



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Finance and Operations Committee held on Monday 2nd September 2024 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

	ACTION
<p>46-24F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor G J Davis (Town Mayor) and Councillor R M Willoughby.</p>	
<p>47-24F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 6c Operations Report – ‘Veterans’ Oak tree proposal).</p>	
<p>48-24F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 1st July 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p>49-24F&O Matters arising from the minutes a) Civic Functions and other events: - Pursuant to minute 35-24F&O (a), the expenditure for Roger Cook’s lifetime of eminent services to the town scroll will be charged against Civic Expenses cost centre. The Clerk highlighted a conversation is being scheduled with the council’s insurance company regarding the Torpoint Civic Chain, in advance of receipt of the formal insurance valuation which is being instructed from Buck & Co Jewellers. A member explained it is understood the Torpoint Twinning Association is hosting visitors from Bénodet in May 2025, highlighting the council should consider including an event allocation for this in the budget discussions for 2025. b) Alleged ‘spraying’ of hedge and bushes along Chapeldown Road: - Councillor J Tivnan BEM, in his capacity as Cornwall Councillor, explained having closely liaised with Cormac on this issue, Cormac had been asked to write a letter to the residents of numbers 1 – 34 Chapeldown Road, on the matter. Councillor Tivnan had recently hand-delivered the letter to the addresses as detailed.</p>	<p>Clerk</p> <p>Clerk</p>
<p>50-24F&O To consider Policies referred to this Committee a) None.</p>	
<p>51-24F&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 (July 2024 Budget Variance Information): - All committee income and expenditure was considered, an update on the position and expenditure planned for defibrillators was given by the Clerk.</p>	

The Clerk explained having received correspondence from Cornwall Council, regarding the lease renewal for the Library and Community Hub building, which will be due for renewal on 1st March 2025. It is **recommended** to delegate to the Clerk to work alongside the Chairman, plus the Finance and Operations Committee Chairman, to instigate proceedings with Cornwall Council to renew the lease on the Library and Community Hub building.

c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights.

Council

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	1 of Stage fluorescent tubes starter had blown, causing the circuit to trip. Armada Electrics has isolated for the moment.	Completed
LIBRARY & COM HUB	New door fitted by Cornwall Council.	Completed
PARKS	Inspection Reports received. Operations Manager has reviewed and actioning with the team. Barrier removed in Cambridge Field and sign refitted. Permission from Cornwall Council received to trim back encroaching branches at Borough Farm play park.	Ongoing Completed Ongoing
PUBLIC CONVENIENCES	Bénodet Public Conveniences will be decorated by the Community Payback team after the school summer holiday.	Ongoing
TRAINING	Operations Manager CILCA assignments all submitted. Support Officer has started ILCA and FiLCA. Staff and Volunteer training day held at the library.	
BENCHES	Permission received from Cornwall Council to trim back brambles directly in front of the Simms memorial bench on Chapeldown Road.	Ongoing
FOOTPATHS	Meeting held with Torpoint Athletic committee members to look at points of repair needed to the club fence line, where it is falling into footpath 7. Other footpaths will be cut in September. Reports of Footpath 6 being overgrown, liaising with Cormac/Countryside team.	Ongoing
JAPANESE KNOTWEED	The Town Clerk has contacted Cormac to enquire if the SLA for knotweed treatment is still required.	Ongoing
CHRISTMAS LIGHTS/ BUNTING	Christmas light application will be sent in September. Quote for Aluminium scaffold tubes received. National Grid (Western Power) instructed to replace main fuse housing in Sparrow Park, after a fault was discovered by the Town Council Contractor.	

OTHER	<p>Town Clock. Operations Manager to look at funding opportunities to carry out the repair.</p> <p>Defibs Trevorder Issue with connecting cabinet to the mains is being resolved by R. White.</p> <p>PAT Testing across all sites complete.</p> <p>Site meeting 16th August with Jon Mitchell Environment Manager at Cornwall Council who said 1. "It was excellent to see how cared for the transferred play sites were and the new improved tennis facilities at Thanckes Park- congratulations to you and the team for delivering such an impressive community facility." 2. "I have looked at budgets to improve the surface at the entrance of Thanckes Park to enhance accessibility for wheelchairs. Whilst revenue budgets are insufficient to support this work I have spoken to Melissa to see if Urban Green Shoots can cover an upgrade- it is too early in the overall programme to confirm either way at this stage but we will monitor costs as schemes proceed to see if there is any opportunity to fund towards the end of the programme." 3. "Memorial oak and posts, Thanckes Park. Whilst we are more than happy to manage the new oak tree/s you suggested that the town council may take on the management of the associated columns and brass plaques that make up the memorial, I would certainly welcome this and again will be pleased to follow up with Cllr Tivnan if you feel acceptable?"</p>	Ongoing	
<p>The Operations Manager and Clerk advised: -</p> <ul style="list-style-type: none"> ➤ The Operations Manager has submitted all assignments for his CiLCA qualification and has a requirement to re-submit one again, there is a cost of £12.50 required for this, all agreed this could be funded. ➤ Following a tour of the the devolved play parks and tennis courts, with Jon Mitchell Environment Manager at Cornwall Council, he was very complimentary about all the sites and the improvements made, his comments are included in the Operations Report. Whilst the tour passed the SIMS memorial bench on Chapeldown Road, Mr Mitchell was keen for the brambles to be removed, to enable the SIMS family to once again have the view of the river and authorised the Operations Team to cut a swathe through the middle, whilst ensuring this work is not conducted during the nesting season. Councillor J Tivnan BEM gave advice on where to find government policy of the nesting season dates. ➤ Following receipt of issues regarding Footpath 6, a site meeting is being set up to look at what actions are needed to maintain this footpath. Councillor Tivnan to be included as Cornwall Councillor. ➤ Christmas Lights planning for the delivery and put up is now starting. Scaffold poles are needed for Sparrow Park, this is an operational requirement, Operations Manager to proceed with the purchase of scaffold poles. 		<p>Ops Manager</p> <p>Ops Manager</p> <p>Ops Manager/ Cllr Tivnan</p> <p>Ops Manager</p>	

