



MINUTES of a meeting of the Finance and Operations Committee held on Tuesday 2nd May 2023 at 7.00pm in Torpoint Library and Community Hub, Fore Street, Torpoint.

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

	ACTION
<p>1-23F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. K Brownhill.</p>	
<p>2-23F&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 item 10c. (Application for Free of charge usage, Torpoint Town Partnership, as a member of the organisation). Town Mayor (Councillor Miss R A Evans BEM) – Agenda item 10c. (Application for Free of charge usage, Torpoint Town Partnership, as a member of the organisation).</p>	
<p>3-23F&O Minutes of the previous meetings It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 3rd April 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>4-23F&O Matters arising from the minutes a) Sparrow Park sign: - Pursuant to minute 136-22F&O (a), the Clerk explained that the artists' impression had been actioned, with Councillor J Tivnan BEM agreeing to fund this piece of work; thanks were minuted to Councillor Tivnan. Having shared the artist impression on screen, it is agreed the way forward will be to 'tell the story' of how the sign has been brought about, i.e. the original competition and how the drawings were brought together and then eventually a consultation with residents' will be undertaken, highlighting the sign will be a focal point for the town centre. b) Civic Functions: - Pursuant to minute 136-22F&O (b), the Clerk explained the Torpoint Twinning Association have been in contact again regarding hosting visitors from Bénodet, it is agreed the council will fund, from the Civic budget, presecos and nibbles, at the Library and Community Hub on Sunday 21st May, 11.00am, all Members' and town VIPs are invited to attend. (A gift, to be presented by the Town Mayor, for the Bénodet visitors to be purchased.) The Clerk to invite Torpoint Archives & Heritage Centre to attend and have a relevant display for the celebration. c) Town Clock proposed repairs: - Pursuant to minute 136-22F&O (d), the Operations Manager explained there is no further update on this project. d) Buller Road entrance additional quotation replacement door: - Pursuant to minute 136-22F&O (d), following an initial presentation of information from the Operations Manager, Members' agreed to consider this under the Operations Report. e) Update on the use of body cameras: - Pursuant to minute 136-22F&O (f), the Operations Manager explained delivery of the new</p>	<p>Ops Manager/ Clerk</p> <p>Clerk</p> <p>Clerk</p>

<p>body cameras is expected shortly.</p> <p>g) Hardship Fund Financial Support – St Columba Rugby Ltd: - Pursuant to minute 136-22F&O (g) members considered the recent information, which had been circulated in advance, with a 'proposal' from St Columba Rugby Ltd. about how the previously granted Section 137 funding of £5,000.00, could be spent. Following discussion, Members resolved to direct the Clerk to liaise with St. Columba Rugby Ltd. to ask for the £5,000.00 of funding, awarded in November 2021, to be returned to the Town Council.</p> <p>h) Civic Awards / Town Crier / Civic Regalia: - Pursuant to minute number 137-22F&O (c), the Clerk explained publicity regarding inviting nominations forms to be returned for Civic Awards had been completed. The Clerk continued, David Green, Torpoint Town Crier (Designate) had been delighted to hear about the offer to be the Torpoint Town Crier and a meeting is being scheduled to introduce him to the Town Mayor and Deputy Town Mayor. The Operations Manager reported about the Civic Regalia, having collected the Mayoral Chain of Office from Wray's in Plymouth, explaining there is an increased shortage of silversmiths who are qualified to undertake works and give a valuation on the Mayoral Chain. Some Members' suggested perhaps, with the Town Council first meeting nearly 50 years ago, this could be an opportunity to purchase a new Mayoral Chain. It is agreed to discuss again at a future meeting.</p>	<p>Council Clerk</p> <p>Clerk</p> <p>Clerk</p>									
<p>5-23F&O To consider Policies referred to this Committee</p> <p>a) Health and Safety Policy: - The additional information is to be included in the Health and Safety Policy, will be actioned for 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) Equality, Diversity and Inclusion Policy and Best Practice Document Updated Civic Protocols: Following discussion, it is recommended to adopt the updated Equality, Diversity and Inclusion Policy and Best Practice Document, as circulated.</p>	<p>Ops Manager/ Clerk</p> <p>Council</p>									
<p>6-23F&O To consider the Council Risk Management</p> <p>a) Creditors/Debtors: - Noted.</p> <p>b) Budget Variance – Finance and Operations Committee responsibilities (March 2023 Budget Variance Information): -</p> <p>i) The Clerk had undertaken a review of the March 2023 Budget Variance. An amount from the marketing and publicity (newsletter) expenditure (Development and Localism Committee expenditure) had been re-coded to warmth hub expenditure. This will result in over £5k being carried into the 2023/24 financial year, in the warmth hub budget.</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>										
<table border="1"> <thead> <tr> <th data-bbox="110 1717 358 1749">FACILITY</th> <th data-bbox="358 1717 1149 1749">PROJECT</th> <th data-bbox="1149 1717 1317 1749">STATUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="110 1749 358 1843">COUNCIL CHAMBERS</td> <td data-bbox="358 1749 1149 1843">Loose slates – Committee Room roof. Will be addressed at same time as leak in the Clerk's office.</td> <td data-bbox="1149 1749 1317 1843">Ongoing</td> </tr> <tr> <td data-bbox="110 1843 358 1915"></td> <td data-bbox="358 1843 1149 1915">Water leak into Pearn`s passage continues. Main area of ingress seems to be around route of electric cable, between main</td> <td data-bbox="1149 1843 1317 1915">Ongoing</td> </tr> </tbody> </table>	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	Ongoing	
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	<p>building and G&G.</p> <p>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.</p> <p>Town Clerks Office roof leaking, this will be covered under 20yr guarantee, initial survey has been completed works to be completed. Original contractor in touch with the manufacturer of the roofing material, awaiting investigating visit by them.</p> <p>Gas safety inspection on catering equipment booked for this week. This had to be rescheduled. Have had to find new contactor as original has let us down.</p> <p>Hearing loop service booked for 3rd April 2023.</p> <p>Spring clean of the exterior space has started.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</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>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.</p> <p>Lorne Stewart due to return to investigate a fault with the new heater installation.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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. Chain on the gates was cut and all doors were tried on the night of the 8th of April. CCTV handed to the police, but as no clearly visible faces no further action at this time. Mowing. Continues across all sites. £30 spent on extra locks and bolts.</p> <p>Cambridge Field Damage to boundary wall adjacent to Wellington Street, contractor instructed to carry out repairs. Damaged cradle swing, has now been repaired and reinstalled by the supplier.</p> <p>Thanckes Park Replacement gate has been installed. Fruit trees to be ordered in the Autumn.</p> <p>Tennis Courts</p>	<p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p>	

