



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Operations Committee held on Wednesday 3rd April 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 and R M Willoughby plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance.

Also present: - Councillors Mrs. L Fellows, L E Keise, Mrs. J L Reeves, C R Sawyer, C R Still and B A Walsh, (for minute numbers 133-23F&O – 137-23F&O inclusive).

	ACTION
<p>133-23F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors Mrs. C E Goodman and D S Phipps.</p>	
<p>134-23F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill – (Agenda item 13.b. as author of the report and member of the Torpoint Town Partnership).</p>	
<p>135-23F&O Election of Town Mayor Designate for the Civic Year 2024-25 Prior to calling for the vote, the Town Mayor invited members’ to consider and discuss that prior to taking the vote for Mayor Designate and Deputy Mayor Designate for the Civic Year 2024-25, how anyone who might be ‘interested’ in taking on the ‘role’ could express an interest. Following a vote taken, it is resolved that prior to each of the elections being conducted, a show of hand(s) will be sought from anyone who is ‘interested’ in taking on the ‘role’ of Mayor Designate or Deputy Mayor Designate accordingly. [Clerk to include an agenda item to this committee to review and then implement a formal Election procedure for this, at a future meeting.]</p> <p>The Town Mayor (Councillor G J Davis) called for a ballot for the position of Town Mayor designate for the civic year 2024-25. Under the supervision of the Clerk and in the ballot that followed, Councillor G J Davis received 8 votes, Councillor Miss R A Evans BEM received 1 vote, Councillor Mrs. C Goodman 2 votes and Councillor Mrs. J M Martin 3 votes. It was confirmed that Councillor G J Davis had received more than 50% of the votes cast and it was therefore duly proposed by Councillor Mrs. S Bickle, seconded by Councillor Mrs. L Fellows and duly carried, that it is recommended Councillor G J Davis is elected as the Town Mayor designate for the civic year 2024-25.</p>	<p>Clerk</p> <p>Council (May meeting)</p>
<p>136-23F&O Election of Deputy Town Mayor Designate for the Civic Year 2024-25 The Town Mayor (Councillor G J Davis) called for a ballot for the position of Deputy Town Mayor designate for the civic year 2024-25. Under the supervision of the Clerk and in the ballot that followed, Councillor Mrs. K Brownhill received 7 votes, Councillor Mrs. C E Goodman 2 votes, Councillor Mrs. J M Martin 5 votes. Under the supervision of the Clerk it was confirmed that Councillor Mrs. K Brownhill had received 50% of the votes cast and it was therefore duly proposed by Councillor Mrs. J M</p>	

<p>Martin, seconded by Councillor C R Still and duly carried, that it is recommended Councillor Mrs. K Brownhill is elected as the Deputy Town Mayor designate for the civic year 2024-25.</p> <p><i>Post meeting note: Following a review of the voting process, the Clerk announced the following day, this vote is classed as null and void as Councillor Mrs. K Brownhill had NOT received MORE THAN 50% of the votes and therefore the ELECTION for Deputy Mayor Designate for the civic year 2024-25, will be run again at the April 2024 council meeting.</i></p>	<p>Council (May meeting)</p> <p>Clerk</p>
<p>137-23F&O Appointment of Town Council Committees and Delegates to Outside Bodies for the Civic Year 2024-25</p> <p>Following consideration of the town council committees and appointment of delegates to outside bodies, it is duly proposed by Councillor J Tivnan BEM, seconded by Councillor L E Keise and duly carried, that it is recommended to appoint members as per <i>Appendix A</i> for the civic year 2024-25 are adopted by this Council.</p> <p>Councillor Mrs. K Brownhill chaired the meeting from this point. (Councillors Mrs. L Fellows, Mrs. J L Reeves, C R Sawyer, C R Still and B A Walsh left the meeting at this point).</p>	<p>Council (May meeting)</p>
<p>138-23F&O Minutes of the previous meeting</p> <p>It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 4th March 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p>139-23F&O Matters arising from the minutes</p> <p>a) Civic Functions and other events: - Pursuant to minute 122-23F&O (a): - i) Thursday 5th May – 50th Anniversary of Torpoint Town Council / Annual Parish Meeting: - The meeting agenda will be issued in April and has been included in the next council newsletter. Formal invitations to the former Town Mayor’s will be sent and a photographer booked. The Town Mayor (Councillor G J Davis) highlighted this meeting / celebration could be an opportunity to present the scroll to the resident who has been recognised by the town council for his outstanding contribution to the town.</p> <p>b) Online booking system/link to the council website: - Pursuant to minute 122-23F&O (b), the Clerk explained the Town Council Support Officer has completed the work to transfer to the online booking system, Hallmaster and the link to this is available on the council website.</p> <p>c) Update on correspondence received from the ICO (Information Commissioner’s Office) [dated 20th February 2024]: - Pursuant to minute 122-23F&O (b), the Clerk has nothing further to report and will therefore remove as a matter arising, until any further information is received.</p> <p>d) Meeting from Sheviock Parish Council regarding A374: - Pursuant to minute 122-23F&O (f), information following the meeting had been shared, which the Deputy Mayor (Councillor Mrs. J M Martin) and Councillor C R Still had attended. The Deputy Mayor summarised the outcomes from the meeting and explained the group are scheduling to reconvene a follow-up meeting in 3 months time. It is agreed for a reminder to be sent to Sheviock Parish Council Clerk about the CAP (Community Area Partnership) Highways Scheme.</p>	<p>Cllr Davis/ Clerk</p> <p>Clerk</p>
<p>140-23F&O To consider Policies referred to this Committee</p> <p>a) Health and Safety Policy: - The annual review of the Health and Safety Policy has been undertaken and the updated Policy</p>	

