



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Operations Committee held on Monday 30th September 2024 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

Representatives from Torpoint Ramps Forum gave a brief presentation to the committee, which started at 7.00pm.

	ACTION
<p>60-24F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors M J Spurling and R M Willoughby.</p>	
<p>61-24F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill (Deputy Town Mayor) – (Agenda item 12a Torpoint Town Partnership – as author of the report). b) An NRI (Non-Registerable Interest) was declared by: - Councillor G J Davis (Town Mayor) - (Agenda item 12a Torpoint Town Partnership – as a member of the group plus Agenda item 12e Torpoint AFC funding application – as a member of Torpoint Juniors FC). c) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. S G Bickle - (Agenda item 12e Torpoint AFC funding application – as a member of Torpoint Juniors FC). d) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin (Chairman) – (Agenda item 12a Torpoint Town Partnership – as a member of the group).</p>	
<p>62-24F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 2nd September 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p>63-24F&O Matters arising from the minutes a) Civic Functions and other events: - Pursuant to minute 49-24F&O (a), the forthcoming civic event with wreaths as the only planned expenditure is Remembrance Sunday/Armistice Day commemorations. b) Renewal of Library and Community Hub lease: - Pursuant to minute 51-24F&O (b), the Clerk is progressing this with Cornwall Council. c) Grant acceptance from The Dan Maskell Tennis Trust for two sports wheelchairs and storage of the same: - Pursuant to minute 56-24F&O, the Clerk explained the order had been placed for two sports wheelchairs, the Operations Manager will ensure safe storage in the tennis hut, and will look to a more preferred storage solution in due course.</p>	<p>Clerk</p> <p>Clerk/ Ops Mgr</p>

64-24F&O To consider Policies referred to this Committee

a) To have initial discussions on the drafting of a Civic Chain Storage Policy for the Mayoral Chain of Office, following receipt of the insurance valuation: -

The Clerk explained having contacted the councils insurer, their requirements are very specific about the security of the civic chain, as the insurance replacement valuation has significantly increased. A new safe will need to be purchased and securely located, it is hoped a discount may be available as this will be a significant, but essential requirement. A quotation is being sought to install an intruder alarm system to the council offices, to enhance security.

Clerk/
Ops Mgr

On the advice of Buck and Co. Jewellers a secure Peli case had already been purchased, for safe transportation of the civic chain. The Town Mayor (Councillor G J Davis), having now used the Peli case, felt the case was impractical (due to its large size and heavy weight) and therefore members' all agreed that a smaller and more lightweight case for transporting the civic chain is purchased. (This therefore allows the Town Mayor to choose which case to use.)

Clerk/
Ops Mgr

The Clerk added that having spoken to other Clerks in the county, most do not have an official 'Civic Chain Storage Policy', with the significant difference that the 'office' securely stores the chain of office and it is signed out when needed by the Town Mayor. A 'sign out sheet' will be put in place and members' accepted that when the chain is needed for an event, say during a weekend, it will be collected and subsequently returned as soon as is practical. Safe storage whilst the civic chain is at the home of the Town Mayor is essential.

65-24F&O To consider the Council Risk Management

a) Creditors/Debtors: -

The Clerk was pleased to advise there are currently no concerns. The Clerk is required to make some administrative changes regarding licensees and associated room changes, once these are actioned, payments will be brought up to date.

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

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

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	Faulty emergency light in ladies toilets York Road entrance. Contractor awaiting replacement fitting.	Ongoing
	A rancid smell in the building, is being investigated.	Ongoing
LIBRARY & COM HUB	New door fitted by Cornwall Council.	Completed
PARKS	Permission from Cornwall Council received to trim back encroaching branches at Borough Farm play park.	Ongoing
	Recent incidents of anti-social behaviour in the Skate Park, all have been reported to the Police.	Ongoing
	15 th September - Seat broken off picnic table.	
	18 th September - Mopeds spotted in the Skate Park.	
	19 th September - Rest of the picnic table broken.	
	21 st September – The wall between the Skate Park and Bénodet Park has had more stones and mortar kicked off.	

