



Fr. Michael Brown led prayers before the meeting. The Town Mayor (Councillor Miss R A Evans BEM) thanked Fr. Michael Brown for all his support as the Mayor's Chaplain, with his impending retirement, at the end of April 2023. Fr. Michael Brown highlighted he will be conducting his last service at 11.00am at St. James Church on Sunday 30th April.

MINUTES of a meeting of the Finance and Operations Committee held on Monday 3rd April 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), Councillor G J Davis (Deputy Town Mayor), Councillors Mrs. J M Martin, M J Spurling, J Tivnan BEM, M Thomson-Neall, R M Willoughby plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance.

Also present: - Councillors Mrs. L Fellows, Mrs. C E Goodman, L E Keise, Mrs. J L Reeves and C R Sawyer, (for minute numbers 129-22F&O – 134-22F&O inclusive).

	ACTION
<p>129-22F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors L J Sanderson, C R Still and B A Walsh.</p>	
<p>130-22F&O Declarations of Interest relating to items on the Agenda None.</p>	
<p>131-22F&O Election of Town Mayor Designate for the Civic Year 2023-24 The Town Mayor (Councillor Miss R A Evans BEM) called for a ballot for the position of Town Mayor designate for the civic year 2023-24. Under the supervision of the Clerk and in the ballot that followed, Councillor Mrs. K Brownhill received 1 vote, Councillor G J Davis 9 votes, Councillor Mrs. J M Martin 1 vote and Councillor J Tivnan BEM 2 votes. It was confirmed that Councillor G J Davis had received more than 50% of the votes cast and it was therefore duly proposed by Councillor M Thomson-Neall, seconded by Councillor Mrs. J M Martin and duly carried, that it is recommended Councillor G J Davis is elected as the Town Mayor designate for the civic year 2023-24.</p>	
<p>132-22F&O Election of Deputy Town Mayor Designate for the Civic Year 2023-24 The Town Mayor (Councillor Miss R A Evans BEM) called for a ballot for the position of Deputy Town Mayor designate for the civic year 2023-24. Under the supervision of the Clerk and in the ballot that followed, Councillor Mrs. K Brownhill received 3 votes, Councillor Miss R A Evans BEM 1 vote, Councillor Mrs. C E Goodman 2 votes, Councillor Mrs. J M Martin and Councillor J Tivnan BEM 1 vote. As one candidate had not received more than 50% of the votes, a second ballot was undertaken, with Councillor Miss R A Evans BEM and J Tivnan BEM choosing to withdraw from the next ballot. Under the supervision of the Clerk and in the ballot that followed, Councillor Mrs. K Brownhill received 3 votes, Councillor Mrs. C E Goodman received 3 votes and Councillor Mrs. J M Martin received 7 votes. It was confirmed that Councillor Mrs. J M Martin had received more than 50% of the votes cast and it was therefore duly proposed by Councillor Mrs. K Brownhill, seconded by Councillor M J Spurling and duly carried, that it is recommended Councillor Mrs. J M Martin is elected as the Deputy Town Mayor designate for the civic year 2023-24.</p>	



