



MINUTES of the meeting of the Finance and Operations Committee held on Tuesday 5th May 2026 at 7.00pm in the Council Committee Room, York Road, Torpoint.

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

	ACTION
<p>1-26F&O Apologies for absence Apologies for absence were submitted on Councillors S Clark, Miss R A Evans BEM and M G Spurling.</p>	
<p>2-26F&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 4e. As Chair of Governors of Torpoint Nursery and Infant School. ii) An NRI (Non-Registerable Interest) was declared by: - The Chairman (Councillor Mrs. S G Bickle) – (Agenda item 14h. As a Club Welfare Officer for Torpoint Juniors and Youth football teams, holding a committee seat. iii) An NRI (Non-Registerable Interest) was declared by: - Councillor L Hogan – (Agenda item 14h. As a person relation to the named applicant.) b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. "I have received 3 applications for dispensation; Councillor Bickle, Councillor Hogan and Councillor Martin. As Town Clerk I have reviewed all the applications as received and am content to award dispensations to all three Councillors, who have submitted an application. A copy of the dispensation will be kept with the Register of Councillors' Interests."</p>	
<p>3-26F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 30th March 2026 were taken as read, confirmed and signed by the Chairman.</p>	
<p>4-26F&O Matters arising from the minutes a) To update following the Torpoint Christmas lights 2025/2026: - Pursuant to minute number 147-25F&O (a) no feedback has been received from Festive Lighting in response to whether there is a reduction in cost for one less cross string, Clerk to arrange a follow up meeting with them. b) To update on Enhanced LMP Grant opportunity for 2025 – 2026: - Pursuant to minute number 147-25F&O (c), the Operations Manager explained there is currently an issue with the volunteer labour offer, and will look to resolve this in order to complete the works. The Clerk explained, having received correspondence earlier the same day, the LMP grant opportunity for last year has now been extended into this year and will be included on a future meeting agenda for discussion.</p>	Clerk

<p>c) To update on Memorial plaque and tree for the family of Mr Ackland: - Pursuant to minute number 147-25 (d), the Clerk is waiting to hear back from the family, with the revised proposal from Tamar Crossings.</p> <p>d) To update on the Memorial plaque for Roger Cook: - Pursuant to minute number 147-25 (f), Councillor J Tivnan BEM is now progressing the installation of a raised garden in front of Roger Cook's former property. As soon as any further information on this is known, members' will be advised accordingly.</p> <p>e) To consider formulating a response, supported by comments from the Development and Localism committee to be held 7th May, to the Sustainable Education in Torpoint Consultation – Cornwall Council (as circulated), available online https://letstalk.cornwall.gov.uk/torpoint-schools by Monday 18th May.</p> <p>Members' considered the proposal put by the Local Authority and this is the suggested response, by the deadline of Monday 18th May.</p> <p>1. It strongly supports the Local Authority proposal to merge Torpoint Nursery and Infant School and Carbeile Junior School and therefore act in accordance with route 2 on the proposal.</p> <p>2. As a consultee on any local planning applications, it has an interest in the planning and traffic management proposals being considered, on behalf of the residents of Torpoint.</p> <p>3. As already highlighted, at the last pre-consultation stage, the Town Council asks the Local Authority to keep the council informed and updated regarding any plans for the Torpoint Nursery and Infant School building, following the closure of the school.</p>	<p>Clerk</p> <p>Cllr Tivnan</p> <p>Clerk</p>
<p>5-26F&O To consider Policies referred to this Committee</p> <p>a) Grant Awarding Policy: - The Clerk presented the Grant Awarding Policy, with little changes and explained the Grant application guidance notes currently do not fully align with the Policy. Clerk is therefore required to update the guidance notes, which support the application. It is recommended to adopt the updated Grant Awarding Policy.</p>	<p>Clerk</p> <p>Council</p>
<p>6-26F&O Civic Functions and other events</p> <p>a) Mayor's Civic Service 2026 – Confirmed booking for Sunday 20th September 2026 at St. James Church. The Church booking will be reviewed after the Annual Meeting.</p> <p>b) The Mayor is hosting a farewell to Captain Jeremy Ussher – HMS RALEIGH: - The Town Mayor is hosting a farewell to Captain Jeremy Ussher, Monday 18th May, 7.00pm in the committee room.</p> <p>c) Annual Meeting: A reminder, the Annual Meeting is on Thursday 21st May 2026.</p>	<p>Clerk</p>
<p>7-26F&O To consider the Council Risk Management</p> <p>a) Creditors/Debtors: - The Clerk is pleased to advise there are no concerns.</p> <p>b) Budget Variance – Finance and Operations Committee responsibilities (March 2026 Budget Variance Information). A revised Budget Variance was considered, showing the salaries paid, overspend for 25/26 is 4%. The overspends in the cost centres, which have been discussed over the last 12 months were highlighted again. An error in the Insurance allocation will be corrected and the Clerk will review the in-year Mayoral Allowance expenditure, currently showing overspend of £73.50.</p>	