	Ivy on the wall at Bénodet Park is being removed by the Community Payback team.	Ongoing
PUBLIC CONVENIENCES	Bénodet / Thanckes Park Public Conveniences decoration started by the Community Payback Team. During the redecoration water ingress, causing rot has been found around the Velux window. The door to the cleaning cupboard in Antony Road conveniences was damaged/ kicked. Lock replaced with sliding bolt and padlock	Ongoing Completed
TRAINING	Operations Manager has passed CiLCA. Support Officer has started ILCA and FiLCA. First Aid course booked for Tuesday 1 st October.	
BENCHES	Permission received from Cornwall council to trim back brambles directly in front of the SIMS memorial bench on Chapeldown Road.	Completed
FOOTPATHS	The Operations Team supported the Football club volunteers to repair the fence line along footpath 7 Other footpaths will be cut in September.	Completed
JAPANESE KNOTWEED	The Town Clerk has contacted Cormac to enquire if the SLA for knotweed treatment is still required.	Ongoing
CHRISTMAS LIGHTS/ BUNTING	Christmas lights application to erect the lights submitted. National Grid (Western Power) instructed to replace main fuse housing in Sparrow Park, after a fault was discovered by the Town Council Contractor.	Completed
OTHER	Town Clock. Operations Manager has submitted a grant enquiry to the National Lottery Heritage Fund. Other quotes to be followed up. Defibs Trevorder issue with connecting cabinet to the mains is being resolved by R. White. Site identified for a defib installation at the upper end of Goad Avenue. Clerk to liaise with Duchy Defibrillators in October and the family, who are donating the funds for this installation. CCTV Skate Park camera has been out of action for a month or so, site meeting with Security Dynamics booked for Monday 30 th September.	Ongoing

The Operations Manager advised: -

- There has been a rancid smell in the Council Chambers building, this continues to be investigated and it may have come from the bin storage area and then transferred around the ventilation system. The Operations Manager is looking into where this may have arisen from.

<ul style="list-style-type: none"> ➤ There has been some anti-social behaviour at the skate park, with one of the benches completely broken beyond repair. Additionally the wall, between the skate park and Bénodet Park is continually being damaged from climbing, the broken stone is regularly found on the floor. ➤ A site meeting has been arranged with the CCTV supplier as the CCTV camera overlooking the skate park is once again not working. This has been a continual problem, as the pole is frequently climbed. Alternative solutions will be considered at the meeting. ➤ Decoration of the the public conveniences at Bénodet / Thanckes Park has been started by the Community Payback Team. During the redecoration water ingress, causing rot has been found around the Velux window, likely to be caused by slate either missing or being moved from the roof. Cornwall Council has confirmed it is the (town) councils responsibility to repair and maintain all the public convenience buildings. ➤ Work has been undertaken to clear the brambles on Chapeldown Road seafront, in order for the view from sitting on the SIMS memorial bench to be restored. Photos have been forwarded to the family, who have subsequently sincerely thanked the council for the work undertaken to restore the view from the bench. ➤ The resident who originally complained about the pesticide being applied to the brambles on Chapeldown Road has again been in contact, regarding removal of brambles in front of the bench further along Chapeldown Road. Clerk to reply advising the reason for the removal of the brambles to clear the view from the memorial bench. ➤ The power fault with the electrical supply for the Christmas lights at Sparrow Park has been repaired, the box has not been replaced. ➤ The Operations Manager is continuing to progress the project to make repairs to the town clock. An expression of interest for funding has been submitted to The National Lottery Heritage fund. Contact is being made with St. Ives Town Council, who have recently financially supported significant renovations to their town clock. The Operations Manager will continue the work on this project. ➤ Defibrillators – The Clerk updated members’ with some statistics regarding defibrillators and activations which had occurred in the town, from 01/01/24 - 17/09/24. <p>316 deployments across all cabinets which Duchy Defibrillators support (270 to date) 16 deployments across Torpoint Council Chambers cabinet - 3 Cremyll Rd - 1 Fire Station - 6 Carbeile Inn - 3 Family Centre - 1 Football Club - 2</p> <p>The Council Chambers defib has used two sets of pads this year, one unsuccessful outcome, one set applied when not needed to be. Carbeile Inn has used one set, unsuccessful. Football Club has used one set, this saved the person's life. (The Football Club is not serviced and paid for by the council, reporting only.)</p>	<p>Ops Manager/ Clerk</p> <p>Ops Manager</p> <p>Clerk</p> <p>Ops Manager</p>
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<p>The Clerk explained that although several months ago blood control kits were not being installed in defibrillator cabinets, there has been a change in the plan across the county and in the next few months, bleed control kits are being rolled out into cabinets. More information will follow.</p> <p>➤ A recent food hygiene / food standards inspection was undertaken at the Library and Community Hub. The purpose of the visit was to assess compliance with food safety, food standards and health and safety legislation. The rating received was 5. According to the report a 5 year electrical installation survey is outstanding, the Operations Manager has sought a quotation for this work, below £1,000. The Clerk will therefore proceed and authorise this survey to be undertaken by the council's existing electrical contractor. The Environmental Health Officer commented after the inspection that "it was a pleasure to inspect a very well-run café."</p> <p>d) Initial budget discussions for 2025/26, using the council's Action Plan (as previously circulated), including any new Project Initiation Documents: - The Action Plan was reviewed, with the following priorities identified for funding/expenditure allocation in 2025/26: -</p> <ul style="list-style-type: none"> i) Tennis courts maintenance – gate servicing, pressure washing, fungicide treatment, regular leaf blowing. (Action new cost centre for tennis courts maintenance.) ii) Climate emergency – solar panel installation at the Council Chambers, Project Initiation document to be completed. iii) Town clock repairs - Project Initiation document to be completed, expression of interest form submitted to The National Lottery Heritage Fund. iv) Economic prosperity – Christmas lights; Civic engagements – Torpoint Twinning event, Freedom of Torpoint Parade plus Annual Civic service in 2025. v) No significant improvements planned for the Library and Community Hub. vi) Continue the vehicle lease and planned expenditure. vii) Will need to replace the existing landscaping/mowing machinery at the commencement of spring 2025. Operations Manager gave detailed information on financial proposals/equipment, circa £6k from existing garden maintenance supplier. An equipment demonstration is being planned for October 2024. viii) Maintain existing parks, plus skate park improvements – will need to consider whether an additional allocation will be placed into reserves (currently £20k in reserves). ix) January 2021 devolved parks - consider installation of fencing at Chestnut Close play park (Operations Manager provided more details); council is already planning to install accessible play equipment in Cambridge Field. 	<p>Ops Manager/ Clerk</p>
<p>66-24F&O Items Referred to this Committee None.</p>	
<p>67-24F&O Planning Applications a) PA24/06066 - Loft conversion (raise roof ridge) and balcony - Ponsharden, Albion Road, Torpoint PL11 2LX: - It is resolved, there are no objections or observations.</p>	<p>Clerk</p>
<p>68-24F&O Health and Safety a) Reports and any new, proposed regulations/legislations and current issues.</p>	