<p>133-22F&O Appointment of Town Council Committees and Delegates to Outside Bodies for the Civic Year 2023-24</p> <p>Following consideration of the town council committees and appointment of delegates to outside bodies, it is duly proposed by Councillor Miss R A Evans BEM, seconded by Councillor Mrs. C E Goodman and duly carried, that it is recommended to appoint members as per <i>Appendix A</i> for the civic year 2023-24 are adopted by this Council. Councillor Mrs. K Brownhill chaired the meeting from this point.</p>	
<p>134-22F&O Planning Applications</p> <p>a) PA23/00880 Development of 3 Use Class B8 Industrial units with associated road and parking – Land West of Reloved Fisgard Way, Trevol Business Park, Torpoint. Having considered the online consultee comments, including from the Public Protection Contaminated Land Planning Consultations, it is resolved there are no further observations and no objections. Councillors Mrs. L Fellows, Mrs. C E Goodman, Mrs. J L Reeves and C R Sawyer left the meeting at this point.</p>	
<p>135-22F&O Minutes of the previous meetings</p> <p>It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 27th February 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>136-22F&O Matters arising from the minutes</p> <p>a) Sparrow Park sign: - Pursuant to minute 118-22F&O (a), the Operations Manager advised that following the suggestion to engage with the contractor "Thrussels of Bodmin", they had visited Sparrow Park and had provided an indicative quotation and drawing for a proposed sign. Due to the value of the quotation members considered the various options available. Following a debate, it was suggested that if an artist impression showing the sign in situ could be prepared, this could be shared in the next newsletter, asking for residents' opinions and feedback, Operations Manager and Clerk to action this as an initial way forward.</p> <p>b) Civic Functions: - Pursuant to minute 118-22F&O (b), Torpoint Twinning Association are hosting visitors from Bénodet during a long weekend starting Friday 19th May. Following consideration, this council wishes to host the guests at a council building, Clerk to liaise with the Secretary of the Torpoint Twinning Association on this matter. The Clerk detailed a forthcoming Armed Forces Day event at RALEIGH, on Friday 16th June. Members, local dignitaries and representatives from the three local schools will be invited to an event starting at 10.00am, an invitation, requesting an RSVP will follow.</p> <p>c) Town Clock proposed repairs: - Pursuant to minute 118-22F&O (d), the Operations Manager explained he is endeavouring to liaise with NDF Civils and Property Services Ltd. regarding arranging to take drone footage to look at the specific works needed to repair the town clock.</p> <p>d) Buller Road entrance additional quotation replacement door: - Pursuant to minute 118-22F&O (e) the Operations Manager is continuing to source quotations, which will be presented for the next meeting.</p> <p>e) Wallgate units: - Pursuant to minute 118-22F&O (f) the Clerk explained the purchase order has being issued to Wallgate Limited and a three year contract signed.</p>	<p>Ops Manager/ Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>f) Update on the use of body cameras and PPE: - Pursuant to minute 120-22F&O (c) following an in-depth debate about specifically when and for what duties a body camera should be worn by the Caretaker/Enforcement staff, it is agreed for the Operations Manager/Clerk to ensure a risk assessment has been undertaken of the tasks (particularly whilst lone working) and a operational decision arrived at. The Operations Manager assured the members that all employees are wearing the correct PPE when working outdoors.</p> <p>g) Hardship Fund Financial Support – St Columba Rugby Ltd: - Pursuant to minute 1124-22F&O (c) members considered the recent information, shared on social media, regarding the Rugby Club. Following discussion, the Clerk is directed to contact St. Columba Rugby Ltd. to ascertain that the initial request for hardship fund financial support is now no longer required.</p>	<p>Clerk</p>
<p>137-22F&O To consider Policies referred to this Committee</p> <p>a) Health and Safety Policy: - The updated Health and Safety Policy had been circulated in advance of the meeting. However, there is now additional information to be added regarding motor vehicles and lone working, therefore the updated version will be circulated to the next meeting of this Committee.</p> <p>b) Safeguarding One Pager: - The one page version of the key information from the policy, is to be actioned.</p> <p>c) Updated Civic Protocols: - Following discussion, it is recommended to adopt the updated Civic Protocols document, as circulated.</p> <p>The Civic Awards addition to the Civic Protocols was discussed in detail, with the addition of: "The Town Mayor will consider all nominations to assist in their decision making process, however, may decide to select an alternative award winner and their decision is final."</p> <p>Due to the recent retirement of Clive O'Shaughnessy, who has proudly represented Torpoint as the Town Crier for many years, it is agreed to publicly thank Clive for everything he has participated and supported the town with. Additionally, advertise for any members of The Ancient and Honourable Guild of Town Criers to get in touch, should they wish to be considered as a replacement Town Crier.</p> <p>Discussion regarding Honorary Freeman and Honorary Burgess ensued, should there be anyone considered suitable for consideration, this will need to be discussed at a separate meeting, according to the Civic Protocols. This debate prompted discussion regarding an opportunity to consider whether individuals and/or organisations should be considered for recognition under the honours award system. It is recommended this council sets up an 'Honours Sub Committee' with an agreed Terms of Reference, to meet (say twice per year) to consider completing submissions of the same.</p> <p>The Clerk explained the Town Mayoral Civic Regalia is in need of a service, plus an up-to-date valuation is required, Councillor Mrs. J M Martin suggested contacting a local company Wrays Jewellers (in Plymouth) and agreed to forward contact details to the Clerk.</p>	<p>Ops Manager/ Clerk</p> <p>Council</p> <p>Clerk</p> <p>Clerk</p> <p>Council</p> <p>ClIr Martin Ops Manager/ Clerk</p>