	Pressure washing and staining of score hut continues as weather allows. Skate Park Water bubbling through the surface of the skate park seems to be getting worse and has an algae on the surface. Further investigation to be arranged.	Ongoing	
PUBLIC CONVENIENCES	Antony Road development – meeting held – new drawing agreed by Council. Wallgate hand cleaning units in Benodet conveniences Purchase Order raised, awaiting first visit.	Ongoing Completed	
TRAINING			
BENCHES			
FOOTPATHS	Visit by Cormac to look at foot bridge on path 4. Awaiting work to be started on footbridge bridge. Fallen Tree also reported. Raised safety issue again of footpath from Albion Road to the Lawn with Cornwall Council Environment Team.	Ongoing Ongoing	
JAPANESE KNOTWEED	Areas to be treated in coming weeks as weather allows		
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. Operations Team and volunteers supported the RBL Standard rededication parade. Both Coronation event and Civic Parade event notices, risk assessments, Traffic management assessments submitted to Cornwall Council. Mayors Chain of office taken to Wrays Jewellers to be repaired and valued.	Ongoing Ongoing Completed Completed Completed	

The Operations Manager advised: -

- Following the break in to the gates of Bénodet Park, additional security has been added to the tea hut and shed doors. Unfortunately, the Police have advised that following a review of CCTV footage, they have been unable to identify the persons responsible. Councillor J Tivnan BEM suggested contacting the Crime Prevention Officer for further assistance.
- Spring cleaning of the outside of the Council Chambers building, the Library and Community Hub and the public conveniences has been recently undertaken.
- The roof leaks at the Council Chambers continue to be of concern, due to one of the

- leaks being close to an electrical cable the Operations Manager is prioritising this issue.
- The Clerk presented graphical representation and a quotation from iCreate signs, for proposed signage at the Council Chambers building, at a cost of £357.40 (plus VAT). Members were pleased to see the proposals and suggested a change to the glass doors on York Road, with the logo incorporated into 'glass frosted' signs instead of stickers for the doors.
 - Following a recent site meeting with Antony Parish Council, there is the possibility that a Service Level Agreement will be set up with the town council, for the Operations Team to undertake maintenance works at Wacker Quay. This is currently being investigated further by Antony Parish Council.

Clerk

Clerk

Consideration regarding the Buller Road entrance door quotations, with the information copied here: *Due to requirements that the door, be compliant with disabled access the current recommendation is that commercial doors of this size are made from aluminium.*

There was an enquiry at a previous Finance and Operations meeting to reduce costs could some of the glass be replaced with composite panelling? Due to the current comparable costs between glass and the panels there would be no saving. Would panels proved better energy efficiency than glass? The current manufacturing techniques and treatments given to the glass means the difference would be negligible.

Potentially reducing the amount of glass would make the lift and stairs area darker perhaps leading to the lights being needed more often.

	ADS Windows and Doors. Plymouth	R B Windows SW. Torpoint.	Doors and Windows Ltd. Plymouth
To supply and instal aluminium door and frame. Including double glazed and composite panels as per current UPVC design.	£ 5,558.97 (plus VAT)	£3,828.00 (plus VAT)	Unable to provide a quotation due to other commitments and ongoing supply issues.

