



**MINUTES** of the meeting of the Finance and Operations Committee held on Monday 2<sup>nd</sup> June 2025 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**PRESENT:** - Councillor Mrs. J M Martin (Town Mayor), Councillor Mrs. C E Goodman (Deputy Town Mayor), Councillors Mrs. S G Bickle, Mrs. K Brownhill, Miss R A Evans BEM, S J Pike, M J Spurling and J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager were in attendance.

IN ATTENDANCE: Councillor G J Davis.

There was a member of the public in the public gallery.

	<b>ACTION</b>
<b>16-25F&amp;O Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor S Clark.	
<b>17-25F&amp;O Declarations of Interest relating to items on the Agenda</b> i) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – Agenda item 15.e. Grant application as author of the application.  ii) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill – Agenda item 15.e. Grant application as Treasurer for the organisation/applicant.  iii) An NRI (Non-Registerable Interest) was declared by: - The Town Mayor (Councillor Mrs. J M Martin) – Agenda item 9.f. as Town Mayor (payment of Mayor's Allowance).	
<b>18-25F&amp;O Election of Chairman for the Civic Year 2025/26</b>  The Town Mayor (Councillor Mrs. J M Martin) called for nominations for the position of Chairman for the Civic Year 2025-26. Councillor Miss R A Evans BEM proposed that Councillor M J Spurling is elected to serve as Chairman for the Civic Year 2025-26. Councillor Mrs. S Bickle seconded the proposition and there being no other nominations the motion was put and Councillor M J Spurling was duly elected as Chairman for the Civic Year 2025-26.  (Councillor M J Spurling Chaired the meeting from this point forward.)	
<b>19-25F&amp;O Election of Vice Chairman for the Civic Year 2025/26</b>  The newly elected Chairman (Councillor M J Spurling) called for nominations for the position of Vice Chairman for the Civic Year 2025-26. Councillor M J Spurling proposed Councillor Mrs. S Bickle is elected to serve as Vice Chairman for the Civic Year 2025-26. Councillor S J Pike seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. S Bickle was duly elected as Vice Chairman for the Civic Year 2025-26.	
<b>20-25F&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 28 <sup>th</sup> April 2025 were taken as read, confirmed and signed by the Chairman.	



<b>21-25F&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 4-25F&O (b), the draft Armed Forces Covenant was reviewed having been previously circulated for consideration. It is <b>recommended</b> the council approves the Armed Forces Covenant, with a review of the same being undertaken every four years, for the Town Mayor [Councillor Mrs. J M Martin] to sign on behalf of the council and the Commanding Officer of HMS RALEIGH [Captain Jane Roe] to sign on behalf of the MOD.	Council
b) Adjourned Council meeting minutes, purchase of mower, disposal of existing mower, plus Fleet Insurance: - Pursuant to minute number 38-25F&O (a), the Clerk reported the purchase order has been placed with the supplier for the replacement mower and delivery is expected within the next week. The Fleet insurance is being updated and an invoice expected for the increase in cost. Following discussion regarding the disposal of the existing mower, it is <b>recommended</b> to delegate to the Clerk to dispose of the mower accordingly, in consultation with the garden machinery expert and Operations Manager.	Council
<b>22-25F&amp;O To consider Policies referred to this Committee</b>	
a) Review Terms of Reference Finance and Operations Committee: - The Clerk to add the recently approved Dispensation Policy to the list of policies, otherwise no changes and all approved as previously accepted.	Clerk
b) Markets Policy: - Updates to this policy will be actioned for the next meeting of this committee.	
c) Civic Protocols The Clerk explained the additions to the Civic Protocols, following consideration it is <b>recommended</b> to adopt the updated Civic Protocols.	Council
d) Health and Safety Policy: - It is being updated and Councillor J Tivnan BEM explained it will be available at the next meeting of this committee.	Cllr Tivnan
e) Business Continuity Plan:- Following consideration it is <b>recommended</b> to adopt the Business Continuity Plan.	Council
f) Environment Policy: - Following consideration it is <b>recommended</b> to adopt the Environment Policy.	Council
g) Unreasonable Behaviour Policy: - Following consideration it is <b>recommended</b> to adopt the Unreasonable Behaviour Policy.	Council
h) Investment Strategy: - Following consideration it is <b>recommended</b> to adopt the Investment Strategy [Clerk to confirm the dates are correct for the figures in Appendix 1].	Council

