OPERATIONAL UPDATE

Finance and Operations Committee meeting Tuesday 3rd November 2026

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, other options being looked at, plus like for like quotes.	Ongoing
	Significant water ingress into the passage way between the main hall and gents toilets. Causing the plaster on the ceiling to be removed for safety reasons. Quotes to replace the felt on the roof and plasterboard and make good.	Ongoing
	One of the large fridges in the kitchen has broken down and needs to be disposed of.	Ongoing
	Legionella testing due. Quote Received (for existing clients they are keeping the cost the same £495.00 as previous levels). Please see quote attached.	Ongoing
	Gas safety check due and booked.	Ongoing
	Small leak on heating system found outside the RBL room, no damage caused, engineer booked.	Ongoing
	Replacement dial for Kitchen extraction system in the kitchen replaced.	Complete
	Fire drill carried out 28th October 11.30am with the U3A and other hirers. Findings to be discussed.	
LIBRARY & COM HUB	Casual employee has supported the library whilst they were short staffed.	Complete
	Spares ordered to rectify fault with blinds around the computer area.	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. Site meeting with Contractor for flooring, quotation received.	Ongoing
	City College Plymouth used Bénodet for assessments for their Horticulture students.	Complete

	Graffiti reported on items in Cambridge field, majority removed. The team will continue to monitor any occurrences. Damage to wall at Bénodet from children climbing over. Discuss options at meeting to rectify this. Potentially reopening blocked up entrance.	
PUBLIC CONVENIENCES		
TRAINING	Personnel committee has made a recommendation for Operations Manager to undertake RPII Two Day Operational Training Course - £535.00 excl. VAT (per candidate), to enable him to follow up on any findings brought to the attention by the team on weekly inspections, and rectify faults and defects. Travel and overnight accommodation expenses will be required.	Ongoing
BENCHES	Solar bench removed awaiting relocation.	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 date booked in with managing team. Final cuts for LMP requirements: invoice submitted to Cornwall Council.	Ongoing Complete
JAPANESE KNOTWEED	Cornwall Council contacted about potential double treatment of the knotweed.	Ongoing
CHRISTMAS LIGHTS/ BUNTING	Motifs expected to be delivered Wednesday 3rd November, installation time and time and date to be confirmed, this information has been circulated to the traders and residents' of Fore Street. A reminder will be put on social media when exact date confirmed. All permissions and risk assessments submitted to Cornwall Council for the installation of the lights and the Christmas Tree, garlands on lampposts, Christmas Lights switch on event. **Action:** Quotation from MHLS Ltd to decorate the tree at Sparrow Park "Tree wrap from the base of the tree and up, to about 3m on the tree with branch wrap on the lower branches, with 24volt lights and a transformer. Use of ladder and leave the lights in. Total cost to do this, with removal of existing lights (what can be reached) is £600.00 plus VAT - labour only.	Ongoing
OTHER	Requests from Devon and Cornwall Police for CCTV footage of incidents at Harvey Street and Rowe Street.	

SW Legionella Risk Assessment

www.swlra.co.uk / info@swlra.co.uk

SWLRA
West Hay
Church Road
St Merryn
Nr Padstow
Cornwall
PL28 8NG
Tel - 07958 690313

Specialising in legionella and water hygiene services across the SW

Estimate Date	-	23rd October 2026
Estimate Ref	-	TTC1026
Contact	-	Philip Griffiths
Client	-	Torpoint Town Council
Properties	-	As below
Project	-	Full Legionella Risk Assessment

- **Full legionella risk assessments in line with L8 / HSE HSG274 (Parts 2 & 3) to comply with obligations under HSW and COSHH acts to BS 8580-1:2019 guidelines.**

  To include -

  - Site visit
  - Review of current Legionella Management Processes (if applicable)
  - Inspection of Hot and Cold water system.
  - Full asset assessment
  - Simple Schematic Diagram of property water systems
  - Legionella Risk Assessment Report, and
  - Further guidance on urgent / advised action if required.

- Report will also include guidance for ongoing management and monitoring requirements on a monthly / quarterly / annual basis etc. specific to each premises to ensure compliance under HSE guidelines and legal obligation under HSW / COSHH acts.

  and

- Monitoring Guide / Log book for record keeping if required

Sites

- Torpoint Town Council Sites (as per previous)

QUOTE £495.00

Quote plus VAT at 20%
This quote is valid for 30 days from date above.

If you have any questions or would like any further information please do not hesitate to contact us and we will provide as much information as we can. VAT No - 477 3581 52