

**MINUTES** of the meeting of the Finance and Operations Committee held on Monday 28<sup>th</sup> April 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), Councillors Mrs. S G Bickle, D Phipps, M J Spurling and J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager were in attendance.

	<b>ACTION</b>
<b>1-25F&amp;O Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM	
<b>2-25F&amp;O Declarations of Interest relating to items on the Agenda</b> None.	
<b>3-25F&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 31 <sup>st</sup> March 2025 were taken as read, confirmed and signed by the Chairman.	
<b>4-25F&amp;O Matters arising</b> a) Armed Forces Covenant – set up a task and finish group with a view to renewing the Armed Forces Covenant: - Pursuant to minute number 142-24F&O (b), 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. b) Torpoint Mayor's Charity Fund bank account closure update: - Pursuant to minute number 151-24F&O (a), the Clerk reported the Torpoint Mayor's Charity Fund bank account is now closed with all funds transferred to the town council, ring fenced for 3G All-weather pitch donations, in accordance with the request from the Town Mayor (Councillor G J Davis).	Clerk
<b>5-25F&amp;O To consider Policies referred to this Committee</b> a) Markets Policy and Application: - The Markets Policy and Application will be reviewed and updated and brought to the next meeting of this committee.  b) Civic Protocols: - Some additions are needed to the Civic Protocols, these will be added and brought to the next meeting of this committee.  c) Safeguarding Policy: - The updated Safeguarding Policy was considered and it is <b>recommended</b> to adopt the Safeguarding Policy.  d) Health and Safety Policy: - It is being updated and will be available at the next meeting of this committee.	Clerk/ Cllr Martin   Clerk/ Cllr Martin   <b>Council</b>   Cllr Tivnan
<b>6-25F&amp;O Civic Functions and other events</b> a) No additions to the diary.	

**7-25F&O To consider the Council Risk Management**

a) Creditors/Debtors: -

The Clerk highlighted no concerns, which will be echoed in the year end accounts for 2024/25.

b) Budget Variance – Finance and Operations Committee responsibilities (March 2025 Budget Variance Information): -

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

The Clerk explained, although it appears the Mayor's Allowance expenditure cost centre is overspent, this is due to the way the annual / civic year is calculated and paid.

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	In house repairs to parquet floor in room one has not lasted, a professional contractor will need to be sought, see quotation below for consideration.	Ongoing
	Following flooding and initial inspection, CCTV survey of the sewerage system has been booked for April.	Ongoing
	Community payback team are continuing when they can with the redecoration of the Committee Room, external decoration is also progressing.	Ongoing
	Intumescent strips on doors that have been painted in the past, are in the process of being replaced.	Ongoing
	Draft excluding strips are being fitted throughout the building.	
LIBRARY & COM HUB	Library central heating system is governed by a heat sensor that is currently on the wall in the Café kitchen. Awaiting visit to assess if system can be overridden.	Ongoing
	Pergola, following a site visit, a quote is expected, for replacement of shade with an alternate retracting system to enable the staff to respond to changes in weather.	Ongoing
	CCTV quotation received from Security Dynamics £725.65 + VAT for consideration.	
	<b>CAMERA ONE</b> A white analogue turret style camera with a 2.8mm fixed lens and infra-red capabilities for night time viewing is to be installed in a position as agreed with Phil at the time of survey	
	<b>CAMERAS TWO - FIVE</b> The existing cameras are to be connected to the new Digital Video Recorder	

