

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

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

	ACTION
<p>46-23F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM.</p>	
<p>47-23F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. S G Bickle – (Agenda item 10j. Torpoint Town Partnership – as a member of the organisation). b) An NRI (Non-Registerable Interest) was declared by: - The Chairman (Councillor Mrs. K Brownhill) – (Agenda item 10j. Torpoint Town Partnership – as a member of the organisation).</p>	
<p>48-23F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 3rd July 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>49-23F&O Matters arising from the minutes a) Sparrow Park sign: - Pursuant to minute 34-23F&O (a), the Clerk explained that the Project Initiation Document (PID) had been drafted, however, had omitted to share it in advance of the meeting. The Town Mayor (Councillor G J Davis) suggested further ideas for enhancement of the area/entrance to Fore Street and it is agreed to arrange a meeting with Cormac Highways Manager to consider these ideas. b) Civic Functions: - Pursuant to minute 34-23F&O (b), the Clerk explained the following event is scheduled to take place: ➤ Freedom Parade on Sunday 24th September 2023. Much discussion ensued, particularly around the size of the dais, compared to last time and also to ensure a suitable PA is used. The Deputy Town Mayor (Councillor Mrs. J M Martin) very kindly volunteered the services of 'Andy Martin Production Support', the Operations Manager will make contact with him. c) Town Clock proposed repairs: - Pursuant to minute 34-23F&O (c), the Operations Manager has drafted the tender for proposed works and it is hoped the tender will be issued shortly. d) Freedom of Information request – Lizeta Fellows/Beat4Autism CIC: - Pursuant to minute 40-23F&O (i), the Clerk confirmed the information in the Freedom of Information request had been shared with the correspondent; following a question posited, the Clerk replied the total number of hours needed to complete the request was 15 hours.</p>	<p>Ops Mgr/ Clerk</p> <p>Ops Mgr/ Clerk</p>

e) Local Council Award Scheme – update following the submission of LCAS Gold application to CALC: -
Pursuant to minute 42-23F&O (a), the Clerk summarised the ‘informal feedback’ which had been received from CALC, following submission of the LCAS Gold application. A Town Council Action Plan is now being drafted for consideration at the Development and Localism Committee and a review of how the budget/annual financial end of year report is shared with the community, is likely to be needed to meet the ‘Gold’ standard. Should there be any further update from CALC, the Clerk will promptly share this with members.

Clerk

50-23F&O To consider Policies referred to this Committee
a) To note the updated Volunteering Policy (updated to include statement of reimbursement of costs to volunteers): -
The updated Volunteering Policy is noted.

Clerk

51-23F&O To consider the Council Risk Management
a) Creditors/Debtors: -
Noted, with no concerns.
b) Budget Variance – Finance and Operations Committee responsibilities (July 2023 Budget Variance Information): -
Following review of the first four months of the year, there are no immediate concerns.
c) Consider additional investment of £50k into Cornwall Council Call Account from General Reserves: -
Following in-depth discussion, with a question posed about the risk this investment would mean to the council, the Clerk to establish the risk and and answer prior to a recommendation being put to council, it is **recommended** to make a further investment of £50k from general reserves into the Cornwall Council Call Account (with instant access).
d) 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
Council

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Extraction system annual service booked for 19 th July.	Complete
	Fire alarm engineer booked for July to reinstall sensor in town clerks office.	Complete
	Annual Inspection of the Lift has highlighted safety concern in the case of an emergency. Operations Manager to Risk assess and produce evacuation instructions regarding the lift.	Ongoing
	Front doors on the Hall were rotting at the base, leading to phone calls from hirers unable to lock as escape bar was not engaging. Timber cut out and replaced. Door furniture replaced.	Complete
	Vents in kitchen cleaned by Contractor.	
	Issue with window latches in Grace and Glamour. Quote received to repair.	Complete
		Ongoing