138-22F&O To consider the Council Risk Management

a) Creditors/Debtors: -

The Clerk explained there has been much work to ensure all invoices are paid promptly, due to the recent financial year-end.

b) Budget Variance – Finance and Operations Committee responsibilities (February 2023 Budget Variance Information): -

i) Members discussed the information as shared on the Budget Variance, the Deputy Mayor (Councillor G J Davis) volunteered to work with the Clerk to look at exactly what financial information needs to be shared in this report for council/committees in the future.

ii) The Clerk explained that Hudson Accounting has been appointed as internal auditor for the financial year 2022-23 and the Clerk has liaised with the accountant who is contracted to support completion of the AGAR (The Annual Governance and Accountability Return) and financial year-end documentation.

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).

Cllr Davis/
Clerk

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Loose slates – Committee Room roof. Will be addressed at same time as leak in the Clerk’s office.	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.	Ongoing
	Hearing loop service booked for 3 rd April 2023.	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
	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	
	New bin fund raised for by FOTP, installed by the Operations Team.	Completed	
PARKS	<p>Bénodet Park Camera installed; feed is not as clear as it should be. Contractor in conversation with suppliers. After further visits replacement equipment has been ordered.</p> <p>Water Sewerage leak reported to CORMAC and SW Water</p> <p>Mowing. All areas on 2nd or 3rd cut of the season.</p> <p>Rendel Park Contacted the ferry due to concerns from member of the public, regarding the retaining wall. Monitoring by the Ferry staff continues. After a report from Councillor Spurling of continued use for dog exercising, the ferry staff have been asked to lock the gate in position when the park is open to prevent gates being shut and dogs let off the lead.</p> <p>Cambridge Field Damage to boundary wall adjacent to Wellington Street, contractor instructed to carry out repairs. Damaged cradle swing, collected for repairs by installers, awaiting report as vandalism or failure.</p> <p>Thanckes Park Replacement gate has been ordered and should be in position by the end of the Easter school holidays. Large wooden gate repaired by the operations team. Operations Manager and FOTP working together to plant some fruit trees below the Tennis Courts, permission granted by Cornwall Council as long as over all responsibility and planting is overseen by the Town Council.</p> <p>Tennis Courts Pressure washing and staining of score hut continues as weather allows.</p>	<p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing Completed</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	<p>Operations Manager attended first face to face training session for his CiLCA qualification on 17th March. The Town Clerk attended Spaces and Place training at Newquay Orchard. 17th March. The Town Clerk, Operations Manager and some members attended the Cyber Security awareness session on 23 March.</p>	Completed	