	<b>RECORDING EQUIPMENT</b> An 8 channel 4TB Digital Video Recorder is to be installed to replace the existing recorder <b>NOTES</b> Remote viewing will require a minimum of 1MB upload speed if online, this is out of Security Dynamics control The CCTV System is to be checked on a regular basis to ensure it is recording in a satisfactory manner.		
PARKS	Work to reinstate the football pitch in Cambridge field has been delayed due to hot weather.	Ongoing	
PUBLIC CONVENIENCES			
TRAINING	List of training needs for 2025 compiled. This will be finalised once the Ops Team structure is settled.  The Support Officer is progressing with FILCA modules.	Ongoing  Completed	
BENCHES	Mr Stockton plaque ordered	Ongoing	
FOOTPATHS	Cormac hope to start work on Footpath No. 1, Trevol Road to A374, during the May half term.		
JAPANESE KNOTWEED	New SLA for treatment has been received, for consideration (£420.00 for two applications).	Ongoing	
CHRISTMAS LIGHTS/ BUNTING	Tender has been issued for the supply, installation and removal of the Christmas lights for the next 3 years.		
OTHER	Young Devon held an Outreach day at Cambridge Field 16 <sup>th</sup> April, it was well attended. Action for Children staff also attended to discuss collaborative working.  New defibrillator has been installed at Lamorna Park.	Ongoing	
The Operations Manager advised: - <ul style="list-style-type: none"> <li>➤ Quotations for the roof cleaning of the Council Chambers have been sought, with additional information being sought.</li> <li>➤ Room 1 parquet flooring – contractor quotations being sought.</li> <li>➤ Work to reinstate the football pitch in Cambridge Field is continuing.</li> <li>➤ The Community Payback team are continuing with the redecoration of the committee room.</li> <li>➤ The pergola outside the library and community hub is in need of repair, quote being sought to replace damage 'sail'.</li> <li>➤ Following the recent safeguarding incident at the library and community hub, the Operations Manager was tasked to obtain a quotation to update the CCTV at the facility. To safeguard and protect the staff, it is <b>recommended</b> to update the CCTV at the library and community hub, enabling footage to be reviewed, to purchase and install CCTV equipment from Security Dynamics, cost of £725.65 + VAT.</li> </ul>			
			<b>Council</b>



<p>➤ Following discussion, regarding the possible re-instatement of the Service Level Agreement (SLA) with Cornwall Council to spray the Japanese Knotweed at locations as indicated at Thanckes Park, it is <b>recommended</b> to delegate to the Clerk, to sign to accept the SLA agreement, on behalf of the council, at a charge to Cornwall Council of £420.00 for two applications per year. (The Operations Manager is sufficiently qualified to undertake the two sprays, this will enable better local management of the Japanese Knotweed.)</p> <p>➤ Christmas Lights tender has been issued, results of the tender will be included on the next committee meeting agenda.</p> <p>➤ A defibrillator and bleed kit have been installed by Duchy Defibrillators at a private property in Lamorna Park. Thanks have been sent to the family of Alister Fuerst, who sadly died in 2023, who fundraised for the defibrillator, also the residents' of the property for agreeing to the installation on their house. The defibrillator map will be updated and shared on social media and also included in the next council newsletter.</p> <p>➤ Young Devon held an Outreach day at Cambridge Field on 16<sup>th</sup> April, it was well attended. Action for Children staff also attended to discuss collaborative working.</p> <p>➤ Having reviewed the recently upated government guidance on food waste disposal, micro-firms have an exemption to comply until 31<sup>st</sup> March 2027. Torpoint Town Council currently meets the exemption as a micro-firm as it has fewer than 10 full-time equivalent employees. Clerk and Operations Manager will monitor this.</p> <p>➤ On 3<sup>rd</sup> April 2025, The Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, received Royal Assent. This landmark legislation aims to enhance public safety by mandating improved security measures at public venues and events, thereby reducing the risk of terrorist attacks. The Operations Manager is awaiting more information, and will ensure all future events are compliant.</p> <p>c) To consider: The documentation required to be submitted for the Limited Assurance Review for 2024-25, also information that a smaller authority is required for an intermediate audit in 2024-25 - BDO LLP: - The deadline for submission of the year end 2024/25 documentation for the Limited Assurance Review is 1<sup>st</sup> July 2025.</p>	<div>Council</div> <div>Clerk</div> <div>Clerk</div>
<p><b>8-25F&amp;O     Items Referred to this Committee</b></p> <p>a) None.</p>	
<p><b>9-25F&amp;O     Planning Applications</b></p> <p>a) None</p>	
<p><b>10-25F&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. Councillor J Tivnan BEM and the Operations Manager are meeting this week to review and update the fire risk assessment.</p>	<div>Cllr Tivnan/Ops Manager</div>
<p><b>11-25F&amp;O    Climate Emergency Action Plan</b></p> <p>a) To consider the actions relating to this Committee: - The Operations Manager is joining online training regarding Basic Carbon Accounting being offered by Cornwall Council.</p>	

