



MINUTES of the meeting of the Finance and Operations Committee held on Monday 30th June 2025 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

IN ATTENDANCE: Councillor G J Davis.

	ACTION
<p>33-25F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM.</p>	
<p>34-25F&O Declarations of Interest relating to items on the Agenda i) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill – Agenda item 13.f. Free of Charge application for Torpoint Town Partnership, as Treasurer for the organisation/applicant. ii) An NRI (Non-Registerable Interest) was declared by: - The Town Mayor (Councillor Mrs. J M Martin) – Agenda item 13.f. as Chairman of the Torpoint Town Partnership.</p>	
<p>35-25F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 2nd June 2025 were taken as read, confirmed and signed by the Chairman.</p>	
<p>36-25F&O Matters arising a) To update on the disposal of existing mower: - Pursuant to minute 21-25F&O (b), there is a delay with the arrangement for disposal of the 'old mower' and it is hoped the disposal will be arranged in the next month. b) To update on the invitation to tender for the hire of Torpoint Christmas Lights 2025 -2028: - Pursuant to minute 24-25F&O (f), following a site meeting which had been arranged, additional information and a revised quotation had been previously circulated. This was discussed at length and although members' are keen to explore the option to suspend lights along Fore Street all year round, it is acknowledged the council has not built these proposals into this years' budget. Members' are keen to pursue obtaining a fixed and firm quotation for the erection and taking down of the Christmas lights and direct the Officers to obtain this. Following debate, it is recommended for 2025/26 Christmas ONLY (one year), to: - i) Contract The Festive Lighting Company to undertake Anchor bolt testing at a cost of £720.00 + VAT; ii) Hire six in number Christmas lights/cross strings from The Festive Lighting Company, plus all connections and accessories and any maintenance needed for the council owned motifs, at a cost of £3,193.50 + VAT.</p>	<p>Clerk</p> <p>Council</p>

<p>c) To update on arranging a meeting regarding CCTV proposals for Harvey Street: - Pursuant to the June council meeting, minute number 52-25(a) refers, the Clerk had previously circulated information from the Office of the Police and Crime Commissioner (OPCC), giving the funding options currently available for this proposed project. Councillor J Tivnan BEM volunteered to return to the OPCC to establish whether there are any other funding opportunities, which may be available sooner.</p>	<p>Cllr Tivnan</p>
<p>37-25F&O To consider Policies referred to this Committee</p> <p>a) Markets Policy and Application: - To be made available for the next meeting.</p> <p>b) Health and Safety Policy: - Following consideration it is recommended to adopt the updated Health and Safety Policy.</p> <p>c) To consider the first draft Co-option Policy (to follow). Following consideration it is recommended to adopt the Co-option Policy. (Clerk to check on the status of serving members of the Armed Forces eligibility to serve as councillors.)</p> <p>d) Model Publication Scheme and ICO.: - Following consideration it is recommended to adopt the Model Publication Scheme and ICO protocols.</p> <p>e) Data Protection, Document Retention and Disposal Policy: - Following consideration it is recommended to adopt the Data Protection, Document Retention and Disposal Policy.</p> <p>f) Following a question put by a member, to consider information from CALC, regarding the council's policy on procurement and whether a Sustainable Procurement Policy should be written and adopted: - Pursuant to minute 32-25F&O, all members' had not had the opportunity to review the Sustainable Procurement Policy example as shared, agreed to defer to the next meeting of this committee. From recent Personnel Committee meeting (outstanding actions).</p> <p>g) Code of Conduct Training, link shared with members', deadline for completion is within 6 months of taking office. For those elected in May 2025, the deadline is 5th November. Noted.</p> <p>h) To update on Skills Audit for members': - Information has been circulated separately, the deadline to return completed skills audit to the Clerk is Thursday 10th July 2025, the results will be shared confidentially with members.</p> <p>i) To update on Training Log: - Clerk is in the process of updating the training log.</p>	<p>Clerk</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Clerk</p>
<p>38-25F&O Civic Functions and other events</p> <p>a) Civic Service: - The arrangements for the Civic Service are progressing.</p> <p>b) HMS RALEIGH exercising the right to the Freedom of the Town, is scheduled for Sunday 28th September 2025. The Operations Manager is liaising with the recently appointed Ferry Manager, regarding the closure of the Ferry lanes.</p>	
<p>39-25F&O To consider the Council Risk Management</p> <p>a) Creditors/Debtors: - The Clerk highlighted no concerns.</p>	

b) Budget Variance – Finance and Operations Committee responsibilities (May 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.

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 th 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	<p>Cormac hope to start work on path 1, Trevol Road to A374, during the May half term.</p> <p>Footpath 4, Trevol to St John has had a first cut, using the new mower.</p> <p>Footpath 7, The Mill. Further work needed by the adjoining land owners to make the path easier to navigate.</p> <p>Complaint received via [Cornwall} Councillor Parsonage that the Footpath between Maker Road and Carbeile Road</p>		
JAPANESE KNOTWEED	New SLA for treatment has been received. First treatment is being carried out week commencing 23 rd 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	
<p>The Operations Manager advised: -</p> <ul style="list-style-type: none"> ➤ Air conditioning half yearly maintenance check has been undertaken. ➤ Quotations for the roof cleaning of the Council Chambers have been sought, with additional information being sought. ➤ CCTV installation is completed at the Library and Community Hub. At the last meeting an additional camera was suggested to be installed to overlook the outside picnic table, this therefore increased the cost for this installation. ➤ Following delivery of the ride on mower, the risk assessment has been updated. ➤ Training, as approved at the last council meeting, is being booked. ➤ Security to the Council Chambers is currently concerning. The Operations Manager is looking at in-house repairs where possible and is seeking a revised quotation to replace the entrance at Buller Road, a replacement door was agreed by the previous council, however it was not purchased and installed. ➤ Following consideration of the quotation for replacing the pergola roof panels at the Library and Community Hub, is it agreed not to pursue this replacement further, due to the proposals from the Town Team Project Board. If the pulley system could be installed to help open and close the existing roof panels, this should be installed. ➤ Spraying of Japanese Knotweed will start soon. ➤ 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. Having liaised with Rev. Jo Northey, Clerk is directed to contact the council's insurers again to establish the cost to add to the council's insurance. ➤ Operations Manager will defer bringing the roof quotes for consideration as further information is needed from one supplier. <p>c) To consider the appointment of an Internal Auditor for financial year 2025/26 (References obtained on the two applications received).</p> <p>Clerk is directed to liaise with the retired Internal Auditor on the matter.</p>			
			Clerk/ Ops Mgr
			Clerk
			Clerk