shared with members. Following discussion, the policy/information on lone working requires some additional information along with an updated flow chart, and therefore with these changes being made and the updated policy shared, in advance of the council meeting, it is **recommended** to adopt the updated Health and Safety Policy and the Town Clerk to sign off the same.

b) New Grants Policy: -

Pursuant to last month's discussion, a new Grants Policy had been presented for consideration. Following discussion, the following changes are to be made: -

- Remove the additional text alongside individuals "unless other very unique circumstances", as individuals will not be considered for a grant;
- Entirely remove "Parish and Town Councils" as they may be considered for a grant.

With these changes being made and the updated policy shared, in advance of the council meeting, it is **recommended** to adopt the new Grants Policy and share on the council website. The grant application form will be revised accordingly.

c) One page Emergency Communications Procedure: -

Will be presented for the next meeting.

Ops Mgr/
Council
Clerk

Council
Clerk

Clerk

141-23F&O To consider the Council Risk Management

a) Creditors/Debtors: -

The Clerk was pleased to advise there are currently no concerns.

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

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

- i) The Clerk explained that the documentation for the Limited Assurance Review for 2023-24 is now available and the external auditor BDP LLP has provided a link to all the information required to complete the review.
- ii) The Clerk reported the council is re-appointing internal auditor Hudson Accounting, who has provided a summary of information needed for the audit.
- iii) The Clerk noted a letter of engagement scoping the internal audit has been signed and returned by the Clerk, for and on behalf of the council, for an agreed charge of £450.00.
- iv) The Clerk minuted the council accountant has been appointed to complete the AGAR and supporting year-end information. The Clerk and Town Council Support Officer are planning to complete this work, with the accountant, before the end of April 2024, which is in advance of previous years.

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 revised quote for solar received awaiting others.	Ongoing
	Syphon in gents toilet cubicle replaced. In an effort to save water it is recommended that others are replaced in the new financial year. Quote received	Ongoing
	Rain water leak in foyer to gents toilets. Operations team will look to coat flat roof in drier months with resin.	Ongoing

LIBRARY & COM HUB	Call out required on heating system. Raised via Cornwall Council. New pump required. Two raised beds have been installed outside and our own compost used.	Ongoing	
PARKS	<p>Bénodet Park Delivery of Plants for urban tree planting by CORMAC. Meeting held to check compatibility for water fountain installation.</p> <p>Tennis courts. Drainage works on the tennis courts completed and tarmac laid. Gate technology fitted on the 11th March, awaiting a start date for line painting.</p> <p>Tree Planting, 3 Fruit trees planted below tennis courts with FoTP, the trees were funded by Torpoint and Rame Peninsula Lions Club.</p>	<p>Completed</p> <p>Ongoing</p> <p>Completed</p>	
PUBLIC CONVENIENCES	Ongoing vandalism in the male and female conveniences on Antony Road. £150 expended in contractor and materials in March. Plus, ongoing Operations Team time, clearing deliberately blocked toilets and upturned sanitary bins.	Ongoing	
TRAINING	<p>Operations Manager working through the CiLCA syllabus.</p> <p>First Aid training for staff booked for October 2025.</p> <p>Community Hub and Library Development Manager Safeguarding Advocate Training.</p> <p>Clerk, Support Officer and Operations Manager Online training for Tennis booking system.</p> <p>Refresher Training being booked for Caretakers on Parks inspections.</p>	Ongoing	
BENCHES			
FOOTPATHS			
JAPANESE KNOTWEED	Cormac has responded to the Clerk indicating two sprays are required this. Will confirm who is undertaking the spraying.	Ongoing	
CHRISTMAS LIGHTS			
OTHER	<p>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 on Wednesday 26th and Thursday 27th March.</p> <p>Kitchen units have been removed from the former police station to be repurposed in Bénodet Tea hut and the Tennis Hut. Defibrillator and cabinet at Trevorder installed, awaiting electric connection to be completed. Rob White is liaising with the Clerk and Duchy Defibs.</p> <p>Abandoned motorcycle in Rendel Park, reported to the Police. Event notification and papers submitted to Cornwall Council for the DDAY 80 Celebrations.</p> <p>Road closure application and papers submitted to Cornwall</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