	<p>Ceiling in Ladies Toilets Grace and Glamour collapsed, this has been replastered.</p> <p>Room 4 has been stripped of wallpaper, by the probation team after The Archives vacated ready to redecorate.</p> <p>Town Clerks office carpets cleaned by contractor after the roof leaked.</p>	<p>Complete</p> <p>Ongoing</p> <p>Complete</p>	
LIBRARY & COM HUB	<p>Void in the gas meter room, Fire alarm engineer booked for July to remove sensor so this can be rectified.</p> <p>Awaiting repair of damaged window rear entrance. Quotes received.</p>	<p>Complete</p> <p>Ongoing</p>	
PARKS	<p>Bénodet Park Repair to trampoline edge, in same area as previously damaged.</p> <p>Cambridge Field Hedge Trimmed by contractor in August. Quote to cover rubber tiles received. Large slide damaged by Shopping trolley, dents knocked back, no safety issue at present.</p> <p>Chestnut Close. Rubber tiles scattered around the park again overnight. Relayed.</p> <p>Sparrow Park Issue with loose coping stones raised with Cornwall Highways. Mountfield Mower called out contractor due to damaged drive belt.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p>	
PUBLIC CONVENIENCES	<p>Graffiti in Antony Road, ongoing during school holidays, team painting over as soon as it happens.</p> <p>Tiles blown in Bénodet disabled toilets. Ops Manager looking for quotes.</p>	<p>Complete</p> <p>Ongoing</p>	
TRAINING	<p>Operations Manager 2nd CILCA face to face session attended, first learning outcome submitted.</p> <p>Community Event Traffic Management Training attended by J. Debenham.</p> <p>Fire Extinguisher training booked.</p>		
BENCHES	<p>These will be renovated by the Probation Services team when they start.</p>		
FOOTPATHS	<p>Visit by Cormac to look at foot bridge on path 4. Awaiting work to be started on footbridge bridge. Cllr Kate Ewert has chased this.</p>	<p>Ongoing</p>	
JAPANESE KNOTWEED	<p>Visit by Cormac to establish why some areas had been treated by there team and others missed when there is an SLA in place.</p>	<p>Ongoing</p>	
CHRISTMAS	<p>The Operations Manager is investigating options for lights, this is</p>	<p>Ongoing</p>	

LIGHTS	currently with Torpoint Town Partnership, including using solar power in Sparrow Park.		
OTHER	Discussions with Church continue to obtain Ecclesiastical Exemption from Listed Building Consent. Tender document circulated. Van awaiting response from insurers after damage to body work while parked.	Ongoing	
<p>The Operations Manager advised: -</p> <ul style="list-style-type: none"> ➤ Unfortunately, the Operations Team are currently a 'man' down, due to sickness absence. Cover amongst the team has been managed internally, to the credit of the other staff. ➤ Operations Manager to action evacuation instructions for the lift. ➤ Rooms 4 and 7 in the Council Chambers have significant damage to the external wall and will need replastering, quote(s) are being sought for this work. ➤ The annual PAT testing has been undertaken. ➤ Library void/ceiling has been rectified. ➤ Two quotations to replace the matting underneath the play parks where the damage has occurred were shown to members on the screen. One quotation is in excess of £12k. Members' encouraged the Operations Manager to investigate any alternative options available for suitable and safe repair of the same and Clerk to advise the community the potential cost to repair this damage on social media. ➤ Caretaker/Enforcement Officer – a further member of the team has now undertaken LANTRA Traffic Management of Community Events course. ➤ 'Physical use' of fire extinguisher training is being booked for staff. ➤ Japanese Knotweed – following a question posited, the Operations Manager explained that following a recent tour, by the Operations Manager, Clerk and Cormac representative, some areas had been treated by the Cormac team, however not all areas. ➤ The van will be going in for repair, following damage which occurred whilst the vehicle was parked, an insurance claim is proceeding. ➤ Following a question posited, the Clerk will establish when the next weedspray of the town is being scheduled. <p>e) Review current IT equipment and services: - The Clerk summarised having undertaken a review of current IT equipment, currently no immediate requirements and will look at the requirements/upgrades which may be needed, in time for budget setting.</p> <p>f) Arrange interim audit: - Clerk to arrange interim audit with the accountant.</p>			Ops Mgr/ Clerk
52-23F&O Items Referred to this Committee			
None.			
53-23F&O Planning Applications			
a) PA23/05849 Single storey rear and side extensions – 35 Sconner Road, Torpoint PL11 2LJ: - It is resolved there are no objections or observations.			
54-23F&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.