56-24F&O Accounts for payment

Prior to considering the accounts for payment, the Chairman agreed to take agenda item:
12. e) Wheelchair Offer Letter – The Dan Maskell Tennis Trust first.

Members' were enthusiastic to read the offer letter from The Dan Maskell Tennis Trust, with a funding offer for two Roma Sport Tennis Wheelchairs. The council is required to contribute £300.00 per wheelchair, previously detailed at the August council meeting. Following consideration, it is **resolved** to accept the grant offer, authorising the Clerk to sign accepting the letter on behalf of the council, and a funding contribution of £300.00 per wheelchair is made.

Members' noted a suitable storage solution for the two wheelchairs will need to be found.

Clerk

Contact Name	Invoice Number	Total (£)	VAT (£)	NET (£)	Description
Cornwall Council		100.21	0.00	100.21	Business Rates Room 4 for 2023/2024 (01/02/2024-31/03-2024)
Cornwall Council		89.28	0.00	89.28	Business Rates Room 4 for 2024/2025 September
Blakedown Sport & Play	S34143	5,698.56	949.76	4,748.80	Thanckes Park Tennis Court Refurbishment Works Cont.
Huxter and Davey		135.00	0.00	135.00	Opticians and Glasses for Philip Griffiths
Dan Maskell		600.00	0.00	600.00	Contribution Towards the Provision of Wheelchairs for Tennis
Foy - Air Enterprises Little Mops	2225	114.57	19.10	95.47	Consumables Council Chambers
Foy - Air Enterprises Little Mops	2226	262.18	43.70	218.48	Consumables Public Conveniences
Foy - Air Enterprises Little Mops	2227	88.75	14.80	73.95	Consumables Library
Cornish Coffee	SL89824	135.38	0.00	135.38	Café Supplies Library (7th August)
Caradon Tool & Plant	247450	140.04	23.34	116.7	Maintenance to Rooms 1 and 2 Council Chambers
Clifton Emery Design	SL4773	3000.00	500.00	2500.00	Preparation of the Torpoint Masterplan
Richards	905221	22.39	3.73	18.66	Maintenance Council Chambers

Richards	905254	24.40	4.06	20.34	Maintenance Council Chambers
Richards	905057	30.44	5.08	25.36	Maintenance Council Chambers
Richards	904135	70.64	11.78	58.86	Maintenance Parks
Richards	903185	15.78	2.63	13.15	Maintenance Parks
Richards	903173	38.27	6.38	31.89	Maintenance Council Chambers
St John Ambulance	SP24005008	137.28	22.88	114.40	Provision of First Aid and Medical Cover for Torpoint Civic Parade
Chatlink	April - July 2024	1546.04	0.00	1546.04	SLA Agreement - Provisions of Community Sessions at Torpoint Library
L&L Diverse Solutions LTD	019/2024	2466.00	411.00	2055.00	3 Days Consultancy at £685 per day.
Cornish Coffee	SL88789	280.44	0.00	280.44	Café Supplies Library (17th July)
Cornish Coffee	SL90422	165.83	0.00	165.83	Café Supplies Library (21st August)
TOTAL		15,061.27			

57-24F&O Correspondence

- a) Re: EN24/00424 – Land at Fisgard Way – copy of emails: - Noted.
- b) Environmental Information Regulations 2024 (EIR) Decision Notice - Ref: IC-289145-K7J9 – ICO (Information Commissioners Office): - Congratulations were minuted to the Clerk for all her efforts regarding responding to the ICO on this matter, whilst the investigation was ongoing for the last 8 months, with the outcome of the Decision Notice noted.
- c) Communication from UNISON – balloting members: - Noted.
- d) Hope for Cornwall Tuesday 17 September 2024 at Hall for Cornwall public invitation: - Noted.
- e) Wheelchair Offer Letter - Dan Maskell Tennis Trust: - See minute number 56-24F&O above.
- f) Grant application – CAB Cornwall: - Following consideration of the grant application from CAB Cornwall (operating as Citizens Advice Cornwall), with a project to replace laptops across Cornwall, in order to continue to maintain their advice service, it is **recommended** to award a total grant amount of £576.00 to CAB Cornwall towards the cost of the project to replace laptops and additional keyboards across the county.

Council

<p>g) Maintenance of Park Courts – LTA: - The requirements of the LTA for the maintenance of Thanckes Park tennis courts was discussed at length; the Operations Manager will ensure this programme of maintenance will be implemented accordingly.</p>	Ops Mgr
<p>58-24F&O Date of next meeting Monday 30th September 2024.</p>	
<p>59-24F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ Councillor M J Spurling highlighted Friends of Thanckes Park has expressed an interest to install some outside gym equipment, advice and guidance on what next steps the group should take was offered. <p>Meeting closed at 8.31pm _____ Chairman</p>	