

MINUTES of a meeting of the Finance and Operations Committee held on Monday 2nd October 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 Miss R A Evans BEM, M J Spurling, M Thomson-Neall, J Tivnan BEM, plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance.

	ACTION																		
<p>60-23F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors Mrs. S G Bickle and R M Willoughby.</p>																			
<p>61-23F&O Declarations of Interest relating to items on the Agenda None.</p>																			
<p>62-23F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 4th September 2023 were taken as read, confirmed and signed by the Chairman.</p>																			
<p>63-23F&O Matters arising from the minutes a) Civic Functions: - Pursuant to minute 49-23F&O (b), the Clerk reported following HMS RALEIGH exercising their right to the Freedom of Torpoint Parade which took place on Sunday 24th September 2023. As members' had previously been advised, the number of recruits planned to be on Parade far exceeded the number who marched two years' ago, which was post Covid. This resulted in a significant increase in the amount which had been budgeted for refreshments. An indicative expenditure breakdown, which can be used for future budgeting is shared here: -</p> <table border="1" data-bbox="110 1331 1127 1661"> <thead> <tr> <th>Expenditure</th> <th>Amount (£) (+VAT)</th> </tr> </thead> <tbody> <tr> <td>First Aid provision (for Civilians)</td> <td>105.60</td> </tr> <tr> <td>Generator Hire</td> <td>141.00</td> </tr> <tr> <td>Road closure application</td> <td>55.00</td> </tr> <tr> <td>Radios/Booster hire</td> <td>242.00</td> </tr> <tr> <td>Photographer</td> <td>40.00</td> </tr> <tr> <td>Pasties/Sandwiches – food</td> <td>1,851.30</td> </tr> <tr> <td>Additional refreshments</td> <td>Circa 250.00</td> </tr> <tr> <td>TOTAL</td> <td>2,684.90</td> </tr> </tbody> </table> <p>b) Town Clock proposed repairs: - Pursuant to minute 49-23F&O (c), the Operations Manager has drafted the tender for proposed works and it is hoped the tender will be issued shortly. The Clerk is endeavouring to make contact with Revd. Jo Northey to discuss the proposals with her.</p>	Expenditure	Amount (£) (+VAT)	First Aid provision (for Civilians)	105.60	Generator Hire	141.00	Road closure application	55.00	Radios/Booster hire	242.00	Photographer	40.00	Pasties/Sandwiches – food	1,851.30	Additional refreshments	Circa 250.00	TOTAL	2,684.90	Clerk/Ops Mgr
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<p>64-23F&O To consider Policies referred to this Committee None.</p>																			

65-23F&O To consider the Council Risk Management

a) Creditors/Debtors: -

Noted, with no concerns.

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

An in-depth review was undertaken, looking at the first five months of the year. The Clerk identified the additional areas for consideration: Advertising and Marketing, which falls under the Development and Localism Committee responsibilities, as there will be discussions later in the agenda regarding expenditure for 'Christmas', which is expended from this cost centre.

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	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.	Complete
	The Annexe - intruder alarm problems, Security Dynamics and electrician instructed to resolve.	Complete
	Issue with window latches in Grace and Glamour. Quote received to repair. Repaired.	Complete
	Ceiling in Ladies Toilets Grace and Glamour collapsed, this has been replastered. Also repainted.	Complete
	Room 4 has been stripped of wallpaper, by the probation team after the archives vacated ready to redecorate.	Ongoing
LIBRARY & COM HUB	Awaiting repair of damaged window rear entrance. Quotes received. This may not be possible due to the age of the glazing bars. Option 2 is to board up and paint. Remove	Ongoing
PARKS	Bénodet Park Weeded, tidied. Benches, band stand and sheds stained	Completed
	Cambridge Field 3 rd Quote to cover rubber tiles received.	Completed
	Basket swing repaired after misuse.	Completed
	Toddler swing Replacement support ordered	Ongoing
	Multi play damage	Ongoing
Sparrow Park Issue with loose coping stones raised with Cornwall Highways.	Ongoing	
Mountfield Mower booked in for service due to worn drive belt.	Ongoing	
Transit Van Insurance repairs booked for Wednesday 27 th September.	Ongoing	
PUBLIC CONVENIENCES	Tiles blown in Benodet disabled toilets. Ops Manager awaiting quotes.	Ongoing