There are currently no areas for consideration.

b) Fire Risk Assessment for all buildings.

The Operations Manager will review the fire risk assessment for the library and community hub with the recently appointed Community Hub and Library Development Manager.

69-24F&O Climate Emergency Action Plan

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

An updated action plan is being presented to the next meeting of the Development and Localism committee.

70-24F&O Accounts for payment

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
L&L Diverse Solutions LTD	020/2024	3,288.00	548.00	2,740.00	4 Days Consultancy at £685 per day.
TOTAL		3,288.00			

71-24F&O Correspondence

a) Free of Charge Report, Torpoint Town Partnership, Family / Charity Dog Show: - Noted.

b) Report following investigation undertaken by the Public Procurement Review Service, following receipt of complaint, to understand how contract awards are made: - The outcome of the investigation undertaken by the Public Procurement Review Service is noted. The Chairman (Councillor Mrs. J M Martin) minuted thanks to the Clerk for managing this request for information/review from this Government service.

c) Grant application – YMCA Torpoint (Part of YMCA Plymouth): -

Following consideration of the grant application, the Clerk is directed to return to the applicant to request specific information on what the YMCA Torpoint is hoping to purchase, highlighting any grant funding cannot be given on retrospective purchases.

d) Request for support and use of council resources for forthcoming community Bonfire and Fireworks display – Friday 1st November – 2nd Torpoint Sea Scouts:

Following consideration of the request for support from the Operations Team and council resources, it is **recommended** to provide the support as requested for the fireworks event being planned for Friday 1st November at Thanckes Park. The offer to help promote the event in the council newsletter, along with displaying posters in the noticeboards is also given.

e) Funding request with full grant application to follow – Torpoint AFC: -

Following consideration of the grant application, as circulated in advance, the Clerk is directed to return to the applicant to request a breakdown of the specific costs being charged for the C1, C2 and C3 actions, as per the 5 year electrical installation report. In addition to this, Clerk to remind Torpoint AFC to apply for Community Chest grant funding from Councillor Tivnan BEM and/or Councillor Ewert.

Clerk

Council

Clerk



72-24F&O Date of next meeting

Following discussion, to be agreed at the October council meeting, the next meeting date is likely to be on Thursday 7th November 2024, this will be an initial budget setting meeting, to which all members will be summoned to attend.

73-24F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 9.04pm _____ Chairman