

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
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.	
105-23F&O Apologies for absence	
Apologies for absence were submitted on behalf of Councillor R M Willoughby.	
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,	
2 nd Torpoint Sea Scouts as a relative of a member of the 2 nd Torpoint Sea Scouts).	
107-23F&O Minutes of the previous meeting	
It was resolved that the minutes of the Finance and Operations Committee meeting held on	
Monday 4 th December 2023 were taken as read, confirmed and signed by the Chairman.	
108-23F&O Matters arising from the minutes	
a) Civic Functions and other events: -	
Pursuant to minute 94-23F&O (a): -	
i) Monday 11 th March – Commonwealth Day – members, dignitatories and the three schools	
will all be invited to participate.	
ii) Thursday 5 th May – 50 th 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	All
councillors and staff for a formal photograph to celebrate the 50 th 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 30 th Anniversary is around	
the 25 th April 2024, it is agreed to invite members of the Torpoint Archives and Heritage	
Centre to a 30 th Anniversary celebration in the Committee Room at the Council Chambers, on	
the evening of Thursday 25 th April 2024, all councillors are invited to attend.	All/Clerk
iii) Sunday 16 th 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.	CII. The second
iv) Suggest a Civic Service and Parade [July] 2024 date – propose Sunday 14 th July 2024, Clerk	Cllr Tivnan BEM
to ask Rev. Jo Northey for availability of St. James Church to host the service. The Chairman	DLIT



Council	
(Councillor Mrs. K Browhill) and Councillor J Tivnan BEM will give their apologies for this event.	
b) Town Clock proposed repairs: -	Clerk
Pursuant to minute 94-23F&O (b), the Operations Manager presented intial costings and	
findings having spent a considerable amount of time researching the best way forward with	
the town clock repairs. There are three separate areas for consideration: -	
Scaffolding/access to the external working/turret;	
2. Redecoration of the turret and clock surround;	
3. Clock mechanism, servicing and overhaul.	
The Operations Manager explained in detail research undertaken and members acknowledged	
this would require the following: -	
1. Project Initiation Document (PID);	
2. Grant funding research;	
3. Budget allocation – suggested works could commence Spring 2025;	
4. Church permissions.	Ops Mgr
Opreations Manager to contine with research and will report back to this committee.	5
109-23F&O To consider Policies referred to this Committee	
a) Flag Flying Policy (see https://www.gov.uk/guidance/designated-days-for-union-flag-flying): -	
Following consideration of the updated Flag Flying Policy, and with additional changes being	
made, it is recommended to adopt the updated Flag Flying Policy.	Council
b) Equal Opportunities Policy: -	
Following consideration of the updated Equal Opportunties Policy, and with additional changes	
being made, it is recommended to adopt the updated Equal Opportunities Policy.	Council
c) Business Risk Management Plan: -	
Following consideration of the updated Business Risk Management Plan, it is recommended	
to adopt the updated Business Risk Management Plan.	Council
d) Financial Risk Assessment protocols: -	
Following consideration of the updated Financial Risk Assessment protocols, it is	
recommended to adopt the updated Financial Risk Assessment Protocols.	Council
e) Lettings Policy and Hire Charges: -	
Following consideration of the updated Lettings Policy and Hire Charges, and with additional	Council
changes being made, it is recommended to adopt the updated Lettings Policy and Hire	
Charges. It is suggested and agreed that a 'really useful box' containing cleaning materials	Ops Mgr
should be left available for hirers to use during hire of the facilities and ensure the out of hours	
contact details are made available for hirers.	
f) Audio Recordings Protocols: -	
Following consideration of the updated Audio Recordings protocols, it is recommended to	Council
adopt the updated Audio Recordings Protocols.	
g) Complaints Policy: -	
Following consideration of the updated Complaints Policy, and with additional changes being	Council
made, it is recommended to adopt the updated Complaints Policy.	
h) Budget Monitoring Policy: -	
Following consideration of the updated Budget Monitoring Policy, and with additional changes	Council
being made, it is recommended to adopt the Budget Monitoring Policy.	