The Clerk encouraged a benchmarking discussion about other town's total precepts and their Band D charges, highlighting that recent increases made to the council's budget appear to be lower than some other towns similar to our size.

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 has updated the Clerk and Operations Manager. Quotes received for replacement boiler.	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
	Issue with locking Mechanism on double doors to York Road from the committee room. Awaiting contractors quote.	Ongoing
	Quote received to replace slipped and damaged tiles to the main hall and Annex roof as a result of the winter storms. Watertight Roofing £895.07 + VAT	Ongoing
	Community Payback have started repointing the Patio outside area at the Council Chambers.	Ongoing
	Locks to York Road entrance doors to be replaced.	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
	Under counter water heater replaced in the back kitchen due to a leak.	Complete
PARKS	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. An order for 2 new tablets has been placed.	Ongoing
	Replacement handle fitted to new roundabout in Cambridge Field. A 2 nd handle has been ordered to keep in reserve.	Ongoing
	Quote to sweep the algae and gravel from the skate park and sports court received.	Ongoing
PUBLIC CONVENIENCES	In house repairs needed to flush in Antony ladies.	Ongoing
	Intermittent fault on 2 of the Wallgate units at Antony Road.	Ongoing

TRAINING		
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 have been reinstalled.	Ongoing Complete
FOOTPATHS	The Mill footpath (7). LMP funded widening to be carried out in Spring, with support from HMS Raleigh. Materials delivered.	Ongoing
JAPANESE KNOTWEED	Cornwall Council contacted about potential double treatment of the knotweed.	Ongoing
CHRISTMAS LIGHTS/ BUNTING		
OTHER	Weed treatment quotation for one herbicide spray, £1,570 + VAT Weed treatment quotation for two herbicide sprays, £3,140 + VAT Complete Weed Control South West	

The Operations Manager advised: -

- A summary of the Operational update.
- Door locks on York Road at the Council Chambers have broken, quotation to repair awaited. When these works are instructed, replacement pane to the ladies' toilet window in the Main Hall will be instructed at the same time.
- Quotation to replace slipped and damaged tiles to the main hall and Annex roof as a result of the winter storms. Watertight Roofing £895.07 + VAT, will be instructed.
- Boiler replacement. Operations Manager is directed to research suitable alternatives.
- Two handles have been ordered for the recently installed roundabout at Cambridge Field, to have a spare available should the handle go missing again.
- Wallgate have been contacted to explore the intermittment fault in the hand basin units at Antony Road public conveniences.
- Quotation to sweep the algae and gravel from the skate park and sports court has been received from Team Maintenance Services Ltd. Newquay: £60 per hour + £125.00 delivery/collection (+VAT) with a minimum 4-hour charge from arrival at site. This will be for supply of machine & operator, this will be instructed.
- Solar benches, ongoing issue with Bluetooth module, continuing to correspond with the supplier.
- Following the updated announcement from Cornwall Council, regarding a consultation now taking place and the reversal of the decision to spray glysohate, and following consideration of the quotation from Complete Weed Control it is **recommended** to instruct Complete Weed Control to undertake one herbicide spray at a cost of £1,570 + VAT.

