



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Operations Committee held on Monday 30th January 2023 at 7.00pm in the Torpoint Library and Community Hub, Fore Street, Torpoint.

PRESENT: - Councillor Mrs. K Brownhill (Chairman), G J Davis (Deputy Town Mayor) (late arrival), 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>101-22F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM (Town Mayor).</p>	
<p>102-22F&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 items 5b. and 10f. (Markets Policy, as a member of the Local Community Markets and Application for Free of charge usage, as a relative of the applicant).</p>	
<p>103-22F&O Minutes of the previous meetings It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 28th November 2022 and the Extraordinary Finance and Operations Committee meeting held on Monday 9th January 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>104-22F&O Matters arising from the minutes a) Sparrow Park sign: - Pursuant to minute 75-22F&O (a), the Clerk/Operations Manager are continuing to work on this project. b) Civic Functions and ideas/suggestions for the Annual Parish Meeting: - Pursuant to minute 75-22F&O (c), discussion regarding the 2023 Civic Service and Parade started. This resulted in the suggestion the event would be held on Sunday 9th July. The Clerk to liaise with Fr. Michael Brown to establish availability of St. James Church on this date. The Clerk explained RALEIGH has proposed the biennial Torpoint Freedom Parade is held on Sunday 24th September, Clerk to reply to RALEIGH confirming this date in the calendar. Following in-depth discussion no changes are currently planned to the Annual Parish Meeting. c) Memorial bench on Marine Drive in memory of Mr Powles: - Pursuant to minute 75-22F&O (d), the bench is expected for delivery in the next month, the Operations Team will prepare the area and lay a concrete plinth for the bench. d) Visit resident regarding weed spraying contract:- Pursuant to minute 75-22F&O (e) the Mayor, Clerk and Operations Manager have met with the resident and actions are now in place to prevent a reoccurrence of the incident with the contractor. e) Alter railings around the war memorial: - Pursuant to minute 75-22F&O (g) the Operations Team actioned the alterations to the railings in front of the war memorial, in advance of the Remembrance Sunday service.</p>	<p>Clerk Clerk</p>

<p>f) Town Clock proposed repairs: - Pursuant to minute 75-22F&O (h) the Operations Manager gave an update on the plans to obtain a more detailed quotation, from NDF Civils and Property Services Ltd., with specific works needed to repair the town clock.</p> <p>g) Buller Road entrance additional quotation replacement door: - Pursuant to minute 75-22F&O (c) the Operations Manager detailed the problems with securing a third quotation and highlighted there has been a significant increase of 30% in glass material costs, since the original quotation was obtained (July 2022). Councillor J Tivnan BEM sought reassurance from the Clerk that the council's insurer are advised of the 'problem' with the door. The Clerk confirmed the council's insurer are aware and affirmed that the door does always lock securely, the 'problem' is with the latch mechanism, due to wear and tear. The Operations Manager was instructed to obtain up-to-date quotations and review the number of glass panels needed.</p> <p>h) Wallgate units: - Pursuant to minute 77-22F&O (c) the Operations Manager detailed the quotation which had been previously received from Wallgate Limited to maintain and implement a regular service plan for the three hand wash basins at the Bénodet Park public conveniences. Debate ensued and Members weighed up the benefits of paying to have the assurance of the units being regularly serviced, against the cost and it is recommended to instruct Wallgate Limited, at a total cost of £4,478.67 plus VAT, for the thirty six calendar months, from 2023 – 2026 inclusive, a breakdown of the terms of the service agreement with WallgateCare+ is at <i>Appendix 1</i>. It is further recommended to waive Financial Regulations 11. (Contracts). This quotation has been agreed without competition, as the units are bespoke and were originally installed by this supplier.</p>	<p>Ops Manager</p> <p>Council</p> <p>Council</p>
<p>105-22F&O To consider Policies referred to this Committee</p> <p>a) Health and Safety Policy: - The Operations Manager and Councillor J Tivnan BEM have met to review the Health and Safety Policy, updates will be made and the revised version will be circulated to the next meeting of this Committee.</p> <p>(The Deputy Mayor, Councillor G J Davis joined the meeting at this point.)</p> <p>b) Markets Policy: - The Clerk summarised the changes to the Markets Policy which had not been presented with changes for some time. Following consideration of the updated Markets Policy, as circulated, it is recommended to adopt the Markets Policy.</p> <p>c) Safeguarding Policy: - Deferred to the next meeting.</p> <p>d) Model Councillor – Officer and Civic Protocols: - Deferred to the next meeting.</p> <p>e) Business Risk Management Plan: - Having reviewed the Business Risk Management Plan in detail the Clerk encouraged debate about a PID (Project Initiation Document) and a Project Statement, which have historically been completed in advance of new projects, to enable decision making. Instead of compiling a policy, it is agreed for a 'one-page summary of the procedures/guidelines' is prepared, which is subsequently ratified by this committee. Clerk to action in advance of the next meeting. It is recommended to adopt the updated Business Risk Management Plan.</p>	<p>Ops Manager/ Clr Tivnan</p> <p>Council</p> <p>Clerk</p> <p>Council</p>