<p>i) Code of Conduct: - Following consideration it is <b>recommended</b> to adopt the Code of Conduct [an updated Code of Conduct is anticipated].</p>			<b>Council</b>
<p><b>23-25F&amp;O Civic Functions and other events</b>  a) VJ Day – Friday 15<sup>th</sup> August 2025: -  Councillor J Tivnan BEM presented the proposals, on behalf of the Rame Peninsula Royal British Legion, for VJ Day 80 commemorations being planned for Friday 15<sup>th</sup> August 2025 in the town. Following discussion about the planned expenditure for the event, the Clerk is directed to forward the grant application form, for completion and then consideration at the next meeting of this committee.</p> <p>b) Civic Service: -  The Clerk had previously circulated the information, which had been requested by the Torpoint Church's Booking Assistant, for the first time, to book/hire St. James Church for the civic service. Following discussion the Clerk and Town Mayor are directed to liaise with Rev. Jo Northey in the first instance, about the information being requested, as Rev. Northey has been asked as Mayor's Chaplain to conduct the civic service. The Clerk explained there is a booking fee which is payable for the hire.</p>			<p>Clerk/ Cllr Tivnan BEM</p> <p>Clerk/ Cllr Martin</p>
<p><b>24-25F&amp;O To consider the Council Risk Management</b>  a) Creditors/Debtors: -  The Clerk highlighted no concerns.  b) Budget Variance – Finance and Operations Committee responsibilities (April 2025 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.</p>			
<b>FACILITY</b>	<b>PROJECT</b>	<b>STATUS</b>	
COUNCIL CHAMBERS	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.	Ongoing	
	Intumescent strips on doors that have been painted in the past, are in the process of being replaced.	Complete	
	Draft excluding strips are being fitted throughout the building.	Ongoing	
	External decorating of lower walls and window sills has been completed by the Operations Team.	Complete	
	The hot water cylinder has been repaired, during the repair it was discovered that the fan on the cylinder was stuck although now working, a replacement should this happen again may not be able to be sourced. (It was highlighted last year that the combi boilers, may also be not be fit for repair in the near future)	Complete	

	Lift inspection by BES carried out, no faults to report.	Complete	
LIBRARY & COM HUB	<p>The library team have re-potted the plants and tidied up the front of the library including repainting of the bollards.</p> <p>Intruder Alarm serviced library.</p> <p>Library central heating system, Operations Manager still investigating.</p> <p>Pergola replacement quote awaited.</p>	<p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Ongoing</p>	
PARKS	<p>Work to reinstate the football pitch in Cambridge Field been delayed due to hot weather.</p> <p>2 Tennis raquets have been damaged and many Tennis balls missing. CCTV checked. New equipment ordered.</p> <p>New post and rail fence with mesh installed at Chestnut Close playpark, continued to be highlighted on the annual parks report, but recently more paths have been pushed through the brambles, leaving the stream behind to be easily accessible. Also highlighted to the office during a phone call from a concerned parent.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>	
PUBLIC CONVENIENCES			
TRAINING	<p>The Support Officer has completed all FILCA modules.</p> <p>Operations Manager attended the Supplier Emission Measurement and Reduction Workshop 3 online sessions.</p> <p>Operations Team completed Parks Inspection app refresher training.</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	
BENCHES	Mr Stockton plaque ordered / delivered 23/05/25 – installation planned.	Ongoing	
FOOTPATHS	Cormac plan to start work on half of footpath 1, from Torpoint Community College entrance to the A374, during the May half term. Remaining work will be completed in the October half term.		
JAPANESE KNOTWEED	New SLA for treatment has been received. Council adopted SLA, Clerk to sign on behalf of council.	Ongoing	
CHRISTMAS LIGHTS/ BUNTING	Tender has been issued for the supply, installation and removal of the Christmas lights for the next 3 years. Results to be considered at this meeting		



OTHER	The Operations Manager, filled an accident report after knocking himself on the head with a post driver whilst installing the fence at Chestnut Close Playpark. No further action required.	Ongoing
	The Ops Team and volunteers supported Torpoint Scouts with their 100 <sup>th</sup> Anniversary St George's Day Parade.	Complete
	The Operations Team decorated Rendel Park, for the VE 80 Celebrations on the 8 <sup>th</sup> May.	Complete
	The Operations Team are supporting the planning of Torpoint Fest '25 happening in June.	Ongoing
	St. James Church – bronze plaque WWI war memorial – approximate replacement value of around £17,500 + vat/shipping etc. Currently not on the council's fixed asset register.	

