

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

PRESENT: - Councillor Mrs. J M Martin (Chairman), Councillors Mrs. S G Bickle, Miss R A Evans (BEM) (Deputising for the Town Mayor), M J Spurling and J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager were in attendance.

	ACTION
<p>95-24F&O Apologies for absence Apologies for absence were submitted on behalf of Councillor G J Davis (Town Mayor), Councillor Mrs. K Brownhill (Deputy Town Mayor), Councillors D Phipps and R M Willoughby.</p>	
<p>96-24F&O Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - The Chairman (Councillor Mrs. J M Martin) – (Agenda item 9a. To consider proposal to purchase lighting equipment for the Council Chambers - as author of the report), (Agenda item 13c. To consider retrospective free of charge application from Coppola School of Performing Arts - as a relative of the proprietor of the Coppola School of Performing Arts).</p>	
<p>97-24F&O Minutes of the previous meeting It was resolved that the minutes of the Finance and Operations Committee meeting held on Thursday 7th November 2024 and the minutes of the Adjourned meeting held on Monday 11th November 2024 were taken as read, confirmed and signed by the Chairman.</p>	
<p>98-24F&O Matters arising from the minutes a) Renewal of Library and Community Hub lease: - Pursuant to minute 83-24F&O (b), the Clerk is progressing this with Cornwall Council. b) Grant application – Torpoint AFC: - Pursuant to minute 92-24F&O following last month’s meeting the Clerk had been in contact with Torpoint AFC referring them to the minutes of the meeting. Correspondence had been received from Torpoint AFC [representative], which was verbally shared with committee members by the Chairman (Councillor Mrs. J M Martin). It indicated that having spoken to the Torpoint AFC committee regarding undertaking their own fundraising opportunities, this is something they are constantly looking at, in order to generate revenue for the benefit of all Football Club users. The Football Club now intends to host two fundraising events (a Family event on Boxing Day and also on New Years Day) to specifically raise additional funds for their electrical works. The club appreciates that the council assists many different projects within the community and in this regard requested financial support for the electrical improvement works, of up to £1,500. Following consideration of this additional information and having reviewed the budget amount available for this financial year, it is recommended to award Torpoint AFC £1,000.00 grant funding, towards the cost of their electrical improvement works, to be undertaken by the clubs electrical contractor. Members’ minuted that after Torpoint AFC’s fundraising events are completed, then it could consider making a further application for grant funding, should this be necessary.</p>	Council

<p>c) Freedom of Information request – Christmas Lights: - Pursuant to minute 92-24F&O (m), the Freedom of Information request is completed.</p> <p>d) Town clock repairs, no award following submission of Heritage Grant funding application: - Following submission of a Heritage Grant funding bid, unfortunately the council was not successful. Further funding streams will be considered. The Operations Manager explained that for the next meeting a Project Initiation document will be shared, which will include the opportunity to appoint a contractor, who would provide support to seek funding.</p>		Ops Manager
<p>99-24F&O To consider Policies referred to this Committee</p> <p>None.</p>		
<p>100-24F&O Civic Functions and other events</p> <p>None.</p>		
<p>101-24F&O To consider the Council Risk Management</p> <p>a) Creditors/Debtors: - The Clerk was pleased to advise there are currently no concerns.</p> <p>b) Budget Variance – Finance and Operations Committee responsibilities (October Budget Variance Information): - All committee income and expenditure was considered, with no immediate concerns. Following a question regarding the existing gas central heating boilers at the Council Chambers, the Operations Manager explained what is being planned, having discussed the issues with the plumber.</p> <p>c) Operations Report - Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights.</p>		
FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	'Pearn's Passage' ongoing leak issues being investigated. Air conditioning service completed – no issues. Inspection carried out by BES Group for electric hydraulic platform lift – no issues.	Ongoing Completed Completed
LIBRARY & COM HUB	Pressure dropped on central heating system, Operations team monitoring. Will be checked when annual safety survey is carried out this month. Second call out for an issue with one of the boilers. Annual Fire alarm service completed by contractor.	Ongoing Completed
PARKS	Permission from Cornwall Council received to trim back encroaching branches at Borough Farm play park. A report from a member of the public that youths had been climbing over the gate at Bénodet, CCTV reviewed and no damage was caused, they were sheltering under the bandstand, during the bad weather.	Ongoing Completed
PUBLIC CONVENIENCES	Lighting issue in the disabled toilets Antony Road sorted by the Operations Team.	Completed
TRAINING	Support Officer has started ILCA and FiLCA.	
BENCHES		
FOOTPATHS	The Operations Manager and Councillor Tivnan have revisited	