Council

d) To consider: Update regarding the council's Amazon Business account: -
The Clerk referred to the paper as previously circulated, which explains that as the Amazon account uses a business email address, Torpoint Town Council has recently been made to switch to an Amazon Prime Business Account or the account would have been cancelled. This process is being rolled out across Amazon customers. The cost per year has remained the same (£95 per year net).

8-26F&O To note the approved Monthly Payroll Payments for April 2026.

Date	Payee(s)	Amount (£)
30 April '26	14 x employees	19,084.80
30 April '26	HMRC (to include NI, PAYE TAX etc.)	6,162.86
30 April '26	Cornwall LGPS	5,638.48
TOTAL		30,886.14

It is **resolved** to note the monthly payroll payments for April 2026.

9-26F&O Items Referred to this Committee.

a) To consider: the updated Project Initiation Document for the installation of 10 x CCTV cameras and associated equipment at Harvey Street, in partnership with Cornwall Housing (as circulated) (minute number 147-25F&O (b) refers). [Town Council has delegated authority to this committee to agree the decision.]

It is **resolved** to direct the Clerk and Operations Manager to work with Cornwall Housing and the CCTV supplier AWL to arrange the installation of 10 x CCTV cameras and associated equipment at Harvey Street, at a cost of £11,520.70 + VAT, with the town council funding the monthly internet connection cost in perpetuity.

b) To consider: any recommendations from the meeting of the Personnel Committee held Monday 27th April 2026 [reference the Operations Manager], minutes to follow. [Town Council has delegated authority to this committee to agree the decision.]

It is **resolved** to: -

- i) Update the text within the Operations Manager Job Description to reflect the changes proposed in red as circulated in the paper, also add, 'To deputise in the absence of the Town Clerk'. [New Job Description is Appended to the minutes.]
- ii) To reflect the benchmarking data as provided, to update the spinal point scale for the Job Description for the post of Operations Manager from 18 - 23 to **23 – 32**.
- iii) To update, in due course, the Person Specification in line with the revised Job Description and spinal point scale.
- iv) To progress the current Operations Manager postholder (PG) from current spinal point 24 to spinal point 26.
- v) To back date all changes to take effect from 1st April 2026.

(The Operations Manager left the meeting for this agenda item.)

10-26F&O Planning Applications.

a) PA26/02301 – Internal refurbishment with two story rear extension and loft conversion – 18 Chapeldown Road, Torpoint PL11 2HT.

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

Clerk/
Ops Mgr

Clerk

11-26F&O Health and Safety

a) Reports and any new, proposed regulations/legislations and current issues.
There are currently no areas for concern. RIDDOR is currently undertaking a public consultation.

b) Fire Risk Assessment for all buildings. These are being reviewed.

12-26F&O Climate and Environmental Action Plan

a) To consider the actions relating to this Committee: -
Nothing further to report regarding the Action Plan. Heating options will be explored.

