



**MINUTES** of a meeting of the Finance and Operations Committee held on Monday 3<sup>rd</sup> July 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

**ALSO PRESENT:** - Councillor Mrs. S G Bickle.

	<b>ACTION</b>
<p><b>31-23F&amp;O Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors Mrs. K Brownhill, Miss R A Evans BEM, J Tivnan BEM and R M Willoughby.</p>	
<p><b>32-23F&amp;O Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - The Deputy Town Mayor (Councillor Mrs. J M Martin) – (Agenda item 10f. Torpoint Town Partnership – as a member of the organisation).</p>	
<p><b>33-23F&amp;O Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Finance and Operations Committee meeting held on Tuesday 30<sup>th</sup> May 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>34-23F&amp;O Matters arising from the minutes</b> a) Sparrow Park sign: - Pursuant to minute 20-23F&amp;O (a), the next steps on this project were agreed: to prepare a Project Initiation Document (PID) for presentation to the next meeting of this committee, with the aim of seeking funding for the sign. The Deputy Town Mayor (Councillor Mrs. J M Martin) volunteered to support with production of the PID. b) Civic Functions: - Pursuant to minute 20-23F&amp;O (b), the Clerk explained the following events are scheduled/taken place: ➤ Civic Service and Parade on Sunday 16<sup>th</sup> July 2023; ➤ Freedom Parade on Sunday 24<sup>th</sup> September 2023. c) Town Clock proposed repairs: - This agenda item to be considered as part of the Operations Manager report. d) Update on the use of body cameras: - Pursuant to minute 20-23F&amp;O (d), the Operations Manager was pleased to advise body cameras have been received and all caretaking staff have been issued with their own device for daily use.</p>	<p>Cllr Martin/ Ops Mgr/ Clerk</p> <p>Clerk Clerk</p>
<p><b>35-23F&amp;O To consider Policies referred to this Committee</b> a) Model Publication Strategy: - Following review, it is <b>recommended</b> to adopt the updated Model Publication Strategy. b) Data Protection, Document Retention and Disposal Policy: - Following review, it is <b>recommended</b> the Data Protection, Document Retention and Disposal Policy is adopted, with some slight changes made to the formatting of the document.</p>	<p><b>Council</b></p> <p><b>Council</b> Clerk</p>

c) Investment Strategy: -

Following review, it is **recommended** the updated Investment Strategy is adopted, with the Chairman of this committee (Councillor Mrs. K Brownhill), Councillor Mrs. J M Martin and the Clerk undertaking a summary review of the current investments, to ensure that no further investments should be made from existing funds in the current [bank] account.

**Council**  
Cllr  
Brownhill/Cllr  
Martin/Clerk

**36-23F&O To consider the Council Risk Management**

a) Creditors/Debtors: -

Noted.

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

No immediate concerns at the start of the financial year. The Clerk reminded Members about the loan repayment, to the PWLB, for the amount of £17,600, which has been omitted in the budget for this financial year.

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).

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	6 <sup>th</sup> Month service of the Air Conditioning system has been carried out.	Ongoing
	Extraction system annual service booked for 19 <sup>th</sup> July.	Ongoing
	Fire alarm engineer booked for July to reinstall sensor in Town Clerk's office.	Ongoing
	Removal of waste and relocation of cones and signs to enable demolition of garage at rear of Buller Rd/ Roberts Avenue.	Complete
	Replacement Isolation valves under kitchen sink installed, after overnight water leak.	Complete
	Annual Inspection of the Lift has highlighted safety concern in the case of an emergency. Operations Manager to Risk asses and produce evacuation instructions regarding the lift.	Ongoing
	Water conservation visit by South West Water, reviewed cisterns, sinks and checked for leaks.	Complete
LIBRARY & COM HUB	Void in the gas meter room, Fire alarm engineer booked for July to remove sensor so this can be rectified.	Ongoing
	Awaiting repair of damaged window rear entrance.	Ongoing
	Water conservation visit by South West Water, reviewed cisterns, sinks and checked for leaks.	Complete

