



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Finance and Operations Committee held on Monday 1<sup>st</sup> July 2024 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor Mrs. J M Martin (Chairman), Councillor Mrs. K Brownhill (Deputy Town Mayor), 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.

	<b>ACTION</b>
<p><b>32-24F&amp;O Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor G J Davis (Town Mayor) and R M Willoughby.</p>	
<p><b>33-24F&amp;O Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - The Deputy Town Mayor (Councillor Mrs. K Brownhill) – (Agenda item 12c free of charge usage for Torpoint Town Partnership as the applicant.)</p>	
<p><b>34-24F&amp;O Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Finance and Operations Committee meeting held on Monday 3<sup>rd</sup> June 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>35-24F&amp;O Matters arising from the minutes</b> a) Civic Functions and other events: - Pursuant to minute 21-24F&amp;O (a): - i) Sunday 14<sup>th</sup> July – Civic Service and Parade, all expenditure will be taken from Civic budget. b) Information request for further information, reference information request from: Chris Mackenzie - ICO: - Pursuant to minute 21-24F&amp;O (b) the Clerk explained further information had been requested from ICO, the Clerk will responded accordingly, by the deadline. c) Respond to consultation of the formation of a hard federation between Fourlanesend Community Primary School and Carbeile Junior School: - Pursuant to minute 27-24F&amp;O (h), the Clerk explained the questions as agreed at the last committee meeting and approved by council have been fed back to Carbeile Junior School, as part of the consultation.</p>	Clerk
<p><b>36-24F&amp;O To consider Policies referred to this Committee</b> a) Financial Regulations and Best Value Statement: - The documents had been circulated earlier the same day by the Clerk, due to the urgency of taking the updated Financial Regulations, the Clerk took members' through all the changes made, as these are taken from the NALC model. Additional questions regarding some financial levels were discussed and agreed and therefore following in-depth discussion, it is <b>recommended</b>, with the changes made, to adopt the revised Financial Regulations and Best Value Statement, to be shared in advance of the council meeting. b) Investment Strategy: - The Clerk detailed the updates to Appendix 1, showing the current value of the council investments and with this in mind it is <b>recommended</b> to adopt the updated Investment Strategy.</p>	Council  Council

**37-24F&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 (May 2024 Budget Variance Information): -

All committee income and expenditure was considered, the hiring income is looking very healthy and with the exception of the insurance cost centre which is overspent, there are no immediate concerns identified.

Councillor J Tivnan BEM requested to be invited to attend the forthcoming Parks Inspection training, when the course has been booked.

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

Ops Mgr

FACILITY	PROJECT
COUNCIL CHAMBERS	Awaiting revised quote for solar received awaiting others. Tiles blown in the ladies main hall conveniences. Notice has been given by the licensee of Room 2. A new licensee has taken on the use of Room 7 for storage.
LIBRARY & COM HUB	Ongoing issues with the main door, engineers have visited 3 times in the last 2 months, the Library and Com hub, this is currently being approved by Cornwall Council. <b>Vandalism</b> to the metal storage shed for the 2 <sup>nd</sup> time. The Operations Team have made new ones. Reports of young people climbing on the roof of the building (23.06.24) will be reported to the Police.
PARKS	<b>Tennis courts.</b> Weeds penetrating the surface. LTA have been informed. Blakedown have visited and rectified this. Operations Team are monitoring for further weed growth and to ensure that the courts are still safe to play on. Battery operated hedge trimmer purchased. Cambridge Field hedge, reports of growth into the road, Operations Manager will be investigating. Cambridge Field: - see the link below!
PUBLIC CONVENIENCES	Anti-social behaviour continues but not as regular as last month.
TRAINING	Operations Manager CiLCA assignments were submitted by 31 <sup>st</sup> May, some resubmissions are needed. First Aid training for staff booked for October 2024. Refresher training request for caretakers on parks inspections.
FOOTPATHS	The footpath at the Mill, #7 and Raleigh Footpath, #4, the first cuts have been completed.
OTHER	<b>Town Clock.</b> Operations Manager to look at funding opportunities to carry out the repair. <b>Community Payback,</b> have started prepping the external paint work and benches at the library and community hub plus the gates and railings at

