



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Operations Committee held on Monday 29th January 2024 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 J Spurling, J Tivnan BEM, plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance.

| | ACTION |
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| <p>104-23F&O Suspension of Standing Orders Following a proposal put by the Chairman (Councillor Mrs. K Brownhill) and seconded by Councillor J Tivnan BEM, it is resolved to suspend Standing Orders to allow Mellissa Ralph from CORMAC Solutions Ltd. to give a presentation on the 'Urban Green Shoots' project which is being proposed and implemented in Thanckes Park, Torpoint. (The meeting started at 7.22pm.) The Chairman (Councillor Mrs. K Brownhill) and members minuted their thanks to Melissa for the very interesting presentation.</p> | |
| <p>105-23F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor R M Willoughby.</p> | |
| <p>106-23F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – (Agenda item 10.g. and 10.i. Free of Charge usage applications, 2nd Torpoint Sea Scouts as a relative of a member of the 2nd Torpoint Sea Scouts).</p> | |
| <p>107-23F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 4th December 2023 were taken as read, confirmed and signed by the Chairman.</p> | |
| <p>108-23F&O Matters arising from the minutes a) Civic Functions and other events: - Pursuant to minute 94-23F&O (a): - i) Monday 11th March – Commonwealth Day – members, dignitaries and the three schools will all be invited to participate. ii) Thursday 5th May – 50th Anniversary of Torpoint Town Council / Annual Parish Meeting. Discussed the format and a plan to invite former Town Mayors to join with the current Town councillors and staff for a formal photograph to celebrate the 50th Anniversary of Torpoint Town Council. Will purchase commemorative '50 years old' lapel pin badges to be given as a gift for councillors, employees and former Town Mayors. The Annual Parish meeting will take place, with residents invited to attend and hear about progress being made within the town. Following a question put at the January 2024 council meeting, the Chairman (Councillor Mrs. K Brownhill) was pleased to advise the date for the Torpoint Archives 30th Anniversary is around the 25th April 2024, it is agreed to invite members of the Torpoint Archives and Heritage Centre to a 30th Anniversary celebration in the Committee Room at the Council Chambers, on the evening of Thursday 25th April 2024, all councillors are invited to attend. iii) Sunday 16th June – Re-Dedication of the RBL Standard, Councillor J Tivnan BEM explained he is looking to change the date of this event, as it clashes with Father's Day. iv) Suggest a Civic Service and Parade [July] 2024 date – propose Sunday 14th July 2024, Clerk to ask Rev. Jo Northey for availability of St. James Church to host the service. The Chairman</p> | <p>All</p> <p>All/Clerk</p> <p>Cllr Tivnan BEM</p> |

110-23F&O To consider the Council Risk Management

a) Creditors/Debtors: -

The Clerk was pleased to confirm a payment receipt from an outstanding debtor and highlighted there are no further concerns.

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

All committee income and expenditure was considered, with no immediate concerns identified.

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 |
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| COUNCIL CHAMBERS | Awaiting repair of plaster work in rooms 4 and 7. Purchase order issued. | Ongoing |
| | Gas safety check found faulty temperature control valve; part was difficult to source. | Completed |
| | First quote for solar received awaiting others. | Ongoing |
| LIBRARY & COM HUB | Call out required on heating system. Raised via Cornwall Council. | Ongoing |
| | New pump required. Gas safety check carried out. | Completed |
| PARKS | Bénodet Park Delivery of Plants for urban tree planting by CORMAC. | Completed |
| | Tennis courts. Drainage works on the tennis courts completed, tarmac to be laid in the coming weeks. | Ongoing |
| | Ops team carried out pre start works between Christmas and the contractors arriving on site. | Completed |
| | Cambridge Field Incident investigated by the Operations Team and corrective measures taken. | Completed |
| | Sparrow Park Replacement coping stones installed by Cormac. Operations team repaired rotting wooden planters. | Completed |
| PUBLIC CONVENIENCES | Tiles blown in Bénodet disabled toilets. Ops team will sand and repaint. | Ongoing |
| | Vandalism to outside light at Bénodet. CCTV submitted to the police. | Ongoing |
| TRAINING | Operations Manager working through the CiLCA syllabus. | Ongoing |
| | Caretaker has received certificate for his LANTRA Traffic Management for Community Events training. | Completed |
| BENCHES | These will be renovated by the Probation Services team when they start. Also, a suggested job for Social Responsibility group from Kier, looking to set up a SLA (Service level agreement). | |
| FOOTPATHS | | |

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| JAPANESE KNOTWEED | The Town Clerk has contacted Cormac to enquire if the SLA for knotweed treatment is still required. | Ongoing |
| CHRISTMAS LIGHTS | Lights taken down by volunteer team and staff. Motifs returned to Festive Lights. | Completed |
| OTHER | Awaiting quotes for church clock maintenance and servicing, also painting quotes. To enable the council to give further information to the diocese. Dates circulated to road marshals of confirmed parades for 2024. HMK Portrait registration has been rejected, town and parish councils are at the later stage in the scheme and will be notified. | Ongoing |

