



MINUTES of a meeting of the Finance and Operations Committee held on Monday 4th December 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, Miss R A Evans BEM, M Thomson-Neall, J Tivnan BEM, plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance. The Town Council Support Officer was also in attendance.

ALSO PRESENT: - Councillors L E Keise, Mrs. J L Reeves, C R Sawyer and B A Walsh were present for agenda items 1 – 6 inclusive.

	ACTION
<p>87-23F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors Mrs. C E Goodman, Mrs. L Fellows, C R Still, M J Spurling and R M Willoughby.</p>	
<p>88-23F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - The Chairman (Councillor Mrs. K Brownhill) – (Agenda item 5. Hiring and Letting Charges as a Member of the RBL and as a hirer for and on behalf of U3A. Agenda item 13a as the author of the report from the Torpoint Town Partnership.) b) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – (Agenda item 5. Hiring and Letting Charges as a relative of the proprietor of the Coppola School of Performing Arts. Agenda item 13f Application for free of charge usage, Coppola School of Performing Arts.) c) An NRI (Non-Registerable Interest) was declared by: - Councillor B A Walsh – (Agenda item 5. Hiring and Letting Charges as a Member of the Torpoint Players.) d) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 5. Hiring and Letting Charges as Treasurer of the Royal British Legion [Storage Room York Road]) and anything related to Remembrance.) e) A RI (Registerable interest) was declared by: - Councillor Mrs. J L Reeves – (Agenda item 5. Hiring and Letting Charges – as financially associated with the licensee of Rooms 1 and 2.)</p>	
<p>89-23F&O To consider renewing the energy suppliers for all sites (gas and electricity), as contracts are due for renewal in 2024 The Clerk presented the information, as previously circulated, for consideration of a 5-year renewal for energy supply for all sites, which had been provided by the broker. Contracts are due for renewal in May 2024 and there will be a significant increase in the energy costs, as this council has been 'in contract' for the past four and a half years. Members' acknowledged that this had been financially beneficial to the council, due to the recent energy crisis.</p> <p>Following consideration of the information as shared, it is recommended to adopt/renew the energy suppliers for all sites (gas and renewable electricity) as shown in <i>Appendix 1</i>, which includes the existing costings.</p>	Council

<p>90-23F&O Planning Applications a) PA23/09291 – Front extension – 12 Chapeldown Road, Torpoint, PL11 3HT. It is resolved there are no observations or objections.</p>	Clerk
<p>91-23F&O To consider the Hiring and Letting Charges for the 2024-25 financial year The Clerk detailed, and displayed on the screen, the Excel spreadsheet, received from Cornwall Council. This enables Town and Parish Councils, having input the proposed precept first, to display the annual council tax charge that residents in the parish will pay in 2024-25 for the parish council element, based on the proposed precept figure that has been input. This is shown for all of the different property bands. The spreadsheet then displays the increase or decrease in charge per band from 2023-24 to 2024-25 in pounds (£) and percentage (%) terms. The current tax base information is showing an increase from 2023-24 to 2024-25 of 1.06 or 0.04%. The Clerk explained an initial budget/precept proposal for council to consider and review at this meeting.</p> <p>Members considered the hiring room charges, with a very lengthy debate and considered how to increase income and hiring and licensee charges, in line with the results of the market report conducted in November 2021. As the valuation report was conducted two years ago, it was suggested by the Town Mayor (Councillor G J Davis) that these market valuations should be increased by 10%.</p> <p>Therefore, to endeavour to move closer to the results of the valuation report, plus the additional 10%, all the licensee room charges were debated at length. Following this discussion, the proposal was put and seconded and it is recommended that the notes appended to these minutes containing the proposed hiring and licensee charges at <i>Appendix 2</i> are increased as follows: - Council Hall – from £15.75 to £18.00 per hour Committee Room – from £9.45 to £12.00 per hour Mayor’s Parlour - from £6.30 to £8.00 per hour for the 2024-25 financial year.</p> <p>Bénodet Park tea hut and Park Hourly charge – £8.00 per hour Half day charge - £35.00 Full day charge - £70.00 for the 2024-25 financial year.</p>	Council
<p>92-23F&O To consider the Council Budget for the 2024-25, 2025-26 and 2026-27 financial years The Chairman (Councillor Mrs. K Brownhill) explained that preparatory work had been undertaken to prepare a draft budget, as circulated, for the 2024-25 financial year, with hard copies available at the meeting. This first draft was displayed on the screen and members reviewed all income and expenditure.</p> <p>The salaries budget is to be increased from £303,500 in 2023-24 to £330,280 in 2024-25, an increase of £26,780 (8.8% increase). Using the draft budget, Members debated at length where savings could be made and income could be generated.</p>	

