TORPOINT TOWN COUNCIL

MINUTES of the meeting of the Finance and Operations Committee held on Monday 28th September 2026 at 7.00pm in the Council Committee Room, York Road, Torpoint.

PRESENT: - Town Mayor (Councillor Mrs. J M Martin), Deputy Town Mayor (Councillor Mrs. C E Goodman), Councillors Mrs. K Brownhill (late arrival), S Clark, Miss R A Evans BEM (deputising for Councillor Mrs. S G Bickle), J Tivnan BEM (late arrival) and Mrs. C Webber, plus the Town Clerk & RFO (Clerk) and Operations Manager were in attendance.

IN ATTENDANCE: - Councillors Mrs. L Fellows and Mrs. J L Reeves.

	ACTION
67-26F&O Election of Chairman for this meeting only It was **resolved** that Town Mayor (Councillor Mrs. J M Martin) undertake the position of Chairman for this meeting only, in the absence of the Chairman and Vice-Chairman.	
68-26F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors Mrs. S G Bickle, L Hogan and M G Spurling.	
69-26F&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.	
70-26F&O Any Business that has been disclosed to the Chairman and members prior to the meeting. a) Torpoint Artists Collective CIC (TAC) Grant funding application – Torpoint Youth Group: - Councillor Mrs. L Fellows presented a paper she had prepared in response to the recent annoucement that Torpoint Youth Group is closing. The paper detailed Torpoint Artists Collective CIC (TAC) providing an opportunity to keep the Youth Group open for an interim period. In order to keep Torpoint Youth Group running, TAC had simultaneously submitted a grant funding application to the Town Council, seeking interim financial support for a 13 week period. Following in-depth discussion, it is **recommended** to award £1,655 of grant funding to Torpoint Artists Collective CIC, with conditions, before the funding will be released. For information, this amount is £500 less than originally asked for (the youth led activities and trips amount of £500 were removed). The conditions are: 1. Obtain the numbers of young people from Torpoint being supported (in order that this council is not funding young people from the local parishes); 2. Evidence of sound Governance arrangements in place to employ members' of staff and run the Youth Provision, e.g. safeguarding arrangements and relevant insurance in place; 3. Regular monitoring and evaluation to the Town Council on how the funds are being spent.	**Council**

Due to the emergency of the timing of the funding needed, due to the Youth Club being closed last week, the Clerk is directed to liaise immediately with TAC on this matter, in advance of the resolution being put and voted upon at the October meeting of Full Council. (Councillors Mrs. L Fellows and Mrs. J L Reeves left the meeting at this point.)	Clerk
71-26F&O Minutes of the previous meeting It was **resolved** that the minutes of the Finance and Operations Committee meeting held on Tuesday 1st September 2026 were taken as read, confirmed and signed by the Chairman.	
72-26F&O Matters arising from the minutes a) To update Torpoint Christmas lights 2026/2027: - Pursuant to minute number 54-26F&O (a) the Clerk explained all the arrangements are in place for the delivery and subsequent put up and then take down of the hired Christmas lights. 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 need to be put up on the tree at Sparrow Park. b) To update on Memorial plaque and tree for the family of Mr Ackland: - Pursuant to minute number 54-26 (b), the Clerk explained the memorial plaque has been ordered, as soon as it is received the famly will be contacted, the rose bush purchased and an 'install/planting' date arranged with the family of Mr Ackland. c) To update on the Memorial plaque for Roger Cook: - Pursuant to minute number 54-26 (c), Councillor J Tivnan BEM has placed the order for the memorial plaque, once received and installed at the property, an unveiling event will be organised.	Clerk/ Ops Mgr Clerk Clerk
73-26F&O To consider Policies referred to this Committee a) CCTV, Body-worn Video and Vehicle-Borne Camera Policy: - The draft CCTV, Body-Worn Video and Vehicle-Borne Camera Policy was considered, the Operations Manager explained the importance of all the information included, highlighting the the recent addition of CCTV cameras and equipment at Harvey Street, as well as partnering with Cornwall Housing on this project. Following discussion it is **recommended** to adopt the CCTV, Body-Worn Video and Vehicle-Borne Camera Policy, ensuring that a copy is forwarded to Cornwall Housing. b) Updated Investment Strategy: - Town Mayor (Councillor Mrs. J M Martin), plus Councillor Spurling and the Clerk had undertaken a full review of the Investment Strategy, the brief changes were explained and this policy will be reviewed again in June 2027.	**Council** Clerk
74-26F&O Civic Functions and other events a) Remembrance Sunday 8th November 2026. The Clerk explained that following the request for medical first aid support from St. John Ambulance, which due to the high numbers attending includes the provision of an ambulance, there will now be a charge made for the provision of an ambulance and crew. As previously, the Community First Aider and Emergency Responder are both 100% discounted, so the cost of £408.00 plus VAT, is only reflective of the ambulance and crew. The Clerk contacted the local branch of the Royal British Legion who have kindly offered a donation of £200 towrds this cost. Councillor J Tivnan BEM is arranging a meeting with Revd. Steve Guffick regarding the arrangements for Remembrance Sunday. b) HMS RALEIGH exercising their right to the Freedom of Torpoint: - Town Mayor (Councillor Mrs. J M Martin) is pleased to announce a 2027 date has been agreed	Cllr Tivnan

for HMS RALEIGH to exercise their right to the Freedom of Torpoint, it will be on Sunday 9th May, this date will be during the 40th Anniversary celebrations of Torpoint twinning with Bénodet.

