

MINUTES of a meeting of the Finance and Operations Committee held on Tuesday 30th May 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

	ACTION
<p>15-23F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin (Deputy Town Mayor), Councillor M J Spurling and R M Willoughby.</p>	
<p>16-23F&O Election of Chairman for the Civic Year 2023-24 The Town Mayor (Councillor G J Davis) called for nominations for the position of Chairman for the Civic Year 2023-24. Councillor Miss R A Evans BEM proposed that Councillor Mrs. K Brownhill is elected to serve as Chairman for the Civic Year 2023-24. Councillor J Tivnan BEM seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. K Brownhill was duly elected as Chairman for the Civic Year 2023-24. (Councillor Mrs. K Brownhill Chaired the meeting from this point forward.)</p>	
<p>17-23F&O Election of Vice Chairman for the Civic Year 2023-24 The newly elected Chairman (Councillor Mrs. K Brownhill) called for nominations for the position of Vice Chairman for the Civic Year 2023-24. Councillor Miss R A Evans BEM proposed Councillor M J Spurling is elected to serve as Vice Chairman for the Civic Year 2023-24. Councillor J Tivnan BEM seconded the proposition and there being no other nominations the motion was put and Councillor M J Spurling was duly elected as Vice Chairman for the Civic Year 2023-24.</p>	
<p>18-23F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - The Town Mayor (Councillor G J Davis) – (Agenda item 8c. Payment of Mayor’s Allowance).</p>	
<p>19-23F&O Minutes of the previous meetings It was resolved that the minutes of the Finance and Operations Committee meeting held on Tuesday 2nd May 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>20-23F&O Matters arising from the minutes a) Sparrow Park sign: - Pursuant to minute 4-23F&O (a), the Clerk explained that the artists’ impression had been actioned, with information on this likely to be included in the next newsletter. b) Civic Functions: - Pursuant to minute 4-23F&O (b), the Clerk explained the following events are scheduled/taken place:</p> <ul style="list-style-type: none"> ➤ Torpoint Twinning Association hosted an event at Torpoint Library and Community Hub; ➤ Civic Service and Parade on Sunday 16th July 2023; ➤ Freedom Parade on Sunday 23rd September 2023, an initial meeting with RALEIGH is being scheduled, with the Town Mayor (Councillor G J Davis) chairing this meeting. The Operations Manager will action the paperwork to apply to Cornwall Council for the 	<p>Clerk</p> <p>Clerk</p> <p>Clerk/</p>

