



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Operations Committee held on Monday 4th March 2024 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

PRESENT: - Councillor M J Spurling (Chairman), Councillor G J Davis (Town Mayor), Councillor Mrs. J M Martin (Deputy Town Mayor), Councillors D S Phipps and R M Willoughby plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance.

	ACTION
<p>119-23F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors Mrs. S G Bickle, Mrs. K Brownhill, Miss R A Evans BEM and J Tivnan BEM.</p>	
<p>120-23F&O Declarations of Interest relating to items on the Agenda None.</p>	
<p>121-23F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 29th January 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p>122-23F&O Matters arising from the minutes a) Civic Functions and other events: - Pursuant to minute 108-23F&O (a): - i) Thursday 5th May – 50th Anniversary of Torpoint Town Council / Annual Parish Meeting: - Members’ considered the information as circulated regarding the 50th Anniversary lapel pins and is it recommended to purchase 50 badges / lapel pins (the same size as D-Day ones) from www.empiremedals.com at a cost of £325.00, with free shipping, to be funded from the ‘Civic Functions’ 2024-25 budget. The badges will be distributed to former Town Mayor’s, who are being invited to attend the Annual Parish Meeting, current Councillors plus existing employees. Any spare could be considered to be distributed to volunteers. ii) Civic Service and Parade confirmed Sunday 14th July 2024: - The TS Ramehead Sea Cadet Band are confirmed to parade at this event. As the date is now confirmed, a ‘save the date’ email will be sent to key VIPs. b) Online booking system/link to the council website: - Pursuant to minute 110-23F&O (e), the Clerk explained the Town Council Support Officer is progressing the work to transfer to the online booking system, Hallmaster and will then continue to work closely with the website provider to upload the online booking system and refresh the website. c) Confidential correspondence – Cambridge Field: - Pursuant to minute 110-23F&O (g), the Chairman (Councillor M J Spurling) made the proposal, which was seconded by the Deputy Mayor (Councillor Mrs. J M Martin) and it is resolved that, pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting, due to the confidential nature of the discussion. d) Further response to Freedom of Information request, Designscape Architects, further correspondence received from the ICO (Information Commissioner’s Office) [dated 20th February 2024] – complaint received from Chris Mackenzie: - The correspondence from the ICO is noted, Clerk to update the council, when the outcome of the investigation by the ICO, case referenece number IC-289145-K7J9, is known. e) Our Only World Section 137 Grant application: -</p>	<p>Council</p> <p>Clerk</p> <p>Clerk</p>

Pursuant to minute 114-23F&O (e), the Clerk explained additional information has been received, for an on behalf of Our Only World, which means the grant application may not be required. Clerk to remove from the agenda, until more information is known.

f) Informal virtual meeting request from Sheviocck Parish Council regarding A374: - Pursuant to minute 114-23F&O (l), the meeting was postponed and is now scheduled for Tuesay 11th March, the Deputy Mayor (Councillor Mrs. J M Martin) and Councillor C R Still are due to attend.

123-23F&O To consider Policies referred to this Committee

a) Health and Safety Policy: -

The annual review of the Health and Safety Policy is being undertaken in the next few days and feedback/any changes will be presented to the next meeting of this committee.

b) Update on a new Grants Policy being written: -

The Clerk explained the council's position, having now adopted the General Power of Competence and the impact on the power to award Section 137 grant funding. This has prompted the Clerk, with the Operations Manager, as part of his CiLCA training, to review and write a new Grants Policy, which will be presented for consideration at the next meeting of this committee.

Ops Mgr/
Cllr Tivnan

124-23F&O To consider the Council Risk Management

a) Creditors/Debtors: -

The Clerk was pleased to advise, having received an outstanding payment from a debtor and highlighted there are no further concerns.

b) Budget Variance – Finance and Operations Committee responsibilities (January 2024 Budget Variance Information): -

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

Following a proposal put by the Chairman (Councillor M J Spurling) and seconded by the Deputy Mayor (Councillor Mrs. J M Martin), it is **resolved** to suspend Standing Orders to enjoy refreshments to celebrate St. Piran's Day, which was the day after the meeting. Whilst enjoying scones with jam [first of course] and Cornish clotted cream, members' offered their congratulations and best wishes to the Operations Manager, as he celebrates his third anniversary of employment for Torpoint Town Council.

[Standing Orders were resumed at 7.45pm.]

c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights.