The Operations Manager advised: -

- Quotations for the roof cleaning of the Council Chambers have been sought, with additional information being sought.
- Room 1 parquet flooring – contractor quotations being sought.
- CCTV review of the sewerage system at the Council Chambers is now complete.
- Following the recent issues with the hot water boiler, Operations Manager is researching air source heat pumps as an alternative for the future.
- Unfortunately, following partial installation of wooden fencing at Chestnut Close play park, some anti social behaviour/damage was made overnight to some of the posts. However, the fencing was repaired/replaced and all is now completed, with access to the stream now restricted.
- The Operations Team has completed Parks Inspection app refresher training.
- The memorial plaque for Mr Stockton has been delivered and will be installed by the end of this week.
- Cormac plan to start work on half of Footpath 1, from Torpoint Community College entrance to the A374, during the May half term. Remaining work will be completed in the October half term.
- The SLA agreement, for two applications per year on the Japanese Knotweed has been signed by the Clerk on behalf of the council and returned. The Operations Manager will undertake the two sprays.
- The Operations Manager has filled in an accident report after knocking himself on the head with a post driver whilst installing the fence at Chestnut Close Playpark, no further action is required.
- St. James Church – bronze plaque WWI war memorial – approximate replacement value of around £17,500 + vat/shipping etc., it is currently not on the council's fixed asset register. Clerk and Operations Manager to liaise with Rev. Jo Northey regarding next steps.

Clerk/  
Ops Mgr

- Operations Manager will defer bringing the roof quotes for consideration as further information is needed from one supplier.
- Councillor Miss R A Evans BEM asked whether the main hall is on the schedule for redecoration this year. The Operations Manager explained it is currently not scheduled, this is largely due to the difficulty with redecorating the room, due to the high volume of use, by regular hirers, however he agreed to review the condition of the walls.

c) To review the Internal Auditor report for year ended 2024/25: -

The Clerk presented the previously circulated summary of two actions for review: -

	<b>ACTION</b>
<p>1. <i>VAT claims</i> <b>VAT claims for the year have been submitted.</b> <b>There is a small discrepancy between the year-end claim and balances held in the accounting statements which should be investigated and rectified.</b></p>	<p>Will be rectified at the next VAT claim</p>
<p>2. <b>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b> <i>Budget setting</i> <b>The 2025/26 budget and precept were properly approved by Council following the production of detailed estimates.</b> <i>Budget monitoring</i> <b>Regular budget monitoring reports have been provided to Members throughout the year.</b> <i>Adequacy of Reserves</i> <b>After allowing for earmarked reserves of £206,381 the general reserve stands at £107,325; equating to 23% of the precept which is just below the Council's minimum reserve level set out in its Reserves Policy.</b></p>	<p>General reserves of 23% of the precept is just below the Council's minimum reserve level set out in its Reserves Policy (25% to cover three month's expenditure).</p> <p>Committee acknowledge this is slightly below the Council's minimum reserve level set out for 24/25. Clerk has recorded the minimum figure expected in General Reserves, for year end 25/26 and will work towards this figure being achieved.</p>

Clerk

Clerk



<p>d) To consider the appointment of an Internal Auditor for financial year 2025/26: - Due to timescales for appointment, Clerk is directed to seek a minimum of one reference for each Internal Auditor applicant, in order for committee to review and make a proposal for consideration by the council.</p>	Clerk
<p>e) Payment of Mayor's Allowance for Civic Year 2025/26: - It is <b>resolved</b> to instruct the Clerk to authorise payment of the Mayoral Allowance, via Transactional Services at Cornwall Council, to the Town Mayor (Councillor Mrs. J M Martin) for the gross amount of £3,750 over an ten month period, June 2025 – March 2026, with tax deducted. (The Town Mayor abstained from the voting for this agenda item.) f) To consider results on Invitation to Tender for the Hire of Torpoint Christmas Lights 2025-2028: - Prior to consideration of the results of the tender for the hire of Torpoint Christmast Lights 2025 – 2028, the Clerk explained there is only one tender to consider and therefore, this does not need to be considered with the public and press excluded.</p>	Clerk
<p>The results of one tender were shared and discussed, from Festive Lighting <a href="http://www.festivelighting.co.uk">www.festivelighting.co.uk</a>. The options to: - 1. Hire the Christmas lights (3 years) or 2. Hire the Christmas lights (3 years) plus the erection and take down of the same, were discussed in detail.</p> <p>The Clerk and Operations Manager are directed to arrange a site meeting with Festive Lighting, to consider options 1 and 2, with the quotation plus the results of the site meeting considered at the next meeting of this committee.</p>	Clerk/ Ops Mgr
<p><b>25-25F&amp;O Items Referred to this Committee</b> a) None.</p>	
<p><b>26-25F&amp;O Planning Applications</b> a) None</p>	
<p><b>27-25F&amp;O Health and Safety</b> a) Reports and any new, proposed regulations/legislations and current issues. There are currently no areas for consideration. b) Fire Risk Assessment for all buildings. Councillor J Tivnan BEM and the Operations Manager have recently met to review and update the fire risk assessment at the library and community hub.</p> <p>The Operations Manager explained a P50 fire extinguisher at the Council Chambers recently 'sprung a leak'. After reporting the issue to Safelincs, a replacement extinguisher was issued and received within 24 hours.</p> <p>The fire risk assessment review at the Council Chambers, identified that some intumescent strips on doors had been painted in the past, these are in the process of being replaced.</p> <p>The 6 monthly fire evacuation of the Council Chambers has not been been undertaken, Operations Manager to rectify immediately.</p>	

**28-25F&O Climate Emergency Action Plan**

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

Following consideration of the climate emergency action plan, Councillor S J Pike [as a recently Elected councillor] sought clarification on the reasons why the council declared a climate emergency, subsequently producing a climate emergency action plan.