<p>temporary road closure.</p> <p>c) Town Clock proposed repairs: - Pursuant to minute 4-23F&O (d), the Operations Manager explained there is no further update on this project, Councillor M Thomson-Neall to be kept abreast of the plans.</p> <p>d) Update on the use of body cameras: - Pursuant to minute 4-23F&O (e), the Operations Manager explained there has been a delay with delivery of the new body cameras, as they are out of stock, alternatives are being sourced.</p> <p>e) Return of Seciton 137 funding – St Columba Rugby Ltd: - Pursuant to minute 4-23F&O (g), the Clerk highlighted the Section 137 funding amount of £5,000.00, previously awarded, had been returned to the council's bank account and will be noted in ear-marked reserves for Section 137 funding.</p>	<p>Ops Mgr</p> <p>Ops Mgr</p>
<p>21-23F&O To consider Policies referred to this Committee</p> <p>a) Code of Conduct: - Following review, the Town Mayor (Councillor G J Davis) proposed the Town Council Code of Conduct is agreed and adopted for the civic year 2023-24, this was seconded by Councillor Miss R A Evans BEM and it is recommended the Town Council Code of Conduct is agreed and adopted for the civic year 2023-24. (The Clerk was reminded to ensure Councillor Mrs. J L Reeves undertakes Cornwall Councils online Code of Conduct training.)</p> <p>b) Review Terms of Reference - Finance and Operations Committee: - Following review, it is recommended the Terms of Reference for the Finance and Opreations Committee are adopted, with changes made to the Standing Order reference number under quorum and other minor changes. [Members' discussed the legislation regarding members' voting on the Council budget and having any unpaid council tax over two months' only and it is agreed the Clerk will liaise with CALC, before updating Members' and the appropriate council policy.]</p> <p>c) Standing Orders: - Following review, it is recommended the Standing Orders are adopted, with minor changes to the Standing Order reference numbers.</p> <p>d) Health and Safety Policy: - With the addition of the signature of the Town Clerk, it is recommended the updated Health and Safety Policy is adopted.</p>	<p>Council</p> <p>Clerk</p> <p>Council Clerk</p> <p>Clerk</p> <p>Council Clerk</p> <p>Council Clerk</p>
<p>22-23F&O To consider the Council Risk Management</p> <p>a) Creditors/Debtors: - Noted.</p> <p>b) Budget Variance – Finance and Operations Committee responsibilities (April 2023 Budget Variance Information): - No immediate concerns at the start of the financial year.</p> <p>c) Payment of Mayor's Allowance for Civic Year 2023-24: - It is resolved to instruct the Clerk to authorise payment of the Mayoral Allowance, via Transactional Services at Cornwall Council, to the Town Mayor (Councillor G J Davis) for the gross amount of £3,750 over an eleven month period, June 2023 – April 2024, with tax deducted. (The Town Mayor (Councillor G J Davis) left the room for this agenda item.</p> <p>d) Operations Report - Report on any matters relating to council assets, facilities and</p>	<p>Council</p>

operations, including the Library and Christmas Lights (as circulated - report from the Operations Manager).

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. Reported to western power.	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. Completed 22 May.	Ongoing
	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.	Completed
	Paved area outside cleaned and lower walls painted.	Ongoing
	Ceiling in ladies Toilets York Road entrance cracked, awaiting contractor to investigate.	Completed
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
	Awaiting repair of damaged window.	Ongoing
PARKS	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.	Completed
	Mowing. Continues across all sites.	Ongoing
	Cambridge Field Cradle swing has had to be removed for a 2 nd time due to misuse, supplier and Operations Manager in discussion.	Completed
	Thanckes Park	

	<p>Replacement gate has been installed. Fruit trees to be ordered in the Autumn.</p> <p>Tennis Courts Pressure washing and staining of score hut continues as weather and work load allows.</p> <p>Skate Park Water in bubbling through surface of skate park seems to be getting worse and has an algae on the surface. Further investigation to be arranged. South West Water arranging testing.</p> <p>Chestnut Close. Racist and Homophobic graffiti on the rear of the garages near the park reported to Cornwall Council.</p>	<p>Completed</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 Bénodet conveniences Purchase Order raised, awaiting first visit. Chased visit due to ongoing issue with sensor.</p>	<p>Ongoing</p> <p>Ongoing</p>	
TRAINING			
BENCHES			
FOOTPATHS	<p>Visit by Cormac to look at foot bridge on path 4. Awaiting work to be started on footbridge bridge.</p> <p>Also on Footpath 4, once again there is a terrible smell and an issue with water running down the path, The Operations Manager has raised the issue with Cornwall Council and Antony Estate. As a point of safety, the Operations Team will not cut this part of the path until it is resolved that the water running down the path is not sewerage.</p> <p>Footpath between Carbeile Junior School and Torpoint Community College, highlighted as a safety concern by the Junior school, reported to footpaths.</p> <p>Raised safety issue again of footpath from Albion Road to The Lawn with Cornwall Council Environment Team.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
JAPANESE KNOTWEED	Areas to be treated in coming weeks as weather allows		
CHRISTMAS LIGHTS	The Operations Manager is investigating options for lights, this is with Torpoint Town Partnership, including using solar power in Sparrow Park.	Ongoing	
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>Ongoing</p> <p>Ongoing</p>	

