



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Operations Committee held on Monday 31st 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), Councillors Mrs. J M Martin, M J Spurling, M Thomson-Neall, R M Willoughby, J Tivnan BEM, plus the Town Clerk & RFO (Clerk) and the Operations Manager.

	ACTION
<p>72-22F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor G J Davis (Deputy Town Mayor).</p>	
<p>73-22F&O Declarations of Interest relating to items on the Agenda None.</p>	
<p>74-22F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 3rd October 2022, were taken as read, confirmed and signed by the Chairman. The Chairman minuted thanks to the Operations Manager for the work undertaken to complete the asset condition register.</p>	
<p>75-22F&O Matters arising from the minutes a) Sparrow Park sign: - Pursuant to minute 61-22F&O (a), the Clerk/Operations Manager have sourced an alternative supplier for a metal sign and will now work on obtaining a quotation for the same, whilst continuing to liaise with Highways. b) Caravan disposal: - Pursuant to minute 61-22F&O (b), the caravan has been advertised on the council social media site and although there have been enquiries, unfortunately, no one has offered a donation to take it away. Following a suggestion put by Councillor M Thomson-Neall, it is agreed to include the caravan on social media 'Market Place' sites. c) Civic Functions: - Pursuant to minute 61-22F&O (d), the Mayor, Councillors and other town dignitaries were invited to a welcome event for the Commanding Officer of HMS RALEIGH Captain Jane Roe, it was an informal event held at Torpoint Library and Community Hub. d) Memorial bench on Marine Drive in memory of Mr Powles: - Pursuant to minute 61-22F&O (e), the Clerk is continuing to liaise with the family to install a memorial bench on Harvey Hill. It is likely the bench will be 'in keeping' with the style already installed at this location (although it will not be in the style of the Armed Forces). e) Visit resident regarding weed spraying contract:- Pursuant to minute 63-22F&O (d) the Clerk and the Mayor will arrange the visit in due course. f) Japanese Knotweed Service Level Agreement: - Pursuant to minute 63-22F&O (d) the Clerk is continuing to liaise with Cornwall Council regarding renewing the control/treatment of Japanese Knotweed at Thanckes Park and will chase a reply on the matter.</p>	<p style="text-align: center;">Clerk/ Ops Mgr</p> <p style="text-align: center;">Clerk/ Ops Mgr</p> <p style="text-align: center;">Mayor/ Clerk</p>

<p>g) Alter railings around the war memorial: - Pursuant to minute 63-22F&O (d) the Operations Team will alter the railings in front of the war memorial, in advance of the Remembrance Sunday service.</p> <p>h) Town Clock proposed repairs: - Pursuant to minute 63-22F&O (d) the Operations Manager detailed the quotation, from NDF Civils and Property Services Ltd., to provide a cherry picker and undertake improvement works to the town clock. The Clerk explained, that as St. James Church is a Grade II listed building, permission from the Diocese of Truro will be needed before commencement of any works. Following an in-depth debate, with some queries to be confirmed, it is recommended to: -</p> <ul style="list-style-type: none"> i) Clarify the specific detail about the proposed works to the clock face, once agreed proceed with instructing the repairs to the town clock using approved contactor NDF Civils and Property Services Ltd., for £2,900 plus VAT. ii) Waive Financial Regulations 11. (Contracts). This quotation has been agreed without competition, due to the complexity/speciality of the proposed works. iii) Work alongside the Diocese of Truro to ensure all Grade II listed building requirements are met. <p>A suggestion was put to seek a quotation for wood cladding to be installed around the clock tower.</p>	<p>Ops Mgr</p> <p>Council</p> <p>Clerk/ Ops Mgr</p>
<p>76-22F&O Policies Reviewed by this Committee</p> <p>a) Reserves Policy: - Following consideration it is recommended to adopt the updated Reserves Policy.</p> <p>b) Financial Regulations and Best Value Statement: - Following discussion, it is agreed to include an instruction on delegated use of the credit card, (when card holders are absent), with maximum spend amount limited to £100 per transaction, to protect sharing of PIN numbers. A log of credit card transactions to be recorded, by the user. Once these amendments are made it is recommended to adopt the updated Financial Regulations. It is further recommended to adopt the Best Value Statement.</p> <p>c) Business Continuity Plan: - Following discussion, it is agreed to remove the names from the contact details page and once these amendments are made, it is recommended to adopt the Business Continuity Plan.</p> <p>d) Flag Flying Policy: - Following discussion, it is agreed to update the following dates: -</p> <ul style="list-style-type: none"> i) The Official Birthday of The King, ii) Remove Armed Forces Day exact date, iii) Update Remembrance Sunday to "Second Sunday in November". <p>Once these amendments are made, it is recommended to adopt the updated Flag Flying Policy.</p> <p>e) Unreasonable Behaviour Policy: - Following consideration it is recommended to adopt the updated Unreasonable Behaviour Policy.</p> <p>f) Health and Safety Policy: - The Health and Safety Policy is in process of being updated.</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>
<p>77-22F&O To consider the Council Business Risk Management</p> <p>a) Creditors / Debtors Report: - Noted.</p> <p>b) Budget Variance – Finance Committee Responsibilities: -</p>	

