

MINUTES of the **Adjourned** meeting of the Finance and Operations Committee held on Monday 11th November 2024 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

		ACTION						
<p>80-24F&O Apologies for absence Apologies for absence were submitted on behalf of Councillors D Phipps and R M Willoughby. Also, apologies for absence were submitted from the Operations Manager.</p>								
<p>81-24F&O Declarations of Interest relating to items on the Agenda Nothing new to declare.</p>								
<p>82-24F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Monday 30th September 2024 were taken as read, confirmed and signed by the Chairman.</p>								
<p>83-24F&O Matters arising from the minutes a) Renewal of Library and Community Hub lease: - Pursuant to minute 63-24F&O (b), the Clerk is progressing this with Cornwall Council. b) Update on the storage of the Civic Chain of Office: - Pursuant to minute 64-24F&O (a) and as resolved at the October council meeting, the Clerk explained the installation of the storage safe is now complete.</p>								
<p>84-24F&O To consider Policies referred to this Committee None.</p>								
<p>85-24F&O Civic Functions and other events None.</p>								
<p>86-24F&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 (September 2024 Budget Variance Information): - All committee income and expenditure was considered, with no immediate concerns. c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights.</p>								
<table border="1"> <thead> <tr> <th>FACILITY</th> <th>PROJECT</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>COUNCIL CHAMBERS</td> <td>Faulty emergency light in ladies toilets York Road entrance. Contractor awaiting replacement fitting.</td> <td style="color: red;">Ongoing</td> </tr> </tbody> </table>			FACILITY	PROJECT	STATUS	COUNCIL CHAMBERS	Faulty emergency light in ladies toilets York Road entrance. Contractor awaiting replacement fitting.	Ongoing
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LIBRARY & COM HUB	Pressure dropped on central heating system, Ops team monitoring. Will be checked when annual safety survey is carried out this month. 5-year electrical survey completed, quotation for works received.	Ongoing	
PARKS	Permission from Cornwall Council received to trim back encroaching branches at Borough Farm play park. CCTV cameras overlooking Tennis courts tampered with, reported to the police and the individual involved has been spoken too. No damage to the cameras on this occasion. CCTV cameras overlooking the Skate Park and Bénodet gates replaced by contractor. Flower beds in Bénodet cleared by the Community Payback Team and mulched.	Ongoing Ongoing Completed	
PUBLIC CONVENIENCES	Bénodet Public Conveniences decoration started by the. During the redecoration water ingress, causing rot has been found around the Velux, a missing slate has been replaced, it is hoped that this will resolve the issue. There is some graffiti on the wall outside the toilets on Antony Road.	Ongoing Completed	
TRAINING	Support Officer has started ILCA and FiLCA. 10 members of staff have completed their Emergency First Aid.		
BENCHES			
FOOTPATHS	Footpaths 4 and 7 have been cut. The Operations Manager and Councillor Tivnan have revisited the path below the allotments, Cllr Tivnan will escalate again.	Completed 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 Motifs have been delivered. The Town Mayor has chosen the tree for Eliot Square, this will be delivered on the 17 th November. There will be increased cost for delivery due to owners being on holiday.	Completed	
OTHER	Defibs Site identified for a defib in the upper end of Goad Avenue. The Operations Team supported the scouts community bonfire and fireworks evening. Lift insurance renewal being confirmed at D&LC meeting on 4 th November 2024.	Ongoing Completed	

