

**MINUTES** of the meeting of the Finance and Operations Committee held on Monday 31<sup>st</sup> March 2025 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), Miss R A Evans BEM, D Phipps, M J Spurling and J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager were in attendance.

|   | <b>ACTION</b>   |
|---|---|
| <p><b>140-24F&amp;O Apologies for absence</b><br/>Apologies for absence were submitted on behalf of Councillor Mrs. S G Bickle.</p>   |   |
| <p><b>141-24F&amp;O Declarations of Interest relating to items on the Agenda</b><br/>None.</p>  |   |
| <p><b>142-24F&amp;O Minutes of the previous meeting</b><br/>It was <b>resolved</b> that the minutes of the Finance and Operations Committee meeting held on Monday 3<sup>rd</sup> March 2025 were taken as read, confirmed and signed by the Chairman.</p>  |   |
| <p>a) Remembrance Sunday 2024 – actions following wash up meeting held: -<br/>Pursuant to minute number 128-24F&amp;O (b), the summary notes of the meeting had been circulated, there were no questions, the notes are therefore noted.</p> <p>b) Armed Forces Covenant – set up a task and finish group with a view to renewing the Armed Forces Covenant: -<br/>Pursuant to minute number 128-24F&amp;O (c), the Deputy Mayor (Councillor Mrs. K Brownhill) is arranging to meet with Councillors Miss R A Evans BEM and Mrs. J L Reeves, to progress renewing the Armed Forces Covenant further.</p>  | Cllr Brownhill  |
| <p><b>143-24F&amp;O To consider Policies referred to this Committee</b></p> <p>a) Markets Policy and Application: -<br/>The Markets Policy and Application will be reviewed and updated and brought to the next meeting of this committee.</p> <p>b) Model Councillor-Officer Protocols: -<br/>The Chairman (Councillor Mrs. J M Martin) explained the differences between 'town council' written policies and those adopted from either NALC or CALC, which explains the reason why the formatting is different for some policies. Having explained this and following consideration it is <b>recommended</b> to adopt the Model Councillor-Officer Protocols, with no changes.</p> <p>c) Safeguarding Policy: -<br/>The Safeguarding Policy will be reviewed and updated and brought to the next meeting of this committee.</p> <p>d) Equality, Diversity and Inclusion Policy to include Best Practice document: -<br/>Following consideration it is <b>recommended</b> to adopt the Equality, Diversity and Inclusion Policy to include the Best Practice document (typing correction required).</p> <p>e) Health and Safety Policy: -<br/>It is being updated and will be available at the next meeting of this committee.</p> | <p>Clerk/<br/>Cllr Martin</p> <p><b>Council</b></p> <p>Clerk/<br/>Cllr Martin</p> <p>Clerk/<br/><b>Council</b></p> <p>Cllr Tivnan</p> |

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|--|--|
| <p>f) To discuss the process to include the use of Dispensations on future meeting agendas: - Following consideration of the information as previously circulated, the Chairman (Councillor Mrs. J M Martin) reminded members' of the recent Dispensation (in January 2025), granted by the council and to all the council members, in order for the council to be able to consider and comment on the planning application for the 3G Football Turf Pitch proposals.</p> <p>Members' acknowledged this should be included on all future council meeting agendas [Full council and committees] and it is <b>recommended</b> to adopt 'A Guide to Awarding Dispensations 2012 and the information from CALC' as previously shared, also the 'Dispensation request form'. It is further <b>recommended</b> that the Council delegates the power to grant dispensations to the Town Clerk. [The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).]</p> <p>(Information on Dispensations to be included in the new council Business meeting.)</p>   | <p><b>Council</b></p> <p><b>Council</b></p> <p>Clerk</p> |
| <p><b>144-24F&amp;O Civic Functions and other events</b></p> <p>a) RALEIGH exercising its right to the Freedom of Torpoint on Sunday 28<sup>th</sup> September 2025: - Noted.</p> <p>Additional events: -</p> <p>b) The Town Mayor (Councillor G J Davis) highlighted an event being planned for Saturday 10<sup>th</sup> May, he will be hosting a drinks' reception at the Council Chambers for the Torpoint Twinning Association and their visitors' from Bénodet. All [new] councillors will be invited to attend, also the Honorary Freeman of Torpoint Michael Pearn MBE, plus the Honorary Burgess of Torpoint John Crago and representatives of Torpoint Archives and Heritage Centre.</p> <p>c) Councillor J Tivnan BEM reported the Lord Lieutenant of Cornwall has been invited to an event in the town on Friday 9<sup>th</sup> May.</p>   | <p>Cllr Davis</p>  |
| <p><b>145-24F&amp;O To consider the Council Risk Management</b></p> <p>a) Creditors/Debtors: -<br/>The Clerk highlighted one outstanding debtor of concern, value £240, for newsletter advertising, this is being chased again.</p> <p>b) Budget Variance – Finance and Operations Committee responsibilities (February 2025 Budget Variance Information): -<br/>All committee income and expenditure was considered, with no immediate concerns.</p> <p>The Clerk asked members' to consider a draft paper, currently under preparation, as part of the year-end 24/25 accounts, detailing proposed Ear-Marked reserves for 25/26. The draft paper prompted much discussion. Following review of the Ear-Marked reserves proposals for the income generated from the tennis courts, it is <b>recommended</b> the Reserves - tennis courts sinking fund is maintained at the minimum annual amount required (£4,000) and any surplus income generated is transferred to Reserves - Play parks and tennis courts, for any projects related to the improvement of the play parks and tennis courts.</p> <p>The Clerk explained that consideration of budget proposals for Reserves – Vision projects, which have been in the past used to fund the work undertaken to progress the Lower Fore Street redevelopment, will be made at the Development and Localism Committee meeting [later in the week]. The Clerk will prepare an updated Ear-Marked reserves 2025/26 paper for the April council meeting, for review.</p> | <p><b>Council</b></p> <p>Clerk</p>                       |

