

MINUTES of the meeting of the Finance and Operations Committee held on Monday 2nd February 2026 at 7.00pm in the Library and Community Hub, Fore Street, 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, L Hogan, S J Pike and J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager were in attendance.

	ACTION
<p>112-25F&O Apologies for absence None.</p>	
<p>113-25F&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: - The Town Mayor (Councillor Mrs. J M Martin) – (Agenda item 8. Torpoint Schools Consultation as Chair of Governors at Torpoint Nursery and Infant School). b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.</p>	
<p>114-25F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 4th December 2025 were taken as read, confirmed and signed by the Chairman.</p>	
<p>115-25F&O Matters arising from the minutes a) To update following the Torpoint Christmas lights 2025/2026 erection and take down: - Pursuant to minute number 100-25F&O (a), the Operations Manager explained: -</p> <ul style="list-style-type: none"> ➤ The installation of all the Christmas lights, by the contractor MHLS Ltd, had all gone very professionally. Unfortunately, following the recent Storm Goretti, damage occurred to a property on Fore Street with the cross string suspended over Fore Street. The contractors were contacted and the following morning travelled to Torpoint to take down all of the cross strings, to prevent any further damage to the property or to the cross string. Having spoken to the tenants of the property, the land owner is content for the contractor to return to 'make good' the damage and fix a new 'suspension plate' to the property, in readiness to continue to hang the Christmas lights from their property for future years. ➤ With the council being satisfied with the works undertaken by MHLS Ltd, Clerk is directed to record in the minutes, the continued use of their services for the next two years, in line with the agreement currently in place for the hire of Christmas lights, from Festive Lighting Ltd. ➤ Clerk is directed to contact Festive Lighting Ltd, to ascertain whether there could be a reduction in the quantity of cross strings hired, from six to five, for the next two years and ask whether there is an opportunity to travel and visit their warehouse to select alternative cross strings for future years. 	<p>Clerk</p> <p>Clerk</p>

- b) To update on progress with funding to support CCTV proposals for Harvey Street: - Pursuant to minute number 100-25F&O (b), the Clerk updated members' on the project.
- i) The grant offer of £10,000 from the Office of the Police and Crime Commissier had been signed and accepted on behalf of the council.
 - ii) A first face to face meeting, with a representative from Cornwall Housing, has been held, the meeting including other key stakeholders. It was a positive meeting, Cornwall Housing understand their role in the project, i.e. the request for funding support as well as gaining residents' support and accept that any expenditure on this project, would enable savings, for example on the cost of clearing up after fly tipping. [The Cornwall Housing (CH) representative invited a CCTV supplier to join at the end of the meeting.] Next steps for CH, is to update colleagues on the project.
 - iii) A quotation has been received for the installation of CCTV cameras. Clerk will now revert back to the original supplier, to obtain a like for like quotation. Also, the council's exisiting CCTV supplier has been met and a quotation is anticipated.
 - iv) Plymouth's CCTV monitoring centre has been contacted and their charges for Active and In-active monitoring has been received.
 - v) The Clerk and Operations Manager will look at drafting a stand alone CCTV Policy, for consideration by this committee.

Project Initiation Document to be updated once more information and the way forward is known.

- c) To update on Enhanced LMP Grant opportunity for 2025 – 2026: - Pursuant to minute number 8100-25F&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 100-25F&O (d), correspondence received from the Rural Dean & Strategic Lead, East Wivelshire Deanery is included in the Operations report and is copied here: *"Since we exchanged emails this morning, I have spoken to the Diocesan Advisory Committee (DAC) in Truro. They have found a record of the memorial in question, which was installed on the church in 1921 with a faculty from the diocese. So it would appear to have become formally part of the church building in 1921. The DAC suggested that the PCC at St James Church check up the insurance policy for the church building. Since the memorial, it seems, has been considered part of the building since 1921, I can't myself imagine why it would not to be covered by the insurance for the building as a whole."* In conclusion, the WWI memorial is the property of St James Church.

- e) To update on Memorial plaque and tree for the family of Mr Ackland: - Pursuant to minute number 100-25 (d), the Clerk explained a reply to correspondence has been received from the Torpoint Ferry team and is being followed up.

