



MINUTES of the meeting of the Finance and Operations Committee held on Monday 30th March 2026 at 7.00pm in the Council Committee Room, York Road, Torpoint.

PRESENT: - Councillor M G 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.

Also present: - Councillors G J Davis, Mrs. L Fellows, L E Keise, K J Moon, Mrs. J L Reeves and C R Still.

	ACTION
<p>141-25F&O Apologies for absence None.</p>	
<p>142-25F&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 16.c. As a relative of a member of 2nd Torpoint Sea Scouts, the Mayor explained she will leave the room for this agenda item). b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.</p>	
<p>143-25F&O Election of Town Mayor Designate for the Civic Year 2026-27 The Town Mayor (Councillor Mrs. J Martin) called for any nominations for the position of Town Mayor designate for the civic year 2026-27. The Deputy Mayor (Councillor Mrs. C E Goodman) proposed Councillor Mrs. J Martin, this was seconded by Councillor C R Still. The Town Mayor called for any further nominations, there were none. According to and following Standing Orders, the written ballot continued. Under the supervision of the Clerk and in the ballot that followed, Councillor L E Keise received 1 vote, Councillor Mrs. J Martin received 14 votes, and there was one spoiled paper. It was confirmed that Councillor Mrs. J M Martin had received more than 50% of the votes cast and it is therefore duly carried, it is therefore recommended Councillor Mrs. J M Martin is elected as the Town Mayor designate for the civic year 2026-27. [Prior to the vote being taken, Councillor Martin accepted the nomination and gave a brief speech to members.]</p>	Council (May meeting)
<p>144-25F&O Election of Deputy Town Mayor Designate for the Civic Year 2026-27 The Town Mayor (Councillor Mrs. J Martin) called for any nominations for the position of Deputy Town Mayor designate for the civic year 2026-27. Councillor Miss R A Evans BEM proposed Councillor Mrs. C E Goodman, this was seconded by the Town Mayor (Councillor Mrs. J M Martin).</p>	

<p>The Town Mayor called for any further nominations, there were none.</p> <p>According to and following Standing Orders, the written ballot continued.</p> <p>Under the supervision of the Clerk and in the ballot that followed, Councillor Mrs. C E Goodman received 15 votes and Councillor C R Still received 1 vote.</p> <p>It was confirmed that Councillor Mrs. C E Goodman had received more than 50% of the votes cast and it is therefore duly carried, it is therefore recommended Councillor Mrs. C E Goodman is elected as the Deputy Town Mayor designate for the civic year 2026-27. [Prior to the vote being taken, Councillor Goodman accepted the nomination and gave a brief speech to members.]</p>	<p>Council (May meeting)</p>
<p>145-25F&O Appointment of Town Council Committees and Delegates to Outside Bodies for the Civic Year 2026-27</p> <p>Following consideration of the town council committees and appointment of delegates to outside bodies, it is duly proposed by Councillor Mrs. K Brownhill, seconded by Councillor Mrs. J L Reeves and duly carried, that is is recommended to appoint members as per <i>Appendix A</i> for the civic year 2026-27 is adopted by this Council.</p> <p>Councillor M G Spurling chaired the meeting from this point. (Councillors G J Davis, Mrs. L Fellows, K J Moon and Mrs. J L Reeves left the meeting at this point).</p>	<p>Council (May meeting)</p>
<p>146-25F&O Minutes of the previous meeting</p> <p>It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 2nd March 2026 were taken as read, confirmed and signed by the Chairman.</p>	
<p>147-25F&O Matters arising from the minutes</p> <p>a) To update following the Torpoint Christmas lights 2025/2026 repair to building: -</p> <p>i) To note: Festive Lighting is no longer able to offer the ability to browse their stock in the warehouse. However, if the team [at Torpoint] wish to select some motifs they would like to see from the catalogue, Stock Catalogue, the team can get them out ready to be looked at</p> <p>Pursuant to minute number 130-25F&O (a), the Operations Manager explained: -</p> <ul style="list-style-type: none"> ➤ The contractor MHLS Ltd has visited the property to make the repairs and the Clerk has confirmed with the tenant that they are satisfied with the repair. ➤ The Clerk re-iterated the statement above regarding Festive Lighting no longer being able to offer the ability to browse their stock, however, has asked whether different lights can be hired, a response is awaited. <p>b) To update on progress with funding to support CCTV proposals for Harvey Street: -</p> <p>Pursuant to minute number 130-25F&O (b), the Clerk updated members' on the project.</p> <p>i) The quotation for the installation of an extra three CCTV cameras is awaited and once received a follow-up meeting with be arranged of key stakeholders.</p> <p>Project Initiation Document to be updated once more information and the way forward is known.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>