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
COUNCIL CHAMBERS	Awaiting repair of plaster work in rooms 4 and 7. Purchase order issued.	Ongoing
CHAMBERS	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. New pump required.	Ongoing
1102	Gas safety check carried out.	Completed
PARKS	Bénodet Park	
	Delivery of Plants for urban tree planting by CORMAC. Tennis courts.	Completed
	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. Cambridge Field	Completed
	Incident investigated by the Operations Team and corrective measures taken. Sparrow Park	Completed
	Replacement coping stones installed by Cormac. Operations team repaired rotting wooden planters.	Completed
PUBLIC	Tiles blown in Bénodet disabled toilets. Ops team will sand and repaint.	Ongoing
CONVENIENCES	Vandalism to outside light at Bénodet. CCTV submitted to the police.	Ongoing
TRAINING	Operations Manager working through the CiLCA syllabus. Caretaker has received certificate for his LANTRA Traffic	Ongoing
110 111110	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		



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



Council	
d) Insurance Renewal for vehicle (March 2024) and full cover (1st April 2024) - Consideration	er
undertaking property valuation for Council Chambers building at discounted rate for de	esktop E-
Valuations: -	
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 Aviv	
customer, the council can benefit from a discounted rate for desktop E-Valuations thro	ough Clerk
BCH, for a charge of £85.00 plus VAT, per property. Members' agreed a desktop valua	ation of
the Council Chambers building would be very useful, Clerk to action the same.	
e) Consider setting up a council online booking system/also the setting up the online b	ookina
system for the tennis courts: -	
Members' considered the detailed summary from the Council Support Officer, minuting	thanks
for the research undertaken. Following consideration, it is recommended that the co	
1) Sets up an online booking system for facility hire, using Hallmaster, at an appli	
cost of £244.00 + VAT per year. This will include the council having a dedicate	
Hallmaster URL, which can be promoted on social media plus also have an inte	
feature with the council's accounting package Xero.	gradion
2) Engages WesternWeb Ltd at a one off charge of £120.00 + VAT for set up cos	ete to
link the online booking system to the town council website.	313 10
3) As required by the LTA, for the online tennis courts booking system, to sign up	n to the
Stripe online payment system that Club Spark use to take all payments [it is co	
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.	<i>J</i> e
f) Consider renewal of 25 year lease, currently held by Torpoint Town Council with Cor	rowall
Council, for Bénodet Park: -	IIWali
The Clerk explained the reason for early consideration of renewal of the existing 25 years.	ar loaco
of the areas within Thanckes Park known as the 'Skate Park and Bénodet Park'. Having	
early advice from the council solicitor on the matter, it is recommended the council in	notwi i oto
	Council
the town council solicitor to engage with Cornwall Council's solicitor to renew the lease area, on the same terms as the existing lease, for 25 years.	: IOI UIIS
g) Confidential correspondence – Cambridge Field. Pursuant to Section 1(2) of t	·ho
Public Bodies (Admission to meetings) Act 1960 the public and press will lea	
meeting for any confidential discussions.	ive the
Following a proposal by the Chairman (Councillor Mrs. K Brownhill), which was secondered.	od by
the Deputy Mayor (Councillor Mrs. J M Martin), it is resolved to consider the correspond	
- Cambridge Field, with the public and press excluded, due to the confidential nature of	
correspondence: <i>Pursuant to Section 1(2) of the Public Bodies (Admission to meetings)</i>	
1960, the public and press will leave the meeting.	ACC
1900, the public and press will leave the meeting.	
(The Town Mayor (Councillor G J Davis) and Councillor Miss R A Evans BEM left the me	peting at
	setting at
this point.) 111-23F&O Items Referred to this Committee	
None.	
112-23F&O Planning Applications	
None.	
113-23F&O Health and Safety	