The Operations Manager advised: -

- Plaster repair work in rooms 4 and 7 is now complete.
- Following the fire safety/emergency lighting check at the Council Chambers, some batteries need replacing – this is being actioned.
- Solar panel quotations for the Council Chambers have been received, lowest £16k, highest £40k, funding opportunities are being researched before this information will be presented for consideration.
- Library and Community Hub – heating failed, engineer called out, awaiting invoice.
- Gas safety checks at the Council Chambers and Library and Community Hub have been carried out – any issues rectified.
- Trees for planting in Thanckes Park were delivered to Bénodet Park, this meant that for a period of time the park was kept locked. Cornwall Council are making progress with the tree planting around Thanckes Park.
- On 7th January 2024 the waste bin at Thanckes Park play park was damaged by arson, also at the same time the exterior light at the public conveniences was broken. CCTV footage has been reviewed and any images forwarded to the Police, a quotation for the light repair is awaited.
- Tennis courts improvements, the drainage works on the tennis courts are now complete, ready for the tarmac to be laid in the coming weeks. The Operations Team carried out pre-start works between Christmas and the contractors arriving on site.
- The Operations Manager and Clerk held a first meeting with the Social Value Coordinator at Kier Bam, who are based in Devonport Dockyard, about social responsibility opportunities for their employees. A follow-up meeting is being scheduled and employees will undertake a variety of activities in Torpoint, during the week days, as part of their social responsibility.
- The Operations Manager was delighted to report the Christmas lights switch on event and the lights and Christmas trees over the Christmas period all went very well, with no issues. It is agreed the Operations Manager will seek a quotation for scaffold poles, for the display at Sparrow Park for 2024.
- The waste bin on the junction of Trevol Road/Antony Road was recently broken; the Clerk requested that a new one would be better sited near to the shop/bus shelter and the good news is that a new larger bin has been placed alongside the bus shelter.

Ops Mgr

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| <p>d) Insurance Renewal for vehicle (March 2024) and full cover (1st April 2024) – Consider undertaking property valuation for Council Chambers building at discounted rate for desktop E-Valuations: -</p> <p>The Clerk has commenced discussions with the insurance broker regarding the vehicle insurance renewal and full cover insurance renewal for 2024. As circulated, as an Aviva customer, the council can benefit from a discounted rate for desktop E-Valuations through BCH, for a charge of £85.00 plus VAT, per property. Members’ agreed a desktop valuation of the Council Chambers building would be very useful, Clerk to action the same.</p> <p>e) Consider setting up a council online booking system/also the setting up the online booking system for the tennis courts: -</p> <p>Members’ considered the detailed summary from the Council Support Officer, minuting thanks for the research undertaken. Following consideration, it is recommended that the council: -</p> <ol style="list-style-type: none"> 1) Sets up an online booking system for facility hire, using Hallmaster, at an approximate cost of £244.00 + VAT per year. This will include the council having a dedicated Hallmaster URL, which can be promoted on social media plus also have an integration feature with the council’s accounting package Xero. 2) Engages WesternWeb Ltd at a one off charge of £120.00 + VAT for set up costs to link the online booking system to the town council website. 3) As required by the LTA, for the online tennis courts booking system, to sign up to the Stripe online payment system that Club Spark use to take all payments [it is confirmed user payment information will be storely securely]. Fees for use of Stripe will be charged and are in line with the current fees charged for Sumup use. <p>f) Consider renewal of 25 year lease, currently held by Torpoint Town Council with Cornwall Council, for Bénodet Park: -</p> <p>The Clerk explained the reason for early consideration of renewal of the existing 25 year lease of the areas within Thanckes Park known as the ‘Skate Park and Bénodet Park’. Having taken early advice from the council solicitor on the matter, it is recommended the council instructs the town council solicitor to engage with Cornwall Council’s solicitor to renew the lease for this area, on the same terms as the existing lease, for 25 years.</p> <p>g) Confidential correspondence – Cambridge Field. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for any confidential discussions.</p> <p>Following a proposal by the Chairman (Councillor Mrs. K Brownhill), which was seconded by the Deputy Mayor (Councillor Mrs. J M Martin), it is resolved to consider the correspondence – Cambridge Field, with the public and press excluded, due to the confidential nature of the correspondence: <i>Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960</i>, the public and press will leave the meeting.</p> <p>(The Town Mayor (Councillor G J Davis) and Councillor Miss R A Evans BEM left the meeting at this point.)</p> | <p>Clerk</p> <p>Council</p> <p>Council</p> |
| <p>111-23F&O Items Referred to this Committee None.</p> | |
| <p>112-23F&O Planning Applications None.</p> | |
| <p>113-23F&O Health and Safety</p> | |

