

MINUTES of the meeting of the Finance and Operations Committee held on Monday 1st June 2026 at 7.00pm in the Council Committee Room, York Road, Torpoint.

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

	ACTION
<p>17-26F&O Apologies for absence Apologies for absence were submitted on behalf of the Town Mayor (Councillor Mrs. J M Martin) and Councillor S Clark, plus the Operations Manager.</p>	
<p>18-26F&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. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.</p>	
<p>19-26F&O Election of Chairman for the Civic Year 2026-27 The Deputy Town Mayor (Councillor Mrs. C E Goodman) called for nominations for the position of Chairman for the Civic Year 2026-27. Councillor Mrs K Brownhill proposed that Councillor M J Spurling is elected to serve as Chairman for the Civic Year 2026-27. Councillor Mrs. S Bickle seconded the proposition and there being no other nominations the motion was put and Councillor M J Spurling was duly elected as Chairman for the Civic Year 2026-27. (Councillor M J Spurling Chaired the meeting from this point forward.)</p>	
<p>20-26F&O Election of Vice Chairman for the Civic Year 2026-27 The newly elected Chairman (Councillor M J Spurling) called for nominations for the position of Vice Chairman for the Civic Year 2026-27. Councillor Mrs. K Brownhill proposed Councillor Mrs. S Bickle is elected to serve as Vice Chairman for the Civic Year 2026-27. The Deputy Mayor (Councillor Mrs. C E Goodman) seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. S Bickle was duly elected as Vice Chairman for the Civic Year 2026-27.</p>	
<p>21-26F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Tuesday 5th May 2026 were taken as read, confirmed and signed by the Chairman.</p>	
<p>22-26F&O Matters arising from the minutes a) To update following the Torpoint Christmas lights 2025/2026: - Pursuant to minute number 4-26F&O (a) the stock catalogue information for the Christmas lights, along with the total value spend, would be circulated to members. b) To update on Enhanced LMP Grant opportunity for 2025 – 2026: - Pursuant to minute number 4-26F&O (b), the Clerk explained this work will now be carried out</p>	Clerk

<p>in the Autumn.</p> <p>c) To update on Memorial plaque and tree for the family of Mr Ackland: - Pursuant to minute number 4-26 (c), the Clerk explained the family have decided to proceed and will also be including another relative on the memorial plaque. Clerk will continue the arrangements with the Tamar Crossings representative.</p> <p>d) To update on the Memorial plaque for Roger Cook: - Pursuant to minute number 4-26 (d), Councillor J Tivnan BEM explained the plan now is to seek permission to install a memorial plaque to Roger Cook, in close proximity to the former St John Ambulance hall and he is now progressing this further.</p> <p>e) To update on the CCTV project at Harvey Street: - Pursuant to minute number 9-26F&O (d) the Clerk thanked members' for responding and agreeing to include an additional camera, at the request of Cornwall Housing, in the project and explained the Purchase order has been issued for the installation of the cameras and equipment. The council's internet provider is liaising with the CCTV installer about the installation of the internet. Clerk will follow up with the internet provider.</p> <p>f) To confirm actions from recent Personnel Committee meeting and recommendations are complete: - Pursuant to minute number 9-26F&O (b) the review of the Person Specification of the Operations Manager is to be actioned and will be included on the agenda for the next meeting of the Personnel Committee.</p> <p>g) To update on registration of the Council's signed Armed Forces Covenant: - Pursuant to minute number 16-26F&O the Clerk confirmed the official registration of the Council's signed Armed Forces Covenant is now complete.</p>	<p>Clerk</p> <p>Cllr Tivnan</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>23-26F&O To consider Policies referred to this Committee</p> <p>a) Review Terms of Reference Finance and Operations Committee: - Updates needed to the Terms of Reference</p> <ul style="list-style-type: none"> ➤ Remove Climate 'Emergency'. ➤ Annual Civic Service in July (add subject to confirmation). ➤ Add "On a monthly basis, to note and authorise the backdated salary payments & Mayoral Allowance." <p>It is recommended the updated Terms of Reference are adopted.</p> <p>b) Markets Policy and Application: - It is recommended to adopt the updated Markets Policy and Application.</p> <p>c) Civic Protocols: - It is recommended to adopt the Civic Protocols.</p> <p>d) Code of Conduct : - It is recommended to continue to adopt the Code of Conduct.</p> <p>e) Health and Safety Policy: - This will be reviewed in the next month by Councillor J Tivnan BEM.</p> <p>f) Business Continuity Plan: - It is recommended to continue to adopt the Business Continuity Plan.</p>	<p>Clerk</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p> <p>Cllr Tivnan</p> <p>Council</p>