<p>c) To update on Enhanced LMP Grant opportunity for 2025 – 2026: - Pursuant to minute number 130-25F&O (c), the Operations Manager explained the programme of works for the Operations Team has been delayed again due to the bad weather. The equipment and materials for this work has been ordered and Cornwall Council has been invoiced and paid. There are some current shortages within the RALEIGH 'hold-over' support, so this will be followed up after the Easter break.</p> <p>d) To update on Memorial plaque and tree for the family of Mr Ackland: - Pursuant to minute number 130-25 (e), the Clerk explained the reply from Tamar Crossings is unfortunately not what the family has asked for. The Operations Manager has spoken to the family representative and will follow up with them very soon.</p> <p>e) To update on the Memorial plaque for Roger Cook: - Pursuant to minute number 130-25 (f), as the Clerk has been unable to contact the family, a change of heart was agreed by all members' at the meeting. Proceed with arrangements for the installation of a memorial garden and commemorative plaque, seek prices, Cornwall Highways / Environment permissions and then feed back to this committee, to enable a lasting memorial be placed in the town to Roger Cook. Clerk to liaise with Councillor J Tivnan BEM regarding this project.</p> <p>f) To confirm Wallgate contract is in place: - Pursuant to minute number 133-25F&o (c) , the Clerk is waiting to sign the Agreement for the next three years, this will be accompanied by a Purchase Order.</p> <p>g) To confirm Insurance renewal for 1st April 2026 – 31st March 2027 is in place: - Pursuant to minute number 133-225F&O (d), the insurer has been advised, and the invoice is awaiting authorisation for payment at the Development and Localism committee meeting.</p>	<p>Clerk/ Cllr Tivnan</p>
<p>148-25F&O To consider Policies referred to this Committee a) None.</p>	
<p>149-25F&O Civic Functions and other events a) Mayor Making/Annual Meeting – Thursday 21st May 2026. b) Mayor's Civic Service 2026 – Confirmed booking for Sunday 20th September 2026 at St. James Church. The Clerk explained having received a request for a Risk Assessment, to enable the booking for St. James Church to be confirmed, the Clerk will action a reply in due course.</p>	<p>Clerk</p>

150-25F&O To consider the Council Risk Management

a) Creditors/Debtors: -

The Clerk is pleased to advise there are no concerns.

b) Budget Variance – Finance and Operations Committee responsibilities (February 2026 Budget Variance Information).

All committee income and expenditure was considered, with no immediate in-year concerns.

The Clerk explained having undertaken an in-depth review of the anticipated General Reserves, following the 'activity' overspends, which had been discussed at the March 2026 council meeting. The Clerk also clarified, regarding CLUP funding, the council has secured a significant value of equipment and assets from this funding, also funding the 5- year electrical testing at Bénodet Park.

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
	1 of the 2 combi boilers has blown a main fuse, contractor is trying to source.	Ongoing
	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	Ongoing
LIBRARY & COM HUB	Continuing dialogue between TTC and CC due to ongoing issues with the main door. A quote for an awning to protect the door mechanism from some of the elements is being sent to CC.	Ongoing
	The Probation service have pressure washed the staff car parking and seating areas, also the paved entrance.	Complete
PARKS	Grass cutting has been started for 2026.	Ongoing
	Parks inspection App no longer supporting updates on current Android tablets that the caretakers were issued in 2020. Agreement to purchase 2 new devices recommended at the F&O meeting 2 nd March '26, these will be ordered in the new financial year.	Ongoing
	City College Plymouth hope to start to use Bénodet after Easter for the Horticulture students' practical assessments.	
	Minor Damage to the Grillo bodywork, this happened when the operators clothing snagged as he disembarked the machine to remove some litter from the area he was about to cut. The machine is safe to use and a price for the damage will be	Complete

	obtained when the next service is carried out. An incident report and accident form have been submitted to the clerk, apart from a minor graze the operator was able to continue with his duties.	
PUBLIC CONVENIENCES	In house repairs needed to flush in Antony ladies. Intermittent fault on 2 of the Wallgate units at Antony Road.	Ongoing Ongoing
TRAINING	Operations Manager completed Chapter 8 Safety at Street works training. This highlighted some improvements that need to be carried out. New free Health and Safety service, for virtual training available via AVIVA through the council's insurance provider.	Ongoing
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 Ongoing
FOOTPATHS	Raleigh footpath cut completed. The Mill footpath (7). LMP funded widening to be carried out in Spring, with support from HMS Raleigh. Materials ordered.	Ongoing
JAPANESE KNOTWEED	Cornwall Council contacted about potential double treatment of the knotweed.	Ongoing
CHRISTMAS LIGHTS/ BUNTING		
OTHER	CLUP projects complete and paperwork submitted. Van recall received from Ford. These works were carried out at Vospers Van Centre this month. Staffing update will be given during the meeting. Operations Manager represented the Clerk at Cornwall Councils Valuing Local working group. 3 members of staff attended the Town of Culture Workshop at the Council Chambers.	Complete Complete Complete Complete

The Operations Manager advised: -

- A summary of the Operational update.
- Following pressure washing at the Library and Community Hub, from the Community Payback team, this has loosened and removed some of the mortar, which will be repaired this week.
- The two 'tablets' needed for Parks inspection will be ordered very soon.
- City College Plymouth hope to start to use Bénodet after Easter for the Horticulture students' practical assessments.