<p>f) Financial Risk Management protocols: - Following consideration of the Financial Risk Management protocols, questions arose regarding the insurance limits/amounts as detailed, Clerk to follow up the questions, update and then re-circulate the document back to the next meeting of this Committee. The Clerk highlighted there had been some issues with Cornwall Council Transactional Services, who provide payroll services, adding, they continue to be the preferred payroll supplier.</p>	Clerk
<p>g) Lettings Policy and Hire Charges: - Following consideration, it is recommended to adopt the the updated Council Lettings Policy and Hire Charges as at January 2023, for the financial year 2023-24.</p>	Council

<p>106-22F&O To consider the Council Risk Management</p>	
<p>a) Creditors/Debtors: - Noted.</p>	
<p>b) Budget Variance – Finance and Operations Committee responsibilities (December 2022 Budget Variance Information): -</p>	
<p>i) The Clerk was keen for Members to discuss a funding application, which has been prepared for and on behalf of the Town Team Project Board/Town Council, by the appointed consultant L & L Diverse Solutions and working closely with the Clerk, to continue the work on the Lower Fore Street redevelopment projects. The Deputy Mayor (Councillor G J Davis) explained, this bid is to support the cost of the feasibility studies for the first six mobility hubs of the Torpoint Integrated Transport Network (TITAN) and is for £76,850 project development costs to support the next stage in project delivery. The deadline for submission of this round of funding is tomorrow (31st January 2023). The Clerk sought assurance from this Committee, that the Council understands that should the bid be successful, the grant will be paid in arrears. Following a proposal from Councillor Mrs. J M Martin, which was seconded by Councillor J Tivnan BEM, it is unanimously resolved to submit the funding application in the knowledge the Town Council has sufficient funding available in unallocated reserves to initially fund the net project cost, should the bid be successful.</p>	Council
<p>ii) Following review of the Budget Variance, there were no new concerns identified.</p>	
<p>c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights (as circulated - report from the Operations Manager).</p>	

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Loose slates – Committee Room roof.	Ongoing
	Water leak into Pearn`s passage continues. Main area of ingress seems to be around route of electric cable, between main building and Grace & Glamour.	Ongoing
	Some calking around the window needs replacing this could be an entry point.	Ongoing
	Buller Road main door, minor repair completed. 2	Ongoing

	<p>contractors have recommended replacement, due to age, wear and warping of door. Door is no longer sealing correctly.</p> <p>The boiler room gantry needs painting to prevent further corrosion. 1 fixing has failed but 9 still remain in place.</p> <p>Town Clerk's Office roof leaking, this will be covered under 20 year guarantee, initial survey has been completed works to be completed.</p> <p>Gas safety inspection on catering equipment booked for this week.</p> <p>Loose plaster repaired in the Town Clerks office.</p> <p>Flag pole rope replaced.</p> <p>Support Officer and Operations Manager office decorated</p> <p>Notification from the energy supplier that the council does not qualify for the Energy Bill Relief Scheme.</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	
LIBRARY & COM HUB	<p>One window surround has fallen off, water ingress into library when windows were cleaned – reported to CC for action escalated since last meeting.</p> <p>Library main door intermittent issue reported to Cornwall Council.</p> <p>Void in the gas meter room highlighted by the plumbers, escalated to Cornwall Council.</p> <p>Heating in Library needed bleeding, this was carried out by the Operations team although further work would be needed to get this working to full capacity.</p> <p>Lorne Stewart due to return to investigate a fault with the new heater installation.</p>	<p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p>	
PARKS	<p>Bénodet Park Camera booked to be installed, unfortunately wrong part sent to contractor</p> <p>Water Sewerage leak reported to CORMAC and SW Water</p> <p>Mowing. Occasional when wet weather allows.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