- f) To update on the Memorial plaque for Roger Cook: - Pursuant to minute number 100-25 (f), there is no further progress. The Clerk is endeavouring to make contact with a relative of Roger Cook, as well as seeking support from

St. John Ambulance members.			
116-25F&O To consider Policies referred to this Committee			
None.			
117-25F&O Civic Functions and other events			
a) Neighbourhood Plan celebration event – Town Mayor hosting Thursday 29 th January 2026: - The Town Mayor (Councillor Mrs. J M Martin) had funded a successful event, which celebrated the referendum result and the work undertaken on the Torpoint Neighbourhood Plan, by all those who had been involved in the project.			
118-25F&O To consider the Council Risk Management			
a) Creditors/Debtors: - The Clerk is pleased to advise the debtors continues to improve.			
b) Budget Variance – Finance and Operations Committee responsibilities (December 2025 Budget Variance Information). All committee income and expenditure was considered, with no immediate concerns. The Clerk highlighted the CLUP Year 4 expenditure final claim has been submitted, and the payment for the first claim has been received. A reminder due to timescales for the project, the total amount of funding to be claimed is reduced. The Clerk also highlighted the final claim for the SPF project has been submitted, the payment for this is anticipated to be paid soon.			
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	
	Initial fix to radiator in Room 1 has not been successful.	Ongoing	
	Fire system serviced.	Complete	
	Air conditioning serviced.		
	Kitchen extraction system cleaned.		
	Fire evacuation drill Scheduled Thursday 29 th January.		
LIBRARY & COM HUB	TMVs throughout serviced and cleaned by the Caretakers. All working.	Complete	
	Blown tiles removed from one cubicle of the ladies in the main hall. Caused by rising damp, down pipe run off from the main hall needs addressing. Window also in need of replacement. RB Windows quote, £148 VAT inc		
	Suggestion from Councillor Brownhill, to remove items of value prior to events in the Committee Room.		
LIBRARY & COM HUB	Loose panel on the south side, exposing the insulation behind, reported to Cornwall Council. This has been inspected waiting further action.	Ongoing	
	Replacement inline water heater fitted after a leak was found on the supply to the Kitchen	Complete	

PARKS	Resurfacing to Chestnut Close Park carried out, additional cost needed due to under surface.	Complete	
	Accessible play equipment installed at Cambridge Field and Borough Farm. Waiting final ROSPA inspection.	Ongoing	
PUBLIC CONVENIENCES	In house repairs needed to flush in Antony ladies. Intermittent issue with the Automatic hand wash ladies, this unit is not part of the servicing agreement due to the redevelopment of the site. Contract with Wallgate for servicing Thanckes Park Toilets runs out in April.	Complete Ongoing	
TRAINING	Funding requests submitted to the Personnel Committee for 2026/27 Enforcement, trying to establish a contact for updates, legislation changes and training requirements.	Complete	
BENCHES	Replacement Bluetooth module to enable full use of the new solar benches has not resolved the issue. Discussions ongoing with the supplier. Land at Marine Drive returned to Antony Estates, benches will be reinstalled soon,	Ongoing	
FOOTPATHS	Raleigh footpath awaiting final cut. The Mill footpath (7). LMP funded widening to be carried out at the end of February, with support from HMS Raleigh.		
JAPANESE KNOTWEED	Cornwall Council contacted about potential double treatment of the knotweed.	Ongoing	
CHRISTMAS LIGHTS/ BUNTING	Christmas motifs have all been returned to Festive Lighting along with the council owned motifs. During Storm Goretti one of the new fixings was pulled from one of the properties on Fore Street, MHLS were contacted at 21.30, they were on site by 0700 the following morning to make safe and temporarily patch the building. The Clerk and Operations Manager are in discussions to ensure a full repair is carried out and that ongoing permissions for the suspension of the motifs are arranged.	Ongoing	
OTHER	CLUP projects and spend on target to meet final target. New arrangements being made with the Community Payback team. Review of eyesight test provision for staff members that use computers. Van recall received from Ford. Arrangements made to rectify the issue. Guidance received says van can still be driven. Great War memorial, St James church. Update received. <i>Since we exchanged emails this morning, I have spoken to the Diocesan Advisory Committee (DAC) in Truro. They have found a record of the memorial in question, which was installed on the church in 1921 with a faculty from the diocese. So it would</i>	Ongoing	

*appear to have become formally part of the church building in 1921.
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The Operations Manager advised: -