	the path below the allotments, Cllr Tivnan will escalate again.	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 Lights and trees all installed. During the hanging of the lights on the Christmas tree at Eliot Square, one of the volunteers was clipped by the cherry picker. Accident form completed, no RIDDOR required. The working practice around the use of the cherry picker will be reviewed before next year's installation.	Completed	
OTHER	<p>Site identified for a defib in the upper end of Goad Avenue.</p> <p>The Operations Team assisted Carbeile Junior School by cutting the football pitch prior to match. Due to their mower being broken, match was subsequently called off, due to the storm.</p> <p>Remembrance Sunday, wash up meeting to review service on Eliot Square is being arranged for January 2025, after an unprecedented number of First Aid Incidents and an Ambulance needing to be called.</p> <p>A review of the Lone Working Risk Assessment has been carried out after two recent incidents, one in the office and another at the Library and Community Hub.</p>	<p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p>	
<p>The Operations Manager advised: -</p> <ul style="list-style-type: none"> ➤ There are issues with one of the boilers at the Library and Community Hub, this is being looked into. ➤ Japanese Knotweed – Clerk and Operations Manager are directed to liaise with Cornwall Council to ensure the Japanese Knotweed is sprayed, commencing in Spring 2025, either by Cornwall Council or the SLA is agreed between both parties and the town council undertaking the spraying. ➤ A wash-up meeting, following the incident which occurred at the Remembrance Service, Sunday 10th November 2024, is being planned for January 2025. ➤ An accident occurred to a young volunteer who assisted with the erection of the Christmas Lights. The Operations Manager gave more detail about the injury and the actions taken immediately after the accident, which included, transporting the volunteer to the Cumberland Centre for investigation and treatment. An accident form has been completed, witness statements taken and an investigation into what went wrong is being completed. The risk assessment and safe working practice statement are being reviewed and in future all volunteers will be asked to sign to indicate they have read these statements, prior to commencement of works. (A progress update on this review will be provided at the council meeting.) The young volunteer is recovering. ➤ A review of the lone working risk assessment has been undertaken following concern highlighted from the staff in the library and community hub as well as a member of staff who was lone-working in the council office. The Operations Manager is meeting his team this week and all are being asked to read the updated risk assessment and sign to confirm it has been read. 			<p>Ops Manager/ Clerk</p> <p>Clerk</p>

<p>➤ An incident occurred on Fore Street, on Saturday 30th November, whilst the Operations Manager and staff were closing the road/street, to enable the cross strings (Christmas Lights) to be adjusted, in advance of the Christmas lights switch one event, in the afternoon/evening of the same day. The incident involved a Fore Street trader verbally abusing the Operations Manager, regarding the road closure, highlighting their anger at the road being closed at that time and the impact on their Saturday trade/customers. The Clerk has reviewed bodycam footage. Following in-depth discussion regarding this incident, members' were keen to ensure the future safety of all staff and volunteers, whilst re-iterating that the behaviour is intimidating, anti-social and will not be tolerated in the future. Councillor Miss R A Evans BEM reminded members of the councils agreement to sign up to the Civility and Respect Pledge, which commits to calling out bullying and harassment when it occurs. It is agreed for the Clerk to report the incident to the Police, seeking their advice on how next to proceed. (Clerk to feedback to the December council meeting and a recommendation is expected to be put, once the advice from the Police is known.) The Operations Manager explained there was a second, completely separate incident which occurred after the Christmas Lights had been turned on, which involved a resident becoming very annoyed after not being permitted to drive in Fore Street, as the road had not yet been re-opened. The Police will be asked for their advice on how to proceed.</p> <p>d) To consider the first draft of the Budget Statement to accompany the precept request for 2025/26: - This has not been actioned and will be drafted in advance of the December council meeting, for consideration and adoption.</p> <p>e) To receive a report from the Clerk, investigating receipt of backdated invoices from Source for Business for water supply to 'Playing Fields' at Thanckes Park – total balance outstanding £7,305.40. [Cornwall Council is included in all correspondence.]: - The Clerk explained there is an ongoing investigation about outstanding invoices, nothing further to add at this stage.</p>	<p style="text-align: center;">Council</p> <p style="text-align: center;">Clerk</p>
<p>102-24F&O Items Referred to this Committee</p> <p>a) To consider the proposal to purchase lighting equipment for the Council Chambers: - The Chairman (Councillor Mrs. J M Martin) presented information, as previously circulated, regarding the proposal to purchase lighting equipment for installation at the Council Chambers. Following consideration of the report, it is resolved to purchase the equipment at a cost of £1,250.00, from Neston Drama Group, for the lighting equipment on a 'sold as seen' basis. It is noted that the cost of the equipment is at a reduced price, due to the drama group closing down. Cost centre 'Repairs and Maintenance - Council Chambers' to be charged and the invoice added to the accounts for payment for authorisation.</p>	<p style="text-align: center;">Council</p> <p style="text-align: center;">Clerk</p>
<p>103-24F&O Planning Applications</p> <p>a) None</p>	
<p>104-24F&O Health and Safety</p> <p>a) Reports and any new, proposed regulations/legislations and current issues. There are currently no areas for consideration.</p> <p>b) Fire Risk Assessment for all buildings. The fire risk assessment for the Council Chambers will be reviewed in January 2025.</p>	
<p>105-24F&O Climate Emergency Action Plan</p> <p>a) To consider the actions relating to this Committee: -</p>	

The Operations Manager explained the 'Global Covenant of Mayors' is not at an appropriate level for this council to join and therefore it is **recommended** this is be removed from the climate emergency action plan.