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          | Seized radiator valve in room one, this will need replacing in the summer.  | Ongoing                      |
|                           | In house repairs to parquet floor in room one has not lasted, a professional contractor will need to be sought.   | Ongoing                      |
|                           | Following flooding and initial inspection, CCTV survey of the sewerage system has been booked for April.  | Ongoing                      |
|                           | Replacement of damaged carpet tiles in the bar area, as a result of sewerage leak.  | Completed                    |
|                           | Community Payback team is continuing, when they can with the redecoration of the committee room.  | Ongoing                      |
| LIBRARY & COM HUB         | Library central heating system is governed by a heat sensor that is currently on the wall in the café kitchen. On days when baking or other things are being made the heat overrides the sensor leaving the rest of the building cold.  | Ongoing                      |
| PARKS                     | Work to reinstate the football pitch in Cambridge Field has started, unfortunately there is an increase in dog fouling inside Cambridge Field. Operations Team is monitoring and social media post has been shared.   | Ongoing                      |
|                           |   | Ongoing                      |
| PUBLIC CONVENIENCES       | Thanckes Park - A meeting was held with Cornwall Council, Torpoint Bowling Club, plus South West Water to investigate a backdated water bill. A leak was found and has had temporary repair. Correspondence received explains this invoice is now the responsibility of Cornwall Council. | Ongoing                      |
| TRAINING                  | List of training needs for 2025 compiled. This will be finalised once the Operations Team structure is settled. The Support Officer is progressing with FILCA modules.  | Ongoing<br>ILCA<br>Completed |
| BENCHES                   | Wording from Mrs Stockton memorial plaque sent to engravers.  | Ongoing                      |
| FOOTPATHS                 | No issues to report.  |                              |
| JAPANESE KNOTWEED         | Meeting arranged to discuss this years Japanese Knotweed treatment has been arranged. Update will be given during the meeting.  | Ongoing                      |
| CHRISTMAS LIGHTS/ BUNTING |   |                              |
| OTHER                     | Damage to light cluster on rear of van repaired after the Operations Manager clipped a wall reversing.  | Ongoing                      |
|                           | Work experience student from Torpoint Community College has contacted us, one weeks' work experience agreed, will support the Operations Team and office staff.   | Ongoing                      |
|                           | Outreach enquiry for a collaboration with Young Devon received, meeting arranged.   | Ongoing                      |

The Operations Manager advised: -

- Following the sewerage leak at the Council Chambers, a survey of the whole system will be undertaken, quotations are being sought for this work.
- Quotations for the roof cleaning of the Council Chambers are being sought.
- Library and community hub central heating system is governed by a heat sensor that is currently on the wall in the café kitchen. On days when baking or other things are being made the heat overrides the sensor leaving the rest of the building cold.
- Room 1 parquet flooring – contractor quotations being sought.
- Work to reinstate the football pitch in Cambridge Field is continuing – the dry weather is not helping.
- Incidents of dog fouling found in Cambridge Field.
- The meeting arranged by Cornwall Council to review the water meter(s) at Thanckes Park and review a back dated water invoice, has identified that South West Water will need to install a 'sub meter' for the tennis courts.
- A meeting with a Cormac representative regarding the Japanese Knotweed at Thanckes Park, was recently attended by the Operations Manager and Clerk. A map detailing the locations of the Japanese Knotweed was shared on the screen. Following discussion, the Clerk is directed to pursue the Service Level Agreement opportunity, seeking a price to spray the Japanese Knotweed, for and on behalf of Cormac, two sprays per year, returning to the committee for further consideration.
- Damage to light cluster on the rear of the council van has been repaired after the Operations Manager clipped a wall whilst reversing.
- An Outreach enquiry for a collaboration with Young Devon has been received and a meeting arranged.
- On the afternoon of Sunday 30<sup>th</sup> March 2025, there was an incident of anti-social behaviour on Fore Street, which was witnessed by one of the Caretakers, who made a 999 phone call to the Police. The incident was recorded on the Caretakers body camera and the footage will be shared with the Police, when it is requested. There was a second incident, not long after the first one, again the Caretaker used his body camera to record the activities of the individuals concerned, this footage will be forwarded to the Police on request. In the opinion of the Clerk, having viewed the footage, the Caretaker kept himself safe at all times and acted cautiously and professionally under very difficult circumstances.
- A Caretaker has had a minor accident on Monday 31<sup>st</sup> March 2025, when the van doors were opened, unsecured traffic cones fell against his shin, causing grazing, first aid was administered, no further action required.
- The Operations Manager detailed a recent concerning incident occurring in the library and community hub, where the members' of staff called the office for support, the Operations Manager was available and attended immediately. Following this, staff were reassured by the Operations Manager and the Police advised accordingly. It is suggested the CCTV recording system is reviewed at the facility to ensure it is fit for purpose.
- The Operations Team and road marshals were invited and then attended the RBL presentation evening last week, the certificate of thanks is available in the library and community hub.