- A summary of the Operational update.
- Blown tiles removed from one cubicle of the ladies in the main hall. Caused by rising damp, down pipe run off from the main hall needs addressing. Window also in need of replacement. RB Windows quote, £148 VAT inc. Will ensure that the rising damp issue is resolved, before placing the order for a replacement window.
- Suggestion from Councillor Brownhill, to remove items of value prior to events in the Committee Room, this will be actioned in advance of the Pantomime production this week.
- Replacement inline water heater fitted at the Library, unfortunately a volunteer has accidentally scolded themselves, under the hot tap. First aid, a visit to the G.P. and follow up with the volunteer has been undertaken. An incident report has been completed, signs for the boiler have been ordered and staff instructed not to alter the temperature of the water heater.
- Play parks works – Chestnut Close replcement matting has been completed. Accessible play equipment installation works are complete, a swing is awaited, then the formal inspection will take place, likely to be during the middle of February.
- Antony Road public conveniences, there are intermittent issue with the automatic hand wash in the ladies', this unit is not part of the Wallgate servicing agreement, as the public conveniences are part of the redevelopment of the site. A temporary fix is in place.
- Bénodet Park public conveniences, servicing and maintenance contract / Wallgate Care Plan for the three hand driers expires 28th February 2026. Quotation to continue the contract for the next 3 years has only just been received, therefore it will need to be presented for consideration at the next meeting.
- Replacement Bluetooth module to enable full use of the new solar benches has not resolved the issue. Discussions ongoing with the supplier.
- Land at Marine Drive returned to Antony Estate, the two benches will be reinstalled soon, as soon as the weather improves.
- The collaboration with the Community Payback Scheme is restarting, with a newly appointed Supervisor [to Plymouth]. It is hoped the town will see some benefit from working with this team.
- Eye sight testing and the council allowances: Spectacles for DSE (Display Screen Equipment) Users, making reference to the Health and Safety Executive reuirements. If you are required to operate DSE equipment in order to carry out your duties, the Council will reimburse up to £30 towards the cost of the examination by an optician. In addition, where an optician certifies that a new or altered prescription for spectacles is required solely for DSE usage, the Council will bear (or make a contribution towards)