The Operations Manager advised: -

<ul style="list-style-type: none"> ➤ Gas safety inspection (for the cooker), a new contractor is being found. ➤ Window surround at Library and Community Hub, clarify with Cornwall Council who is responsible for the repair. ➤ Excess water at the skate park, South West Water is arranging testing of the water, which is starting to dry up. ➤ Graffiti found and reported by several residents' on a garage wall opposite to Chestnut Play Park. After numerous emails whereby ownership of the land/wall was not established, and reporting to the Police, the Police has asked the council Operations Team to remove the unpleasant graffiti. ➤ Footpath 4 – the Operations Manager gave a detailed run down of the problems on the footpath running alongside RALEIGH, which is referred to in the operations report. This led to further discussion regarding the footpath which is 'temporarily closed', between Albion Road and the Lawn; Operations Manager to follow up to establish who is responsible for ensuring the temporary closure of the same. ➤ The Operations Manager is contacting South West Water regarding the use of hose pipes for plant watering during the hose pipe ban. ➤ The Clerk and Operations Manager met with a representative from the Probation Service and are looking to restart this initiative, this time, there is currently no charge for the service. ➤ The Operations Manager explained, unfortunately the basket swing was broken and therefore it has had to be removed again from Cambridge Field. This prompted much discussion on the matter with the Operations Manager directed to contact the former Play Park consultant and then liaise with the contractor/supplier to establish whether the equipment is repairable free of charge. A quotation to replace the basket swing had been sought by the Operations Manager; Members are enthusiastic to ensure all equipment in the park is functional and therefore, although reluctant to do so, should the basket swing not be repairable free of charge, it is recommended to purchase a replacement nest swing from Sutcliffe Play South West Ltd. at a cost of £986.25, including delivery (plus VAT). <p>e) Confirm fixed asset report: - Noted, the Clerk noted there could be further amendments, as financial year end paperwork is being completed, noting the Covid display screen at the Library and Community Hub had been written off.</p> <p>f) Credit Card – Community Hub and Library Development Manager: - It is resolved the Clerk commences procedures for the recently appointed Community Hub and Library Development Manager to be issued with a credit card.</p> <p>g) HM Revenue and Customs Notification due to late submission of VAT return: - The Clerk explained the reason for the late submission of the recent VAT return, which has resulted in 'one penalty point' and explained a checklist of financial proecures/actions is being compiled to prevent this from occurring again in the future.</p>	<p>Ops Mgr</p> <p>Clerk/ Ops Mgr</p> <p>Council</p>
<p>23-23F&O Items Referred to this Committee None.</p>	
<p>24-23F&O Planning Applications a) PA23/03469 – Large porch to front elevation – 102 Maker Road, Torpoint PL11 2HZ. It is resolved there are no objections or observations.</p>	<p>Clerk</p>

25-23F&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.
All actioned.

26-23F&O Correspondence

- a) Employer Newsletter May 2023 – Cornwall Pension Fund: -
Noted.

27-23F&O Climate Emergency Action Plan

- a) To consider the actions relating to this Committee: -
➤ To be fully reviewed in due course.

28-23F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Cornwall Council	34190700166	67.54	11.26	56.28	Garage Rent
Jarrad Hulm Photography	B7617E-0035	50.00	0.00	50.00	Photography Services - Mayor Choosing 2023
Cornish Tea & Cornish Coffee Co Ltd	SL72082	120.00	0.00	120.00	Coffee Machine Rental
Security Dynamics	INV-0107	1,921.68	320.28	1,601.40	Installation of 3 cameras plus replacement of recording equipment and camera mounting.

29-23F&O Date of next meeting

Monday 3rd July 2023, the Chairman (Councillor Mrs. K Brownhill) and Councillor J Tivnan BEM gave their apologies in advance for this meeting.

30-23F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Clerk advised Vaughton's (Birmingham) has offered the opportunity for Civic Regalia to be valued, this will be looked into.

Ops Manager

Meeting closed at 8.14pm _____ Chairman