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Awaiting repair plaster work in rooms 4 and 7. Purchase order issued.	Completed
	Awaiting revised quote for solar received awaiting others. Syphon in gents toilet cubicle replaced. In an effort to save water it is recommended that others are replaced in the new financial year.	Ongoing
		Completed
LIBRARY & COM HUB	Call out required on heating system. Raised via Cornwall Council. New pump required.	Ongoing
	New Chair purchased after DSE assessment for library	Completed

	team. Small water leak under hand washing sink in Café kitchen repaired by contractor.	Completed
PARKS	<p>Bénodet Park Delivery of Plants for urban tree planting by CORMAC.</p> <p>Tennis courts. Drainage works on the tennis courts completed and tarmac laid. Gate technology to be fitted on the 11th March.</p> <p>Tree Planting, has been carried out in Cambridge Field and on Cornwall Council land adjacent to Borough Play Park, the operations team provided the majority of the labour and transport for this. Trees have also been planted on Maker Road and on the corner of Bellevue Square. 27 February – contacted by the Urban Tree Planting Co-ordinator to ask for further support with tree planting in the town, is investigating options to finance the Operations staff to undertake this.</p>	<p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p>
PUBLIC CONVENIENCES	Tiles blown in Bénodet disabled toilets. Operations team will sand and repaint.	Ongoing
TRAINING	Operations Manager working through the CiLCA syllabus. First Aid training for staff booked for October 2024.	Ongoing
BENCHES		
FOOTPATHS		
JAPANESE KNOTWEED	The Clerk has contacted Cormac to enquire if the SLA for knotweed treatment is still required.	Ongoing
CHRISTMAS LIGHTS		
OTHER	Awaiting quotes for church clock maintenance and servicing, also painting quotes. To enable the council to give further information to the diocese. Meeting held with Kier BAM, list of jobs discussed to support work of the council that their teams could volunteer to support. Hoped that they can start in late March. Opportunity to recycle old skate park ramps from Millbrook Parish Council – see correspondence.	<p>Ongoing</p> <p>Ongoing</p>

The Operations Manager advised: -

- Two separate bouts of vandalism have occurred to the male Antony Road public conveniences. Each time they have had to be closed after the vandalism, until the repair work was completed and a log recorded to the Police. The public conveniences are now open again.

- The Operations Team have recently been contacted by the Urban Tree Planting Co-ordinator, to ask for further support with tree planting in the town, and options are being investigated by them to be able to finance the Operations staff to undertake this work.
- First Aid training for staff booked for October 2024.
- The replacement batteries for the safety/emergency lighting at the Council Chambers has been booked for the engineer to attend and undertake the works on 13th March.
- The Operations Manager gave a detailed update on the proposed town clock works.
- A further meeting has been held with the Social Value Coordinator at Kier BAM and a list of jobs discussed and agreed to support the work of the council, their volunteers are keen to support improvements to the tennis hut and these works are being scheduled to commence at the end of March, weather permitting. A member highlighted to the Operations Manager, RALEIGH are keen to arrange for their personnel to undertake volunteering work in the town.
- The Operations Manager summarised a recent incident occurring with a male individual which had started with unacceptable behaviour having left the library and community hub, on 28th February, with the Police called and immediately responded to the incident, due to the behaviour of the individual.
- A subsequent, completely unconnected incident occurred on 1st March at the library and community hub, this resulted in a Police representative contacting the Police.

d) Insurance Renewal for vehicle (March 2024) and full cover (1st April 2024) – To include property valuation for Council Chambers building at discounted rate for desktop E-Valuations: - The Clerk had previously circulated the annual insurance renewal and members' were content with the quotation and full details received. Having considered the quotation for the insurance portfolio, it is **recommended** to renew the insurance from 1st April 2024 to 31st March 2025, with James Hallam Insurance, renewed with Aviva under a long-term agreement, at a total cost of £11,308.96 (including IPT), summarised in the table below.

Council

Policy Type	Insurer	Effective Date	Quoted / Renewal	Premium (GBP)	IPT (GBP)	Admin Fee (GBP)	Total (GBP)
Commercial	Combined Aviva Insurance Limited	01/04/24	Renewal	9,616.34	1,153.96	35.00	10,805.30
Aviva GPA/Sickness/Business Travel	Aviva Insurance Limited	01/04/24	Renewal	418.45	50.21	35.00	503.66
Total				10,034.79	1,204.17	70.00	11,308.96

Following consideration of additional information presented at the meeting and previously circulated for the town council van replacement vehicle and lease arrangements, the Operations Manager and Clerk are requested to prepare additional information, to support the decision making, for the March council meeting. Clerk to include as a separate council meeting agenda item.

Ops
Mgr/Clerk

Clerk

Following consideration, it is **resolved** to renew the annual Fleet insurance for the van, plus the Mountfield lawnmower at a cost of £751.80 (see the breakdown below), via James Hallam insurance brokers, for the period 8th March 2024 – 7th March 2025.

Council

Policy Type	Insurer	Effective Date	Quotation/ Renewal	Premium (£)	Insurance Premium Tax (£)	Admin fee (£)	TOTAL (£)
Fleet rated commercial motor	Equity Red Star Motor	08.03.24	Renewal	640.00	76.80	35.00	751.80

e) Appoint two members to undertake Internal Controls Scrutiny: -
Councillors M J Spurling and R M Willoughby volunteered to undertake the Internal Controls Scrutiny and will arrange to undertake the audit with the Clerk, for presentation of the report at the next meeting of this committee.