<p>the costs of frames, lenses and any special prisms or tinting, subject to a maximum of £50, in so far as the cost relates only to the requirements for DSE usage.</p> <p>d) To consider – Insurance renewal review for the renewal period 01 April 2026 – 31 March 2027. Information provided for the renewal: -</p> <ul style="list-style-type: none">i) Pre renewal questionnaire completed following meeting with provider;ii) Corporate director declaration for completion (this is in respect of Officers [Clerk] and ALL Councillors) and is a formal recording of the information previously asked;ii) Claims experience (Confidential),iii) Client Information Pack. <p>The Clerk summarised the information, as circulated, explaining the cost of the renewal premium would be available for the next meeting of this committee. All Councillors and the Clerk are required to complete the Corporate director declaration, which the Clerk will then use to complete a Declaration on behalf of Torpoint Town Council.</p> <p>e) CCLA Investment Review of 2025 and outlook for 2026: -</p> <p>The Clerk highlighted the first two sentences of the CCLA Investment Review of 2025, highlighting the poor performance and the the outlook for 2026. It is agreed for the current investment in CCLA to remain, with a financial review to be undertaken in due course.</p>	All members																								
<p>119-25F&O Planning Applications.</p> <p>a) None.</p>																									
<p>120-25F&O Items Referred to this Committee.</p> <p>a) Torpoint Schools Consultation – Cornwall Council, including survey questions and available online (https://letstalk.cornwall.gov.uk/torpoint-schools).</p> <p>Clerk is directed to [once the Development and Localism Committee has considered the survey questions] to respond, advising that options 2 and 3 on the Torpoint Schools consultation would be supported. Highlighting that the option has to be in the best interests of the children. Additionally, the Town Council would like to be kept up to date regarding plans for the disposal of the Torpoint Nursery and Infant School building.</p>	Clerk																								
<p>121-25F&O Health and Safety</p> <p>a) Reports and any new, proposed regulations/legislations and current issues.</p> <p>There are currently no areas for concern.</p> <p>b) Fire Risk Assessment for all buildings.</p> <p>No areas of concern. February 2026 will see these being reviewed.</p>																									
<p>122-25F&O Climate and Environmental Action Plan</p> <p>a) To consider the actions relating to this Committee: -</p> <p>Nothing further to report.</p>																									
<p>123-25F&O Accounts for payment</p> <table><tr><th>PAYEE</th><th>Invoice Number</th><th>Total (£)</th><th>TAX</th><th>NET</th><th>Description</th></tr><tr><td>CHATLINK</td><td>Dec-25</td><td>1,092.03</td><td>0.00</td><td>1,092.03</td><td>Provision of SLA 1st October - 31st December</td></tr><tr><td>Cornish Tea & Coffee</td><td>SL108280</td><td>218.84</td><td>0.00</td><td>218.84</td><td>Library Café Supplies</td></tr><tr><td>KCC Ventilation and</td><td>KCC2026018</td><td>540.00</td><td>90.00</td><td>450.00</td><td>Full Clean of Kitchen Vents /</td></tr></table>	PAYEE	Invoice Number	Total (£)	TAX	NET	Description	CHATLINK	Dec-25	1,092.03	0.00	1,092.03	Provision of SLA 1st October - 31st December	Cornish Tea & Coffee	SL108280	218.84	0.00	218.84	Library Café Supplies	KCC Ventilation and	KCC2026018	540.00	90.00	450.00	Full Clean of Kitchen Vents /	
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Hygiene Specialist					Extraction System - Council Chambers	
Cornwall Council	8100646372	61.00	0.00	61.00	Administration Fee - HMS Raleigh Freedom of the Town	
Cornwall Council	8100646409	61.00	0.00	61.00	Administration Fee - Christmas Lights Switch On	
SMP Pipe Systems Limited	4192	368.35	61.39	306.96	Maintenance to Water Heater - Library	
Cornish Tea & Coffee	SL110202	120.00	0.00	120.00	Coffee Machine Rental - Library	
Richards Builders Merchants	964141	5.74	0.96	4.78	Parks Maintenance	
Richards Builders Merchants	964153	131.78	21.96	109.82	Parks Maintenance	
Richards Builders Merchants	964233	61.76	10.30	51.46	Parks Maintenance	
Richards Builders Merchants	964403	20.49	3.41	17.08	Parks Maintenance	
Richards Builders Merchants	965082	12.64	2.11	10.53	Parks Maintenance	
Richards Builders Merchants	965578	1.78	0.30	1.48	Parks Maintenance	
Richards Builders Merchants	965739	24.99	0.00	24.99	Safety Boots John Debenham	
TOTAL		2,720.40	190.43	2,529.97		
124-25F&O Correspondence						
a) To note: CALC News Bulletin 12/01/26 Procurement Thresholds FSC & Tax January 2026 Noted.						
b) To consider: Cornwall Council Document Management Services: - Noted.						
c) To note: Local council training: Revised NPPF and other planning consultations and changes 24 th February 2026: - Noted.						
d) To note: CALC TRAINING Bulletin January – March 2026 – CALC: - Noted.						
e) To consider: Community Emergency plan – Cornwall Council: - Noted.						Council
f) To consider: Request to fly the Ukrainian flag – 4 th anniversary of Russia’s invasion of Ukraine: - Following consideration of the request, it is recommended the Ukrainian flag is flown on the 4 th Anniversary of Russian’s invasion of Ukraine, on 24 th February, at Sparrow Park.						
g) To consider: Notification relating to a property asset: Land adj: 34-42 Wavish park / Land to the rear of 4 & 16-18 Adams Crescent: - Following consideration, it is recommended to reply, indicating this council has ‘no interest’ in the Land adj: 34-42 Wavish park / Land to the rear of 4 & 16-18 Adams Crescent, with the comment ‘provided the trees and public access is maintained.’						
125-25F&O Date of next meeting						
Monday 2 nd March 2026.						



126-25F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Chairman (Councillor M J Spurling), along with other members who had attended, commented that the Resilience Seminar, organised by RALEIGH, had been excellent.
- The Town Mayor (Councillor Mrs. J M Martin) and Clerk had had a recent brief meeting regarding St James Church, who will be applying for funding for roof repairs. Following discussion, Clerk is directed to ask St. James Parochial Church Council to correspond directly with the council, with their request.
- The Town Mayor (Councillor Mrs. J M Martin) explained the first meeting of 2026 of Torpoint Town Partnership is scheduled for Tuesday 17th February, should any members' have any contributions/events being planned, please advise the Mayor in advance of the meeting.

Clerk

Meeting closed at 8.44pm _____ Chairman