TRAINING	Operations Manager 2 nd CILCA face to face session attended, first learning outcome submitted. Fire Extinguisher training booked.	
BENCHES	These will be renovated by the Probation Services team when they start.	
FOOTPATHS	Visit by Cormac to look at foot bridge on path 4. Awaiting work to be started on footbridge bridge. Cllr Kate Ewart has chased this.	Ongoing
JAPANESE KNOTWEED	Visit by Cormac to establish why some areas had been treated by the re team and others missed when there is an SLA in place.	Ongoing
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	Discussions with Church continue to obtain Ecclesiastical Exemption from Listed Building Consent. Tender document circulated.	Ongoing

The Operations Manager advised: -

- Unfortunately, the Operations Team continue to be a 'man' down, due to sickness absence. Cover has continued amongst the team and has been managed internally, to the credit of the other staff.
- Recent electrical issue in the bar area at the Council Chambers, needed to call out the electrician to repair.
- Work to repair damaged locks and hinges in Rooms 1 and 2.
- Work to repair the damaged glass at the Library and Community Hub has been completed, the broken glass has been replaced with a screen.
- Bénodet Park tea hut water heater is being replaced, as this has developed a leak.
- Bénodet Park – the Operations Manager has met with a representative from Torpoint Twinning Association and agreed a location for the gifted cormorant.
- Alarm/CCTV engineer was called out to issues with the intruder alarm in The Annexe.
- Cambridge Field – damage to the Multi-Play equipment – estimate to repair is circa £500.00 (+VAT).
- Thanckes Park Play Park swings which were purchased last year – there is evidence of some damage, having checking the CCTV footage, unsure about who, or what could be causing the minor damage.
- Rooms 4 and 7 in the Council Chambers have significant damage to the internal walls. Two quotations have been sought: -
£1,900.00 (no VAT) – Daniel Tweedie Plastering
£1,200.00 (inc. VAT) – Page Construction SW Ltd. and it is therefore **recommended** to instruct Page Construction SW Ltd. to undertake the replastering in rooms 4 and 7 in line with the quotation supplied.
- Play parks - the Operations Manager explained a further quotation had been sought on the damaged play park matting and briefly summarised the difference between the quotations now received (members recalled the first quotation was in excess of £12k). The Operations Manager is now directed to prepare a document, sharing all the information at the next committee meeting.

Ops Mgr/
Clerk

Council

Ops Mgr/
Clerk

Christmas trees and lights.

Members' reviewed the information/quotations as previously circulated, for replacing the mini Christmas trees that align Fore Street, as well as including Christmas lights on these trees.

Prior to a recommendation being put, members' discussed which cost centre would fund this expenditure and it is understood there is an expected donation from the Torpoint Town Partnership, to the amount of £822.49 for these assets. Balance of funds for these assets will be drawn from the Advertising and Marketing cost centre, Clerk to ensure this information is shared at the Development and Localism Committee meeting (later the same week). Having discussed in detail the options available, it is **recommended** to purchase sufficient (number to be confirmed) mini Christmas trees 4ft (1.2) metres (£55.00 per tree), plus lights £39.99, total cost for 16 trees = £1,519.84, <https://www.xmasdirect.co.uk/artificial-christmas-trees/outdoor-trees/outdoor-wall-mounted-christmas-tree-no-lights/> for display along Fore Street, balance of total cost to the council of approximately £800.00 plus VAT.

Discussions then continued regarding opportunities for lighting up Sparrow Park for the Christmas period and members' agreed this year to light the existing tree and enhance/light the Park.

The Operations Manager detailed the expected expenditure to hire a cherry picker for the installation of all the Christmas lights and the Christmas tree (at Eliot Square), which is approximately £450.00 (plus VAT), this includes 24 hour engineer callout (should this be needed). Members' were ethusaistic to ensure that council funds were used for the benefit of decorating the town at Christmas and therefore **recommend** additional expenditure, to an amount of £1,000.00 for the provision of assets/services to decorate the town this Christmas. Clerk will review the Budget Statement to establish the cost centre for this expenditure.