Clerk

Ops Mgr

| <b>146-24F&amp;O Items Referred to this Committee</b>   |                |                  |       |           |  |                          |
|---|----------------|------------------|-------|-----------|--|--------------------------|
| a) None.  |                |                  |       |           |  |                          |
| <b>147-24F&amp;O Planning Applications</b>  |                |                  |       |           |  |                          |
| a) None   |                |                  |       |           |  |                          |
| <b>148-24F&amp;O Health and Safety</b>  |                |                  |       |           |  | Cllr Tivnan<br><br>Clerk |
| <p>a) Reports and any new, proposed regulations/legislations and current issues.<br/>There are currently no areas for consideration.</p> <p>b) Fire Risk Assessment for all buildings.<br/>The fire risk assessment for the Council Chambers has been reviewed in February 2025 and is being written up. Following a request from a licensee to install a sliding door, the Chief Fire Officer for Cornwall has responded to advise it cannot be fitted at the proposed site, Clerk to advise the licensee.</p> |                |                  |       |           |  |                          |
| <b>149-24F&amp;O Climate Emergency Action Plan</b>  |                |                  |       |           |  |                          |
| a) To consider the actions relating to this Committee: - There were no further updates.   |                |                  |       |           |  |                          |
| <b>150-24F&amp;O Accounts for payment</b>   |                |                  |       |           |  |                          |
| PAYEE   | Invoice Number | Total (£)        | TAX   | NET       | Description  |                          |
| WesternWeb Ltd  | 24873          | 420.00           | 70.00 | 350.00    | Supply and Install Synology DS223J NAS Store Including 2 x 1TB Hard Drives and Copy Data from Previous Unit. |                          |
| Cornwall Council  | 802311466      | 1,325.50         | 0.00  | 1,325.50  | Business Rates Chambers April 2025   |                          |
| Cornwall Council  | 802980235      | 62.28            | 0.00  | 62.28     | Business Rates Room 4 April 2025   |                          |
| Cornwall Council  | 802715760      | 552.32           | 0.00  | 552.32    | Business Rates Library April 2025  |                          |
| Cornwall Council  | 8029230069     | 51.02            | 0.00  | 51.02     | Business Rates Tennis Courts April 2025  |                          |
| Awenek Studio   | Mar-25         | 160.00           | 0.00  | 160.00    | Provision of Wellbeing Art at Torpoint Library - March 2025  |                          |
| *Cornwall Council   | 8100562917     | 85,366.75        | 72.00 | 85,294.75 | Salaries Q4 Jan – March '25, also Mayoral Allowance for same period  |                          |
| <b>TOTAL</b>  |                | <b>87,937.87</b> |       |           |  |                          |
| * Cornwall Council invoice received on 31 <sup>st</sup> March 2025 and processed for payment the same date, in accordance with previously resolved council meeting item (March 2025).   |                |                  |       |           |  |                          |
| <b>151-24F&amp;O Correspondence</b>   |                |                  |       |           |  | Cllr Davis/<br>Clerk     |
| <p>a) To consider: Torpoint Mayor's Charity Fund – The account is changing to a community account and will therefore start to accrue charges of £4.25 per month, plus additional charges: -</p> <p>Having discussed and considered the information as previously circulated, members' acknowledged that the Torpoint Mayor's Charity Fund bank account should be closed, as bank account fees are now payable on the account. The Town Mayor (Councillor G J Davis) will</p>                                    |                |                  |       |           |  |                          |



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|---|--------------|
| <p>arrange completion the documentation to close the bank account as soon as possible as fees are now being charged and members' agreed for the council to take receipt of all the funds in the Mayor's Charity bank account, which will be ring-fenced and donated to the 3G Pitch Project funds, the Town Mayor will provide correspondence to confirm.</p> |              |
| <p><b>152-24F&amp;O Date of next meeting</b><br/> Monday 28<sup>th</sup> April 2025, apologies for absence for this meeting were given in advance by Councillor Miss R A Evans BEM.</p>   |              |
| <p><b>153-24F&amp;O Any Business that has been disclosed to the Chairman and members prior to the meeting.</b><br/> None.</p> <p>Meeting closed at 8.26pm _____ Chairman</p>  | <p>Clerk</p> |