



**TORPOINT TOWN COUNCIL**

**MINUTES** of a meeting of the Finance and Operations Committee held on Monday 3<sup>rd</sup> June 2024 at 7.00pm in the Library and Community Hub, Fore Street, Torpoint.

**PRESENT:** - Councillor G J Davis (Town Mayor), Councillor Mrs. K Brownhill (Deputy Town Mayor), Councillors Mrs. S G Bickle, Mrs. J M Martin, D S Phipps, M J Spurling and J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance.

**ALSO PRESENT:** Councillors Miss R A Evans BEM, Mrs. C E Goodman, L E Keise, Mrs. L Fellows and C R Still.

	<b>ACTION</b>
<p><b>15-24F&amp;O Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors Mrs J Reeves, B A Walsh and R M Willoughby.</p>	
<p><b>16-24F&amp;O Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - The Town Mayor (Councillor G J Davis) – (Agenda item 9e. Payment of Mayor’s Allowance). b) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – (Agenda item 13k Free of charge usage application for The Coppola School of Performing Arts – as relative of the applicant). c) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 13b Free of charge usage application for Torpoint and Rame Peninsula Lions Club – as relative of a member). d) An NRI (Non-Registerable Interest) was declared by: - The Deputy Town Mayor (Councillor Mrs. K Brownhill) – (Agenda item 13c free of charge usage for Torpoint Town Partnership as the applicant, also Agenda item 13b free of charge usage application for Torpoint and Rame Peninsula Lions Club – as relative of a member). e) An NRI (Non-Registerable Interest) was declared by: – Councillor Miss R A Evans BEM – (Agenda item 13c free of charge usage for Torpoint Town Partnership as a member).</p>	
<p><b>17-24F&amp;O Election of Chairman for the Civic Year 2024-25</b> The Town Mayor (Councillor G J Davis) called for nominations for the position of Chairman for the Civic Year 2024-25. The Deputy Town Mayor (Councillor Mrs. K Brownhill) proposed that Councillor Mrs. J M Martin is elected to serve as Chairman for the Civic Year 2024-25. Councillor Mrs. S G Bickle seconded the proposition and there being no other nominations the motion was put and Councillor Mrs. J M Martin was duly elected as Chairman for the Civic Year 2024-25.  (Councillor Mrs. J M Martin Chaired the meeting from this point forward.)</p>	
<p><b>18-24F&amp;O Review Policies</b> a) Civic Protocols: - All members had been invited to attend this meeting to encourage discussion to subsequently update the existing policy / process regarding the future ‘Election of Town Mayor Designate’ and ‘Election of Deputy Town Mayor Designate’, with the current Civic Protocols policy been previously circulated. Councillor Mrs. L Fellows, having started the initial conversation several</p>	

months ago, explained how she had felt in the past, when she was a new member, and did not really know who to vote for, for each of the positions. Members' were reminded that as next year is an 'Election' year, the process for next year will be different to the years' beyond May 2025. One of the points suggested by the Town Mayor (Councillor G J Davis) is that when considering who to vote for, for the position of the Town Mayor Designate and Deputy Mayor Designate, a 'proposer' for a candidate and a then a 'seconder' should be sought, before going to a ballot (vote). Councillor M J Spurling highlighted the importance of having an informal meet up, and it was suggested that a separate meeting should be called to complete this 'activity'.

In order for any formal changes to be made to council procedures, Standing Orders will need to be updated and it is therefore **recommended** to update Standing Orders will the following:

**PROCEDURE FOR THE ELECTION OF TOWN MAYOR DESIGNATE AND DEPUTY TOWN DESIGNATE**

The Election of Town Mayor (Chairman) and Election of Deputy Town Mayor (Vice Chairman), are undertaken at the Annual Meeting of the Council. The Council understands that this new procedure, being implemented in June 2024, is an opportunity to select these positions in advance of the Election being taken at the Annual Meeting.

1. Prior to the Annual Meeting, the Chairman will call a separate [committee] meeting for the Election of Town Mayor Designate and the Election of Deputy Town Mayor Designate. It is anticipated this meeting will be held in advance of the April Finance and Operations Committee meeting, and this meeting will commence at 7.00pm.
2. In an Election year, the same procedure will apply and will be undertaken in advance of the scheduled 'Business Meeting'.
3. A verbal proposer and seconder will be sought for each Election of position and if the candidate agrees to the proposal, a brief verbal statement from the proposed candidate can be given.
4. Having a reasonable discussion in advance of this meeting is permitted.
5. Section 9 Voting on appointments will apply and all voting will be overseen by the Clerk. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

(At this point Councillor Mrs. C E Goodman left the meeting.)

b) Code of Conduct (as circulated, reminder for the Civic Year 2024-25).