	<p>Bénodet.  <b>Raleigh contractors</b> have offered their staff for volunteering for corporate responsibility, the Clerk and Operations Manager are discussing opportunities at this early stage.  The Operations Team have supported the RBL Parade with road closures plus the towns D-Day 80 celebrations.  <b>D-Day 80 flag</b>, can this be donated to Torpoint Archives, for their safekeeping?  <b>Chain of Office</b>, need to arrange repair, inspection quotation already received, to be discussed.</p>	Ongoing
<p>Date 1948 – see the link below, for a photograph  Historic England: “<b>Children playing on the swings at the Cambridge Field Playground, with Rock Cottage in the background</b>”  <a href="https://historicengland.org.uk/images-books/photos/item/AA48/10245">https://historicengland.org.uk/images-books/photos/item/AA48/10245</a></p> <p>The Operations Manager and Clerk advised: -</p> <ul style="list-style-type: none"> <li>➤ The Licensee of Rooms 1 and 2 has given notice to vacate room 2 only and will continue to operate from Room 1. As part of this change a request to use the space outside this room for a reception area was granted by members’, it is agreed this will be charged at a 50% discount, according to the square footage, due to this area being shared and a public access route. A brief discussion regarding the possibility of re-instating the door between the ‘reception space’ and the corridor was had, it is agreed this is currently not needed</li> <li>➤ Room 1 repairs and improvements to the flooring are being scheduled in, a contractor made be needed, depending upon what repairs are needed.</li> <li>➤ Room 7 in the council chambers is now occupied.</li> <li>➤ There has been some vandalism to the Library and Community Hub, young people were photographed climbing on to the roof and subsequently one of the door sensors was knocked off, this has been reported to the Police. Additionally, the shed door was broken and this has now be replaced with wooden doors, hand-made by one of the Operations team.</li> <li>➤ Works to fully replace the Library and Community Hub door are being scheduled, with no cost to the council.</li> <li>➤ The damage to the surface of the newly refurbished tennis courts is now resolved.</li> <li>➤ Footpaths have been clearer and photos were shared with members.</li> <li>➤ The Community Payback scheme has started, with painting being undertaken to the gates and fencing at Bénodet Park. A suggestion was put to use ‘motorbike chain’ which is covered, to lock the gates to Bénodet Park</li> <li>➤ Unfortunately, one of the small pieces of play equipment, which was installed an paid by Friends of Thanckes Park (FoTP), the drum is broken. A quotation to replace it has been sought. Councillor Mrs. S G Bickle, as Chair of FoTP agreed to take this back to FoTP and will advise the outcome to the committee.</li> <li>➤ The Operations Manager gave an update on the health and wellbeing of a team members.</li> <li>➤ The D-Day 80 flag, it is agreed to donate this to Torpoint Archives for safekeeping.</li> <li>➤ The Mayoral chain of office was discussed at great length, along with the information,</li> </ul>		<p>Ops Manager</p> <p>Ops Manager</p>