<p>All income amounts were reviewed, as well as the planned allocated Reserves considerations for 2024-25.</p> <p>The Clerk showed members the revised precept calculation using the Cornwall Council Excel spreadsheet, which amounts to a 10.74% increase, for a Band D property, to the precept for 2024-25. Following a proposal by Councillor J Tivnan BEM, which was seconded by the Deputy Mayor (Councillor Mrs. J M Martin) it is recommended that the notes appended to these minutes containing an 'unbalanced Council budget' (using £9,000 from General Reserves for revenue expenditure) for the financial year 2024-25 at <i>Appendix 3</i> are approved by the Town Council. Based on the proposed budget, this would result in an increase from the existing precept of £417,739, rising to a proposed precept of £462,799, an increase of £45,060, using the tax base for 2024-25 this is approximately a 10.74% increase, with the monthly charge of £195.44 for a Band "D" property, which is an increase of £18.95.</p> <p><i>(Prior to the voting on the proposed council budget / precept for the financial year 2024-25. Members were asked by the Town Clerk: Under Section 106 of the Local Government Act, any Member who has unpaid council tax over 2 months old, must declare the fact at the meeting and is not allowed to vote on budget/council tax setting agenda item.)</i></p> <p>(Councillors L E Keise, Mrs. J L Reeves, C R Sawyer and B A Walsh, plus the Town Council Support Officer, left the meeting at this point.)</p>	<p>Council</p>
<p>93-23F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 30th October 2023 were taken as read, confirmed and signed by the Chairman.</p>	
<p>94-23F&O Matters arising from the minutes a) Civic Functions: - Pursuant to minute 77-23F&O (a), there are no further civic functions planned. b) Town Clock proposed repairs: - Pursuant to minute 77-23F&O (b), this is being progressed by the Operations Manager.</p>	
<p>95-23F&O To consider Policies referred to this Committee a) None.</p>	
<p>96-23F&O To consider the Council Risk Management a) Creditors/Debtors: - Noted, with no concerns. b) Budget Variance – Finance and Operations Committee responsibilities (October 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).</p>	

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.	
PARKS	Bénodet Park Delivery of Plants for urban tree planting by CORMAC.	
	Cambridge Field 3 rd Quote to cover rubber tiles received. Toddler swing Replacement installed.	Completed
	Sparrow Park Issue with loose coping stones raised with Cornwall Highways. Advised that replacements have been purchased.	Ongoing
PUBLIC CONVENIENCES	Tiles blown in Benodet disabled toilets. Ops team will sand and repaint.	Ongoing
	Blockage on leading to the mains sewer line caused pipework in the Gents at Antony RD to back up. Cleared by the Operations Team	Completed
TRAINING	Operations Manager final CILCA face to face session, Wednesday 6 th December. Fire Extinguisher training booked 31 st November.	Completed
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. UPDATE repairs have now been completed and pollution escalated further.	Completed
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	Lights installed and Switch on well supported by the Town.	Completed
OTHER	Discussions with Church continue to obtain Ecclesiastical Exemption from Listed Building Consent. Tender document circulated.	Ongoing

The Clerk apologies as the Operations Report had only been circulated today.

The Operations Manager advised: -

- Consideration about starting a sinking fund for roofing repairs to the council chambers building should be reviewed in the future.

97-23F&O Items Referred to this Committee

a) To note to **resolve to award**, 2023 back-pay for former employee, from 1st April 2023 to leaving date, in accordance with NALC National Joint Council for Local Government Services