<p>g) Finance Policy (to follow). It is recommended to continue to adopt the Finance Policy.</p> <p>h) Volunteering Policy: - It is recommended to continue to adopt the Volunteering Policy.</p> <p>i) Unreasonable Behaviour Policy: - It is recommended to continue to adopt the Unreasonable Behaviour Policy.</p> <p>j) Investment Strategy: - It is recommended to continue to adopt the Investment Strategy, with the Appendix updated to reflect the current year end figures.</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council Clerk</p>
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<p>24-26F&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.</p> <p>b) The Town Mayor is hosting a Civic welcome to HMS RALEIGH Commanding Officer Colonel Hall on Monday 8th June at 7.00pm.</p>	<p>Clerk</p>
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<p>25-26F&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 (April 2026 Budget Variance Information). All considered, no concerns.</p> <p>c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights.</p>																		
<table border="1"> <thead> <tr> <th>FACILITY</th> <th>PROJECT</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td rowspan="6">COUNCIL CHAMBERS</td> <td>Survey of the sewerage system has taken place, awaiting final report.</td> <td>Ongoing</td> </tr> <tr> <td>1 of the 2 combi boilers has blown a main fuse, contractor has updated the Clerk and Operations Manager. Quotes received for replacement boiler</td> <td>Ongoing</td> </tr> <tr> <td>Window also in need of replacement. RB Windows quote, £148 VAT inc.</td> <td>Complete</td> </tr> <tr> <td>Issue with locking Mechanism on double doors to York Road from the committee room. Contractors quote received and work undertaken.</td> <td>Complete</td> </tr> <tr> <td>Quote received to replace slipped and damaged tiles to the main hall and Annex roof as a result of the winter storms. Contractor instructed.</td> <td>Ongoing</td> </tr> <tr> <td>Refresh of paved area, refresh black paint and gloss work on main entrance doors.</td> <td>Complete</td> </tr> </tbody> </table>	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	Window also in need of replacement. RB Windows quote, £148 VAT inc.	Complete	Issue with locking Mechanism on double doors to York Road from the committee room. Contractors quote received and work undertaken.	Complete	Quote received to replace slipped and damaged tiles to the main hall and Annex roof as a result of the winter storms. Contractor instructed.	Ongoing	Refresh of paved area, refresh black paint and gloss work on main entrance doors.	Complete		
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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. Ants found in the library, bait and powder treatments have applied to control/prevent infestation.	Ongoing 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 have been delivered. Quote to sweep the algae and gravel from the skate park and sports court received.	Complete Ongoing
PUBLIC CONVENIENCES	Intermittent fault on 2 of the Wallgate units at Antony Road. All units across both sites serviced.	Complete
TRAINING		
BENCHES	Replacement Bluetooth module to enable full use of the new solar benches has not resolved the issue. Discussions ongoing with the supplier.	Ongoing
FOOTPATHS	The Mill footpath (7). LMP funded widening to be carried out in AUTUMN inline with guidance from the Rivers and Canals Trust.	Ongoing
JAPANESE KNOTWEED	Cornwall Council contacted about potential double treatment of the Knotweed.	Ongoing
CHRISTMAS LIGHTS/ BUNTING	Update received from the supplier.	
OTHER	Casual employee settling in well.	

All noted.

d) To consider: Payment of Mayor's Allowance for Civic Year 2026/27.
It is **resolved** to instruct the Clerk to authorise payment of the Mayoral Allowance, via Transactional Services at Cornwall Council, to the Town Mayor (Councillor Mrs. J M Martin) for the gross amount of £4,000 over a ten month period, June 2026 – March 2027, with tax deducted.

Council
Clerk

e) To receive a verbal update from the Clerk regarding Year-end 2025/26 and AGAR. The Clerk explained the work to complete the Year-end 2025/26 AGAR and accounts is progressing, with information being shared with the internal auditor. It is anticipated that all papers will be circulated in the week leading up to the June council meeting.

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

Date	Payee(s)	Amount (£)
30 May '26	15 x employees	19,842.32
30 May '26	HMRC (to include NI, PAYE TAX etc.)	6,262.49
30 My '26	Cornwall LGPS	5,812.55
TOTAL		31,917.36

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

27-26F&O Items Referred to this Committee.

None.

28-26F&O Planning Applications.

a) None.

29-26F&O Health and Safety

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

There are currently no areas for concern.

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

30-26F&O Climate and Environmental Action Plan

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

Nothing further to report regarding the Action Plan.

31-26F&O Accounts for payment

PAYEE	Invoice Number	Total (£)	TAX	NET	Description
Biffa	522C149839	77.62	12.94	64.68	General Waste Collection Council Chambers
Biffa	522C149836	39.38	6.56	32.82	Recycling Collection Library
Biffa	522C149837	59.64	9.94	49.70	General Waste Collection Library
Biffa	522C149838	39.38	6.56	32.82	Recycling Collection Council Chambers
Cornish Tea & Coffee Ltd	SL115163	120.00	0.00	120.00	Coffee Machine Rental Library
Unique Fire and Security Ltd	SI58446	210.04	35.01	175.03	Fire Alarm Maintenance - Library
DJW Window Cleaning	Mar-26	85.00	0.00	85.00	Council Chambers & Bus Shelters
Francis Thomas	8575	592.63	98.77	493.86	Repairs and Servicing to both Strimmers
Francis Thomas	8576	233.52	38.92	194.60	Repairs and Servicing to Hedgetrimmer and Weibang Mower

Francis Thomas	8580	25.45	4.24	21.21	Aspen Fuel - Blue
Isla Lacey Education	55	50.00	0.00	50.00	Wellbeing Event - Library
RB Windows	INV-1102	644.80	107.47	537.33	Supply and Installation of Replacement Window - Library & Service Call to Replace Lock, Barrel and Handles - York Road
Cornwall Council	8100688170	36.00	0.00	36.00	Asist Training Course - 1 x Attendee, Laura Griffiths.
SJ SLC	20260505	1,500.00	250.00	1,250.00	Commissioning Invoice for Consultancy Support in Accordance with Proposal and Resource Plan.
TOTAL		3,713.46	570.41	3,143.05	
32-26F&O Correspondence					
a) To note: Market Review May 2026 CCLA: - Noted.					
b) To consider: Application for one Free of Charge use – Creative Kernow Enterprises Ltd.: It is resolved to grant one free of charge use and waive the payment of the free of charge administration fee to Creative Kernow Enterprises Ltd.					
33-26F&O Date of next meeting					
Monday 29 th June 2026.					
34-26F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.					
➤ None.					
Meeting closed at 7.38m _____ Chairman					