The September 2022 Budget Variance, as updated and circulated was considered, no concerns to address. Discussed presentation of the same information, with less detail, Clerk to review other presentation options.

Clerk

c) 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. Awaiting Quote form Plymouth based company recommended by Councillor Tivnan.	Ongoing
	The boiler room gantry needs painting to prevent further corrosion. 1 fixing has failed but 9 still remain in place.	Completed
	TMVs to be serviced and corrosion on pipe in bar area repaired	Ongoing
	Blocked ladies’ toilets in Main Hall, instructed ‘Just Rods’ to service and unblock.	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
	Replacement toilet pedestal fitted by contractor due to cracking.	Completed
	ASG serviced fire alarm.	Completed
	Issue with ant ingress into the library and kitchens, Pest control called and teams are continuing to monitor. No issues since mid-September	Ongoing
PARKS	Bénodet Park Twinning association working on beds in coming weeks	Ongoing

	<p>Water Sewerage leak reported to CORMAC and SW Water</p> <p>Mowing. Ongoing.</p> <p>Rendel Park Awaiting outcome of Cornwall Council survey proposals on retaining wall. Repairs completed by contractors to benches and boat seats.</p> <p>Sparrow Park 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 the boundary wall adjacent to Wellington Street, contractor instructed to carry out repairs. Reduction in hedge height and trim completed by Tom Cox Tree surgeon</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p>		
PUBLIC CONVENIENC ES	<p>Two incidents involving the Disabled toilet Antony Road. One Caretaker threatened with Violence after asking an Intoxicated gentleman to leave the facility. Reported to the Police. Awaiting possible formal identification. Second Caretaker discovered a male sleeping in the facility overnight when he opened up in the morning</p> <p>Antony Road development – meeting held – new drawing agreed by Council.</p> <p>Wallgate hand cleaning units in Bénodet 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 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.</p>	<p>Ongoing</p> <p>Monitoring</p> <p>Ongoing</p>		
TRAINING	<p>Induction of the new Caretaker continues.</p> <p>Operations Manager completed Fire marshal training and awaiting results of IOSH Managing Safely training.</p>	<p>Ongoing</p> <p>Ongoing</p>		
BENCHES	<p>Regular cleaning now in progress. Programme of repair started by operations team, weather permitting. All</p>	<p>Ongoing</p>		