All permissions and licences for Cornwall Council are being sought by the Operations Manager.

d) External Auditor's Report and Certificate year ended 31st March 2023 and Notice of conclusion of audit: -

The Clerk was delighted to announce the external auditors have completed their review of the Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023. The copy of sections 1 and 2 of the AGAR on which their report is based along with their external auditor report and certificate (Section 3 of the AGAR form 3) were circulated in advance. On the basis of their review on sections 1 and 2 of the AGAR, in their opinion the information in sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The Notice of conclusion template has been prepared and published, the deadline for this was 30th September.

e) Engineering and Construction Renewal Insurance (Platform Lift) – James Hallam/Allianz – Clerk to instruct renewal insurance for the platform lift, in line with best value.

Clerk

Council

Council
Clerk

66-23F&O Items Referred to this Committee

None.

67-23F&O Planning Applications						
a) Reconsider information from Cornwall Council regarding PA23/05787 - Proposed Change of use of site from Offices to Hot Food Takeaway with sit in functions and the installation of extraction equipment, 2 York Road Torpoint PL11 2LG: - Members' considered the information as previously circulated, and discussed in detail the proposals from Cornwall Council, following consideration of the options as set out within the Protocol for Local Councils as has resolved to: - 2. Agree to disagree.						Clerk
68-23F&O Health and Safety						
a) Reports and any new, proposed regulations/legislations and current issues. Nothing additional to report.						Cllr Tivnan
b) Fire Risk Assessment for all buildings. The Operations Manager requested Councillor J Tivnan BEM re-share emailed information on the Library Fire Risk Assessment from Cornwall's Chief Fire Officer. No concerns to report.						
69-23F&O Correspondence						
a) Employer Newsletter September 2023 – Cornwall Pension Fund: - Noted.						
b) GDPR / Data Protection Act 2018 Data Protection renewal fee 03/11/2023 – Information Commissioner's Office: - Invoice/direct debit payment to be processed, noted.						
70-23F&O Climate Emergency Action Plan						
a) To consider the actions relating to this Committee: -						
<ul style="list-style-type: none"> ➤ The Operations Manager is seeking quotations for replacement council van, as the current lease expires in March 2024; research to date highlights that a hybrid van is unlikely to be an option, however, there are certainly fully electric vehicles which would suit the councils requirements. ➤ The Operations Manager is liaising with the landscape equipment engineer regarding replacement of petrol equipment with battery operated equipment. 						
71-23F&O Accounts for payment						
Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description	
Cornish Coffee	SL77627	201.58	0.00	201.58	Library Café Supplies	
Little Mops UK	INV 2088	72.40	12.07	60.33	Disposables Public Conveniences	
D J W Window Cleaning	INV0059	55.00	0.00	55.00	Council Chambers Window Cleaning	
D J W Window Cleaning	INV0060	18.00	0.00	18.00	Bus Shelter Cleaning	
Every Corner Distribution	TTCECD007	672.00	112.00	560.00	Newsletter Distribution	
BDO	INV-00425931	1,638.00	273.00	1,365.00	Limited Assurance Review for the year ended 31st March 2023	

Cornish Pod	iz1315	1,851.30	0.00	1,851.30	Supply of Pasties etc for Freedom of Torpoint Parade
Cornish Coffee	SL77907	131.56	0.00	131.56	Library Café Supplies
Cornish Coffee	SL78060	157.72	0.00	157.72	Library Café Supplies
Francis Thomas	INV 6123	119.40	19.90	99.50	Mountfield Ride on Mower Repairs
Print Options	INV-14197	1,318.00	53.00	1,265.00	Newsletter Printing and Artwork
SMP	INV 3932	392.37	65.30	326.99	Water Heater Replacement Benodet Tea Hut
RB Windows	INV 1463	362.40	60.40	302.00	Window Repairs Council Chambers
RB Windows	INV 1610	208.80	34.80	174.00	Library Window Repairs
James Hallam	Client 19579800	512.00	62.50	449.50	Renewal Platform Lift 30.10.23 – 29.10.24
	TOTAL	7,710.53			
72-23F&O Date of next meeting Monday 30 th October 2023.					
73-23F&O Any Business that has been disclosed to the Chairman and members prior to the meeting. None.					
Meeting closed at 8.07pm _____ Chairman					