Following review, it is **recommended** the Town Council Code of Conduct is agreed and adopted for the civic year 2024-25.

(At this point Councillors Miss R A Evans BEM, Mrs. L Fellows, L E Keise and C R Still left the meeting.)

**Council**

**Council**

**19-24F&O Election of Vice Chairman for the Civic Year 2024-25**

The newly elected Chairman (Councillor Mrs. J A Martin) called for nominations for the position of Vice Chairman for the Civic Year 2024-25. The Town Mayor (Councillor G J Davis) proposed Councillor M J Spurling is elected to serve as Vice Chairman for the Civic Year 2024-25. The Deputy Town Mayor (Councillor Mrs. K Brownhill) seconded the proposition and there being no other nominations the motion was put and Councillor M J Spurling was duly elected as Vice Chairman for the Civic Year 2024-25.

**20-24F&O Minutes of the previous meeting**

It was **resolved** that the minutes of the Finance and Operations Committee meeting held on Monday 29<sup>th</sup> April 2024 were taken as read, confirmed and signed by the Chairman.

**21-24F&O Matters arising from the minutes**

a) Civic Functions and other events: -

Pursuant to minute 4-24F&O (a): -

i) Thursday 6<sup>th</sup> June – D-Day 80 commemorations planned, details have been shared across social media and posters put up around the town. The Library and Community Hub will be decorated with Union flag bunting and will be open with the Torpoint Archives from 6.30pm – 8.30pm.

b) Information request for further information, reference information request from: Chris Mackenzie: -

Pursuant to minute 114-23F&O (a) of the meeting held 29<sup>th</sup> January 2024, the Clerk explained a further request for information had been received from the ICO, the Clerk will respond accordingly, by the deadline.

Clerk

**22-24F&O To consider Policies referred to this Committee**

a) Review Terms of Reference Finance and Operations Committee: -

The Terms of Reference for the Finance and Operations Committee were reviewed and accepted.

b) Standing Orders: -

The Clerk to update Standing Orders as follows: -

- i) Include the new Procedure for the Election of Town Mayor Designate and Deputy Town Mayor Designate ( see minute number 18-24F&O);
- ii) Include the statement from a previous version of Standing Orders, highlighting that wherever the masculine gender is used, this should be interpreted as also meaning the feminine gender or non-binary, where appropriate.

It is **recommended** to adopt the updated version of Standing Orders, to be shared in advance of the council meeting.

**Council**

**23-24F&O To consider the Council Risk Management**

a) Creditors/Debtors: -

The Clerk was pleased to advise there are currently no concerns.

b) Budget Variance – Finance and Operations Committee responsibilities (April 2024 Budget Variance Information): -

All committee income and expenditure was considered, with no immediate concerns identified.

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	Awaiting revised quote for solar received awaiting others. 5 syphons in toilet cubicles replaced. Tiles blown in the ladies main hall conveniences.	Ongoing Completed Ongoing
LIBRARY & COM HUB	Ongoing issues with the main door, engineers have visited 3 times in the last 6 weeks, mechanism stopped working again on the 23 <sup>rd</sup> May. Quote being sent to Estates team for a	Ongoing

	replacement door. <b>Vandalism</b> to the metal storage shed over the weekend of the first May Bank Holiday weekend. Police informed.	
PARKS	<b>Tennis courts.</b> Further damage from weeds penetrating the surface. LTA have been informed and we are awaiting a site visit from their contractors to review. Operations Team are monitoring to ensure that the courts are still safe to play on.	Ongoing
PUBLIC CONVENIENCES	Ongoing deliberate fouling in the male and female conveniences on Antony Road. Operations Team cleaning time increased, due to clearing deliberately blocked toilets.	Ongoing
TRAINING	Operations Manager CiLCA assignments submitted by 31 <sup>st</sup> May First Aid training for staff booked for October 2025 Refresher training request for caretakers on parks inspections. The Support Officer and Operations Manager attended an online Code of Conduct training session.	Ongoing
BENCHES		
FOOTPATHS		
JAPANESE KNOTWEED	The Town Clerk has contacted Cormac to enquire if the SLA for knotweed treatment is still required.	Ongoing
CHRISTMAS LIGHTS/ BUNTING	Bunting put up at the beginning of May. One section now attached to the scaffolding at the Trot, the contractors have been asked to ensure that they resecure properly once repairs are finished.	
OTHER	<b>Town Clock.</b> Operations Manager to look at funding opportunities to carry out the repair <b>Defib Cabinet</b> at Trevorder installed, now added it to the Circuit. <b>Town Clerk and Operations Manager</b> met with the Community Payback team a list of jobs including the <b>Library</b> external painting and refresh of Bénodet public conveniences. Potential start date of 7 <sup>th</sup> June. <b>Vehicle.</b> Old vehicle had some damage highlighted in the collection report awaiting final quote. Operations Manager did not accept initial findings. After challenging the findings, there was no change in 2 <sup>nd</sup> assessment, invoice has been received. <b>Verges.</b> Operations Manager accompanied two councillors on a visit to Torpoint to discuss verge management.	Ongoing Completed Ongoing Ongoing

