



TORPOINT TOWN COUNCIL

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

	ACTION
<p>1-24F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors Miss R A Evans BEM and R M Willoughby.</p>	
<p>2-24F&O Declarations of Interest relating to items on the Agenda None.</p>	
<p>3-24F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Wednesday 3rd April 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p>4-24F&O Matters arising from the minutes a) Civic Functions and other events: - Pursuant to minute 139-23F&O (a): - i) Thursday 5th May – 50th Anniversary of Torpoint Town Council / Annual Parish Meeting: - The meeting agenda has been issued in April and included in the recent council newsletter. Formal invitations to the former Town Mayor’s have been sent and a photographer booked. b) Confidential correspondence (from minutes of meeting held 4th March 2024) – Cambridge Field: - Pursuant to minute 122-23F&O (c) 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 discussions. At 7.14pm it is resolved to return to Part I.</p>	
<p>5-24F&O To consider Policies referred to this Committee a) Health and Safety Policy: - The final review of the Health and Safety Policy has now been undertaken, with the additional updates made, and small typing correction, it is recommended to adopt the updated Health and Safety Policy and the Town Clerk to sign off the same. b) One page Emergency Communications Procedure: - Pursuant to last month’s discussion, the Clerk sought clarification that in the event of a ‘Major Emergency’ the current protocols for referring immediately to the Town Mayor, plus Deputy Town Mayor ONLY, would continue to be followed. All therefore agreed a procedure is not required. c) Standing Orders (for review): - The current Standing Orders had not been circulated in advance of the meeting, which enabled a discussion to be had regarding suggestions on what could be changed. It was explained the town council adopted the NALC Model Standing Orders several years ago and has since then, updated them when necessary. Questions regarding the removal of gender statements (he/Chairman) were debated and explained, highlighting that this council has chosen to follow the model template. It is agreed for the statement previously used, referring to ‘where he is mentioned, this is not gender specific’, should be added when it is next updated.</p>	<p>Ops Mgr/ Council Clerk</p> <p>Clerk</p>

Members' highlighted that a review of Civic Protocols, to include adding a section on 'The Election procedure for 'The Town Mayor Designate' and 'The Election of Deputy Town Mayor Designate' had been previously agreed and would be considered at the June meeting of this committee, all members would be invited to join the discussion.

Clerk/All

6-24F&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 (March 2024 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.

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	Completed
	Rain water leak in foyer to gents toilets. Operations team will look to coat flat roof in drier months with resin.	Completed
LIBRARY & COM HUB	Call out required on heating system. Raised via Cornwall Council.	Ongoing
	New pump required. Ongoing issue with Main entrance door resolved by contractor.	Completed
PARKS	Bénodet Park Successful volunteering session with Kier-Bam led to all the benches being rubbed down and painted.	Completed
	Tennis courts. Renovation works completed. Opening event planned for the 27 th April. Volunteers sanded and stained the hut. The Ops team repaired the felt on the hut roof after it was damaged in high winds.	Completed
	Thanckes Park Play Park. Slide frame sanded down and partly painted. Ops team to complete.	
	Skate Park Benches rubbed down and stained volunteers. Area swept and sludge removed.	
PUBLIC CONVENIENCES	New Syphon scheduled to be installed at Antony Road Gents, 24 th April.	Ongoing
TRAINING	Operations Manager working through the CiLCA syllabus. First Aid training for staff booked for October 2025 Library Manger Safeguarding Advocate Training. Clerk, Support Officer and Operations Manager Online training for Tennis booking system. Refresher Training booked for caretakers on parks inspections.	Ongoing

BENCHES				
FOOTPATHS	First cut of paths 4 and 7 will be carried out in May			
JAPANESE KNOTWEED	The Town Clerk has contacted Cormac to enquire if the SLA for knotweed treatment is still required.	Ongoing		
CHRISTMAS LIGHTS				
OTHER	<p>Defib Cabinet at Trevorder installed, defib map being updated.</p> <p>Vehicle. New vehicle delivered and decals have been applied.</p> <p>New ramps researched and ordered.</p> <p>Old vehicle had some damage highlighted in the collection report awaiting final quote. Ops Manager did not accept initial report as he considered estimate out of all proportion.</p>	<p>Ongoing</p> <p>Completed</p> <p>Ongoing</p>		
<p>The Operations Manager advised: -</p> <ul style="list-style-type: none"> ➤ The cable feeds to the CCTV camera overlooking the skate park are continually getting damaged, Operations Team to look to 'boxing in the cable' with either guttering or another appropriate material. ➤ There have been two recent defibrillator activations, one where use of the defibrillator was attempted. ➤ The end of lease survey prior to return of the last council van was undertaken and although we are planning to challenge one more 'fault' identified in the interior, the expected expenditure is likely to be £449.00 (plus VAT). ➤ The Operations Manager explained having had a recent minor accident on the ride-on mower, whilst attempting, for the first time, to load the mower, using new ramps, into the new council van. The Operations Manager admitted it had been an error in his judgement and he has now updated the risk assessment for the loading/unloading of the mower, two persons are required to be present for these procedures. The Operations Manager took the opportunity to explain that he had caused himself some minor injuries, however, having apologised he acknowledged that 'he had learned a valuable lesson'. Councillor J Tivnan BEM suggested the Operations Manager could research using a winch as an alternative to 'driving' the mower up and down from the van. ➤ The leaf blowers which have been and will be used more frequently now to maintain the tennis courts, are likely to need to be replaced in the near future. The Operations Manager will monitor for wear and tear, with a view to including in the budget discussions for next year. 				Ops Mgr
<p>7-24F&O Items Referred to this Committee</p> <p>None.</p>				
<p>8-24F&O Planning Applications</p> <p>a) PA24/01095 – I am wanting to take down the 6ft wooden fence and replace it with a wall and rebuild a shed – 10 Trelawney Close, Torpoint PL11 2QF. It is resolved there are no observations or objections.</p> <p>b) PA24/02410 - Change of use of guest house (C1) to a dwelling (C3) - 70 Wellington Street Torpoint Cornwall PL11 2DG.</p>				

