



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Operations Committee held on Monday 27<sup>th</sup> February 2023 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), G J Davis (Deputy Town Mayor), Councillors Mrs. J M Martin, M J Spurling, J Tivnan BEM, plus the Town Clerk & RFO (Clerk).

	<b>ACTION</b>
<p><b>115-22F&amp;O Apologies for absence</b> Apologies for absence were submitted on behalf of R M Willoughby and the Operations Manager.</p>	
<p><b>116-22F&amp;O Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – Agenda items 10b. (Report of Free of charge usage, as a relative of the applicant).</p>	
<p><b>117-22F&amp;O Minutes of the previous meetings</b> It was <b>resolved</b> that the minutes of the Finance and Operations Committee meeting held on Monday 30<sup>th</sup> January 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>118-22F&amp;O Matters arising from the minutes</b> a) Sparrow Park sign: - Pursuant to minute 104-22F&amp;O (a), the Deputy Mayor (Councillor G J Davis) shared an idea of a metal bench he had recently seen produced locally for Saltash, suggesting the contractor "Thrusells of Bodmin" who had made this bench, could be contacted about the possibility of making a metal sign for Sparrow Park. Additionally, Councillor Davis continued that as the cost for this project is likely to exceed the funds remaining in Reserves - Vision Projects, it may be worth reviewing the recently announced Community Capacity Funding, to ascertain whether there is an opportunity to submit a funding bid for this project. b) Civic Functions: - Pursuant to minute 104-22F&amp;O (b), the Civic Service and Parade for 2023 has been confirmed it will be held on Sunday 16<sup>th</sup> July. The next Civic event is 'Fly the Flag for the Commonwealth', which is on Monday 13<sup>th</sup> March, 11.00am at Sparrow Park. c) Memorial bench on Marine Drive in memory of Mr Powles: - Pursuant to minute 104-22F&amp;O (c), the bench has been delivered, recently installed by the Operations Team and will be added to the fixed asset register and the council's insurance policy, the Clerk explained Mrs Powles and her family are truly delighted. d) Town Clock proposed repairs: - Pursuant to minute 104-22F&amp;O (f), on behalf of the Operations Manager, the Clerk explained NDF Civils and Property Services Ltd. are arranging to take drone footage to look at the specific works needed to repair the town clock. e) Buller Road entrance additional quotation replacement door: - Pursuant to minute 104-22F&amp;O (g) the Operations Manager is seeking further quotations,</p>	<p>Ops Manager/ Clerk</p>

<p>which involve the replacement of the glass with panelling, to see whether this reduces the cost for the replacement door and surround.</p> <p>f) Wallgate units: - Pursuant to minute 104-22F&amp;O (h) the Clerk explained the purchase order is being issued to Wallgate Limited the following day.</p>	
<p><b>119-22F&amp;O To consider Policies referred to this Committee</b></p> <p>a) Health and Safety Policy: - The updated Health and Safety Policy had not been circulated in advance of the meeting, therefore the Operations Manager/Clerk will ensure the revised version will be circulated to the next meeting of this Committee.</p> <p>b) Safeguarding Policy: - The Clerk summarised the changes to the Safeguarding Policy which had not been presented with changes for some time. Following discussion, it is <b>recommended</b> to: -</p> <ul style="list-style-type: none"> <li>i) Adopt the updated Safeguarding Policy;</li> <li>ii) Compile a one page version of the key information from the policy, which will be displayed at the Library and Community Hub;</li> <li>iii) Ensure all volunteers at the Library and Community Hub read this policy and sign to confirm the same.</li> </ul> <p>c) Model Councillor – Officer Protocols: - Following discussion, it is <b>recommended</b> to adopt the Officer and Civic Protocols document, as circulated.</p> <p>d) Financial Risk Management protocols: - Following consideration of the updated Financial Risk Management protocols, a further question arose during the meeting, to establish the difference between Personal Accident and Public Liability Insurance. The Clerk subsequently liaised with the insurance broker who advised the following: - Personal accident is a 24/7 cover for employees/councillors (only when working for the council for volunteers), for example a car accident, slip and broken leg, will be covered and the benefit is payable to the council to do with it, as the council wishes. There is also a weekly benefit shown. It is effectively there to cover additional costs if someone is off with a broken limb (for example) and the council incurs additional costs for overtime or agency staff. Personal Accident is a separate policy entirely, however it is recommended and it can come as a package with some policies.</p> <p>Employees also have cover under the Employers Liability section if they are injured as a result of council negligence and there would be a claim against the council.</p> <p>Following consideration, it is <b>recommended</b> to adopt the the updated Financial Risk Management protocols.</p>	<p>Ops Manager/ Clerk</p> <p>Clerk <b>Council</b></p> <p><b>Council</b></p> <p><b>Council</b></p>
<p><b>120-22F&amp;O To consider the Council Risk Management</b></p> <p>a) Creditors/Debtors: - Noted. Thanks were minuted to the Town Council Support Officer and the Clerk for their work to reduce the debtors list.</p> <p>b) Budget Variance – Finance and Operations Committee responsibilities (January 2023 Budget Variance Information): -</p>	