Following a proposal put by Councillor M J Spurling, which was seconded by the Town Mayor (Councillor Miss R A Evans BEM) is is **recommended** to instruct R B Windows to replace the Buller Road entrance door, at a cost of £3,828.00 (plus VAT). Funds to be sourced from 'Council Chambers - Repairs and Maintenance' cost centre (acknowledging 50% of the annual budget will remain once this order is placed). Once the vote had been taken, Councillor M Thomson-Neall volunteered to see whether he could repair the Buller Road door.

- Photographs of the water problems at the skate park were shared on screen.
- Councillor J Tivnan BEM minuted thanks to the Operations team for their support with the road closures at the recent RBL Re-dedication of the Standard service and parade.

d) Licensees update: -

Following a discussion regarding the Torpoint Archives & Heritage Centre, who are looking into

Council

Clerk

<p>occupying Room 5, a monthly licence fee of £75.00 (including VAT) was agreed by Members. Clerk is directed to remind the Torpoint Archives & Heritage Centre about applying for Section 137 grant funding for future projects.</p>	
<p>7-23F&O Items Referred to this Committee None.</p>	
<p>8-23F&O Planning Applications a) PA23/02884 Single storey side extension, porch and replacement conservatory – 6 Cedar Drive, Torpoint PL11 2QQ. It is resolved there are no further observations</p>	
<p>9-23F&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. The Fire Risk Assessment for the Library and Community Hub has been completed. The Operations Manager explained there are actions outstanding from this report and highlighted the lack of storage space as needing prompt action. Additionally, a plumber quotation is being sought for remedy works.</p>	<p>Ops Manager/ Clerk</p>
<p>10-23F&O Correspondence a) Employer Newsletter Cornwall Pension Fund April 2023: - Noted. b) Public Sector Deposit Fund Fact Sheet 31 March 2023:- Noted. c) Application for Free of Charge Usage (one retrospective and four future dates) – Torpoint Town Partnership: - The Deputy Mayor (Councillor G J Davis) Chaired this agenda item. Following consideration of the applications for Free of charge usage from Torpoint Town Council, it is resolved to approve all four, with a reminder to the Torpoint Town Partnership to respectfully apply in advance for free of charge use. (The Town Mayor (Councillor Miss R A Evans BEM) and Councillor Mrs. J M Martin left the room whilst this agenda item was discussed.) d) Section 137 Grant application form (replacement of recycled bench) – Friends of Thanckes Park: - Members considered the grant application, for a replacement bench to be located at Thanckes Park, at as cost of £725.00 (plus VAT) and it is recommended to award the group the sum of money for the purchase of a bench, made using recyable materials. Clerk is directed to investigate the group donating the bench to the town council, which would then be added to the fixed asset list, once purchased by the Friends of Thanckes Park group.</p>	<p>Council Clerk</p> <p>Council Clerk</p>
<p>11-23F&O Climate Emergency Action Plan a) To consider the actions relating to this Committee: - ➤ To be fully reviewed in due course.</p>	

12-23F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Cornish Tea & Cornish Coffee Co Ltd	SL70953	120.00	20.00	100.00	June '23 Machine Rental
Cornish Tea & Cornish Coffee Co Ltd	SL68630	120.00	20.00	100.00	February '23 Machine Rental
Complete Business Solutions Group Ltd	SINV03629546	306.66	51.11	255.55	Epson Ink Cartridges Full Set - Library
D J W Window Cleaning	INV0057	55.00	9.17	45.83	Window Cleaning - Council Chambers
D J W Window Cleaning	INV0056	18.00	3.00	15.00	Bus Shelter Cleaning
D J W Window Cleaning	INV0055	18.00	3.00	15.00	Bus Shelter Cleaning
ASG Security	INV 40080	210.04	35.01	175.03	Annual Maintenance Fire Alarm - Council Chambers
ASG Security	INV 39983	203.94	33.99	169.95	Fire Alarm Fault Call Out - Parts Only - Council Chambers
ASG Security	INV 40079	98.46	16.41	82.05	Annual Maintenance CCTV

13-23F&O Date of next meeting

Tuesday 30th May 2023, the Chairman (Councillor Mrs. J M Martin) thanked everyone for their support on this committee over the last civic year. The Chairman (Councillor Mrs. J M Martin) and Councillor M J Spurling gave their apologies in advance for this meeting.

14-23F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Chairman (Councillor Mrs. J M Martin) explained, having received correspondence from Councillor Mrs. K Brownhill, regarding some overtime which was incurred following a Mayoral event. The Town Mayor (Councillor Miss R A Evans BEM) explained that in the future, information regarding this should have been advised earlier, in order for it to be resolved immediately.
- The Chairman (Councillor Mrs. J M Martin) explained the Coronation Flag-Flying protocols will be followed this weekend, with the Union Flag to be flown at full mast from 8.00am on the morning of Friday 5th May until 8.00pm on Monday 8th May.

Ops Manager

Meeting closed at 8.33pm _____ Chairman