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<p>9-24F&O Health and Safety</p> <p>a) Reports and any new, proposed regulations/legislations and current issues. There are currently no areas for consideration.</p> <p>b) Fire Risk Assessment for all buildings. The Cornwall Fire Officer has indicated no objections to replace the current fire extinguishers with P50's at the Library and Community Hub, no further action will be taken at this stage, as this has not been included in the budget discussions for 2024/25.</p>																																																																	
<p>10-24F&O Correspondence</p> <p>a) The Play Inspection Company – separating different operations: - Noted.</p> <p>b) ASG Security – Managing Director standing down, responsibility being passed to Unique Fire and Security Ltd.: - Noted.</p> <p>c) Employer Newsletter April 2024 – Cornwall Pension Fund: - Noted.</p>																																																																	
<p>11-24F&O Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: -</p> <ul style="list-style-type: none"> ➤ (Cornwall Council EV charging infrastructure, request for possible locations, to be discussed at the Development and Localism Committee meeting.) ➤ At the recent Cormac presentation/roadshow event held at Bodmin, it was suggested the Operations Manager could make contact with the 'weed expert'. 																																																																	
<p>12-24F&O Accounts for payment</p> <table border="1"> <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>Ironmongery Direct</td> <td>7547563</td> <td>106.56</td> <td>17.76</td> <td>88.80</td> <td>repairs and maintenance parks / tennis courts</td> </tr> <tr> <td>Cornish Tea & Cornish Coffee Co Ltd</td> <td>SL83861</td> <td>122.72</td> <td>0.00</td> <td>122.72</td> <td>Library Café supplies</td> </tr> <tr> <td>CIA Fire and Security Ltd</td> <td>PO-0365</td> <td>187.20</td> <td>31.20</td> <td>156.00</td> <td>Smart access netcode subscription</td> </tr> <tr> <td>Cornwall Council</td> <td>INV 8100458880</td> <td>48.00</td> <td>8.00</td> <td>40.00</td> <td>DBS Checks for Library</td> </tr> <tr> <td>CHAT</td> <td>April 2024</td> <td>394.01</td> <td>0.00</td> <td>394.01</td> <td>SLA March 2024</td> </tr> <tr> <td>TClarke Contracting Ltd - Waldron Security</td> <td>SL-24040114</td> <td>238.80</td> <td>39.80</td> <td>199.00</td> <td>12 Month Contract Renewal</td> </tr> <tr> <td>Cornish Tea & Cornish Coffee Co Ltd</td> <td>SL84922</td> <td>120.00</td> <td>0.00</td> <td>120.00</td> <td>Coffee Machine Rental</td> </tr> <tr> <td>Security Dynamics</td> <td>INV-0274</td> <td>420.50</td> <td>70.08</td> <td>350.42</td> <td>Repair to CCTV and provision of Body Cameras</td> </tr> <tr> <td>Every Corner Distribution Ltd</td> <td>TTCECD009</td> <td>714.00</td> <td>119.00</td> <td>595.00</td> <td>Distribution of 3600 Newsletters</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description	Ironmongery Direct	7547563	106.56	17.76	88.80	repairs and maintenance parks / tennis courts	Cornish Tea & Cornish Coffee Co Ltd	SL83861	122.72	0.00	122.72	Library Café supplies	CIA Fire and Security Ltd	PO-0365	187.20	31.20	156.00	Smart access netcode subscription	Cornwall Council	INV 8100458880	48.00	8.00	40.00	DBS Checks for Library	CHAT	April 2024	394.01	0.00	394.01	SLA March 2024	TClarke Contracting Ltd - Waldron Security	SL-24040114	238.80	39.80	199.00	12 Month Contract Renewal	Cornish Tea & Cornish Coffee Co Ltd	SL84922	120.00	0.00	120.00	Coffee Machine Rental	Security Dynamics	INV-0274	420.50	70.08	350.42	Repair to CCTV and provision of Body Cameras	Every Corner Distribution Ltd	TTCECD009	714.00	119.00	595.00	Distribution of 3600 Newsletters
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Cornish Tea & Cornish Coffee Co Ltd	SL85072	260.50	0.00	260.50	Library Café supplies
L&L Diverse Solutions	008/2024	1,644.00	274.00	1,370.00	2.0 Days Consultancy
TOTAL		4,256.29	559.84	3,696.45	

13-24F&O Date of next meeting

Monday 3rd June 2024.

14-24F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Chairman (Councillor Mrs. K Brownhill) thanked the Deputy Chairman (Councillor M J Spurling) and all members, for their contribution and attendance to this committee over the last 12 months.

Meeting closed at 8.04pm _____ Chairman