- i) The Clerk will look at the Loan repayment, as the total amount in the budget for the year appears to be incorrect.
- ii) Consumables at the Library and Community Hub will be looked at, no other concerns.
- iii) The Clerk explained a quotation for the Annual licence for the Play Parks inspection application has been received, from 1<sup>st</sup> April 2023, the fee has been kept the same as last year (£1,260.00+VAT), members directed the Clerk to request the renewal invoice, in order to maintain the licence in a timely manner.
- 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).

Clerk

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 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.	Ongoing
	Town Clerks Office roof leaking, this will be covered under 20yr guarantee, initial survey has been completed works to be completed.	Ongoing
	Gas safety inspection on catering equipment booked for this week. This had to be rescheduled.	Completed
	Electrical spur in bar area fused, contractor called out and repaired.	
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
	Void in the gas meter room highlighted by the plumbers, escalated to Cornwall Council. Deemed to be town Councils responsibilities, this will be reviewed as part of the Fire Risk assessment	Ongoing
	Lorne Stewart due to return to investigate a fault with the new heater installation.	Ongoing

PARKS	<p><b>Bénodet Park</b> Camera installed; feed is not as clear as it should be. Contractor in conversation with suppliers.</p> <p><b>Water</b> Sewerage leak reported to CORMAC and SW Water</p> <p><b>Mowing.</b> Occasional when wet weather allows.</p> <p><b>Rendel Park</b> Contacted the ferry due to concerns from member of the public, regarding the retaining wall</p> <p><b>Cambridge Field</b> Damage to boundary wall adjacent to Wellington Street, contractor instructed to carry out repairs. Damage to cradle swing, removed and reported to the installers.</p> <p><b>Thanckes Park</b> Replacement gate has been ordered.</p> <p><b>Tennis Courts</b> Former score hut, works have started to make this safe.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
PUBLIC CONVENIENCES	<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, Purchase Order raised</p>	<p>Ongoing</p> <p>Completed</p>	
TRAINING			
BENCHES	<p>Permission given, awaiting 2<sup>nd</sup> quote for Bench Eliot Square/Harvey Hill. Bench ordered. Operations team have installed.</p>	<p>Completed</p>	
FOOTPATHS	<p>Visit by Cormac to look at foot bridge on path 4. Awaiting work to be started on footbridge bridge. Update given by footpaths</p> <p>New report of farm effluent running down this path raised with the Environment team. Effluent discussed with land owner, who has hopefully resolved the issue.</p>	<p>Ongoing</p> <p>Completed</p>	
JAPANESE KNOTWEED			
CHRISTMAS LIGHTS			
OTHER	<p>Quote received from NDF Civils to carry out all works using MEWP.</p> <p>Discussions with Church continue to obtain Ecclesiastical Exemption from Listed Building Consent. Drone Survey arranged when weather permits.</p> <p>Bowling club chain link fence. In need of repair, as there are safety concerns with steep drop on the Tennis court side should someone fall against it.</p> <p><b>Update</b> after discussions with Cornwall Councils Asset team, Capital &amp; Commercial Services, Cornwall Council will now continue the communications with Torpoint Bowling Club.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

A member of the Operations Team was assaulted whilst carrying out his caretaking duties in Thanckes Park. This has been reported to the Police and the member of staff has been contacted by the Police.

The Clerk advised: -

- The Caretaker/Enforcement Officer was not wearing a body camera, at the time of the incident in Thanckes Park. The Clerk/Operations Manager to ensure that all employees are issued with a working body camera and advised to wear it at all times.
- Following an observation from a Member, the Clerk/Operations Manager to ensure that the town council issued hi-viz (PPE) vest is worn at all times by Caretaker/Enforcement Officer employees, whilst working outside and if not wearing the same, the Employee Disciplinary Procedure will be invoked.

d) Internal Controls Scrutiny undertaken February 2023 : -

Following a brief review of the document undertaken by the Chairman (Councillor Mrs. K Brownhill) and Councillor J Tivnan BEM, it is **recommended** to accept the Internal Controls Scrutiny.

e) Insurance Renewal – Fleet insurance for period March 2023 – '24 and annual renewal for 1<sup>st</sup> April 2023 – '24: -

The full renewal information had been previously circulated and the Clerk invited members to consider the option of a three-year renewal with Aviva starting on 1<sup>st</sup> April 2023. Using advice and guidance, which had been received from Councillor R M Willoughby, it is agreed to renew for one year only.

