



MINUTES of the meeting of the Finance and Operations Committee held on Monday 29th September 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, Miss R A Evans BEM, S J Pike and J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager were in attendance.

ALSO PRESENT: Councillor G J Davis.

	ACTION
63-25F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor L Hogan.	
64-25F&O Declarations of Interest relating to items on the Agenda a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting. i) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill – Agenda item 13b. Application for Free of Charge use 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 13b. as Chairman of the Torpoint Town Partnership and 13d. as Cornerstone Church is one of the Mayor’s Charities for this civic year. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.	
65-25F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 1st September 2025 were taken as read, confirmed and signed by the Chairman.	
66-25F&O Matters arising from the minutes a) Torpoint Christmas lights 2025 – 2028: - Pursuant to minute number 51-25F&O (a), the Operations Manager explained: - ➤ Clerk has distributed letters to all Fore Street traders regarding the forthcoming bolt testing and has included information regarding the Christmas lights switch on event; ➤ Permission for bolt testing has been given by all property owners in Fore Street, also, if a new plate is required, permission has also been given; ➤ The bolt testing will likely commence this week, latest next week; ➤ The purchase order has been placed with the contractor MHLS Ltd for the installation of the Christmas lights and all formal documentation is anticipated to be received in the next two days; ➤ The Operations Team will support the installation and take down; ➤ The purchase order has been placed with The Festive Lighting Company for the three year hire of the lights at the agreed price. The additional delivery charge has been included in the purchase order. ➤ Volunteers will be sought for the switch-on event.	

b) Mountfield mower is now disposed to the highest bidder: - Pursuant to minute number 53-25F&O (a), the Clerk detailed this is now completed. c) To update on progress with funding to support CCTV proposals for Harvey Street: - Pursuant to minute number 53-25F&O (b) the Clerk had circulated the Expression of Interest form, to submit a funding opportunity to the Office of the Police and Crime Commissioner. Following consideration, it is recommended to: i) Complete a Project Initiation Document (PID) to scope out full details of the project; ii) Complete and submit an Expression of Interest form to apply for £10,000 of funding from the Office of the Police and Crime Commissioner; iii) Apply for any future funding opportunities which may come online; iv) Once the PID is received and considered, this council to support the project to install two CCTV cameras at a location near to Harvey Street, in collaboration with key stakeholders. d) To update on the appointment of an Internal Auditor for financial year 2025/26: - Pursuant to minute number 53-25F&O (c), the Clerk has met with the recently appointed internal auditor and will sign the 2 year agreement for and on behalf of the council, to appoint Jamie Thomas - JT Audit and Accountancy - as the council's Internal Auditor for the financial years 2025/26 and 2026/27. e) Defibrillator at The Wheelers, Fore Street: - Pursuant to minute number 53-25 (d), the Clerk explained The Wheelers will endeavour to fundraise £1,000 by Christmas, to enable handover of the defibrillator to the council. e) To update on the Enhanced LMP Grant opportunity for 2025 – 2026: - Pursuant to minute number 53-25F&O (e) the Operations Manager explained the work which will be undertaken as part of the grant agreement.	Council
67-25F&O To consider Policies referred to this Committee None.	
68-25F&O Civic Functions and other events a) Review: Captain's Welcome (Monday 22nd September 2025): - The Mayor (Councillor Mrs. J M Martin) thanked all those who had attended the civic welcome, it was great for him to meet a number of people, in advance of RALEIGH exercising its right to the Freedom of Torpoint, the following Sunday. b) Review: RALEIGH to exercise its right to the Freedom of Torpoint (Sunday 28th September 2025): - The Mayor (Councillor Mrs. J M Martin) thanked all those who had helped to organise this prestigious occasion, including the Operations Manager and his team, including the volunteer marshals, the Clerk, as well as all those who had attended. The Mayor continued the High Sheriff of Cornwall, who had attended, said he was "blown away" by the event, the people and the platoon of recruits who were on Parade. The event utilised the council's recently purchased PA system and speakers and the Cornish Pod pasties went down very well indeed! c) Remembrance Sunday – Sunday 9th November 2025: - Noted.	

69-25F&O To consider the Council Risk Management

a) Creditors/Debtors: -

The Clerk highlighted a couple of outstanding concerns, which are being monitored closely by the Clerk.

b) Budget Variance – Finance and Operations Committee responsibilities (August 2025 Budget Variance Information). A full review of the amounts held in Allocated Reserves, Call Accounts, the CCLA account will be undertaken.

