

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

PRESENT: - Councillor Mrs. K Brownhill (Chairman), Councillor Mrs. J M Martin (Deputy Town Mayor), Councillors Mrs. S G Bickle, 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>74-23F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor G J Davis (Town Mayor) and Councillor R M Willoughby.</p>	
<p>75-23F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Miss R A Evans BEM – (Agenda item 10f. Member of Torpoint Mosquito Sailing Club). b) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – (Agenda item 10f. Member of Torpoint Mosquito Sailing Club). c) An NRI (Non-Registerable Interest) was declared by: - Councillor M J Spurling– (Agenda item 10f. Member of Torpoint Mosquito Sailing Club). d) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 10f. Member of Torpoint Mosquito Sailing Club).</p>	
<p>76-23F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 2nd October 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>77-23F&O Matters arising from the minutes a) Civic Functions: - Pursuant to minute 63-23F&O (a), there are no further civic functions planned. b) Town Clock proposed repairs: - Pursuant to minute 63-23F&O (b), 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, before issuing the tender. c) Update on LCAS application submitted to CALC: - Members considered the recommendations put by CALC in order for the council to apply for Foundation status and considered whether it would be more appropriate to now aim to achieve this award first, before then progressing to either Quality or Gold status. Following a brief review of what is needed for the Foundation award, it is now recommended to apply for the Foundation award first, before then progressing to one of the next levels, acknowledging it is more likely that this award could be achieved sooner.</p>	Council
<p>78-23F&O To consider Policies referred to this Committee a) Financial Regulations and Best Value Statement: - Following an explanation by the Clerk of the updates made to the Financial Regulations and Best Value Statement, it is recommended to adopt the updated documents accordingly.</p>	Council

➤ **To consider the Council Risk Management**

➤ Creditors/Debtors: -

Noted, with no concerns.

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

No immediate concerns, will be looked at further with the budget discussions.

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	Awaiting repair plaster work in rooms 4 and 7. Purchase order issued.	Ongoing
	Heating boiler developed a leak, temporary repair made by SMP systems while parts are ordered. Gas Safety Check booked.	Ongoing
LIBRARY & COM HUB	Annual Gas Safety check booked. Wild flowers sown around the library.	
PARKS	Bénodet Park Scouts are camping in the Garden on 4 th November, as part of Community Award, weeding and moving plants.	
	Cambridge Field 3 rd Quote to cover rubber tiles received. Toddler swing Replacement support ordered.	Ongoing
	Sparrow Park Issue with loose coping stones raised with Cornwall Highways.	Ongoing
	Mountfield Mower Serviced due to worn drive belt, steering tightened. Warning regarding wear on the given regarding the transmission box. £500 to replace plus labour Transit Van Insurance repairs booked for Wednesday 27 th September.	Completed Completed
PUBLIC CONVENIENCES	Tiles blown in Benodet disabled toilets. Ops team will sand and repaint.	Ongoing
TRAINING	Operations Manager 3 rd CILCA face to face session attended, first learning outcomes submitted. Fire Extinguisher training booked 31 st October.	
BENCHES	These will be renovated by the Probation Services team when they start.	
FOOTPATHS	Footpath 4. Condition of the bridge has deteriorated, the Town Clerk escalated this with the Countryside team.	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	All replacement lights have been chosen and awaiting delivery. Motifs arriving Monday 6 th November. All permissions received from Cornwall Council for the installation and for the switch on event.	Ongoing

