



**MINUTES** of the meeting of the Finance and Operations Committee held on Monday 4<sup>th</sup> December 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 J Pike and J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager were in attendance.

	<b>ACTION</b>
<p><b>97-25F&amp;O Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors Miss R A Evans BEM, S Clark and L Hogan.</p>	
<p><b>98-25F&amp;O Declarations of Interest relating to items on the Agenda</b> 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. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.</p>	
<p><b>99-25F&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 3<sup>rd</sup> November 2025 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>100-25F&amp;O Matters arising from the minutes</b> a) To update on Torpoint Christmas lights 2025 – 2028: - Pursuant to minute number 85-25F&amp;O (a), the Operations Manager explained: - ➤ Contractor MHLS Ltd has installed all the Christmas lights and decorated the Christmas tree, it was very professional. Timers are still to be sorted. ➤ The Christmas lights switch on event was a great success, with Operations Team support throughout the whole day, to support the road closure and the event. Thanks were minuted to everyone who played their part in the event. b) To update on progress with funding to support CCTV proposals for Harvey Street: - Pursuant to minute number 85-25F&amp;O (b), the Clerk explained the fee quotations have been updated and is awaiting an installation quotation. The Project Initiation Document will be updated once the installation quotation is received and the outcome of funding bids is also known. c) To update on Enhanced LMP Grant opportunity for 2025 – 2026: - Pursuant to minute number 85-25F&amp;O (c), the Operations Manager explained this is on the programme of works for the Operations team and is weather dependant. Support from HMS RALEIGH is anticipated. d) To update on progress with the proposed 'transfer of the asset' WWI memorial on St. James Church: - Pursuant to minute number 85-25F&amp;O (d), correspondence has been forwarded again on the matter and a response is awaited. e) To update on Memorial plaque and tree for the family of Mr Ackland: - Pursuant to council meeting minute number 134-25 (b), the Clerk explained having forwarded</p>	

<p>correspondence again to the Torpoint Ferry team and a response is awaited.</p> <p>f) To update on the Memorial plaque for Roger Cook: -</p> <p>Pursuant to council meeting minute number 134-25 (g), the Clerk explained having invited several St John Ambulance members', plus Councillor G J Davis and K J Moon, for a brief discussion about what would be a 'fitting memorial to Roger Cook.' The outcomes of the discussion, attended by the St John Ambulance members' is shared here: -</p> <ol style="list-style-type: none"> <li>1. Where: on the grassed area in front of where Roger used to live;</li> <li>2. Permissions needed: Roger's family, Cornwall Council (landowner), Cornwall Highways, support from residents;</li> <li>3. Proposal: stone plinth/with a metal sculpture (perhaps a boat/yacht) on top of the plinth, accompanied by a plaque with words, commemorating Roger;</li> <li>4. Incorporate the SJA star somewhere;</li> <li>5. Costs/Funding: fundraising from SJA/council/local residents - GoFundMe;</li> <li>6. Collaborate with Torpoint Artists Collective;</li> <li>7. Timescales: Up to 6 months;</li> <li>8. Collaborate with Torpoint Archives.</li> </ol> <p>Once further research is undertaken including what would be the preferred memorial, permissions obtained and funding opportunities considered, this will be progressed.</p>	
<p><b>101-25F&amp;O To consider Policies referred to this Committee</b></p> <p>None.</p>	
<p><b>102-25F&amp;O Civic Functions and other events</b></p> <p>a) Tuesday 16<sup>th</sup> December, Mayor's Christmas Civic Service, 7.00pm @ Cornerstone Church: - The Town Mayor (Councillor Mrs. J M Martin) invites everyone to her Mayor's Christmas Civic Service, 7.00pm @ Cornerstone Church, with refreshments being served afterwards.</p> <p>b) Torpoint Neighbourhood Plan: -</p> <p>The Town Mayor (Councillor Mrs. J M Martin) is considering arranging a celebration event following the referendum of the Torpoint Neighbourhood Plan, this would be held in the New Year and all those who have volunteered and supported its implementation would be invited to attend.</p>	<p>Clerk/ Cllr Martin</p>
<p><b>103-25F&amp;O To consider the Council Risk Management</b></p> <p>a) Creditors/Debtors: -</p> <p>The Clerk is pleased to advise the debtors continues to improve.</p> <p>b) Budget Variance – Finance and Operations Committee responsibilities (October 2025 Budget Variance Information).</p> <p>All committee income and expenditure was considered, with no immediate concerns. The Clerk spent time detailing the CLUP Year 4 expenditure and how the claim is calculated, as well as the council's intervention rate and how the council planned to match funding the project to the value of £20k (via marketing of events and activities). Unfortunately, it is unlikely that £20k will be able to be match funded, due to timescales for the project, therefore the total amount of funding to be claimed will reduce.</p> <p>The Clerk also detailed the planned expenditure to replace the swing surface matting at Chestnut Close Play park and the works on the installation of the accessible play equipment are all due to be expended in this financial year.</p> <p>c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights.</p>	