	<p>Rendel Park Awaiting outcome of Cornwall Council survey proposals on retaining wall.</p> <p>Cambridge Field Damage to the boundary wall adjacent to Wellington Street, contractor instructed to carry out repairs.</p> <p>Thanckes Park Replacement gate has been ordered.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
PUBLIC CONVENIENCES	<p>2 incidents involving the Disabled toilet, Antony Road. Awaiting update from Devon and Cornwall Police</p> <p>1 Caretaker threatened with Violence after asking an Intoxicated gentleman to leave the facility. Reported to the Police. Awaiting possible formal identification.</p> <p>2nd Caretaker discovered a male sleeping in the facility overnight when he opened up in the morning.</p> <p>Awaiting update from Devon and Cornwall Police</p> <p>Antony Road development – meeting held – new drawing agreed by Council.</p> <p>Urinals at Antony Road blocked, cleared by operations team</p> <p>Wallgate hand cleaning units in Benodet conveniences in need of service, only option is to sign up for 3-year servicing, revised quote received.</p>	<p>Ongoing</p> <p>Monitoring</p> <p>Ongoing</p> <p>Completed</p>	
TRAINING	<p>Operations Manager attended introduction to CILCA training online meeting.</p> <p>Operations Manager awaiting results of IOSH Managing Safely training. Have spoken to training provider ask them to investigate delay.</p>	<p>Completed</p> <p>Ongoing</p>	
BENCHES	<p>Permission given, awaiting 2nd quote for Bench Eliot Square/Harvey Hill. Bench ordered. Operations team will install.</p>	<p>Ongoing</p>	
FOOTPATHS	<p>Visit by Cormac to look at foot bridge on path 4. Awaiting work to be started on footbridge bridge.</p> <p>New report of farm effluent running down this path raised with the Environment team.</p>	<p>Ongoing</p>	
JAPANESE KNOTWEED	<p>Operations Manager started dialogue with Cornwall Council about renewing SLA for Knotweed treatment. Town Clerk received agreement.</p>	<p>Completed</p>	
CHRISTMAS	<p>Operations Team supported with the Christmas lights</p>	<p>Completed</p>	

LIGHTS	and Tree removal.	
OTHER	Quote received from NDF Civils to carry out all works using MEWP. Discussions with Church continue to obtain Ecclesiastical Exemption from Listed Building Consent. Bowling club chain link fence. In need of replacement. Safety concerns with steep drop on the Tennis court side should someone fall against it.	Ongoing Ongoing

The Operations Manager provided the following additional updates to the report: -

- A mirror is needed for the Library and Community Hub toilet.
- The Clerk's office roof has unfortunately sprung a leak. As a result, the fire detection sensor was disconnected, the council insurers' advised and the original roofing contractor contacted, as there is 20 year guarantee in place. This led to Councillor R M Willoughby explaining the guarantee could be either a 'material guarantee' or a 'workmanship guarantee'. The Operations Manager will follow up with the original contractor.
- The gas safety inspection on catering equipment at the Council Chambers is booked for this week.
- A survey is being conducted with Councillor Tivnan and the Operations Manager at the Library and Community Hub, in order to undertake the Fire Risk Assessment. As assessment of the gas meter room will be undertaken at the same time.
- Before Christmas the heating system in the Library and Community Hub needed bleeding, this was carried out by the Operations team, although further work is needed to get this working to full capacity.
- Operations Manager to check the TMV (thermostatic mixing valve) is working correctly in the toilet at the Library and Community Hub, as there should be no reason for the water to be coming out of the tap 'very hot'.
- CCTV cameras have now been installed which will overlook Thanckes Park Play Park and the top tennis court. Operations Manager to establish length of time the recordings are held for.
- The small Christmas trees, which are placed on the buildings along Fore Street, may need to be replaced for 2023. Members discussed the provision of two Christmas trees over the recent Festive period and highlighted that to save funds, the existing tree at Sparrow Park could be decorated, perhaps with some additional lighting added, instead of a Christmas tree.
- The chain link fence between the Bowling Club and the tennis courts was briefly discussed last year as it is deteriorating and sections/all of it may need replacement. Operations Manager tasked to establish who is responsible for the boundary between the two sites, Councillor Tivnan volunteered to take a look at the condition of the fence/posts with the Operations Manager, if required.
- The branch problems with the tree overlooking the skate park, blocking the CCTV are continuing.

Ops Manager

Ops Manager

Ops Manager

- d) TV Licensing – consider purchasing TV licence for Council Chambers: -
Following discussion, it is agreed a TV licence is not required for the Council Chambers building.
- e) Advertising Charges for Town Council Newsletter: -
Members noted the advertising charges for the Town Council Newsletter, as copied here and it is agreed there should be a 10% discount applied to the invoice, when four adverts are booked to be placed in consecutive editions of the newsletter.