OTHER	<p>Discussions with Church continue to obtain Ecclesiastical Exemption from Listed Building Consent. Tender document circulated.</p> <p>3 defibrillator activations this month, fortunately not used on any occasions.</p>	Ongoing	
<p>The Operations Manager advised: -</p> <ul style="list-style-type: none"> ➤ The Operations Team will hopefully be back up to full strength again, with the return of one member of the team, a suitable return-to-work plan is being put in place. ➤ There was a recent incident of anti-social behaviour in Cambridge Field, which was reported by a member of the public to the Police who have forwarded the crime reference number to us. Youths were allegedly damaging the waste bin, unfortunately with no CCTV evidence the crime will not be pursued by the Police. ➤ Following contact with Cormac by the Clerk, we have been assured that the damaged bridge on Footpath 4 will soon be repaired. ➤ The Mountfield mower has recently received a temporary repair, unfortunately we have been advised this is likely to be the last season we can use it for operations, therefore research into a suitable replacement is currently being investigated. ➤ The lease on the hybrid van is due to expire in March next year, therefore quotes for replacement vehicles have been sought. It is likely that the council will need to consider a fully electric Transit van, which can then accommodate the equipment needed for servicing all the parks. A Transit van is being delivered by Vospers in the next fortnight, for the team to have a test drive. ➤ The Clerk explained that we are continuing to work with the Probation services, however, their Supervisor has been unwell and is currently unable to visit Torpoint. ➤ The Operations Manager explained the planned overnight stay in Bénodet Park of the Scouts has been cancelled until the Spring next year. <p>d) To consider Budget requirements for 2024-25, 2025-26 and 2026-27: - The Excel spreadsheet was shared on the screen and is appended to these minutes, detailing the projects which need to be included in the budget discussions at the December meeting. The Clerk will forward these details to all members and is available to discuss any queries members' may have on the figures/amounts/projects being planned.</p>			
<p>79-23F&O Items Referred to this Committee None.</p>			
<p>80-23F&O Planning Applications None.</p>			
<p>81-23F&O Health and Safety</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. Councillor J Tivnan BEM has re-shared the information on the Library Fire Risk Assessment from Cornwall's Chief Fire Officer. No concerns to report.</p>			
<p>82-23F&O Correspondence</p> <p>a) Information from Defence Infrastructure Organisation – Data Protection Information</p>			

request for email address: -
Noted.

b) Notification of Changes to Gas Charges from October 2023 - Corona Energy: -
Noted.

c) Autumn 2023 Update – Stroke Association: -
Noted.

d) Public Space Protection Order – Dogs on Leads by Direction, Dog Fouling and Dog exclusions – orders will be renewed for 3 years – Cornwall Council: -
Noted.

e) Annual Rough Sleeper Count (Midnight on Monday 6th November 2023) – Volunteers needed – Cornwall Council: -
Noted.

f) Section 137 Grant application - Torpoint Mosquito Sailing Club (application as circulated). Following consideration of the Section 137 grant funding application from Torpoint Mosquito Sailing Club, for an amount of £1,830.00 for a safety boat engine, supporting the water based activities of the Club. Members’ were keen to financially support the project and following a offer from [Cornwall] Councillor J Tivnan BEM, who suggested an application for £500.00 could be made by the Club for Community Chest funding, it is **recommended** this council awards a Section 137 grant of £1,330.00 to Torpoint Mosquito Sailing Club, towards the cost of a safety boat engine.

Council

83-23F&O Climate Emergency Action Plan

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

- 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.

84-23F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
BT	INV Q060 7Q	766.19	127.70	638.49	Phone Bill to 27th September '23
Richards Builders Merchants Ltd	INV 874239	9.90	1.65	8.25	Maintenance Council Chambers
Richards Builders Merchants Ltd	INV 873788	112.28	18.71	93.56	Parks Maintenance
Richards Builders Merchants Ltd	INV 873423	25.57	4.26	21.30	Parks Maintenance
Richards Builders Merchants Ltd	INV 872789	67.21	11.20	56.01	Parks Maintenance
Richards Builders Merchants Ltd	INV 872655	23.99	4.00	19.99	Maintenance Council Chambers
Richards Builders Merchants Ltd	INV 872298	5.39	0.90	4.49	Parks Maintenance
Go Collaborate	INV 031	900.00	150.00	750.00	NDP Regulation 14 online consultation platform and

					associated services
Cornwall Council - Occupational Health	8100417838	720.00	120.00	600.00	Staff Services
Cornwall Council - Dog Waste Bags	8100418316	57.24	9.54	47.70	Dog Waste Bags
Cornish Tea & Cornish Coffee Co Ltd	SL79057	122.72	0.00	122.72	Library Café Supplies
St John Ambulance	SP23007779	126.72	21.12	105.60	First aid Cover Freedom Parade
Westcare Limited	SORD00206275	120.34	20.06	100.28	Stationery Council Chambers and Library
Isla Sell Classes	INV # 0013210	420.00	0.00	420.00	Provision of 6 Sessions of Chair Pilates at the Library & Com Hub
Cornish Tea & Cornish Coffee Co Ltd	SL77707	120.00	0.00	120.00	Coffee Machine Rental
	TOTAL	3,597.55			
85-23F&O Date of next meeting					
Monday 4 th December 2023 (all Members summoned to attend for Budget meeting).					
86-23F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.					
None.					
Meeting closed at 8.12pm _____ Chairman					