40-25F&O Items Referred to this Committee

a) None.

41-25F&O Planning Applications

a) PA25/04368 – Proposed front porch and rear dining room extension. 29 Chapeldown Road, Torpoint, PL11 2HU.

It is **resolved** no observations or objections.

42-25F&O Health and Safety

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.

The 6 monthly fire evacuation of the Council Chambers has not been undertaken, Operations Manager to rectify immediately.

43-25F&O Climate Emergency Action Plan

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

No further update.

44-25F&O Accounts for payment

PAYEE	Invoice Number	Total (£)	TAX	NET	Description
James Hallam Insurance	545325904	221.04	0.00	221.04	Difference due to the addition of new ride on mower
Cornwall Council	8100586184	2,327.02	387.83	1,939.19	Waste cleansing costs for devolved sites 2025/ 2026 & dog/litter bin emptying service at Cambridge Field
AVLX	IN71364	7,339.20	1,223.20	6,116.00	Provision of technical support at Torpoint Fest '25 and generator
Cornish Coffee	SL101618	120.00	0.00	120.00	Coffee Machine Rental
Caradon Tool and Plant Hire	IN4263	634.00	105.67	528.33	Provision of equipment etc for Torpoint Fest '25
Facealicious	TTC001	120.00	0.00	120.00	Provision of face painting services at Torpoint Fest '25
Lizzie's Fluid Faces	14/06/2025	120.00	0.00	120.00	Provision of face painting services at Torpoint Fest '25
Painty Faces	202	120.00	0.00	120.00	Provision of face painting services at Torpoint Fest '25
Awenek Studio CIC	1137	200.00	0.00	200.00	Provision of family arts and crafts at Torpoint Fest '25
Create Signs SW Ltd*	2461	768.00	128.00	640.00	4 x feather flags including artwork for

					TTC and TTP	
MR Bars & The Town Fryer	Torpoint Fest '25	306.60	0.00	306.60	Provision of event support 13th and 14th June 2025	
PI Digital	10363	1,074.00	179.00	895.00	In person play inspection app training for operations team	
PI Digital	10329	1,734.00	289.00	1,445.00	Inspection App Licence for 25/26	
TOTAL		15,083.86	2,312.70	12,771.16		
*Donation from Torpoint Town Partnership (TTP) of £280 received towards cost of Feather flags						
45-25F&O Correspondence a) To note: Tamar Crossings Summer Newsletter – Tamar Crossings: - Noted. b) To note: Updated Tamar Crossings website to provide real time journey information – Tamar Crossings: - Noted. c) To note: CALC News bulletin and training opportunities 17/06/25 – CALC: - Noted. d) To note: Current planning consultations Briefing Note – June 2025 – Cornwall Council Planning and Housing Service: - Noted. e) To note: Employer Newsletter June 2025 – Cornwall Pensions: - Noted. f) To consider: Free of Charge Use application for Dog Show and Carol's in the Park events – Torpoint Town Partnership: - It is resolved to grant Torpoint Town Partnership free of charge use of the council facilities, for the Family Dog Show and Carol's in the Park events, both are scheduled to be held at Bénodet Park. (Councillor Mrs. K Brownhill and the Town Mayor abstained from voting.) g) To consider: Information as previously agreed and issued, with response received, in relation to a complaint made to Cornwall Council regarding Trevol Business Park: - The Clerk is directed to liaise with the resident to continue to pursue the complaint against Cornwall Council regarding Trevol Business Park and it is suggested to ask the resident to compile the evidence needed for the complaint into chronological order.						
46-25F&O Date of next meeting Monday 1 st September 2025.						
47-25F&O Any Business that has been disclosed to the Chairman and members prior to the meeting. <ul style="list-style-type: none"> ➤ Councillor J Tivnan BEM has been contacted by one of the Partners at The Wheelers, regarding the defibrillator located on the building, Clerk to make contact and follow up with the Partner. ➤ Councillor S J Pike requested to be removed as a 'delegate to outside body' for Torpoint Ramps Forum, Councillor Pike to advise the group of the same. ➤ The Deputy Mayor (Councillor Mrs. C E Goodman) has reported to [Cornwall] Councillor 						

Clerk

Clerk

Cllr Pike



<p>Rob Parsonage tree issues on the junction of North Road and Victoria Street.</p> <ul style="list-style-type: none"> ➤ The Clerk has received an enquiry from a resident, asking when the temporary Telecoms tower is expected to be taken down and will follow up the enquiry with BT. ➤ The Clerk has received a complaint from a Fore Street resident, regarding the taxi firm which is operating in Fore Street (Kernow Taxi's). Clerk is directed to respond to the resident giving details of Cornwall Council's 'report a noise complaint page', and copy in [Cornwall] Councillor Rob Parsonage. 	<p>Clerk</p> <p>Clerk</p>
<p>Meeting closed at 8.35pm _____ Chairman</p>	