SIZE	PRICE
Quarter Page	£50.00 + VAT
Half Page	£100.00 + VAT
Full Page	£200.00 + VAT
Back Page	£300.00 + VAT
A 10% discount will apply when purchasing 4 consecutive advertising slots.	

Clerk to add a disclaimer to the newsletter, highlighting “third party advertisements are not endorsed or recommended by the Town Council”.

- f) Appoint two Members to undertake Internal Controls Scrutiny.
The Chairman (Councillor Mrs. K Brownhill) and Councillor J Tivnan BEM volunteered to undertake the Internal Controls Scrutiny, in advance of the meeting of this Committee.

107-22F&O Planning Applications

None.

108-22F&O Items Referred to this Committee

None.

109-22F&O Health and Safety

- a) Reports and any new, proposed regulations/legislations and current issues.
Nothing additional to report.
- b) Fire Risk Assessment for all buildings.
Ongoing, as already reported.

110-22F&O Correspondence

- a) The Public Sector Deposit Fund December 2022 Newsletter – CCLA: -
Noted.

Clerk

Cllrs
Brownhill,
Tivnan and
the Clerk

<p>b) Local Maintenance Partnership 2023-24 – Changes to the Grant – Cornwall Council: - Following consideration of the documentation, plus additional information as shared, following a proposal from the Chairman (Councillor Mrs. K Brownhill), which was seconded by Councillor J Tivnan BEM, it is unanimously resolved to delegate to the Clerk to sign the Local Maintenance Partnership 2023-24 agreement, with an income to the council of £576.65 for footpath clearance.</p> <p>c) Employer Newsletter Cornwall Pension Fund: - Noted.</p> <p>d) Local Council Planning Training 8 February 2023 – Cornwall Council: - Noted.</p> <p>e) Application for Free of Charge Use – E Eastment/L Walters – Scout Jamboree Fundraising: - Following discussion, it is resolved to allow free of charge use to E Eastment for Scout Jamboree Fundraising for an afternoon tea event on Sunday 12th March 2023.</p> <p>f) Application for Free of Charge Use – The Coppola School of Performing Arts: - Following discussion, it is resolved to allow free of charge use to The Coppola School of Performing Arts for the production and Children’s performances of Disney’s Frozen Junior.</p> <p>(Councillor Mrs. J M Martin left the meeting for this agenda item.)</p> <p>g) Duchy Defibs Review of 2022: - The information as circulated is noted. The Chairman (Councillor Mrs. K Brownhill) highlighted it would be useful to establish the current annual expenditure on defibrillators, Clerk to update the Budget Variance with this additional cost centre.</p>	<p>Council Clerk</p> <p>Council</p> <p>Council</p> <p>Clerk</p>
<p>111-22F&O Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: -</p> <ul style="list-style-type: none"> ➤ The Operations Manager has sought a quotation for the replacement cost of LED lighting at the Council Chambers and will now seek a quotation for the installation of the same. ➤ The Clerk explained having received two enquiries from residents’, following a programme which was on television, asking whether the council has a thermal imaging camera, which can be loaned out, to identify heat loss from residential properties. Clerk/Operations Manager tasked with undertake further research, before returning to this Committee for consideration. <p>(The Deputy Mayor, Councillor G J Davis left the meeting at this point.)</p>	<p>Ops Manager</p> <p>Clerk/ Ops Manager</p>

112-22F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Complete Business Solutions	SINV03519236	105.06	17.51	87.55	Stationery
Kathy's Fruit & Veg	60	31.45	0.00	31.45	Café supplies
Waterwise	36171	12.44	2.07	10.37	Parks maintenance
Waterwise	36163	7.82	1.30	6.52	Antony public conveniences
Waterwise	36166	15.12	2.52	12.60	Parks maintenance
Sutcliffe Play Equipment	6724	42.66	7.11	35.55	Parks equipment
Cornwall Council	34190700166	61.32	10.20	51.12	Garage rent 09.01.23-05.02.23
Biffa	522C99867	47.54	7.92	39.62	Waste collection Council Chambers
Biffa	522C99866	25.90	4.32	21.58	Waste collection Council Chambers
Biffa	522C99865	36.41	6.07	30.34	Waste collection Library & Com Hub
Biffa	522C99864	25.90	4.32	21.58	Waste collection Library & Com Hub

113-22F&O Date of next meeting

Monday 27th February 2023.

114-22F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Clerk detailed having held a recent meeting with a representative from Oakwood College who is keen to work with the Council regarding the provision of 'ad hoc' work experience opportunities for their students'. The Clerk will continue to liaise with the College on this.

Meeting closed at 9.08pm _____ Chairman