<ul style="list-style-type: none"> ➤ Unfortunately, in a recent incident, Mr A Cannon’s clothing (employee) snagged as he disembarked the Grillo machine to remove some litter from the area he was about to cut. The machine is safe to use and a price for the damage will be obtained when the next service is carried out. The Clerk explained that following this incident Mr Cannon had been in contact, via email, with the Operations Manager and Clerk, and had asked for a statement from him to be read out at this meeting. The statement was read by the Clerk. The Clerk is directed, by the committee, to reply to Mr Cannon, indicating that members’ welcomed his offer to financially cover the cost of the repairs to the Grillo Brushcutter, thanking him also for the very kind offer. However, as his employer, Torpoint Town Council accepts the responsibility for the cost of the repairs. ➤ New free Health and Safety service, for virtual training available via AVIVA through the council’s insurance provider. ➤ Van recall received from Ford. These works were carried out at Vospers Van Centre this month. ➤ A staffing update was given. ➤ The Operations Manager represented the Clerk at Cornwall Councils Valuing Local working group. ➤ Three members of staff attended the Town of Culture Workshop at the Council Chambers. 	
<p>The Clerk referred members’ to the Play Inspection App licence quotation, which had been circulated, with prices held at last years’ rate, and it is delegated to the Clerk to agree the renewal for 2026/27 at a cost of £1,445 + VAT.</p>	Clerk
<p>d) To consider – Cyber Risk Insurance - Assessment – James Hallam: - Following consideration of the information presented, as well as additional information which had been received by email from WesternWeb Ltd, members’ directed the Clerk to seek advice from CALC about whether any other council’s have taken this out and in the meantime, will not currently take out Cyber Risk Insurance.</p>	Clerk
<p>151-25F&O Planning Applications. a) PA26/01060 Replacement Porch to the Front – 115 North Road, Torpoint PL11 2DU. It is resolved there are no observations or objections.</p>	Clerk
<p>152-25F&O Items Referred to this Committee. a) None.</p>	
<p>153-25F&O Health and Safety a) Reports and any new, proposed regulations/legislations and current issues. There are currently no areas for concern. There have been some recent changes in Building Controls and Regulations, which do not affect our facility. b) Fire Risk Assessment for all buildings. These are being reviewed.</p>	
<p>154-25F&O Climate and Environmental Action Plan a) To consider the actions relating to this Committee: - Nothing further to report regarding the Action Plan. Debate ensued regarding the street lighting and there is a minuted reminder to ask [Cornwall] Councillor R Parsonage to continue to follow this up at county level.</p>	

155-25F&O Accounts for payment

PAYEE	Invoice Number	Total (£)	TAX	NET	Description
Cornish Tea & Coffee	SL112546	218.24	0.00	218.84	Café Supplies Library
FOY- AIR Lts - LittleMops	2396	311.83	51.97	259.86	Consumables all Venues
BT	VP91196470 - Q070CJ	905.16	144.19	760.97	Phone and Internet Charges - Quarterly
The Place Maker	00128B	400.00	0.00	400.00	Itemised Expenses for the Town of Culture 2028 Competition entry
Cornish Tea & Coffee	SL112373	120.00	0.00	120.00	Coffee Machine Rental
Awenek Studio CIC	1147	414.00	0.00	414.00	Art for Wellbeing at Library Jan – Feb '26
Cornwall Council	8100669714	93,346.79	72.00	93,274.79	Staff Salaries Q4, Jan – March '26 & Mayoral Allowance
TOTAL		95,716.02	268.16	95,448.46	

156-25F&O Correspondence

- a) To consider: Free of Charge use application, 2nd Torpoint Sea Scouts: - Following consideration, it is **resolved** to grant Free of Charge use to 2nd Torpoint Sea Scouts for fundraising activities, in the annual year 2026.
- b) To consider: Free of Charge use application, Torpoint Community Cinema: - Following consideration, it is **resolved** to grant Free of Charge use for the hire of facilities, for the dates as detailed, for Torpoint Community Cinema.
- c) To consider: Application for Grant – 2nd Torpoint Sea Scouts: - Following in depth discussion, it is **recommended** to award a total of £600, which is equivalent to £100 per Torpoint Sea Scout, to 2nd Torpoint Sea Scouts, for a specific excursion to be organised as part of the Scouts trip to Kandersteg. (The Town Mayor (Councillor Mrs. J M Martin) left the room for this agenda item.)
- d) To consider: BDO LLP Limited Assurance Regime year end 2025-26 – Link shared: - Noted, Clerk and Town Council Support Officer have been trained by the Accountant to undertake year-end this year.
- e) To note: Cornwall Pension Employer Update March 2026 – Cornwall Pension Fund: - Noted.
- f) To note: System Downtime and Launch of New App & Inspection Portal – The Play Inspection Company: - Noted.
- g) To note: Charging and price increases from EE/Engie/Corona Energy: - Noted.

Clerk

Clerk

Council

157-25F&O Date of next meeting

Tuesday 5th May 2026. Councillor Mrs. S G Bickle advised, she may be a late arrival for this meeting.

158-25F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.40pm _____ Chairman