75-26F&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 (August 2026 Budget Variance Information).

All considered, no concerns. The Clerk was pleased to highlight that having added the CCTV and associated equipment to the insurance register, there has been no additional charge made for this addition.

(The initial Budget discussions for next year were considered next.)

e) To commence initial budget setting discussions for 2027-28: -

Members' reviewed the Budget Variance accompanied by information shared by the Operations Manager highlighted the following budget priorities for 2027-28:

i) Sustainability of Youth funding for Torpoint;
ii) ("Torpoint Town" sign – which is severely damaged – is this the responsibility of Cornwall Council to repair?)
iii) Boilers (replacement);
iv) Parks matting (quotes being obtained);
v) Town Clock – liaise with the new Reverend (Clerk);
vi) Freedom of Torpoint Parade (included in the existing marketing budget);
vii) Five year Quinqennial Inspection is due in December 2026 (delay until new financial year depending on in-year budget);
viii) Market rates review;
ix) Bench replacement at skate 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, 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
	Slipped and damaged tiles to the main hall and Annex roof as a result of the winter storms. Contractor repaired.	Complete
LIBRARY & COM HUB	Solar bench removed awaiting relocation.	Ongoing
	Rob is supporting the library while they are short staffed.	Ongoing

	Static Security Guard provision has been ended. No issues reported since provision was stopped.	
PARKS	Parks inspections. Final reports following annual inspection in July. Initial findings acted on include, removal of part of climbing frame in Thanckes Park 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. Site meeting with Contractor for flooring, awaiting quotation. Contractor carried out annual hedge cutting in Cambridge field. City College Plymouth using Bénodet for assessments for their Horticulture students.	Ongoing Complete Ongoing
PUBLIC CONVENIENCES	Overflowing cistern Antony Road Ladies was reported on a weekend, the duty caretaker responded and repaired.	Complete
TRAINING	The Operations Manager attended resilience training hosted by Cornwall Council https://www.cornwall.gov.uk/people-and-communities/emergency-management/cornwall-community-resilience-network/community-emergency-plan-toolkit/	
BENCHES	2nd bench in the skate park has been damaged beyond repair. There are now no benches in that park.	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. All permissions and risk assessments submitted to Cornall Council for the installation of the lights and the Christmas Tree, garlands on lampposts, Christmas Lights switch on event.	
OTHER	The Operations Team, with the support of volunteer road stewards, supported the Civic parade, new signage and radios purchased during the CLUP project were used. Torpoint Athletic Youth Football Club has asked to borrow the Community Defib on a regular basis to provide support at matches and training at Horson, this has been loaned to them, until they source their own defibrillator. PAT testing undertaken at all sites.	

All noted. ➢ Following the Sewerage survey, a quotation for failed pipes is being sought. ➢ It is **recommended** to delegate to the Clerk, supported by the Operations Manager, to a ceiling limit of £2,000, to order parts and equipment for the play parks, acknowledging that best value will be sought at all times. ➢ The Operations Manager is continuing the review of the Parks Inspection reports. ➢ The Extended LMP funding for works to the The Mill Footpath although it has been delayed, a next steps meeting is being arranged with the HMS Raleigh holdover support team. ➢ The Operations Manager had recently attended a Resilience and Emergency Planning Training / workshop, organised by Cornwall Council. After Storm Gorretii, it was obvious that the emergency services and Cornwall Council could not support every Town and Parish that needed support. Many places were isolated and cut off for many days, there were some places further west that were cut off for over a week. The Operations Manager referred to the two incidents occurring here: the Keyham bomb in 2024 and the local schools' lock down last December. Military establishments were mentioned at the event: HMS Culdrose, GCHQ Bude, St. Mawgan, with unfortunately no mention of Torpoint. The Operations Manager highlighted the close proximity of HMS Raliegh to Thanckes Oil Tanks and also Devonport Dockyard. If there was a lockdown event at any of the above are the schools' set up to look after pupils outside of hours? Major incidents and Acts of terrorism, for example at Fairford earlier today, is there anything that we would be required to do to support the emergency services? Town and Parish Council's become the conduit for information, as emergency services and Cornwall Council were only updating certain channels. The Operations Manager sought time to liaise with Cornwall Council's Emergency Planning team to gather more information about what is needed as as bare minimum – members' gave their approval for this to happen. ➢ Digital switch over – the digital switch over is happening in January 2027, should the council share information on this and if so, here is a link to some basic information: - https://www.bt.com/about/all-ip/connected-together?fbclid=IwdGRzaAU2I3FjbGNrBTYjZ2V4dG4DYWVtAjExAHBkb2YFc3J0YwZhcHBfaWQMMzUwNjg1NTMxNzI4AAEeNHOI6TGaJdyzRAAU1rIneVug7MndaVj20nzu2TdappLh79xWVXxUksBhIlI_aem_4PFamW5pD5W0P-Oa-KO8oQ ➢ The wooden bench at the skate park has had to be removed as it has been completely broken beyond repair. ➢ The wifi enabled bench from the library and community hub is currently in storage, the Operations Manager will make contact with the Ferry Manager again about possible re-location to Rendel Park. d) To update following queries regarding year-end to the External Auditor for year ended 2025/26 and receive the External Audit Report and publish the same: - The Clerk highlighted the External Auditor report for year ended 2025/26 had been received and circulated. The Clerk indicated the report highlighted the following: "*The AGAR was not accurately completed before submission for review. It was returned for amendment and has subsequently been corrected. The smaller authority should give consideration to their level of reserves as, after accounting for earmarked reserves, general reserves are low. The Practitioners Guide notes that the generally accepted recommendation with regard to the*	**Council** Ops Mgr Ops Mgr

appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure, dependent on the size and activity level between councils. The level of both earmarked and general reserves should be considered as part of their annual budgeting process."

The Clerk added there is a Minor scope for improvement: "*During our review we are bringing to your attention the following points for minor scope for improvement: The figure in box 8 does not agree to the bank reconciliation by £1. Rounding should be checked to ensure the correct figure is used for box 8 and all amounts add up correctly.*"

The Clerk has prepared a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements and has published the Notice of conclusion along with the certified AGAR (sections 1, 2 and Final Report) on the website.

76-26F&O To approve the approved Monthly Payroll Payments for September 2026.

Date	Payee(s)	Amount (£)
30 September '26	16 x employees (including Mayor Allowance)	29,562.70
30 September '26	HMRC (to include NI, PAYE TAX etc.)	8,270.88
30 September '26	Cornwall LGPS	6,928.66
TOTAL		**44,762.24**

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

77-26F&O Items Referred to this Committee.

None.

78-26F&O Planning Applications.

a) PA26/05199 Construction of 5no. replacement industrial units in 2 blocks. Drayton Mere Court, Fisgard Way, Trevol Business Park, Torpoint.
Members' considered the application and directed the Clerk to seek an extension for the planning application to be considered at October's Full Council meeting, due to being unable to establish exactly where within the site the units are planned to be built.

Clerk

b) PA26/06145 Two storey side extension. 36 Hamoaze Road, Torpoint PL11 2EF.
It is **resolved** there are no objections or observations.

c) PA26/06184 Application for the development of HMO from former pub building. 37 Fore Street, Torpoint PL11 2AG.
It is **resolved** there are no objections or observations.

79-26F&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.

80-26F&O Climate and Environmental Action Plan

a) To consider the actions relating to this Committee: -
A review of the Action Plan will be undertaken in November.

81-26F&O Accounts for payment

PAYEE	Invoice	Total (£)	TAX	NET	Description

	Number				
Coast 2 Coast Security	23649	1,080.00	180.00	900.00	Provision of Door Supervisor - Library - 7 - 11 September
Richards Builders Merchants	994242	12.88	2.15	10.73	Public Conveniences
Richards Builders Merchants	994473	3.41	0.57	2.84	Public Conveniences
Cornish Coffee Ltd	SL120799	120.00	0.00	120.00	Coffee Machine Rental
CHATLINK	Aug-26	340.00	0.00	340.00	Provision of Community Groups at Torpoint Library and Community Hub
CHATLINK	Sep-26	340.00	0.00	340.00	Provision of Community Groups at Torpoint Library and Community Hub
Tom Cox Tree Surgery	INV-0683	300.00	50.00	250.00	Hedges trimmed St James Road / Cambridge Field
TOTAL		**2,196.29**	**232.72**	**1,963.57**	

82-26F&O Correspondence

a) To note: Report following free of charge usage – Torpoint Town Partnership: -
Noted.

b) To note and share: Let's Talk about Cornwall Survey – Cornwall Council: -
Noted.

c) To consider and note: Weed and Public Realm Management Update – CALC: -
Noted.

d) To consider: Proposal to Federate Carbeile Junior School, Fourlanesend Community Primary School and Torpoint Nursery and Infant School into the Rame Federation – consultation: -
Will be considered at Development and Localism committee on Thursday evening.

e) To note: Registers of Interests (ROI) Publication - Update from CALC: -
Noted.

83-26F&O Date of next meeting

Tuesday 3rd November 2026 – Budget Setting all invited to attend, apologies in advance have been given by Councillor Mrs. J L Reeves.

84-26F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The coffee machine at the library and community hub is being replaced with a brand new machine. The Clerk has signed a 3 year lease agreement with Shire Leasing, in partnership with The Cornish Tea and Coffee Company, to secure the machine for the purpose of providing refreshments in the café.
- The Operations Team has been asked to provide some support to 2nd Torpoint Scouts in the lead up to and on Bonfire Night, this has been agreed, albeit it there will be limited support at the event as it is Remembrance Sunday the following morning.

Meeting closed at 9.00pm _____ Chairman