



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

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

	ACTION
51-26F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors Mrs. S G Bickle and S Clark.	
52-26F&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: - Councillor L Hogan – (Agenda items 14b and 14e. As a relative of a member of the Torpoint Playtots and a relative of a Director of Horson Park Community Sports Hub.) b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. A dispensation with full voting rights is already in place for Councillor L Hogan, as being a relative of a Director of Horson Park Community Sports Hub.	
53-26F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 29th June 2026 were taken as read, confirmed and signed by the Chairman.	
54-26F&O Matters arising from the minutes a) To update Torpoint Christmas lights 2026/2027: - Pursuant to minute number 38-26F&O (a) the Clerk explained the hired Christmas lights are all ordered from Festive Lighting. Letters regarding the 'put up date' will be circulated to Fore Street traders in advance, with details of the road closure time for the Christmas lights switch on event. Additional lights will be purchased to add to the decorations on the tree at Sparrow Park, the Christmas tree is kindly being donated by Antony Woodland Garden again this year. The put up and take down is contracted to MHLS Ltd., a request to have the lights taken down as soon as possible after the switch off will be given. b) To update on Memorial plaque and tree for the family of Mr Ackland: - Pursuant to minute number 38-26 (b), the Clerk explained a proof of the memorial plaque is anticipated in the next few days and information regarding the proposed rose bush, to be planed at Rendel Park, for Mr Ackland, will be shared. c) To update on the Memorial plaque for Roger Cook: - Pursuant to minute number 38-26 (c), the Clerk has received written permission from the landowner to place the plaque on the property/site of the former St John Ambulance Hall. The plaque words are being compiled and agreed, Councillor J Tivnan BEM has agreed to secure a quotation for the plaque. An unveiling event will be organised, once it is in place. d) To update on the CCTV project at Harvey Street: - Pursuant to minute number 38-26F&O (d) the Clerk was delighted to announce the project to install 11 camera's, plus recording equipment and signage has been signed off. A full press	Clerk/ Ops Mgr Clerk Clerk Clerk/ Cllr Tivnan

release will be issued in due course. Cornwall Housing has indicated to the Clerk that the Torpoint project to install CCTV cameras on their properties is the first one to be implemented.

55-26F&O To consider Policies referred to this Committee

a) Health and Safety Policy: -

Councillor Tivnan has reviewed the council's Health and Safety Policy. The Operations Manager will undertake the updates, the Clerk will sign off and the updated Policy will be uploaded to the website.

The risk assessment for the library and community hub has been reviewed and updated, in light of the recent events occurring at the building, also the lone working policy.

b) CCTV Policy: -

The draft CCTV Policy is unfortunately not ready, Clerk will circulate the draft in advance of the next committee meeting.

c) Review Investment Strategy: -

Pursuant to minute number 39-26F&), the Town Mayor (Councillor Mrs. J M Martin) and the Chairman (Councillor Spurling) agreed to support the Clerk reviewing the Investment Strategy. Changes will be brought to the next meeting of this committee.

Clerk/
Ops Mgr

Cllr Martin/
Cllr Spurling/
Clerk

56-26F&O Civic Functions and other events

a) Mayor's Civic Service 2026 – Confirmed booking for Sunday 20th September 2026 at St. James Church.

The Town Mayor and Clerk met with Revd Steve Guffick to confirm all the arrangements for the Civic Service, a reminder to all members' to kindly RSVP to the invitation please.

57-26F&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 (July 2026 Budget Variance Information).

All considered, no concerns.

The Clerk referred to the decision to contract a static security guard, this expenditure will be recorded against a new cost centre, without a budget allocation under the Development and Localism committee, in order to identify this unplanned for expenditure.

