

## OPERATIONAL UPDATE

Finance and Operations Committee meeting Monday 30<sup>th</sup> June 2025

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.	Ongoing
	Survey of the sewerage system has taken place, awaiting final report.	Ongoing
	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. Quote received.	Ongoing
	Air conditioning half yearly maintenance/survey booked for Friday 27 <sup>th</sup> June.	
LIBRARY & COM HUB	CCTV updated at the library, the Clerk, Operations Manager and Community Hub Manager can now access footage should the need arise. One existing camera will need replacing, this could not be checked before the new hard drive was installed. An additional camera was added to the order, to view the picnic table area, following a comment made at the last F&O committee meeting, this has resulted in an increase in the cost for this work from £725.65 + VAT, to £908.20 + VAT.	Complete
	Library central heating system, Operations Manager still investigating.	Ongoing
	Pergola replacement quote received From Sale Shades Direct, see attached for consideration.	Ongoing
PARKS	New ride on mower used in all parks by the Operations Manager. Risk assessment updated and all users have had a supervised first use.	Complete
PUBLIC CONVENIENCES	Theft of toilet rolls from disabled toilet on Antony Road. New lock installed on dispenser.	Complete
TRAINING	The Operations Manager attended the South West SLCC Road show at Sandy Park.	
	The Town Clerk and Operations Manager are attending the joint SLCC Devon and Cornwall Clerks meeting in Launceston.	
	Training approved at June council meeting will now be ordered and arranged.	
BENCHES		
FOOTPATHS	Cormac hope to start work on path 1, Trevol Road to A374, during the May half term.	
	Footpath 4, Trevol to St John has had a first cut, using the new mower.	

	Footpath 7, The Mill. Further work needed by the adjoining land owners to make the path easier to navigate.  Complaint received via [Cornwall} Councillor Parsonage that the Footpath between Maker Road and Carbeile Road	
JAPANESE KNOTWEED	New SLA for treatment has been received. First treatment is being carried out week commencing 23 <sup>rd</sup> June.	Ongoing
CHRISTMAS LIGHTS/ BUNTING	Tender has been issued for the supply, installation and removal of the Christmas lights for the next 3 years and follow up site meeting.	Ongoing
OTHER	The Operations Team supported the planning and running of the Torpoint Festival.	Complete

Roof Cleaning Quotations		
Joe Lewis	£1550.00	
Tamar Clean	£1619.17	
Welch Works Cleaning Services	£1595.00	

Floor Repair re-surfacing		
Sandalwood Flooring	£1110.00	



Sail Shades Direct  
The Sail Loft  
Ferry Street  
Torpoint  
Cornwall  
PL11 2AX  
T: 01752 816125

**Date:** 15 June 2025

**Our reference:** TCL

**To:** Milly Southworth  
**Address:** Torpoint Library

## Quotation

Description	Ex VAT
Supply & Install Replacement roof panels (all panels) Fabric has 5 year warranty	£2,593.00
Rope tension system to allow easy retraction of system (both roofs)	£201.60
Current lead time upto 6 weeks from order confirmation	
Sub Total	£2,794.60
VAT 20.00%	£558.92
<b>Total</b>	<b>£3,353.52</b>
Deposit Payment Required	£1,676.76

**All prices are subject to VAT at 20%**

### Terms & Conditions:

5 Year Warranty against structure and components  
workmanship and materials. Prices are valid  
for 28 days from the date of quotation.