PARKS	<p><b>Bénodet Park</b> Recently installed cameras overlooking the park and tennis courts vandalised, now replaced and Neighbourhood Police have been informed.</p> <p><b>Cambridge Field</b> Replacement Cradle swing has been installed by the Operations Team.</p> <p><b>Skate Park</b> Racist graffiti found on the ramps during morning checks, reported to the police and remove</p> <p><b>Chestnut Close.</b> Racist and Homophobic graffiti on the rear of the garages near the park reported to Cornwall Council. Removed partially by Operations Team after advice from Neighbourhood Policing Team.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Complete</p>	
PUBLIC CONVENIENCES	Wallgate hand cleaning units in Bénodet conveniences have now been serviced, for the first time since 2017. Various components were replaced as part of the new maintenance agreement.	Complete	
TRAINING	Operations Manager 2 <sup>nd</sup> CILCA face to face session is in July. Awaiting dates for Community Event Traffic Management Training to be circulated.		
BENCHES	<p>These will be renovated by the Probation Services team when they start.</p> <p>Correspondence received from Antony Estate, giving temporary permission for the land next to the Old Temperance Hall, to be accessed for demolition and rebuilding of property, subject to notification and agreement of time period. The benches will be removed whilst this work is undertaken and the land likely to be fenced off, public advised via social media and should there be any disturbance or damage to the site, this will be fully reinstated including the grass, at no cost to the council/Antony Estate.</p>		
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. This has been addressed by Antony Estates who will monitor the situation closely from now on.</p> <p>Footpath between Carbeile Junior School and Torpoint Community College, highlighted as a safety concern by the Junior school, reported to footpaths. This has been actioned by the Cormac Environment Team.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Complete</p>	
JAPANESE KNOTWEED	1 <sup>st</sup> Treatment of the year being scheduled.		
CHRISTMAS LIGHTS	The Operations Manager is investigating options for lights that's with Torpoint Town Partnership, including using solar power in Sparrow Park.	Ongoing	
OTHER	Quote received from NDF Civils to carry out all works using	Ongoing	

	<p>MEWP. Discussions with Church continue to obtain Ecclesiastical Exemption from Listed Building Consent. Drone Survey arranged when weather permits. The Cremyll Road defibrillator was recently deployed.</p>	<p>Ongoing</p>	
<p>The Operations Manager advised: -</p> <ul style="list-style-type: none"> <li>➤ Recently there have been a number of anti-social / vandalism issues, including matting damaged at the play parks, graffiti to areas in the town and damage to the recently installed CCTV cameras, overlooking Thanckes Park Play park and the tennis courts. CCTV footage was found and has been forwarded to the Police for action. The matting is to be made safe, the Operations Manager will seek advice from The Play Inspection Company, about how to secure the damaged matting. Should further incident(s) occur a social media post will be published.</li> <li>➤ South West Water have been to survey the area around the skate park, survey results not yet been received.</li> <li>➤ Cornwall Council gave very short notice to empty the rented garage from behind the Council Chambers, this has been undertaken, with items now stored in the tennis hut and all rubbish removed by contractor. Keys have been returned to Cornwall Council.</li> <li>➤ Notice received from Antony Estate, giving temporary permission for the land next to the Old Temperance Hall, to be accessed for demolition and rebuilding of property, subject to notification and agreement of time period. The benches will be removed whilst this work is undertaken and the land likely to be fenced off, public advised via social media and should there be any disturbance or damage to the site, this will be fully reinstated including the grass, at no cost to the council/Antony Estate.</li> <li>➤ Footpaths discussed, the Operations Manager has forwarded concerns to (Cornwall) Councillor J Tivnan BEM.</li> <li>➤ The defibrillator at the Council Chambers had been deployed earlier the same day.</li> <li>➤ Pursuant to minute 20-23F&amp;O (c), the Operations Manager explained he had been up the church clock tower in the week prior to this meeting. A tender for works required will now be drafted.</li> </ul> <p>e) Confirm fixed asset report: - Noted, the Clerk will ensure the correct fixed asset report is circulated for the next meeting.</p> <p>f) Acknowledgement of receipt from BDO LLP for External Audit/Action plan from Internal Auditor Report year-end 2022-2023. Noted that BDO LLP has acknowledged receipt of all year end accounts for 2022 – 2023 for external audit. Actions from internal audit report will be undertaken.</p> <p>f) Parks/Tennis Courts/Skate parks – Annual Inspection Reports 2023 &amp; Stock Valuation: - All as noted, Operations Manager shared the summary spreadsheet and will review the actions/recommendations as indicated in the reports.</p>			<p>Ops Mgr</p> <p>Ops Mgr /Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Ops Mgr</p>
<p><b>37-23F&amp;O Items Referred to this Committee</b> None.</p>			
<p><b>38-23F&amp;O Planning Applications</b> a) None.</p>			