Council

106-24F&O Accounts for payment

PAYEE	Invoice Number	Total	TAX	NET	Description
Cornish Tea & Cornish Coffee Co Ltd	SL91593	162.30	0.00	162.30	Café Supplies Library (outstanding from September due to delivery charge dispute)
Cornish Tea & Cornish Coffee Co Ltd	SL83840	192.80	0.00	192.80	Café Supplies Library (outstanding from April due to credit note and order dispute)
GoCollaborate	47	900.00	150.00	750.00	Provision of online consultation platform for Torpoint Masterplan
Caradon Tool & Plant Hire	251143	561.60	93.60	468.00	Hire of Cherry Picker for Christmas Lights
Biffa	522C82530	44.86	7.48	37.38	General Waste Collection Library
Biffa	522C82531	31.90	5.32	26.58	Recycling Collection Council Chambers
Biffa	522C82532	31.90	5.32	26.58	Recycling Collection Library
Biffa	522C82529	58.56	9.76	48.80	General Waste Collection Council Chambers
Tartendown Nurseries*	5858	270.00	45.00	225.00	Provision and Delivery of Town Christmas Tree
Cornish Tea & Cornish Coffee Co Ltd	SL94080	230.51	0.00	230.51	Café Supplies Library (20th Nov')
Cornish Tea & Cornish Coffee Co Ltd	SL93854	78.19	0.00	78.19	Café Supplies Library (13th Nov')
Andy Campfield	Photographs	35.00	0.00	35.00	Photographs for Remembrance and Armistice
Cornish Tea & Cornish Coffee Co Ltd	SL93907	120.00	0.00	120.00	Coffee Machine Rental November 2024
Neston Drama Group	039	1,250.00	0.00	1,250.00	Second hand lighting equipment for the council chambers.
TOTAL		3,967.62			

*Donation from Torpoint Community Cinema anticipated

107-24F&O Correspondence

a) To consider: Draft Statement on Devolution from Central Government [for submission to Town and Parish Councils of Cornwall for approval]: -

Following consideration of the statement for Devolution from Central Government, it is **recommended** this council supports the statement.

Council

<p>b) To consider: Grant application – Torpoint Artists Collective CIC: - Following consideration of the grant application from Torpoint Artists Collective CIC, members’ agreed to defer making a decision on the application and advised other suggestions of support, which the council could offer, including the following immediately: -</p> <ul style="list-style-type: none"> i) To provide free of charge use of facilities at the Council Chambers for workshops/events; ii) To provide free of charge advertising in future editions of the council newsletter. iii) To provide support to advertise events/activities being put on by Torpoint Artists Collective CIC. 	Clerk
<p>c) To consider: Retrospective Free of Charge usage application – The Coppola School of Performing Arts: - It is resolved to grant retrospective free of charge for the use of the hall, for and on behalf of The Coppola School of Performing Arts for New Adventures Charity.</p> <p>d) To note: Christmas waste and recycling collections – Cornwall Council: - Noted.</p> <p>e) To note: Invitation to Cornwall Council budget stakeholder online event: 12th December 2024: - Noted.</p> <p>f) To note: CALC Teams Meetings being scheduled & information sharing Hedgerow Management & Burial & Cremation Consultation Papers – CALC: - Noted.</p> <p>g) To note: Cornwall, Tourism Summit 2025 - Press Release: - Noted.</p> <p>h) To note: CALC Request for information following the budget from central government, following the employer contribution of National Insurance being increased from April 2025 and the impact on the council – CALC (Clerk response is included): - Noted.</p> <p>i) To note: Town and Parish Elections – Recharge Estimates for Torpoint Town Council – East Ward and Torpoint Town Council – West Ward – Cornwall Council: - Noted.</p>	Council
<p>j) To consider: Request from 2nd Torpoint Scouts for assistance with planning and road marshalling a Parade to celebrate St George’s Day in April 2025 and use of Council Chambers: - Following discussion, it is recommended to support 2nd Torpoint Scouts for assistance with planning and road marshalling a Parade to celebrate St George’s Day in April 2025. A separate free of charge application will be submitted for use of the Council Chambers.</p> <p>k) To note: Report following free of charge usage of Council Chambers from Torpoint Town Partnership: - Noted.</p>	Council
<p>l) To consider to continue to support: Local Maintenance Partnership 2025 - 2026 – Cornwall Council: - Following discussion, it is recommended to continue to support: Local Maintenance Partnership 2025 - 2026 – Cornwall Council.</p>	Council
<p>m) To consider: Are there any options for the installation of CCTV in Harvey Street – PC Hayley Gething: - It is recommended to support this initiative and work with PC H Gething and Cornwall</p>	Council



<p>Council to investigate the installation of CCTC in Harvey Street. n) To note: The Public Sector Deposit Fund (the fund) and the implementation of the FCA's Sustainability Disclosure Requirements – CCLA: - Noted.</p>	
<p>108-24F&O Date of next meeting Monday 3rd February 2025.</p>	
<p>109-24F&O Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ It is recommended that Councillor Miss R A Evans BEM is appointed as a member to the Finance and Operations Committee. <p>Meeting closed at 8.42pm _____ Chairman</p>	<p>Council</p>