<p>agreement on rates of pay applicable from 1st April 2023 to 31st March 2024: - It is noted this council has resolved to award, 2023 back-pay for a former employee, from 1st April 2023 to leaving date, in accordance with NALC National Joint Council for Local Government Services agreement on rates of pay applicable from 1st April 2023 to 31st March 2024.</p> <p>b) To consider the opportunity for a named individual from any Town and Parish Council to join the Cornwall Council online learning hub at a cost of £35.00 per delegate: - It is recommended for members or employees to sign up to Cornwall Council online learning hub at a cost if £35.00 per delegate, in accordance / with consideration of the planned expenditure.</p>	<p>Clerk</p> <p>Council</p>												
<p>98-23F&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. Nothing additional to report.</p>													
<p>99-23F&O Correspondence</p> <p>a) Free of Charge report of usage – Torpoint Town Partnership (Community lantern making workshop): - Noted.</p> <p>b) The Public Sector Deposit fund 31 October 2023 Factsheet – CCLA: - Noted.</p> <p>c) Employer Newsletter November 2023 - Cornwall Pension Fund:c- Noted.</p> <p>d) Section 137 Grant application – The Rame Group Practice (Wellbeing Garden improvements): - Following consideration of the Section 137 grant funding application from The Rame Group Practice, for an amount of £535.00 (net of VAT) for further improvements to the health and well-being garden at The Rame Group Practice.</p> <p>e) Training CALC Breakthrough Spring 2024 course dates – CALC: - Noted.</p> <p>f) Free of Charge Usage application - Coppola School of Performing Arts: - It is resolved to grant free of charge usage to the Coppola School of Performing Arts for their rehearsals and shows for the 'Children's Christmas performance' raising funds for the Torpoint Town Mayor's Charity Fund.</p>	<p>Council</p> <p>Clerk</p>												
<p>100-23F&O Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: - ➤ A revised quotation is being sought for the replacement council vehicle.</p>													
<p>101-23F&O Accounts for payment</p> <table border="1" data-bbox="110 1717 1351 1877"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Total (£)</th> <th>VAT (£)</th> <th>NET (£)</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Cornish Tea & Cornish Coffee Co Ltd</td> <td>SL79999</td> <td>120.00</td> <td>0.00</td> <td>120.00</td> <td>Coffee Machine Rental Arrears</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description	Cornish Tea & Cornish Coffee Co Ltd	SL79999	120.00	0.00	120.00	Coffee Machine Rental Arrears	
Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description								
Cornish Tea & Cornish Coffee Co Ltd	SL79999	120.00	0.00	120.00	Coffee Machine Rental Arrears								

Andy Campfield	Remembrance Photographs	40.00	0.00	40.00	Photographs Remembrance Service
ASG Security	INV 41216	138.00	23.00	115.00	Alarm Fault Call Out Council Chambers
PPL PRS Ltd	SIN2565261	480.42	80.07	400.35	Music Licence Council Chambers
D J W Window Cleaning	INV0061	30.00	0.00	30.00	Bus Shelter Cleaning
D J W Window Cleaning	INV0062	30.00	0.00	30.00	Bus Shelter Cleaning
Cornwall Council	8100425898	55.00	0.00	55.00	Administration Fee CIVIC
Cornwall Council	8100425936	55.00	0.00	55.00	Administration Fee Freedom
N Watts	Mileage Claim Aug -Sept	50.40	0.00	50.40	Mileage Claim - Library Volunteer
Cornwall Council - Sea Gull Proof Sacks	8100423070	37.00	0.00	37.00	Sea Gull Proof Sacks
Westcare Limited	SORD0020731 7	192.97	32.16	160.81	Stationery Order - Library
Health & Safety Adviser Online	12-8274297	79.80	0.00	79.80	Subscription
Cornish Tea & Cornish Coffee Co Ltd	SL80231	122.72	0.00	122.72	Café Supplies
The Festive Lighting Company Ltd	SO1815433	39.17	6.53	32.64	Extension Leads - Christmas Lights
Cornish Tea & Cornish Coffee Co Ltd	SL78886	120.00	0.00	120.00	Coffee Machine Rental Month in Advance
Cornwall Council - Sea Gull Proof Sacks	8100418077	97.00	0.00	97.00	Sea Gull Proof Sacks
*Tartendown Nurseries	INV 5374	216.00	36.00	180.00	Christmas Tree
Biffa	522C82323	28.49	4.75	23.74	Recycling Council Chambers
Biffa	522C82325	28.49	4.75	23.74	Recycling Library
Biffa	522C82326	52.30	8.72	43.58	General Waste Library



Biffa	522C82324	40.06	6.68	33.38	General Waste Council Chambers
Cormac Solutions Ltd	CINV-045986	60.00	10.00	50.00	Traffic Management Course - R. Austin
TOTAL		2,112.82			

* donation towards the Christmas tree is anticipated from the Torpoint Players

102-23F&O Date of next meeting

Monday 29th January 2024.

103-23F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 9.27pm _____ Chairman