## 12-25F&O Accounts for payment

PAYEE	Invoice Number	Total (£)	TAX	NET	Description
ITEC	1081134	44.55	7.43	37.12	Meter Readings Photocopier
Cornish Tea and Coffee	SL98280	162.30	0.00	162.30	Café Supplies Library
Cornish Tea and Coffee	SL97808	110.11	0.00	110.11	Coffee Machine Rental - March
TClarke	SL-25010552	238.80	39.80	199.00	Annual - Intruder Alarm Monitoring and Maintenance
Blakedown Sport & Play	S45061	1,691.29	281.88	1,409.41	Final Invoice - Tennis Court Refurbishment Works
BT	VP 9119 6470	805.03	134.17	670.86	1 <sup>st</sup> March '25 – 31 <sup>st</sup> May '25
<b>TOTAL</b>		<b>3,052.08</b>			

## 13-25F&O Correspondence

a) To note: Stroke Association, Cornwall Services update – April 2025 – The Stroke Association Cornwall Services teams: -

Noted.

b) To consider: Two questions from Mr S J Corbidge, with the questions copied and answered here: -

### *QUESTION 1*

What has the council done to report and resolve the Kings Arms being converted, in open sight, into a multi occupancy property, which is clearly no longer a public house? Is the gradual conversion of this building lawful?

Answer: Some points to note:

- i) A valid planning application has been submitted under reference PA24/03068 which is currently pending consideration, for renovation, alterations, rear extension and reversion to previous use as a cottage;
- ii) It is lawful for a developer to commence development and apply to retain it retrospectively. That said, the developer is taking a risk, should the Council refuse the planning application then the unauthorised works already completed would be the subject of enforcement considerations and formal enforcement action, subject to the relevant tests being satisfied (expediency).
- iii) In December 2024 the council considered the planning application for the cottage – council comment online “The council has no objection and supports the planning application. The only observation to note is for the applicant to consider the external decoration of the property, so it blends/matches the street scene of the two properties either side.”
- iv) Having viewed this application number on the planning portal, there are now additional documents uploaded, since the council considered the application at the December meeting.

Some of this information had been sourced from [Cornwall] Councillor John Tivnan BEM.

**QUESTION 2**

Does the council have any plans to remove the embarrassing window box style planters outside of the Harvey Street flats, on Antony Road? These were originally described as a 'vision project' and have been totally neglected since their installation. Surely the council can do better to enhance the main entry route to our town.

Answer: The Operations Team is reviewing the planters and the plants outside of Harvey street flats, in consultation with the council.

c) To consider: One question from Mr M Stanley: -

I live on Antony Road and thos time of year have motorbikes going passed doing 70+ when going towards Sainsburys'. We need a speed camera on that road. How would we go about that? I'm happy to figure out the fundraising if it's possible. It's getting more excessive every year and that includes cars and vans.

[Cornwall] Councillor John Tivnan BEM has responded to this enquiry.

d) To note Notice of Poll which will be held on Thursday 1<sup>st</sup> May 2025: -

- i) Election of Town Councillors for Torpoint Town Council – East Ward;
- ii) Election of a Councillor for Torpoint Electoral Division;
- iii) Election of a Councillor for Rame Peninsula & St Germans Electoral Division.

All noted.

**14-25F&O Date of next meeting**

Monday 2<sup>nd</sup> June 2025.

**15-25F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 8.11pm \_\_\_\_\_ Chairman