The review of General Reserves 25/26 was undertaken, with detail shared here.

For F&O 29/09/25

Reserves	SPENT TO DATE	BUDGET
Reserves - Accessibility Improvements	0.00	7000.00
Reserves - Accessible Play Equipment	0.00	4651.00
Reserves - CIL	0.00	5999.00
Reserves - Defibrillator Donation	2670.00	3150.00
Reserves - Election Expenses	0.00	10000.00
Reserves - Freedom Parade	0.00	3000.00
Reserves - MUGA/Other	0.00	10000.00
Reserves - NDP Improvements	0.00	4046.00
Reserves - Play Areas and Tennis Courts	0.00	15614.00
Reserves - RIBA 3 Good Growth Shared Prosperity Fund	0.00	10000.00
Reserves - Skate Park Improvements	0.00	20000.00
Reserves - Tennis Courts Sinking Fund	0.00	4000.00
Reserves - Town Accelerator Fund (Website)	14685.00	6250.00
Reserves - Town clock	0.00	10000.00
Reserves - Vision Projects	4795.00	10000.00
Reserves - 3G Pitch Donations	0.00	2671.00
Reserves - 3G Pitch Project	0.00	80000.00
Total Reserves	22150.00	206381.00

Balance CC& TTC Call Account as at Aug 2025

229359.85

Balance CCLA as at Aug 2025

57376.20

TOTAL

286736.05

The Reserves cost centres amounts shared in **bold** are unlikely to change, however the remaining cost centres, the amounts will fluctuate, according to the expenditure incurred between now and the end of this financial year. All of these were discussed at length, including the amounts allocated for the Accessible Play Equipment project (being taken from CIL, Play areas and Tennis courts, and Accessibility improvements - £20k council contribution). It is suggested the £10k allocated to Election Expenses could be reviewed and reduced and possibly removed.

The Clerk recorded the minimum amount of three months of expenditure, which would be required to be in General Reserves at the end of this financial year: £124,866 and is endeavouring to support the council to achieve this figure. Following consideration of the Allocated Reserves review, it is **recommended** this council records in the minutes, that there are sufficient funds available in the council finances to cover the costs for the project to install and take down the hired Christmas lights for 2025/26.

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	Survey of the sewerage system has taken place, awaiting final report.	Ongoing
	The hot water cylinder has an ongoing issue with the extraction system. The heating engineer is in discussion with the manufacturers to resolve this issue.	Ongoing
	Purchase order issued for RB Windows for replacement Buller Road door.	Complete
LIBRARY & COM HUB	Loose panel on the south side, exposing the insulation behind, reported to Cornwall Council.	Ongoing
PARKS	Awaiting quotations to service, repair or replace all items rated 12 or above as a result of this year's parks inspections.	Ongoing
	Updated signage for the Tennis Courts and Skate Park installed.	Complete
PUBLIC CONVENIENCES	Fixed wiring survey of both sets of conveniences carried out. Awaiting survey results	Ongoing
TRAINING	A. Cannon has completed, Traffic Management and Lawn Mower & Brushcutter training As part of the CLUP funding 2 road marshals volunteers have been put forward to attend the Traffic management for Community Events training The Town Clerk and Operations Manager have booked spaces on the SLCC events management training.	
BENCHES		
FOOTPATHS	A bid has been approved and purchase order received from Cornwall Council to widen footpath 7, the Mill, and additional signage for this and path 4 Trevol Road to St John.	
JAPANESE KNOTWEED	New SLA for treatment has been received. First treatment delayed due to inclement weather.	Ongoing
CHRISTMAS LIGHTS/ BUNTING	Awaiting final quotation for the installation of the Christmas Lights Pull test being carried out w/c 29 th September. Purchase orders issued for Christmas light hire and installation.	Ongoing
	Information outlining arrangements for testing, installation and switch on event hand delivered to all businesses and private residences on Fore Street.	Complete