No concerns to report.

55-23F&O Correspondence

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

b) The Public Sector Deposit Fund investment update as at 30th June 2023: -
Noted.

c) CCLA – Changes to the accounts administered with CCLA Investment Management Limited:
Noted.

d) New CALC training course: Addressing Conflict between Employees and Members, including Code of Conduct Issues – CALC (and additional date):
Noted.

e) CALC Executive Board vacancies 2023 – CALC: -
No members wished to apply to join the CALC Executive Board.

f) Section 137 Grant Application Citizens Advice Cornwall – CAB Cornwall: -
Following consideration of the Section 137 Grant Application from Citizens Advice Cornwall – CAB Cornwall, to continue to provide information, advice and guidance in Torpoint, it is **recommended** to award a grant amount of £500.00.

g) Local Area Energy Plan – engagement sessions – Carbon Neutral Cornwall team: -
Noted.

h) Cormac Solutions Limited has changed its company name – Corserv Solutions Limited t/a Cormac Solutions: -
Noted.

i) Applications are invited to join Cornwall Council’s Standards Committee and Appointment of Independent Person - Cornwall Council / Simon JR Mansell MBE: -
Noted.

j) Three Free of Charge Reports from Torpoint Town Partnership: -
Noted.

k) Section 137 Grant Application Torpoint Archives and Heritage Centre – Torpoint Archives and Heritage Centre: -
Following consideration of the Section 137 Grant Application from Torpoint Archives and Heritage Centre, to preserve the Historical Artefacts of Torpoint, it is **recommended** to award a grant amount of £563.82.

l) CALC Planning training courses for Autumn – CALC: -
Noted.

Council

Council

56-23F&O Climate Emergency Action Plan

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

- The updated action plan, with the actions now ‘traffic lighted’, has been circulated.

57-23F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Cornish Tea & Cornish Coffee Co Ltd	SL76698	144.52	2.26	142.26	Café Supplies Library

Go Collaborate	INV029	900.00	150.00	750.00	NDP - Regulation 14 Online Consultation Management
Cornish Tea & Cornish Coffee Co Ltd	SL76267	120.00	20.00	100.00	Coffee Machine Rental
Cornish Tea & Cornish Coffee Co Ltd	SL76461	58.92	0.00	58.92	Café Supplies Library
Clifton Emery Design Ltd	SL-4175	2,400.00	400.00	2,000.00	NDP - Regulation 14 Design Consultancy
Print Options	INV-14144	100.00	0.00	100.00	NDP - Regulation 14 Printed Copies of Plan
Western Web Limited	INV 23972	216.00	36.00	180.00	NDP - Website Security and Updates
Cornish Tea & Cornish Coffee Co Ltd	SL76371	117.30	0.00	117.30	Café Supplies Library
St John Ambulance	INV SP23005869	126.72	21.12	105.60	Medical Cover Civic Service
Cornish Tea & Cornish Coffee Co Ltd	INV SL74501	38.44	0.00	38.44	Café Supplies Library
Tom Cox Tree Surgery	INV 0215	300.00	50.00	250.00	Hedge Works - Cambridge Field
TOTAL		4,521.90			

58-23F&O Date of next meeting

Monday 2nd October 2023.

59-23F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Clerk and Operations Manager had briefly looked into the recent (national schools') concerns regarding Reinforced Autoclaved Aerated Concrete (RAAC), there are no immediate concerns to bring to the committee/town council's attention.

Meeting closed at 8.07pm _____ Chairman