<p>which had been circulated, from Vaughton's. The Operations Manager is tasked with undertaking more research before a way forward is agreed, in the meantime, the immediate repairs can be undertaken.</p> <p>d) Documentation for the Annual Governance and Accountability Return and Year End Accounts for 2023-24, the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return (Exempt Authority) placed on the council noticeboards, uploaded to social media and forwarded to the External Auditor: - The Clerk was pleased to advise that all information had been shared with the External Auditor and an acknowledgement of receipt had been received, as circulated.</p>																																																
<p><b>38-24F&amp;O Items Referred to this Committee</b></p> <p>None.</p>																																																
<p><b>39-24F&amp;O Planning Applications</b></p> <p>a) None.</p>																																																
<p><b>40-24F&amp;O Health and Safety</b></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 P50 fire extinguishers for the library and community hub have been received, installation of the same is being arranged.</p>																																																
<p><b>41-24F&amp;O Climate Emergency Action Plan</b></p> <p>a) To consider the actions relating to this Committee: -</p> <ul style="list-style-type: none"> <li>➤ The Operations Manager shared further information on solar panel quotations, and will continue to work on this and is aware there is currently no budget allocation for this project in this financial year.</li> </ul>						Ops Mgr																																										
<p><b>42-24F&amp;O Accounts for payment</b></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>Cornwall Council</td> <td>8100487052</td> <td>651.52</td> <td>108.59</td> <td>542.93</td> <td>Emptying of 1 x private litter bin 2023/2024 &amp; 2024/2025</td> </tr> <tr> <td>Create Signs</td> <td>1638</td> <td>72.00</td> <td>12.00</td> <td>60.00</td> <td>Sign for Water Refill Station</td> </tr> <tr> <td>DJW Window Cleaning</td> <td>INV0069</td> <td>55.00</td> <td>0.00</td> <td>55.00</td> <td>Window Cleaning Council Chambers</td> </tr> <tr> <td>DJW Window Cleaning</td> <td>INV0068</td> <td>30.00</td> <td>0.00</td> <td>30.00</td> <td>Bus Shelter Cleaning</td> </tr> <tr> <td>Andy Campfield</td> <td>Dday 80</td> <td>30.00</td> <td>0.00</td> <td>30.00</td> <td>Photographs for D-Day 80 events</td> </tr> <tr> <td>Page Construction LTD</td> <td>Tennis Hut</td> <td>1,776.00</td> <td>296.00</td> <td>1,480.00</td> <td>Suppy and Fit 2 x heavy duty doors to tennis hut</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description	Cornwall Council	8100487052	651.52	108.59	542.93	Emptying of 1 x private litter bin 2023/2024 & 2024/2025	Create Signs	1638	72.00	12.00	60.00	Sign for Water Refill Station	DJW Window Cleaning	INV0069	55.00	0.00	55.00	Window Cleaning Council Chambers	DJW Window Cleaning	INV0068	30.00	0.00	30.00	Bus Shelter Cleaning	Andy Campfield	Dday 80	30.00	0.00	30.00	Photographs for D-Day 80 events	Page Construction LTD	Tennis Hut	1,776.00	296.00	1,480.00	Suppy and Fit 2 x heavy duty doors to tennis hut	
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Mole Valley Farmers	IN206855148	102.09	10.99	91.10	Kindling etc for Beacon Lighting
Francis Thomas	6893	193.80	32.30	161.50	Repairs to Mower
Cornish Coffee	SL87551	157.72	0.00	157.72	Café Supplies Library
Moor 2 Shore	1732	150.00	0.00	150.00	Carpet Cleaning in Library Childrens Area
<b>TOTAL</b>		<b>3,218.13</b>			

### 43-24F&O Correspondence

a) Grant application – Guard – up Boxing CIC: -

Following in-depth discussion, members' considered the grant application which had been received from Guard – up Boxing CIC. Following consideration of the reason for the grant, to enable training opportunities to be purchased for an individual members of the CIC, members' were mindful to offer the organisation, free of charge use (hire) instead, as this organisation currently regularly hirers out the facilities. Therefore, it is **recommended** to award an amount of free of charge usage to Guard – Up Boxing CIC, for a similar amount as the grant application, of £377.00.

b) Grant application – Mr P Smith, for Cremyll Road defibrillator monitoring for 3 year period: -

Members' welcomed receipt of a second grant application from Mr Smith to continue to maintain / monitor the defibrillator at his home address, for a further period of three years and it is **recommended** to award a total grant amount of £684.00 to Mr Smith (this figure includes the VAT) to maintain the defibrillator at his address..

c) Application for free of charge usage – Torpoint Town Partnership: -  
(as circulated).

It is **resolved** to grant free of charge usage for the event at the council chambers to Torpoint Town Partnership.

(The Deputy Mayor, Councillor Mrs. K Brownhill left the room for this agenda item.)

d) Proposed Telecommunications Cell Site Installation at Antony Road, PL11 2NH – BeaconComms (acting for MBNL on behalf of EE Limited and Hutchinson 3G (UK) Limited):-  
Following consideration of the proposals, it is **resolved** to support the proposals as detailed, acknowledging that a formal planning application would follow, to which the council would be a consultee. (The Clerk had highlighted this would need to be resolved by this committee, due to the deadline for return, in advance of the July council meeting date.)

e) Employer Newsletter June 2024 – Cornwall Pension Fund: -  
Noted.

f) Questions to Torpoint Town Council from Beat4autism CIC representative – L Reeves: -  
Members' considered the questions as submitted to the June council meeting and it is **recommended**, to answer the questions, which are included for accuracy, as detailed: -

Question 1 - How is it that other community groups get support but Beat4autism does not?  
It states with Torpoint town Councils strategy:

**Council**

**Council**

**Council**

- *Community*

*To put the community at the heart of everything we do, providing opportunities for our residents, community groups and businesses, where no-one gets left behind.*

However, this is not the case for us.