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a) Reports and any new, proposed regulations/legislations and current issues.	
Replacement batteries for emergency lighting being actioned.	
b) Fire Risk Assessment for all buildings.	Ops Mgr
Councillor J Tivnan BEM queried why documentation was missing from the Library and	, ,
Community Hub fire file, the Operations Manager reassured him that all documentation is in	
place and will double check when the next review is undertaken. In response to a question	
posited from Councillor J Tivnan BEM, the Operations Manager explained that practical fire	
extinguisher training had been undertaken by several members of staff in October 2023.	
114-23F&O Correspondence	
a) Further response to Freedom of Information request – re results of tender for Torpoint	
Lower Fore Street Community Building Feasibility Study – Designscape Architects: -	
The Clerk shared on screen the first response [for an on behalf of the council] to the first	
Freedom of Information request. The Clerk then detailed a review which had been	
undertaken, having contacted CALC, coming to the same conclusion that only the scores of	
Designscape Architects could be shared, with all other information considered <i>commercially</i>	
sensitive. The Clerk presented the response to this correspondence which had already	
been sent [for and on behalf of the council].	
b) Defibrillator currently located at Costcutter on Trevithick Avenue (replace battery or	
replace defibrillator with new model) – Duchy Defibrillators: -	
Following consideration of either a replacement battery or replacement of the defibrillator	
with a new modeal at Costcutter, it is recommended to purchase a new defibrillator at a [reduced] cost of £600 + VAT from Duchy Defibrillators, for installation at Costcutter.	Council
c) January 2024 – Employer Newsletter – Cornwall Pension Fund: -	
Noted.	
d) CALC Strategic Review of Membership Services – CALC: -	
Members' noted the reminder to complete the online CALC Strategic Review of Membership	
Services survey.	ALL
e) Section 137 Grant application – Our Only World (Water refill station to be located at	7122
Bénodet Park): -	
Members' were given additional information about other funds, which are either secured, or	
being secured, for the purchase of the water refill station and it is agreed to delay	
consideration of the Section 137 grant application, pending an update on the funding	
already secured. The Clerk explained, permission is currently awaited from Cornwall	Clerk
Council for installation.	
f) Lapel Pin Badges for purchase, in Commemoration of the 80 th Anniversary of the D-Day	
landings in Normandy, France (see https://www.empiremedals.com/) - CALC: -	
Noted.	
g) Free of Charge Usage application – 2 nd Torpoint Sea Scouts (overnight camp): -	
Following consideration of the free of charge application, it is resolved to grant free of	
charge use for the 2 nd Torpoint Sea Scouts to have an overnight camp at Bénodet Park.	
h) Free of Charge Usage application retrospective – Torpoint Town Partnership (TTP): -	
It is agreed to return to the applicant for further information before considering this free of	
charge usage application.	
i) Free of Charge Usage applications – TTP & 2 nd Torpoint Scouts: -	
It is agreed to return to the applicant for further information before considering this free of	
charge usage application.	



Council: - Following considers objections' to the p k) 'Thank you' for g Noted. I) Informal virtual of the correspondence from the February contains a consider the second of the consider the consideration that consider the consideration that consideration the considera	part of Public Formation it is reconstruction it is reconstruction or opposals. It is requested and an area of the construction of the constructio	nmended to Advice Cor : Safety imp h Council – a member to r considerat cy Action F to this Com	/3 at "Tre o reply to nwall – Ci provement Sheviock o attend a ion. Plan mittee: -	maton Close the corresponding tizens Advice t/Speed Limi Parish Council virtual meet	" in Torpoint - Cornwall ondence, indicating 'no e Cornwall: - t Reduction A374 + cil: - ting should be referred	Council Clerk
-		-	•		d, Clerk to update Section e/link to climate	Clerk
emergency 116-23F&O Acc		mont				
Contact Name	Invoice	Total (£)	VAT	NET (£)	Description	
Cornwall Council - Dog Waste Bags	Number INV 8100443098	107.28	(£) 17.88	89.40	Dog waste bags for library	
SMP Pipe Systems Limited	INV3978	161.20	26.87	134.33	Repair to Boiler Council Chambers	
Western Web Limited	INV 24242	18.00	3.00	15.00	Add Living wage banner to website	
Cornwall ALC Limited	INV 2324-568	96.00	16.00	80.00	LCAS Accreditation fee	
Health & Safety Adviser Online	INV 12- 8343662	79.80	0.00	79.80	HAS online subscription February 2024 - April 2024	
Cornish Tea & Cornish Coffee Co Ltd	SL81756	120.00	0.00	120.00	Coffee Machine Rental	
TOTAL		582.28				
submitted their apo	2024, the Chairr ologies in advan	man (Counc ce for this n	neeting.	,	nd Councillor J Tivnan BEM	Clerk
	Business that			d to the Ch	airman and members	
Meeting closed at 9	9.19pm				Chairman	