Following discussion, it is *suggested this should be debated at the next council meeting*, with the motion to 're-declare a climate emergency' considered by members' of the new council.

**Council**

**29-25F&O Accounts for payment**

PAYEE	Invoice Number	Total (£)	TAX	NET	Description
EDF Energy	000023461213	57.35	9.56	47.47	Electricity Supplied to Christmas Lights for Period 30/11/24 - 03/01/25
Cornish Tea & Cornish Coffee Co	SL100569	126.28	0	126.28	Café Supplies - Library
Cornish Tea & Cornish Coffee Co	SL100568	99.35	0	99.35	Café Supplies - Library
L&L Diverse Solutions	019/2025	822.00	137.00	685.00	As Purchase Order 0410 - RIBA 3 Report Consultancy
L&L Diverse Solutions	018/2025	164.00	274.00	1370.00	As Purchase Order 0407 - RIBA 3 Report Consultancy
Bodmin Nursery	INV-0992	284.82	43.36	241.46	Plants etc - 50% Library, 50% Parks
SW Hygiene	335367	1310.4	218.41	1091.99	Emptying of Sanitary and Nappy Bins
Cornish Tea & Cornish Coffee Co	SL100325	120.00	0	120.00	Coffee Machine Rental - Library
Mole Valley Farmers	IN208965340	641.28	106.88	534.40	Parks Maintenance - Fencing
Mole Valley Farmers	IN208940288	284.34	47.39	236.95	Parks Maintenance - Fencing
<b>TOTAL</b>		<b>5,389.82</b>	<b>836.60</b>	<b>4,552.90</b>	

**30-25F&O Correspondence**

a) To consider and note: Speak Cornish Week 2025 – An Rosweyth: -  
Noted.

b) To note: Local Council Planning Essentials training 12<sup>th</sup> and 19<sup>th</sup> June, 10 July 2025 – Cornwall Planning: -  
Noted.

c) To note: Cornwall Hero Awards – Cornwall's Rewind Radio: -  
Noted.

d) To note: Update on LYNHER refit 22 May 2025 – Tamar Crossings: -  
Noted.

e) To consider: Grant Application Torpoint Community Events – Financial support towards



<p>the construction of a raised garden to commemorate the VE VJ Day 80 Veterans Garden Following consideration of the grant application, from Torpoint Community Events, to construct a raised garden to commemorate the VE VJ Day 80 Veterans Garden, it is <b>recommended</b> to award £655.00 towards this installation of the Veterans Garden. The Clerk is directed to establish the cost the council would pay annually to sponsor the garden in perpetuity; this committee <b>may further recommend</b> to fund the annual sponsorship of the installed VE VJ Veterans Garden.</p> <p>(Councillors Mrs. K Brownhill and J Tivnan BEM left the meeting for this agenda item.)</p>	<p><b>Council Council</b></p>
<p><b>31-25F&amp;O Date of next meeting</b> Monday 30<sup>th</sup> June 2025, apologies in advance are received from Councillor Miss R A Evans BEM.</p>	
<p><b>32-25F&amp;O Any Business that has been disclosed to the Chairman and members prior to the meeting.</b></p> <ul style="list-style-type: none"> <li>➤ The Clerk had recently circulated guidance and supporting templates from CALC on co-option to all members', the Clerk is directed to use the documents to produce a draft co-option policy, for initial review at the next meeting of this committee.</li> <li>➤ The Clerk explained, following receipt of a question from Councillor K J Moon, regarding the council's current policy on procurement, whether the existing process for 'large ticket items' includes a weighting for local companies who tender? Councillor Moon had highlighted that "It's quite normal these days, as it was recognised that not only are you tapping into local knowledge and enthusiasm, but also some of the money would naturally be respent in the local economy" – sharing this <a href="#">weblink</a>. The Clerk explained that she had sought the advice of Councillor G J Davis. Councillor Davis was invited to comment by the Chairman, who suggested the Clerk contact CALC for further advice and guidance as what would be most challenging is how the tender review panel would define 'local'. Once further advice is received from CALC this committee will review the suggestion put.</li> </ul> <p>Meeting closed at 9.22pm _____ Chairman</p>	<p>Clerk</p> <p>Clerk</p>