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Survey of the sewerage system has taken place, awaiting final report. Initial fix to radiator in Room 1 has not been successful. Annual gas safety check carried out. Recommendation to start thinking about longevity of the boilers and water cylinder, currently over 15 years old.	Ongoing  Complete
LIBRARY & COM HUB	Loose panel on the south side, exposing the insulation behind, reported to Cornwall Council. This has been inspected waiting further action. Annual gas safety check carried out. Some minor repairs needed. Replacement extraction flue cages on order. Fire alarm serviced	Ongoing  Ongoing  Ongoing
PARKS	Issue with synchronisation with the Parks inspection app, Android resolved. Work to surfacing at Chestnut Close Play Park will be carried out when Accessible Play project works commence in January.	Complete  Ongoing
PUBLIC CONVENIENCES	Fixed wiring Cat 2. Repairs being carried out in Bénodet Tea Hut and Toilets, along with installation supply to the new shed. Week commencing 1 <sup>st</sup> December.	Ongoing Ongoing
TRAINING	The Town Clerk and Operations Manager attended the SLCC events management training (CLUP funding). Community First Aid training course ran in the committee room, 21 <sup>st</sup> November. A second funded course could be run if there are enough candidates (CLUP funding). Three members of staff attended a Fire Marshal training course in Liskeard. The Operations Manager and Town Council Support Officer attended and presented at the LTA South West Tennis Forum.	Complete
BENCHES	Awaiting Bluetooth module to enable full use of the new solar benches (CLUP funding). Benches will be reinstalled besides the former St. John Ambulance Hall site before Christmas. Working with Antony Estate to install a sign advising about the steep and slippery steps.	Ongoing  Ongoing
FOOTPATHS	Footpath at RALEIGH awaiting second cut, will be completed before the end of the year.	
JAPANESE KNOTWEED	Cornwall Council contacted about potential double treatment of the knotweed.	Ongoing
CHRISTMAS LIGHTS/ BUNTING	Christmas Lights and cross wire installation, also decoration of the Christmas tree, by MHLS Ltd. was very professional.	Ongoing
OTHER	CLUP projects and spend on target to meet final target. The Operations Team assisted with the setup of the community bonfire event, run by 2 <sup>nd</sup> Torpoint Scout Group. It is estimated over four thousand people attended. Assets recently purchased as part of the CLUP funding were used. Support was also given by the HMS RALEIGH holdover division and Bud Dealy Waste Collection.	Ongoing  Complete

The Operations Manager advised: -

- A summary of the Operational update.
- Discussed the longevity of the boilers at the Council Chambers.
- The Clerk highlighted the waste which is currently at Bénodet Park and explained this will be removed in time for the Friends of Thanckes Park event scheduled there this Saturday.
- The Clerk and Operations Manager attended the SLCC events management training – this was unfortunately not very useful.  
Community First Aid training course ran in the committee room, 21<sup>st</sup> November. A second funded course could be run if there are enough candidates (CLUP funding).  
Three members of staff attended a Fire Marshal training course in Liskeard.  
The Operations Manager and Town Council Support Officer attended and presented at the LTA South West Tennis Forum.
- Have made an enquiry to the Buller Road door installer regarding the possibility of automating the door, a response is awaited.
- The male public conveniences at Antony Road have been subject to anti-social behaviour, graffiti tags added, this has been reported to the police.
- P50 fire extinguisher's for Bénodet to be ordered in the New Year.