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OTHER	The Operations Manger is continuing to liaise with Cornwall Council regarding elements of the CLUP Bid that are on their managed land. Preparations for the Freedom of the Town Parade are in hand. Support for additional labour in preparation for CLUP and LMP projects requested from HMS Raliegh holdover team.		
The Operations Manager advised: - ➤ A summary of the Operational update. A suggestion was put to update the benches at Sparrow Park, in advance of Remembrance Sunday. d) To consider: Initial budget discussions for 2026/27, using the council's Action Plan (as circulated), including any new Project Initiation Documents. Clerk to update the document and remove the word 'emergency' from references to the Climate and Environmental Action Plan within the Action Plan. Projects for consideration for next year, to include: - ➤ Council Chambers roof, clean ➤ Town Clock – continue to seek funding opportunities ➤ Council Chambers – review the paved area outside, due to it becoming increasingly difficult to maintain the area of weeds ➤ Council Chambers - parqué flooring outside Rooms 1 and 2 ➤ CCTV project and ongoing monitoring costs ➤ Combi boilers. The council's PWLB of £35,200 annual loan payment, the final payment is on 31st March 2027.			Ops Mgr Clerk
70-25F&O Planning Applications. a) None.			
71-25F&O Items Referred to this Committee. a) None.			
72-25F&O Health and Safety a) Reports and any new, proposed regulations/legislations and current issues. There are currently no areas for consideration. The Operations Manager is reminded to ensure the council's grit bins are agitated in time for the cold weather. b) Fire Risk Assessment for all buildings. No areas of concern.			Ops Mgr
73-25F&O Climate and Environmental Action Plan a) To consider the actions relating to this Committee: - The Clerk explained the library and community hub is now engaging with a new WEEE (Waste Electrical and Electronic Equipment) waste collector and soon a box will be available again at the rear of the building for residents' to dispose of their electrical and electronic equipment, at no cost to the council.			

74-25F&O Accounts for payment

PAYEE	Invoice Number	Total (£)	TAX	NET	Description
Gear4music Limited	M12273179	751.57	125.26	626.31	PA System, stand, and T-BAR including delivery charge CLUP FUNDING
Createsigns	2691	26.40	4.40	22.00	1 x A3 Garden Sponsor sign laminated and mounted
Createsigns	2685	50.40	8.40	42.00	4 x A4 "Footpath" signs – laminated and mounted. Artwork charge LMP Extended grant funding
Penny Madge	TTC	75.00	0.00	75.00	Out with Friends – Library and Community Hub
Awenek Studio CIC	1141	556.00	0.00	556.00	Art for Wellbeing June 3 rd – 22 nd July 2hr drop in family session 29 th July – 2 nd Sept
BDO LLP	INV-00732624	1,638.00	273.00	1,365.00	Limited Assurance Review for the year ended 31 March 2025, Fee band £500,001 - £750,000
JR PAT Testing	13671	272.38	45.40	226.98	Appliance testing September '25
Cornish Tea & Coffee	SL105831	120.00	20.00	100.00	Coffee Machine monthly rental
Tom Cox Tree Surgery	INV-0561	300.00	50.00	250.00	Trim hedges at St James Park
TOTAL		3,789.75	526.46	3,263.29	

75-25F&O Correspondence

a) To note: Affordable Housing Newsletter September '25: -
Noted.

b) To consider: Free of charge usage application Torpoint Town Partnership: -
It is **resolved** to grant free of charge usage to the Torpoint Town Partnership for the Lantern Making Workshop on 22nd November 2025.

(The Town Mayor and Councillor Mrs. K Brownhill abstained from voting.)

c) To consider: Grant application to support 'Saving More time Saving More Lives' – Cornwall Air Ambulance Trust: -

It is **recommended** to award a grant amount of £500 to Cornwall Air Ambulance Trust, to continue to 'Save More time Saving More Lives.'

d) To consider: Grant application for financial support towards Building Repairs Project – Cornerstone Church: -

It is **recommended** to award a grant amount of £500 to Cornerstone Church to support the Buildings Repairs Project as detailed in the application.

(The Town Mayor abstained from voting.)

e) To consider: Correspondence (including some omitted from inclusion) re parking issues in Bickern Road, plus copy of correspondence to Cllr R Parsonage – Mr J Connah: -
The correspondence is noted and Cllr Parsonage is encouraged to continue liaison with the resident.

f) To consider: Opportunity to provide 'free' clean/maintenance of Sparrow Park area – Tamar Clean SW: -

The offer was debated at length and members' highlighted that it would not be appropriate

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