Following consideration, it is **resolved** to renew the annual Fleet insurance for the van, plus the Mountfield lawnmower at a cost of £809.00 (see the breakdown below), via James Hallam insurance brokers, for the period 8<sup>th</sup> March 2023 – 7<sup>th</sup> March 2024.

Policy Type	Insurer	Effective Date	Quotation/ Renewal	Premium (£)	Insurance Premium Tax (£)	Admin fee (£)	TOTAL (£)
Fleet rated commercial motor	Equity Red Star Motor	08.03.23	Renewal	700.00	84.00	25.00	809.00

Ops  
Manager/  
Clerk

Ops  
Manager/  
Clerk

**Council**

**Council**

It is further **recommended** to renew the town council's annual insurance at a total cost of £10,326.95 (see the breakdown below), via James Hallam insurance brokers, for the period 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024.

**Council**

Policy Type	Insurer	Effective Date	Quotation/ Renewal	Premium (£)	Insurance Premium Tax (£)	Admin fee (£)	TOTAL (£)
Commercial combined	Aviva Insurance Limited	01.04.23	Renewal	8,771.33	1,052.56	25.00	9,848.89
Aviva GPA/Sickness/Business Travel	Aviva Insurance Limited	01.04.23	Quoted	404.52	48.54	25.00	478.06

**121-22F&O Planning Applications**

a) PA23/01188 Non-material amendment in relation to decision notice PA19/00909 dated 29/04/2019 for proposed amendment to off street parking layout. York House, 3A York Road, Torpoint PL11 2LG.  
It is **resolved** no objections or observations.

**122-22F&O Items Referred to this Committee**

None.

**123-22F&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.

**124-22F&O Correspondence**

a) Employer Newsletter Cornwall Pension Fund February 2023:  
Noted.  
b) Report of Free of Charge Use – The Coppola School of Performing Arts: -  
Noted.  
c) New Hardship Fund Financial Support – St Columba Rugby Ltd.: -  
Members considered the enquiry and directed the Clerk to return to the applicant to ask the following questions around the Hardship Funding Scheme the Rugby Club are looking to set up, before they will consider an application for Section 137 grant funding.  
1. What are the Terms of Reference of the Hardship Fund?  
2. What criteria will need to be met to receive financial support from the Hardship Fund?  
3. How will the Hardship Fund support the wider community?  
  
Having spoken to Cornwall Council about Hardship funding available, the Clerk agreed to share useful links with the Rugby Club.

Clerk

d) Public Sector Deposit Fund – Update – CCLA: -  
Noted.

**125-22F&O Climate Emergency Action Plan**

a) To consider the actions relating to this Committee: -

- The Clerk is continuing liaison with the residents' about the thermal imaging camera.
- Members discussed the heating temperature in the building and advised that stickers could be placed alongside radiators to encourage hirers to turn them off when not in use and the hirers agreement updated.

Ops Manager

**126-22F&O Accounts for payment**

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Cornwall Council	INV 8100333558	32.22	5.37	26.85	Dog waste bags - Library
Kathy's Fruit & Veg	INV 58	35.60	0.00	35.60	Café Supplies - Library
Cornish Tea & Cornish Coffee Co Ltd	INV SL68547	316.62	0.00	316.62	Café Supplies - Library
RD Johns Ltd	INV 282843	78.50	11.20	67.30	Café Supplies - Library
David Ogilvie Engineering	PO-0288 INV 189268	1,161.60	193.60	968.00	Memorial Bench - Harvey Hill
Cornish Tea & Cornish Coffee Co Ltd	INV SL68618	120.00	0.00	120.00	New contract - coffee machine rent - in advance
AP Electrical Contractors Ltd	INV 10510/2022	94.80	15.80	79.00	Call out for bar plug sockets Council Chambers
Cornish Tea & Cornish Coffee Co Ltd	INV SL68615	452.20	0.00	452.20	Price per cup up to 15th February 2023
SMP Pipe Systems Limited	INV 3824	552.00	92.00	460.00	Gas Safety Checks Library / Council Chambers

**127-22F&O Date of next meeting**

Monday 3<sup>rd</sup> April 2023, all Members will be invited to attend the beginning of the meeting to vote for Mayor Elect and Deputy Mayor Elect for the Civic Year 2023-24. The Deputy Mayor (Councillor G J Davis gave his (hopeful) apologies for the meeting.)

**128-22F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 8.24pm \_\_\_\_\_ Chairman