#### **104-25F&O Planning Applications.**

a) None.

#### **105-25F&O Items Referred to this Committee.**

a) None.

#### **106-25F&O Health and Safety**

a) Reports and any new, proposed regulations/legislations and current issues.

There are currently no areas for con.ration.

b) Fire Risk Assessment for all buildings.

No areas of concern. January 2026 will see these being reviewed.

#### **107-25F&O Climate and Environmental Action Plan**

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

Nothing further to report.

#### **108-25F&O Accounts for payment**

PAYEE	Invoice Number	Total (£)	TAX	NET	Description
L&L Diverse Solutions Ltd	050/2025	1,644.00	274.00	1,370.00	2.0 Days Consultancy
L&L Diverse Solutions Ltd	049/2025	2,466.00	411.00	2,055.00	3.0 Days Consultancy
ESP Training	6784	504.00	84.00	420.00	L3 Emergency First Aid at Work CLUP
FOY-AIR Enterprises	2378	167.76	27.96	139.80	Cleaning Supplies Chambers / Library
Festive Lights	SO2130724	99.17	16.53	82.64	Connectors for Christmas Lights
ADS Gas	INV-13594	330.00	55.00	275.00	Repairs to Room 1
Cormac	CINV-181524	4,800.00	800.00	4,000.00	Parking Survey SPF
Biffa	522C093289	33.82	5.64	28.18	Library Recycling Collection



Biffa	522C093290	51.58	8.60	42.98	Library General Waste Collection
Biffa	522C093291	33.82	5.64	28.18	Chambers Recycling Collection
Biffa	522C093292	101.02	16.84	84.18	Chambers General Waste Collection
RBL Poppy Appeal	REMEMBRANCE WREATHS	113.96	0.00	113.96	4 x Badged Wreaths
<b>TOTAL</b>		<b>10,345.13</b>	<b>1,705.21</b>	<b>8,639.92</b>	

**109-25F&O Correspondence**

a) To note: Renewal of Public Liability Insurance (29/10/25 – 28/10/26) and Statement of Fact for 'Clock and Watch Service and Repair'. Annual visual inspection and lubrication of the clock mechanism – D Benson: -  
Noted.

b) To consider: Free of charge use application for one off event in May 2026 (also, to consider charging the application fee) – Cornwall Independent Poverty Forum: -

It is **resolved** to approve the free of charge use application for a one off event in May 2026, for Cornwall Independent Poverty Forum, also do not charge the application fee.

c) To consider: Accepting the Local Maintenance Agreement for the 2026/27 financial year, with an increase of 2.2% applied – Cornwall Council: -

It is **recommended** to accept the Local Maintenance Agreement for the 2026/27 financial year, with an increase of 2.2% applied. Councillor J Tivnan BEM commented that this is again a very low annual increase.

d) To note: NALC Legal Bulletin including items of interest - via CALC: - Noted.

e) To note: Parish Call for Sites update November 2025 – Cornwall Planning: - Noted.

f) To consider: Free of charge use application for one off event in December 2025 (also, to consider charging the application fee) – Devon and Cornwall Police and other key stakeholders: -

It is **resolved** to approve the free of charge use application for a one off event, held earlier today, for Devon and Cornwall Police and other key stakeholders, also do not charge the application fee.

g) To note: Update on the insurance applied, following purchase of assets using CLUP funding – James Hallam Insurance: -  
Noted.

**110-25F&O Date of next meeting**

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

**111-25F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.**

- The Clerk had circulated information regarding 'Lamp Light of Peace', in Remembrance 11<sup>th</sup> November 2026, which had been received earlier the same day. Following in depth discussion, it is agreed not to take part.

Meeting closed at 8.15pm \_\_\_\_\_ Chairman