Any community group that approaches the Council for support will get it, the Council will always strive to support where it is able to.

Question 2 - How is it that previous and current councillors and Mayor attend other community events but never Beat4autism?

Councillors do not attend events, as Councillors, unless they are specifically invited to attend.

The Town Mayor attends events to which they have been formally invited and occasionally Councillors are invited too. As volunteers, the Town Mayor and Councillors endeavour to attend community events when they are invited. We are not currently aware of any Beat4autism events that the Mayor and/or Councillors have been invited to attend.

Question 3 - How is it that Beat4autism is supported by many external organisations to Torpoint, agencies, HMS Raleigh, HMS Drake to name a few, yet TTC don't support at all? If Beat4autism would like to have Council representation as part of their organisation a request can be submitted and the Council will look to appoint a representative to an outside body who would then report back to the Council on the work of the organisation.

Question 4 - Don't you think as a council this demonstrates a non- inclusive approach to your own community?

The Council refutes this statement and believes it shows an inclusive approach to the community of Torpoint.

Question 5 - Does the Town Council actively support all organisations in Torpoint?

All organisations can apply for financial support from the Council and in December 2021, having received a section 137 grant application from Beat4autism CIC, the council awarded £306.94 towards the cost of purchasing a Portable Appliance Tester (PAT) machine, PAT labels and a log book.

If so, what and how is this determined?

If not, how do they choose the organisations they support?

Is there a selection process in place to make the selection process fair and inclusive to all?

Torpoint Town Council supports all organisations that reach out to the Council. There is no choosing or selection process, all requests from organisations will be considered. As volunteers many Councillors are also members of other community organisations in the town. You may see a Councillor volunteering as a member of Torpoint Community Cinema, The Street Market, Friends of Thanckes Park or the Royal British Legion for example. But this is through personal choice rather than being a Councillor.

Question 6 - You have given these residents a public platform in order to air their issues, yet as a council you have been made aware of these vexatious accusation for 3 years now, Lizeta



has provided all evidence previously to defend her and the business. What have you done as a council to support this local business (and councillor) that provides much needed support for our residents in our community and put a stop to these vexatious claims and complaints?

The electorate (residents) have a right to speak in public forum, in advance of the council meeting commencing, the council is unable to censor those wishing to speak, Standing Orders 3e – 3f refers.

All councillors are volunteers for the benefit of the community, they are required to adhere to the Code of Conduct and the Council operates within the statutory legislation and legal powers to enact its business.

If you are not satisfied with this feedback to your questions you may raise a formal complaint using the Council's Complaints Policy. A copy of which can be requested from the office.

g) Application for free of charge usage – Play Tots: -

Following consideration of the application for free of charge usage, it is **resolved** to give Play Tots six future free of charge uses and also to waive the associated administration fee.

h) Next Council Elections – Mr P Bridge (correspondence and reply already provided by Clerk): -

Noted.

i) Memorial Bench (SIMS) on Chapeldown Road – Ms Sims, complaint regarding the overgrowth in front of the memorial bench: -

[Cornwall] Councillor J Tivnan BEM volunteered to take up the families request to either move the memorial bench or trim the overgrown bushes along Chapeldown Road at this location, to enable the family to see the beautiful view from the bench.

j) CALC: News round-up 25/06/2024 – CALC: -  
Noted.

Cllr Tivnan

**44-24F&O Date of next meeting**

Monday 2<sup>nd</sup> September 2024.

**45-24F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.**

- The Clerk detailed correspondence received earlier the same day, from a concerned resident, regarding alleged 'spraying' of hedge and bushes along Chapeldown Road, which has disturbed the nesting sparrows. As Cornwall Councilor, Councillor J Tivnan BEM, agreed to investigate.

Cllr Tivnan

Meeting closed at 9.18pm \_\_\_\_\_ Chairman