<p><b>39-23F&amp;O Health and Safety</b></p> <p>a) Reports and any new, proposed regulations/legislations and current issues. Nothing additional to report.</p> <p>b) Fire Risk Assessment for all buildings. Fire alarm servicing booked for this week. The Operations Manager and Councillor J Tivnan BEM are waiting for a reply, before considering the installation of P50's fire extinguishers at the Library and Community Hub.</p>	
<p><b>40-23F&amp;O Correspondence</b></p> <p>a) i-Connect Newsletter June 2023 – Cornwall Pension Fund: - Noted, the Deputy Mayor (Councillor Mrs. J M Martin) and the Clerk will ensure that the requirements as detailed in the newsletter are all included in the council's recently adopted Pensions Discretion Policy.</p> <p>b) The Public Sector Deposit Fund investment update as at 31 May 2023: - Noted.</p> <p>c) Biffa – now excess weight charges: - Noted.</p> <p>d) Offer of donation towards purchase of towns Christmas tree for 2023/2024 – Torpoint Players: - Clerk directed to thank the Torpoint Players for their kind donation, with a reminder there will be one Christmas tree this year, location beside St. James Church. Operations Manager to check with the supplier, the best time of the year to select the Christmas tree.</p> <p>e) Notice to Quit Garage 7 – Cornwall Housing (as circulated/refer to Operations Report): - As already minuted.</p> <p>f) Free of Charge Application – Torpoint Town Partnership: - It is <b>resolved</b> to grant this retrospective application for free of charge use by the Torpoint Town Partnership. (The Deputy Mayor, Councillor Mrs. J M Martin abstained from voting.)</p> <p>g) Street lighting Switch-off any suggestions – via Cllr Kate Ewert: - Follow discussion and consideration of information which had been circulated to Members, due to the urgency of response, it was proposed and seconded and it is <b>resolved</b> to reply advising there are no suitable areas for the street lighting to be switched off in the town, copying in the two Cornwall Councillors for Torpoint.</p> <p>h) Town Beach promenade and seating area alongside former St John Ambulance building – P Voaden: - Members' considered the correspondence and directed the Clerk to reply thanking the correspondent for bringing this behaviour to the attention of the council, suggesting that all future incidents are reported to the Police, as reporting to the Police ensures the current statistics are correctly recorded, which then determines the levels of resource allocated by the Police.</p> <p>i) Freedom of Information Request – Lizeta Fellows/Beat4Autism CIC: - Members' noted the correspondence, the Clerk has contacted CALC to seek advice on what can and can't be shared and will also refer to the ICO (Information Commissioner's Office) for full guidance before responding to the correspondent within the statutory response period of 20 working days from receipt.</p>	<p>Cllr Martin/ Clerk</p> <p>Clerk/ Ops Manager</p> <p><b>Council</b> Clerk</p> <p><b>Council</b> Clerk</p> <p>Clerk</p> <p>Clerk</p>

**41-23F&O Climate Emergency Action Plan**

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

- The updated action plan will be circulated to the Development and Localism committee for initial consideration and then actions relating to this committee will be fully reviewed in due course.