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, report now received, quotation for lining the failed pipes now being sought.	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
	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

LIBRARY & COM HUB	An awning to protect the door mechanism from some of the elements has been installed at the front of the Library. Ants have been found in the library, bait and powder treatments have applied to control/prevent infestation. Solar bench removed awaiting relocation. RH is supporting the Library while they are short staffed. Static Security Guard provision has been extended to a second week. The individual that had been causing an issue for the staff and visitors has tried to visit the library on more than one occasion this week, and has had to be turned away by the duty guard.	Complete Complete Ongoing Ongoing	
PARKS	Parks inspections. Final reports following annual inspection in July. Initial findings acted on include, removal of part of climbing frame in Thanckes and removal of toddler swing in Cambridge Field. Detailed explanation of findings will be given at the meeting. Quotes for replacement items and repairs being sought. Probation team regularly sweeping the algae and gravel from the skate park and sports court. Contractor instructed to complete annual hedge cutting in Cambridge field.	Ongoing Ongoing Ongoing	
PUBLIC CONVENIENCES	Intermittent fault on 2 of the Wallgate units at Antony Road. All units across both sites serviced as part of Maintenance Contract. Awaiting visit to Antony Road Gents as fault has started again with drier. Toilet roll was set alight in Thanckes Park ladies, CCTV footage reviewed and submitted to the police. Minor smoke damage only.	Complete Ongoing Ongoing	
TRAINING	PG and PS completed TCME qualification.		
BENCHES	Replacement Bluetooth module to enable full use of the new solar benches resolved the issue. After discussions ongoing with the supplier.	Ongoing	
FOOTPATHS	The Mill footpath (7). LMP funded widening to be carried out in Autumn in line with guidance from the Rivers and Canals Trust. Meeting with HMS Raleigh to provide holdover support.	Ongoing	
JAPANESE KNOTWEED	Cornwall Council contacted about potential double treatment of the knotweed.	Ongoing	
CHRISTMAS LIGHTS/ BUNTING	Update received from the supplier, installation time and time and date to be confirmed, this will then be circulated to the traders and residents of Fore Street. Kernow Flags put up in Fore St.	Complete	
OTHER	RH supported the fundraising Mini Fest in Bénodet Park on 8 th August.		

All noted.

- Following the Sewerage survey, a quotation for failed pipes is being sought.
- Library and Community Hub - a new awning/canopy has been installed at the entrance, at a cost to Cornwall Council, to protect the door mechanism from any bad weather.
- The solar/wifi enabled bench at the Library and Community Hub has been removed. Awaiting an update from Tamar Crossings regarding the possibility of permanently relocating it to Rendel Park.
- Casual employee has been supporting library staff, during absences.
- The services of the static guard have been required, all incidents have been reported to the Police.
- The Parks Inspection reports have been received. Operations Manager reviewed the high level issues at the meeting.
- Annual hedge cutting at Cambridge Field/St. James Road has been scheduled.
- Awaiting visit from Wallgate to Antony Road public conveniences.
- LANTRA Traffic Management for Community Events qualification has been renewed by the Operations Manager and P Stinchcombe.
- The Extended LMP funding for works to the The Mill Footpath has been delayed, will be scheduled in as soon as possible.

c) To update following submission of year-end to the External Auditor for year ended 2025/26: The Clerk highlighted the External Auditor has highlighted the Clerk selected the incorrect year-end balance of the Call Account at 31st March, this has impacted on details within the AGAR. All figures have been revised and the correct information has been forwarded to the External Audit.

d) Parks Reports: -

The Operations Manager reviewed the high level issues which had been identified on the Parks reports and has already taken out of service items of play equipment that were high risk in the inspection. Replacement parts, within Financial Regulations, will be purchased.

Cambridge Field – There are issues with the slide, quotations are being sought. Matting continues to be an issue, as previously highlighted, also swings.

Borough Park Play Play – Four-way springey has cracked base plate, which means this will be removed from the park and it is hoped that a replacement base plate will be obtained.

Matting under the swings also highlighted as a concern. Clerk explained the stock valuation of equipment of assets, has been received from the The Play Inspection Company.

The Operations Manager highlighted that further training opportunities are available, which will be presented at the next Personnel committee meeting.

58-26F&O To approve the approved Monthly Payroll Payments for August 2026.

Date	Payee(s)	Amount (£)
28 August '26	16 x employees (including Mayor Allowance)	20,669.94
28 August '26	HMRC (to include NI, PAYE TAX etc.)	6,615.53
28 August '26	Cornwall LGPS	6,040.97
TOTAL		33,326.44

It is **resolved** to note and approve the monthly payroll payments for August 2026.