Council for the Civic Service and Parade.
St John Ambulance booked for both events, £114.40 + VAT charge for each event (Civic events).
Regular meeting being arranged with a long standing licensee to ensure maintenance standards are upheld. Query from the same licensee regarding fee increase for 2024-25. Confidential discussion required regarding this.

The Operations Manager advised: -

- At the Council Chambers, there is a rain water leak in the foyer to the gents toilets. Operations team will look to coat the flat roof in drier months with resin.
- Two raised beds have been installed at the Library and Community Hub, our own compost has been used in these beds.
- The gate technology has been installed at the tennis courts, the contractor is awaiting a suitable weather window to undertake the tennis courts painting.
- Three fruit trees have been planted in the immediate vicinity of the tennis courts, these were planted by community volunteers, as part of the Great British Spring Clean event.
- The Operations Manager explained his concern regarding use of the words 'Enforcement Officer' on the back of the employees' hi-viz waistcoats. Following members' discussion, the Operations Manager will seek further guidance on whether it is a requirement and in the meantime employees will continue to wear the hi-viz waistcoats.
- Unfortunately, due to bad weather, the KierBAM volunteering days were postponed, it is anticipated they will go ahead on Wednesday 17th and Thursday 18th April.
- The defibrillator at Trevorder has been installed and now connected to The Circuit. It will be added to the town defibrillator map in due course.
- Following a question posited, the Clerk explained the reason for booking St. John Ambulance to provide first aid cover at two future town events.
- The Clerk detailed having received an enquiry from a young person about the possibility of undertaking one week's work experience in the council offices, and had briefly met the young person, along with a second young person who had yet been met with. Members' are supportive for council staff to provide this initiative.
- The Clerk detailed correspondence recently received, following a telephone call and a brief meeting held, with a Torpoint resident, whose visiting family member [from Scotland] had sadly died in August 2023, whilst he had been on holiday here. The Clerk explained the family have been undertaking some fundraising and would like to make a funding donation to install a defibrillator in the town, to remember their relative who had died. Members' acknowledged the reason for the request and asked the Clerk to ensure that should the council proceed, an appropriate location is sought to site the defibrillator, for the public to have access. With all of this in mind, it is **recommended** to delegate to the Clerk to investigate: -
 - i) for the relatives to be able to fund and donate towards the cost of a defibrillator to be installed for community access;
 - ii) with the First Responders to ascertain a suitable location for installation;
 - iii) with Duchy Defibrillators to arrange the installation, monitoring and ongoing maintenance of the defibrillator.

Ops Mgr

Ops Mgr/
Clerk

Council

a) To consider the actions relating to this Committee: -
Nothing additional to note.

147-23F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Cornwall Council	8100434343	97.00	0.00	97.00	Seagull proof Sacks
CIA Fire and Security	269559	3000.00	500.00	2500.00	Complete installation of 1 no. Smart Access Gate Entry System
James Hallam Insurance**	531996010	11,308.96	1,204.17	10,104.79	annual renewal of Insurance portfolio, for the period 1st April 2024 to 31st March 2025
*Cornwall Council	8100461292	77,377.76	78.00	77,299.76	Staff Salaries Q4, Jan – March '24 & Mayoral Allowance
Cornwall Council - Business Rates	802715760	441.86	0.00	441.86	Library Business Rates April '24
Cornwall Council - Business Rates	802311466	1,325.50	0.00	1,325.50	Council Chambers Business Rates April '24
Cornwall Council – Business Rates	802923069	57.02	0.00	57.02	Tennis Courts Business Rates April '24
TOTAL		93,608.10			

* Invoice paid prior to the meeting, before 31st March 2024

148-23F&O Date of next meeting

Monday 29th April 2024.

149-23F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.49pm _____ Chairman