**42-23F&O Local Council Award Scheme**

a) To approve an application to CALC (Cornwall Association Local Councils) to apply for the Local Councils Award Scheme – ‘Gold status’: -

Members’ considered the application to CALC for the Local Council Award Scheme (LCAS) and on the advice of the Clerk, and with a summary of the vision, mission and objectives of the council given by the Town Mayor (Councillor G J Davis) it is **recommended** the council submits this application for LCAS Gold status to CALC, with the Clerk delegated authority to make any final amendments to the application in advance of submission.

**Council  
Clerk**

**43-23F&O Accounts for payment**

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2027	23.97	3.99	19.97	Consumables Library
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2025	29.98	5.00	24.98	Consumables Council Chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2026	84.39	14.06	70.32	Consumables Public Conveniences
The Play Inspection Company	INV 62050	525.24	87.54	437.70	Annual Inspection and Life Expectancy Check x 6 (parks)
Sally Gascoigne - Cornwall Council	INV 8100381738	2,525.82	420.97	2,104.85	Devolution Waste Management Agreement
Cornwall ALC Limited	INV 2324-296	5.00	0.00	5.00	Good Councillor Guide to Employment
Rame Refuse	INV 6500	240.00	40.00	200.00	Garage Clearance
Hampshire Flag Company	INV 17319	149.75	24.96	124.79	New St Piran Flag
Cornish Tea & Cornish Coffee Co Ltd	SL73504	120.00	0.00	120.00	Coffee Machine Rental
Kathy's Fruit & Veg	INV 54	114.15	0.00	114.15	Library Café Supplies
Richards Builders Merchants Ltd	INV 856545	36.31	6.05	30.25	Parks Maintenance
Richards Builders Merchants Ltd	INV 857135	43.48	7.25	36.23	Maintenance Council Chambers
Richards Builders Merchants Ltd	INV 857401	7.76	1.29	6.46	Maintenance Council Chambers

Richards Builders Merchants Ltd	INV 857935	40.93	6.82	34.10	Maintenance Council Chambers	
Richards Builders Merchants Ltd	INV 858068	18.64	3.11	15.53	Maintenance Council Chambers	
Richards Builders Merchants Ltd	INV 859095	3.83	0.64	3.19	Maintenance Parks	
Richards Builders Merchants Ltd	INV 859788	108.41	18.07	90.34	Maintenance Parks	
FOY-AIR Enterprises Ltd T/A LittleMops	INV 1957	34.80	5.80	29.00	Consumables Public Conveniences	
FOY-AIR Enterprises Ltd T/A LittleMops	INV 1956	183.94	30.66	153.28	Consumables Council Chambers	
FOY-AIR Enterprises Ltd T/A LittleMops	INV 1897	66.54	11.09	55.45	Consumables Public Conveniences	
FOY-AIR Enterprises Ltd T/A LittleMops	INV 1896	246.04	41.01	205.03	Consumables Council Chambers	
Complete Business Solutions Group Ltd	SINV03691083	108.03	18.01	90.02	Mop and Bucket & Ink Cartridge for the Library	
TClarke Contracting Ltd - Waldron Security	SL-23060025	84.00	14.00	70.00	Alarm Call Out - Site Visit - Library	
Security Dynamics	INV-0184	514.54	85.76	428.78	Body Cameras and Mounting Clips	
Create Signs South West Ltd	INV 1121	424.80	70.80	354.00	Signage for Council Chambers and Offices	
<b>44-23F&amp;O Date of next meeting</b> Monday 4 <sup>th</sup> September 2023.						
<b>45-23F&amp;O Any Business that has been disclosed to the Chairman and members prior to the meeting.</b>						
<ul style="list-style-type: none"> <li>➤ Following a question posited by the Chairman, regarding fundraising being undertaken in support of the all-weather pitch in the town, as this is one of the Town Mayor's Charities, it is agreed to shared the fundraising efforts of Michael Redshaw on the council's social media page.</li> <li>➤ Members' were asked to note that the Clerk had received anonymous correspondence (two separate letters) highlighting problems in relation to encouraging seagulls and minuted a reminder to members of the public that the council cannot respond to anonymous correspondence and therefore does not consider it.</li> </ul>						Clerk
Meeting closed at 8.49pm _____ Chairman						