13-26F&O Accounts for payment

PAYEE	Invoice Number	Total (£)	TAX	NET	Description
Biffa	522C140072	38.96	6.49	32.47	Recycling Collection Library
Biffa	522C140073	59.64	9.94	49.70	General Waste Collection Library
Biffa	522C140074	39.98	6.56	32.82	Recycling Collection Chambers
Biffa	522C140075	77.62	12.94	64.68	General Waste Collection Chambers
Amazon Business	GB63D4GH8AE UI	29.99	5.00	24.99	Consumables Library - Hand Towels
Amazon Business	GB63D4MVJAEU I	29.99	5.00	24.99	Consumables Chambers - Hand Towels
Amazon Business	GB600LANMVIO JI	9.19	1.53	7.66	Consumables Library - Blue Rolls
Amazon Business	GB63CYN03AEU I	9.45	1.58	7.87	Hycote bodyshop lacquer
Amazon Business	GB600ILVYLTR I	12.75	2.13	10.62	Body / glass repair kit
Amazon Business	GB60015XJLZ8F I	17.99	3.00	14.99	Workshop Storage
Amazon Business	GB63J1PLBAEU D	6.88	1.15	5.73	Stickers
T Clarke	SL-26010954	238.80	39.80	199.00	12 Month contract renewal intruder alarm library.
Cornish Coffee	SL113894	171.22	0.00	171.22	Café Supplies Library
WesternWeb Ltd	25368	96.00	16.00	80.00	Annual Renewal of Webspace tirpointplan.org.uk (February 2026)
Cornish Coffee	SL113868	120.00	0.00	120.00	Coffee Machine Rental
Cornish Coffee	SL113571	127.34	0.00	127.34	Café Supplies Library
Sutcliffe Play	7793	25.09	4.18	20.91	Rubber Hand Hold - Cambridge Field
ACF Cleaning	25448	46.07	7.68	38.39	March Laundry Services
Penny Madge	Out With Friends	75.00	0.00	75.00	Out with Friends - Bus travel
Amazon Business	GB63J1PMTAEU D	3.48	0.58	2.90	Dot sticky labels
Amazon Business	GB62WWRDAE UI	23.49	3.92	19.57	Consumables Library - Hand Towels
Amazon Business	GB600547RJHA JI	132.98	22.16	110.82	Men at Work Signage

Amazon Business	GB62UN483AEU I	67.99	11.33	56.66	Handrail for Committee Room	
TOTAL		1,459.90	160.97	1,298.33		
<p>14-26F&O Correspondence</p> <p>a) To note: Response from Cornwall Council regarding 2026 Off-Street Parking Order (link to the order can be found by visiting https://www.cornwall.gov.uk/transport-parking-and-streets/parking/parking-consultations/): - Noted.</p> <p>b) To note: Employer Bulletin Access and Fairness – Cornwall Pension Fund: - Noted.</p> <p>c) To note: CALC NEWS BULLETIN 15/04/26 – CALC: - Noted.</p> <p>d) To consider: Consultation on the draft Cornwall Seascape Character Appraisal Cornwall Seascape Character Appraisal Let's Talk Cornwall: - Noted.</p> <p>e) To consider and note: CALC update re Public Realm Weed Treatment Programme – consultation planned – CALC: - Note, please see minute number 7-26F&O for the proposal made.</p> <p>f) To note: Resignation of Stephen Pike, as Torpoint Town Councillor – East Ward: - Noted.</p> <p>g) To note: Notice of Vacancy in Office of Councillor due to the resignation of Stephen Pike – East Ward: - Noted.</p> <p>h) To consider: Application for Grant – Horson Park Community Sports Hub: - Following consideration of the grant application from Horson Park Community Hub, for £2,000, following debate, it is recommended to award £1,000 to Horson Park Community Hub, towards the cost of the refurbishment of the hut at Horson, on condition that permission / a licence to refurbish has been granted, before works commence. Furthermore, it is suggested that Cornwall Cricket Club is contacted for funding support.</p> <p>i) To consider: Application for Grant – Torpoint Artists Collective CIC: - Following consideration of the grant application from Torpoint Artists Collective CIC, for £1,020 toward the cost of running a Summer Kids Art Club, it is recommended to award £200 to Torpoint Artists Collective, which will provide materials for the sessions as well as the Autumn exhibition of children’s work and promotion costs, highlighting that unfortunately, artists fees cannot be paid for from grant funding.</p>						Council
<p>15-26F&O Date of next meeting Monday 1st June 2026.</p>						
<p>16-26F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ The Clerk explained having recently attended and received a presentation on the Armed Forces Covenant (AFC), at a Larger Councils/CALC meeting, that unfortunately, the council’s AFC had not been registered, and the Clerk is now remedying this. 						Clerk
Meeting closed at 9.13pm _____ Chairman						