BENCHES			
FOOTPATHS	Visit by Cormac to look at foot bridge on path 4. Awaiting work to be started on footbridge bridge. Raised safety issue again of footpath from Albion Road to the Lawn with Cornwall Council Environment Team.	Ongoing Ongoing	
JAPANESE KNOTWEED			
CHRISTMAS LIGHTS	The Operations Manager is investigating options for lights with Torpoint Town Partnership, including using solar power in Sparrow Park.	Ongoing	
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. Drone Survey arranged when weather permits. Bowling club chain link fence, after discussions with Cornwall Councils Asset team, Capital & Commercial Services, Cornwall Council will now continue the communications with Torpoint Bowling Club. The Operations Team supported the first market of the year. Trees on Albion Road reported to Cornwall Council after an email expressing concern about the damage and potential of trip hazard. Bunting put has been put up for 2023. Awaiting invoice.	Ongoing Ongoing Completed Completed Completed Completed	
<p>The Operations Manager advised: -</p> <ul style="list-style-type: none"> ➤ There have been ongoing issues with the Library and Community Hub front door, the contractor is returning to the site to hopefully resolve these issues. ➤ There has been a fault with a fire call point at the Council Chambers, this has been fixed today. ➤ There has been damage to the trampoline in Thanckes Park. Following contact with the supplier, spare parts to repair the damage have been ordered by the Operations Manager. ➤ Following a further site visit to look at the ongoing roof leak in the Clerk's office, an issue has been identified with the wet pour system, the original installation contractor is contacting the initial provider in order to repair the leak. ➤ Plaster damage to a wall has been found in a room used by a Licensee, Operations team to action a repair. ➤ The Operations Manager and the Friends of Thanckes Park Group are working together to plant fruit trees below the tennis courts, permission has been granted by Cornwall Council, as long as overall responsibility and planting is overseen by the town council. (Action to update the Climate Emergency Action Plan.) ➤ Entrance to the council Committee Room/Council Chambers building via York Road was discussed, particularly the importance of ensuring appropriate signage explains this is a 			
			Clerk
			Clerk

James Hallam Ltd	INV 522422121	10,326.95	1,712.82	8,614.13	Insurance 1 st April '23 – 31 st March '24
Cornwall Council - Electoral Services	INV 8100351606	9,421.40	0.00	9,421.40	Election Recharge
Cornwall Council - Sea Gull Proof Sacks	INV 8100352374	96.00	0.00	96.00	Seagull Proof Sacks Library
Cornish Tea & Cornish Coffee Co Ltd	INV SL69616	120.00	20.00	100.00	Coffee Machine Rental
Cornish Tea & Cornish Coffee Co Ltd	INV SL69629	122.72	0.00	122.72	6kg Wreckers Roast Espresso Beans
Cornish Tea & Cornish Coffee Co Ltd	INV SL69968	38.44	0.00	38.44	Smugglers Brew Cornish Tea Bags
Cornish Tea & Cornish Coffee Co Ltd	SL69096	201.58	0.00	201.58	6kg Wreckers Roast Espresso Beans & 10 x Millfresh Gold
Cornwall Council - Dog Waste Bags	Torpoint Library	32.22	5.37	26.85	Dog Waste Bags Library
Andy Campfield	Photography Services	20.00	3.33	16.67	Commonwealth Day Photography
Cornwall Council	8100352679	72,330.68	72.00	72258.68	Staff Salaries Q4, Jan – March '23 & Mayoral Allowance
Cornwall Council - Business Rates	802720466	111.28	0.00	111.28	Room 6 Business Rates April '23
Cornwall Council - Business Rates	802715760	407.41	0.00	407.41	Library Business Rates April '23
Cornwall Council - Business Rates	802311466	1,325.50	0.00	1,325.50	Council Chambers Business Rates April '23
Cornwall Council – Business Rates	802923069	57.02	0.00	57.02	Tennis Courts Business Rates April '23

144-22F&O Date of next meeting

Tuesday 2nd May 2023, the Chairman (Councillor Mrs. K Brownhill) gave her apologies for the meeting and thanked all members for their support on this committee over the last civic year.

145-22F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Cricket club, request for funding, Clerk to action a reply.
- The Clerk was sad to announce having received today the resignation from employment from the Community Hub and Library Development Manager, Paul Smythe, it is agreed for the Clerk and Councillor Mrs. J M Martin to undertake a review of the Job Description and other documentation, in order to commence the recruitment process for the Community Hub and Library Development Manager's replacement.

Cllr Martin/
Clerk

Meeting closed at 9.26pm _____ Chairman