<p>The Clerk advised: -</p> <ul style="list-style-type: none"> ➤ The quotation of works, following completion of the 5 year electrical survey at the library and community hub, has been received from the electrical contractor. The Clerk was unable to access the breakdown of expenditure for the works and therefore is tasked to return and clarify this detail. ➤ Defibrillators – At future whole large town events, the mobile defibrillator should be located close by. <p>d) Annual lubrication and check of St James Church clock completed, including insurance renewal from 29/10/24 to 28/10/25 for clock winding and Public Liability insurance - Mr D Benson: - Noted.</p> <p>e) To appoint an interim Councillor to undertake the monthly Bank Reconciliation (with the absence of Councillor R M Willoughby): - It is agreed for Councillor M J Spurling to temporarily undertake the monthly Bank Reconciliation, in the absence of Councillor Willoughby.</p>	<p>Ops Manager/ Clerk</p> <p>Ops Manager/ Clerk</p>
<p>87-24F&O Items Referred to this Committee None.</p>	
<p>88-24F&O Planning Applications a) None</p>	
<p>89-24F&O Health and Safety a) Reports and any new, proposed regulations/legislations and current issues. There are currently no areas for consideration. b) Fire Risk Assessment for all buildings. The fire risk assessment for the Council Chambers will be reviewed in January 2025.</p>	
<p>90-24F&O Climate Emergency Action Plan a) To consider the actions relating to this Committee: - The updated climate emergency action plan has been agreed by council and will be reviewed at the next meeting of this committee.</p>	
<p>91-24F&O Accounts for payment a) None.</p>	
<p>92-24F&O Correspondence a) Grant application – YMCA Torpoint (Part of YMCA Plymouth): - Following consideration of the resubmitted grant application from YMCA Torpoint, which is part of YMCA Plymouth, it is recommended to award £500.00 grant funding. This is to continue to support the YMCA Torpoint offer of opening every Sunday morning for families to attend Stay and Soft Play, by purchasing an additional piece of inflatable equipment. It is further suggested that YMCA Torpoint approach other local parish councils for funding, also the Cornwall Council Community Chest fund. b) Grant application - Torpoint AFC: - Following consideration of the updated information/quotation on the electrical works, following the 5 year electrical survey, members debated the structure of the organisation and considered whether Torpoint AFC could undertake some fundraising themselves towards the costs of the works. Clerk is directed to return to Torpoint AFC highlighting the comments made, with an indication that there is the likelihood that grant funding will be allocated, however, it is unlikely to be for the full amount asked for. Therefore, a suitable</p>	<p>Council</p> <p>Clerk</p>

proposal showing where other funding could be sought would be welcomed and then the application reconsidered.

c) Grant application – Action for Children, Kernow Connect Caradon, Torpoint Youth Group: Following consideration of the grant application from Action for Children, Kernow Connect Caradon, Torpoint Youth Group, with planned activities to support Torpoint Youth Group, it is **recommended** to award a grant amount of £1,000.00 to Torpoint Youth Group towards the cost of the activities as detailed. It is further suggested that Torpoint Youth Group approach other local parish councils for funding, also the Cornwall Council Community Chest fund.

Council

d) Grant application - Cornwall Air Ambulance Trust – HELi2 Appeal: - Following consideration of the grant application from Cornwall Air Ambulance Trust, towards the HELi2 Appeal, it is **recommended** to award the full grant amount requested of £500.00 to Cornwall Air Ambulance Trust towards the HELi2 Appeal.

Council

e) To note correspondence regarding ongoing issues with a tree and branches which Cornwall Council is already aware of – Ms E Stentiford: -
Noted.

f) Employment Newsletter October 2024 – Cornwall Pension Fund: -
Noted. The Chairman (Councillor Mrs. J M Martin) highlighted Cornwall Pensions has recently won an award for Responsible Investment.

g) Is there any funding available for our charity? – Devon and Cornwall Furniture Reuse Project: -

Clerk is directed to ask whether the charity has supported any residents in Torpoint and if so offer the opportunity to apply for funding. Also, remind the charity about the monthly street market and the council newsletter, which are all opportunities to advertise themselves.

Clerk

h) Local Council Award Scheme (NALC) – Introducing the new Criteria (PowerPoint slides from webinar as circulated). <https://www.nalc.gov.uk/resource/a-guide-to-the-local-council-award-scheme.html>.: -

Noted, the new criteria will be reviewed and a comparison undertaken.

i) Request from former employee - Ms J Hirons - for backdated pay award due for employment 01/04/24 to 06/08/24: -

Clerk is directed to action Transactional Services to pay the back dated pay award to former employee Ms J Hirons, in the next available pay run.

Clerk

j) Citizens Advice grant thank you letter – Citizens Advice Cornwall: -
Noted.

k) Stroke Association’s Cornwall Services Autumn update - Stroke Association: -
Noted.

l) Santa Bus – Thursday 12th December in Torpoint – Go Cornwall Bus: -
Can help publicise this event and ask for a poster to share and add to the diary dates.

Clerk

m) Freedom of Information request – Christmas Lights Expenditure – M Hillier: -
Clerk to action a reply to the Freedom of Information request regarding Christmas Lights expenditure.

Clerk



93-24F&O Date of next meeting Monday 2 nd December 2024.	
94-24F&O Any Business that has been disclosed to the Chairman and members prior to the meeting. None. Meeting closed at 8.03pm _____ Chairman	