59-26F&O Items Referred to this Committee.

None.

60-26F&O Planning Applications.

a) PA26/04843 Conversion of part of the public house to residential studio flat, together with an extension. 37 Fore Street, Torpoint PL11 2AG.

The Clerk referred to the explanation regarding this planning application number, which had been given at the August 2026 Full Council meeting, with a reminder this application has been re-issued by [Cornwall] Planning, due to a change in the proposal title, nothing else has changed on the application.

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

b) PA26/04214 Proposed development of 8 self-contained industrial units for Use Class B8 with associated landscaping, car parking and new vehicular access. Land Adj to Talbot Hall Fisgard Way, Trevol Business Park, Torpoint.

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

c) PA26/05188 Proposed redevelopment of Existing site with 6No Industrial Units in Two Blocks for Class B2 use – Phase 2. Drayton Mere Court, Fisgard Way, Trevol Business Park, Torpoint .

It is **resolved** to object to the proposals, due to the industrial units being for Class B2 use and located very near to residential properties. There is a significant concern regarding what the noise impact to residents would be, as this is currently unknown.

61-26F&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. The will be reviewed again in February 2027. A fire drill is scheduled for this month. A reminder to ensure the correct health and safety obligations are being followed at all times (making reference to the ongoing situation at the library and community hub).

Clerk/
Ops Mgr

62-26F&O Climate and Environmental Action Plan

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

A review of the Action Plan will be undertaken.

63-26F&O Accounts for payment

PAYEE	Invoice Number	Total (£)	TAX	NET	Description
Cornish Tea & Coffee	SL119394	120.00	0.00	120.00	Coffee machine rental
Screech Owl Sanctuary	2805	288.00	48.00	240.00	Event at Library
AWL	38894	13,824.88	2,304.13	11,520.70	CCTV installation of 10 cameras and equipment @ Harvey Street
AWL	38895	1,019.99	170.00	849.99	CCTV installation of 1 camera and equipment @ Harvey Street
Vincent's	197124	328.63	54.77	273.86	Service of Grillo machinery
Cornish Tea & Coffee	SL117871	120.00	0.00	120.00	Coffee machine rental



Duchy Defibs	JN2224	120.00	20.00	100.00	Replacement pads for defib	
TOTAL		15,821.50	2,596.90	13,224.55		
64-26F&O Correspondence a) To note: CALC Letter of Concern, via Redruth Town Council: - Noted. b) To consider: Letter re cost of hiring facilities – Torpoint Play Tots: - After in-depth discussion, members’ directed the Clerk to contact Torpoint Play Tots to explain, it is very likely this council will continue to support up to six free of charge uses per year, however, hire charge reductions unfortunately cannot be considered. Lots of local funding opportunities were highlighted, Clerk to share these with Torpoint Play Tots, on behalf of the council. (Councillor L Hogan left the meeting for this agenda item.) c) To consider: Freedom of Information request, UK Town of Culture 2028 – Torpoint – Mr. J Carley: - Clerk is delegated to respond to the Freedom of Information request received, regarding the UK Town of Culture 2028 submission. d) To note: CALC: Financial Allowances: - Noted. e) To consider: request to temporarily store Mower – Horson Park Community Sports Hub: The Clerk explained that having received the request to temporarily store a new mower for the Horson Park Community Sports Hub, the Operations Manager had indicated that space could be freed up in the tennis hut and delivery and subsequent temporary storage of the new mower had already been taken. Members’ approved this temporary storage solution, on the affirmation that the council cannot be responsible for the mower as it is not a town council asset.						Clerk
65-26F&O Date of next meeting Monday 28 th September 2026. Apologies in advance were submitted by Councillors L Hogan and M J Spurling.						
66-26F&O Any Business that has been disclosed to the Chairman and members prior to the meeting. ➤ Correspondence received in advance of the meeting: A summary report following free of charge use by the ‘Summer kids breakfast club volunteers’ states that some donations were returned, as funding received had been unspent.						
Meeting closed at 8.42pm _____ Chairman						