 46.69     | 7.78    | 38.91    | General Waste Library 24/08/22 – 21/09/22          |
| Biffa                               | 522C67145      | 33.48     | 5.58    | 27.90    | Council Chambers Recycling 23/08/22 – 21/09/22     |
| Biffa                               | 522C67146      | 60.95     | 10.16   | 50.79    | General Waste Council Chambers 24/08/22 – 21/09/22 |
| Complete Weed Control               | SW3376         | 1,632.00  | 272.00  | 1,360.00 | Weed spray pavements September 2022                |
| Cornwall Council                    | 8100297603     | 96.00     | 0.00    | 96.00    | Seagull Proof Sacks, plus delivery                 |

**70-22F&O Date of next meeting**

Monday 31<sup>st</sup> October 2022 – this will be an initial budget setting meeting.

**71-22F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 8.44pm \_\_\_\_\_ Chairman