The Operations Manager advised: -

- The Library and Community Hub door will likely need to be fully replaced, quotations are expected from Cornwall Council.
- There has been some damage to the surface of the newly refurbished tennis courts, the contractor has attended the site earlier the same day, to undertake the repairs.
- All verge cutting, or lack of verge cutting complaints are being forwarded to [Cornwall] Councillor J Tivnan BEM. Following a proposal put, which was seconded, it is **recommended** the council corresponds with Cornwall Council (Cormac) regarding the

**Council**  
Cllr  
Brownhill/  
Cllr Tivnan

<p>verge cutting regime, and the Deputy Town Mayor (Councillor Mrs. K Browhill) and Councillor J Tivnan BEM volunteered to compile the correspondence to be sent.</p> <ul style="list-style-type: none"> <li>➤ Unfortunately, whilst cutting the grass at Borough Park Play Park, the mower broke. Where complaints about the length of the grass at the park have been received, replies have been sent advising the same. As soon as the mower is fixed, the grass will be cut accordingly.</li> <li>➤ Correspondence has been received from the owner of the defibrillator at Cremyll Road, we will liaise with the owner to establish what is required to maintain the defibrillator at this location.</li> <li>➤ The Community Payback team are starting working with the Operations Team again, they are planning to be here for one day per week, a list of activities/tasks has been agreed in advance and will likely include undertaking some external decoration at the Library and Community Hub.</li> </ul> <p>d) To review the Internal Auditor Report for year ended 2023-24: - The Clerk referred to the Annual meeting, held on Thursday 16<sup>th</sup> May, whereby the 'Adequacy of Reserves' within the internal auditor report had previously been considered and is copied below.</p> <p><i>After allowing for earmarked reserves of £227,975 the general reserve stands at £79,830; equating to 11% of gross expenditure, which is well below generally accepted parameters.</i></p> <p><i>The receipt of the grant for approximately £30,000 that was received after the year end, but related to the 2023/24 financial year will go some way to improving the situation, as will the expectation that not all the £80,000, earmarked for the sports pitch, will be required.</i></p> <p>Members' identified the investment funds which are currently immediately accessible.</p> <p>e) Payment of Mayor's Allowance for Civic Year 2024-25. It is <b>resolved</b> to instruct the Clerk to authorise payment of the Mayoral Allowance, via Transactional Services at Cornwall Council, to the Town Mayor (Councillor G J Davis) for the gross amount of £3,750 over an eleven month period, June 2024 – April 2025, with tax deducted. (The Town Mayor left the room for this agenda item.)</p>	Ops Mgr
<p><b>24-24F&amp;O Items Referred to this Committee</b> None.</p>	
<p><b>25-24F&amp;O Planning Applications</b></p> <p>a) PA24/03149 – Proposed storage compound, Land at Trevol Business Park, Trevol Road, Torpoint. It is <b>resolved</b> there are no observations or objections.</p> <p>b) PA24/02194 – Dormer loft conversion to front and rear of property, 52 Marine Drive, Torpoint PL11 2EH. It is <b>resolved</b> there are no observations or objections.</p> <p>c) PA24/02357 – Single-storey and part two-storey extension to the rear of the existing dwelling – 102 Marine Drive, Torpoint PL11 2EN It is <b>resolved</b> there are no observations or objections.</p>	
<p><b>26-24F&amp;O Health and Safety</b></p> <p>a) Reports and any new, proposed regulations/legislations and current issues.</p>	