	benches have been pressure washed. Permission given, awaiting second quotation for a memorial bench at Eliot Square/Harvey Hill.	Ongoing	
FOOTPATHS	Visit by Cormac to look at foot bridge on path 4. Work expected to be complete on bridge this month 2 nd cut on both paths completed. Member of the public contacted Countryside Team " Please pass on our thanks to all concerned as the path alongside HMS RALEIGH has been cut for a second time this year and what a difference. Best it's been for years. Thanks again. " Weed spraying contractor approached to complete 3 sprays next year, awaiting quotation. A resident in the Sycamore Drive area of the town challenged the contractor, leading to him stopping operations in Sycamore, Chestnut and Maple, none of which will be included this round of treatment.	Ongoing Ongoing	
JAPANESE KNOTWEED	Operations Manager started dialogue with Cornwall Council about renewing SLA for Knotweed Treatment. The Clerk has chased the SLA as is awaiting the draft agreement.	Ongoing	
CHRISTMAS LIGHTS	Delivery of motifs from festive lighting expected 7 November, volunteer team has been contacted for support on 20 th November with installation.		
OTHER	St Johns Caravan, listed on Facebook marketplace. 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. Quote received from NDF Civils to carry out all works using MEWP. Discussions with Church continue to obtain Ecclesiastical Exemption from Listed Building Consent Assist with Market Road closures	Completed Complete Ongoing	
<p>The Operations Manager provided the following additional updates to the report: -</p> <ul style="list-style-type: none"> ➤ Additional quotation for replacement aluminium door at Buller Road entrance is awaited. ➤ Wallgate units – Operations Manager to seek an up to date quotation from Wallgate for annual servicing and maintenance contract. 			Ops Mgr

<p>d) To consider Budget requirements for 2023-24, 2024-25 and 2025-26. The Clerk presented a first draft of the budget spreadsheet, explaining the changes, which will include budget provision for the next three years. On current projections for year end income/expenditure 2022/23, it is likely Section 137 grant expenditure can be reduced for the next three years, however need to consider the minimum amounts as documented in the Town Council Strategy.</p>	Clerk
<p>78-22F&O Planning Applications None.</p>	
<p>79-22F&O Items Referred to this Committee None.</p>	
<p>80-22F&O Health and Safety a) Reports and any new, proposed regulations/legislations and current issues: - No further updates to report. b) Fire Risk Assessment for all buildings. The work to progress the fire risk assessments for all buildings is ongoing.</p>	
<p>81-22F&O Correspondence a) UK Chief Vet outbreak of Avian Influenza (also known as bird flu) – Department for Environment Food & Rural Affairs: - Noted. b) Planning training for local councils – Planning in a changing world – Cornwall Council Planning: - Noted. c) Pensions Employer Newsletter October 2022 – Cornwall Pension Fund: - Noted.</p>	
<p>82-22F&O Climate Emergency Action Plan a) To consider the actions and progress on actions relating to this Committee: -</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 – the Clerk advised the action plan is now uploaded to the website and has been included in the recent newsletter. ➤ 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&R Electrical wholesalers. ➤ Update Officer emails with information regarding climate emergency - to be completed. ➤ 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/licensees book to hire the premises. <p>b) Environment Policy: - Following consideration it is recommended to adopt the updated Environment Policy.</p>	<p>Clerk/ Ops Mgr</p> <p>Council</p>

83-22F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Tom Cox Tree Surgery	INV-0075	540.00	90.00	450.00	Tree work carried out to Cambridge Field
e-Careers Limited	Invoice INV-003670	355.00	59.17	295.83	IOSH Managing Safely (Virtual Classroom) Operations Mgr
ASG Security	Invoice 39074	154.56	25.76	128.80	Service call our to fire alarm system. Fault reported.
Sutcliffe Play	Invoice 6651	570.00	95.00	475.00	Servicing & repair of mono park gates at 4 parks

84-22F&O Date of next meeting

Monday 28th November 2022 – all Members will be summoned to attend the budget setting (precept) meeting.

85-22F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Friends of Thanckes Park (FoTP) group has contacted the council to request an amendment to the groups constitution. The group are asking the town council to consider that should there be no members to form a committee of the Friends of Thanckes Park, accepting the balance of any monies raised by the group, on the basis that the for these funds would be ringfenced to deliver improvements to the park. Following consideration, is is **recommended** the town council agrees to be the recipient of any account balance in the event of FoTP dissolution, the council cannot be liable for any specific existing or possible future commitments, liabilities, funding conditions the FoTP may have without the express acceptance in writing issued by the Clerk. Funds will be held for a period of time, up to 24 months, to give the FoTP a chance to reform.

Council

Meeting closed at 8.35pm _____ Chairman