Cllrs Spurling
& Willoughby
/Clerk

f) Seek authorisation to delegate to the Town Clerk to arrange payment authorisation of Salaries/Mayor's Allowance Quarter 4 invoice (January – March 2024), in order to pay before year-end 31st March 2024 and minute detail on next meeting agenda following payment: -
It is **recommended** to delegate to the Clerk to arrange BACS payment, from two signatories, of Salaries/Mayor's Allowance Quarter 4 invoice (January – March 2024), in order to pay before year-end 31st March 2024 and record detail on the Finance and Operations Committee meeting agenda, following payment.

Council

125-23F&O Items Referred to this Committee

None.

126-23F&O Planning Applications

a. PA24/00835 – Change of use of Units 4 and 5 from B2/B8 to Use Class E9d) for use as a gym and introduction of a mezzanine floor – Unit 4 and 5 Trevol Court, Trevol Business Park, Torpoint.

Clerk

It is **resolved** there are no objections or observations.

b. PA23/09976 – Proposed extension to existing dwelling house – 35 Cremyll Road, Torpoint PL11 2DY.

Clerk

It is **resolved** to recommend refusal, due to the overbearing nature of the planned extension on the original dwelling which is out of keeping with the existing properties at this location.

127-23F&O Health and Safety

a) Reports and any new, proposed regulations/legislations and current issues.

The Operations Manager is observing the information being shared regarding 'Martyn's Law'.

b) Fire Risk Assessment for all buildings.

Councillor J Tivnan BEM and the Operations Manager have a meeting scheduled to review the Fire Risk Assessments for all buildings.

Ops Mgr/
Cllr Tivnan

128-23F&O Correspondence

a) The Clean Cornwall Newsletter: -
Noted.

b) Report / publicity from The Rame Group Practice following receipt of S137 grant funding for the Wellbeing Garden: -
Noted.

c) Consultation – Cornwall’s first comprehensive Gypsy, Roma & Traveller Strategy – deadline for comments is 5.00pm on Friday 26 April: -
Noted.

d) Employer Newsletter February 2024 – Cornwall Pensions: -
Noted.

e) Call for sites – Cornwall Council: -
Noted, the town council does not have any sites.

f) Repurpose Millbrook PC/skate park ramps in Torpoint? - Torpoint Ramps Forum: -
Following consideration of the information shared at the meeting, Clerk is directed to thank Millbrook Parish Council for the opportunity to repurpose the skate park ramps, however the offer is to be declined.

g) Section 137 Grant application – Torpoint Lawn Bowls Club (Coppicing of adjacent trees on Cornwall Council land): -

Following due consideration of the grant application from Torpoint Lawn Bowling Club, for grant funding towards the coppicing of adjacent trees on Cornwall Council land, it is **recommended** to award £1,000.00 Section 137 grant funding, as there is strong support for the sport in the local community and the club is celebrating its centenary year in 2024.

h) Section 137 Grant application – Torpoint Ramps Forum (Ramp It Up): -

Following due consideration of the grant application from Torpoint Ramps Forum, members’ are enthusiastic to support the development and growth of the local skate and scoot community. Members’ considered the updated funding amount requested (£745.00) and it is **recommended** to award £625.00 Section 137 grant funding to Torpoint Ramps Forum, on condition the group submit a report on progress following 3 months from receipt of funds plus after the first year of inception of the community group.

Clerk

Council

Council

129-23F&O Climate Emergency Action Plan

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

The Operations Manager shared some further information on the solar panel quotations being sought, this will be properly considered again at a future meeting of this committee.

130-23F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Cornish Tea & Cornish Coffee Co Ltd	SL82769	120.00	0.00	120.00	Coffee Machine Rental
Clifton Emery Design Ltd	SI-4379	1,200.00	200.00	1,000.00	NDP Updates
Duchy Defibrillators	INV JN1371	720.00	120.00	600.00	Replacement Defibrillator Trevithick Avenue
Richards Builders Merchants Ltd	INV 884973	18.20	3.03	15.17	Parks Maintenance
D J W Window Cleaning	INV0063	30.00	5.00	25.00	Bus Shelter Cleaning
D J W Window Cleaning	INV0064	55.00	9.17	45.83	Window cleaning - Council Chambers
Richards Builders Merchants Ltd	INV 883833	65.00	10.83	54.17	Parks Maintenance
Richards Builders Merchants Ltd	INV 884965	8.50	1.42	7.08	Parks Maintenance
SMP Pipe Systems Limited	INV 3994	138.00	23.00	115.00	Repairs Council Chambers Toilets
L&L Diverse solutions Limited	INV 003/2024	4,110.00	685.00	3,425.00	Consultancy Vision Projects
TOTAL		6,464.70			

131-23F&O Date of next meeting

Wednesday 3rd April 2024, to which all members will be summoned to attend, for the initial agenda items.

All

132-23F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 9.22pm _____ Chairman