<p>There are currently no areas for consideration.</p> <p>b) Fire Risk Assessment for all buildings. The Cornwall Fire Officer has indicated no objections to replace the current fire extinguishers with P50's at the Library and Community Hub and following a reminder about the quotation to purchase the P50's, it is <b>recommended</b> to purchase a total of 4 x P50 Fire Extinguishers, plus a stand, for £369.95 (+VAT) from Safelincs Ltd.</p>	<p><b>Council</b></p>
<p><b>27-24F&amp;O Correspondence</b></p> <p>a) 'An opportunity to address the current housing crisis' (written to just 10 councils in Cornwall) - Housing Matters Limited: - Noted.</p> <p>b) Application for free of charge usage – Torpoint and Rame Peninsula Lions Club: - It is <b>resolved</b> to grant free of charge usage for the events at the council chambers to Torpoint and Rame Peninsula Lions Club.</p> <p>c) Application for free of charge usage – Torpoint Town Partnership: - This application has previously been agreed..</p> <p>d) A reminder for Steve Parkinson Finance Course dates Summer 2024 – CALC: - Noted.</p> <p>e) Cllr Linda Taylor, Leader of Cornwall Council Saltash Event 28<sup>th</sup> June – Cornwall Council:- This event has now been cancelled due to the General Election being called.</p> <p>f) Application for free of charge usage – Richard Pymm: - It is <b>resolved</b> to grant free of charge usage for the event at the council chambers to Richard Pymm.</p> <p>g) Safety of Lithium ion Batteries and e-bikes and scooters – Mr R Bailey researcher for Lord (Don) Foster: - Noted.</p> <p>h) Consultation regarding the formation of a hard federation between Furlanesend Community Primary School and Carbeile Junior School: - Following in-depth discussion, it is <b>recommended</b> to respond to the consultation of the formation of a hard federation between Furlanesend Community Primary School and Carbeile Junior School with the following points: -</p> <ol style="list-style-type: none"> <li>1. Having reviewed the timeline for the consultation period, which started on Monday 20<sup>th</sup> May and will conclude on Monday 1<sup>st</sup> July and knowing that some parents' were unable to attend the meeting on Wednesday 22<sup>nd</sup> May, as there was little notice of this meeting, is this timeline appropriate?</li> <li>2. Considering the advantage which states "using strategies reduce significant deficits within the budgets through economies of scales and collective purchasing", which highlights the budget savings, will the proposed hard federation be at the detriment to children from Torpoint?</li> <li>3. Once the consultation has concluded and the feedback is reviewed, are the timescales for formally beginning the federation, by Sunday 1<sup>st</sup> September, unrealistic?</li> <li>4. Are the new appointments of an Executive Head and two x Heads of School going to be run via open competition?</li> <li>5. The proposed name, The Rame Peninsula Federation sounds like there are several schools included when in reality there are only two, does the new name need to be agreed?</li> </ol> <p>i) 'Doorstep cold calling' – Mr P Dearden: - Noted.</p>	<p><b>Council</b></p>

j) CALC News Round Up 23/05/24 – CALC: -  
Noted.

k) Application for free of charge usage – The Coppola School of Performing Arts: -  
It is **resolved** to grant free of charge usage for the production at the council chambers to  
The Coppola School of Performing Arts.  
(Councillor Mrs. J M Martin left the room for this agenda item.)

**28-24F&O Climate Emergency Action Plan**

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

- The Operations Manager shared further information on solar panel quotations, and will continue to work on this and is aware there is currently no budget allocation for this project in this financial year.

Ops Mgr

**29-24F&O Accounts for payment**

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Richards Builders Merchants Ltd	885434	3.08	0.51	2.57	Cambridge Field Maintenance
Don Benson	INV 50	48.00	0.00	48.00	Clock Winding St James
Cornish Tea & Cornish Coffee Co Ltd	SL86117	120.00	0.00	120.00	Coffee Machine Rental
Hudson Accounting Limited	INV 768	450.00	0.00	450.00	2023/24 Year End Internal Audit and Reports
Francis Thomas Mobile Servicing Limited	INV 6804	219.74	36.62	183.12	Mountfield Mower Repairs
B E White	017/24	450.00	0.00	450.00	2023/24 Assist With Financial Year End Accounts Preparation
Richards Builders Merchants Ltd	892099	30.58	5.10	25.48	Parks Maintenance
Richards Builders Merchants Ltd	892310	1.40	0.23	1.17	Library Maintenance
Richards Builders Merchants Ltd	892744	12.64	2.11	10.53	Parks Maintenance
Richards Builders Merchants Ltd	892868	109.36	18.23	91.13	Tennis Courts Maintenance
Richards Builders Merchants Ltd	893187	118.66	19.78	98.88	Parks Maintenance
Richards Builders Merchants Ltd	893892	28.86	4.81	24.05	Tennis Hut Maintenance
Richards Builders Merchants Ltd	894396	34.92	5.82	29.10	Tennis Courts Maintenance



L&L Diverse Solutions Limited	010/2024	1,644.00	274.00	1,370.00	2.0 Days Consultancy	
<b>TOTAL</b>		<b>3,271.24</b>				
<b>30-24F&amp;O Date of next meeting</b> Monday 1 <sup>st</sup> July 2024.						
<b>31-24F&amp;O Any Business that has been disclosed to the Chairman and members prior to the meeting.</b> None.						
Meeting closed at 9.16pm _____ Chairman						