

**OPEN FORUM**

**Report from Sgt. Steve Wilson (Devon and Cornwall Police)**

- Now permanently appointed as Neighbourhood Beat Manager.
- Provided an update on the crime statistics for Torpoint (see *Appendix 1*). Comparison with the same period last year, 42 last year recorded with 43 this year, not a vast difference, highlighting not all incidents are reported as a crime.
- Providing a précis of the reported crime, highlighting the recent incident which occurred in Sconner Road, which is currently being investigated.
- Intelligence from members of the public continues to be sought, especially surrounding drug activity.
- Visits to the local schools is continuing, sometimes this is 3 or 4 times per week, with an emphasis on parking and 'drop off'. This is also a useful opportunity to meet and chat with parents.
- Is seeking permission to use the Council Chambers to hold a meeting for the public, to invite questions about any concerns surrounding Policing in the local area, this may include anti-social behaviour. It is hoped to invite local Youth representative, as well as a representative from the Police and Crime Commissioners Office. The event will be publicised in the Advertiser, posters around the town and it is hoped the Town Council will give support to the event.

The Town Mayor congratulated Sgt. Wilson for his recent appointment, thanking him for the update and gave support to the public question and answer session being held at the Council Chambers. In answer to a question from Councillor Mrs. R A Southworth Sgt. Wilson explained the recent broken window occurring at the CHAT shop on Fore Street is one of the areas not covered by CCTV.

**TORPOINT TOWN COUNCIL**

MINUTES of a meeting of Torpoint Town Council held on Thursday 21<sup>st</sup> February 2019 at 7.15 pm in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor L E Keise), Deputy Town Mayor (Councillor Mrs. C E Goodman), Councillors E H Andrews, Miss R C Baker, Mrs. K Brownhill, S J Corbidge MBE, G J Davis, Miss L J Hocking, M J Senese, Mrs. R A Southworth, M G Spurling, C R Still, Miss R A Tanner BEM, J Tivnan BEM plus the Town Clerk (Clerk) with the Administration Assistant (AA) in attendance.

	<b>ACTION</b>
<b>184-18 Apologies for absence: -</b> Apologies for absence were submitted on behalf of Councillor Mrs. J M Martin.	
<b>185-18 Declarations of Interest relating to items on the Agenda: -</b> There were no declarations of interest.	
<b>186-18 To consider the applications for the Co-option of one vacancy on the Town Council</b> (following the resignation of Mrs C A Jackson).	

The Chairman detailed the two applications received for the Co-option of one vacancy on the Town Council. Members balloted for the Co-option by means of a paper ballot and the results are as follows:

<b>Applicant</b>	<b>Number of votes</b>
Keiran Moon	9
Sue Waldron	5

The Chairman announced the result of the paper ballot and it was **resolved** that Mr Keiran Moon (East Ward) is co-opted as Councillor to the Town Council. The Chairman thanked both applicants for their interest (albeit Mrs S. Waldron was unable to be present) in becoming a Councillor and congratulated the successful applicant.

The Clerk detailed the Terms of Acceptance/Declaration of Office to Councillor K Moon, who duly signed the Declaration of Office and joined the meeting. The Clerk advised the Chairman to ask Councillor Moon to make any declarations of interest relating to the items on the Agenda: none declared.

**187-18 Planning Applications: -**

a) PA19/00362 – Single storey pitches roof extension to the south side of the property to house new kitchen and dining room – 30 Roeselare Avenue, Torpoint, Cornwall.

No observations or objections.

**188-18 Cornwall Council Report: -**

Councillor G J Davis reported: -

- The Tamar Bridge and Torpoint Ferry Joint Committee meeting held the previous Friday, he was very disappointed the Joint Chairman discarded all 18 questions that had been submitted by members of the public. However, Councillor Davis was pleased that at the end of the meeting, in a public question and answer session, an agreement to hold an evening public meeting in Torpoint was given. Councillor Davis added that he had forwarded correspondence to various parties to arrange the date for this meeting, with no response received to date.
- Cornwall Council Cabinet has approved the budget to purchase the Police Station and associated land at the lower end of Fore Street, this is now awaiting Full Council approval at their next meeting (the following Tuesday), adding this is a positive statement being made by Cornwall Council to invest in the redevelopment of Torpoint. Included within the purchase agreement between the two parties is permission for the Police to remain in the building.
- Following conversations with Cornwall Council Directors and Officers on various subjects including the kissing gate, devolution of the play parks and the Police Station, Councillor Davis explained that in his opinion there is general feeling that Cornwall Council is working for the benefit of Torpoint.
- Following a question, Councillor Davis was unable to provide a date when the broken fence at the top of Thanckes Park is due to be repaired. Councillor J Tivnan enquired about Cornwall Council's system for prioritising work. Councillor Davis explained he keeps a record of when repair/maintenance work has been requested

<p>and subsequently completed.</p> <p>The Clerk highlighted a recent meeting held between the CORMAC Officer and the Town Mayor. The Mayor summarised the meeting, explaining it had been useful, agreeing to contact the CORMAC Officer again to continue the dialogue about CORMAC work schedules in the town.</p> <ul style="list-style-type: none"> <li>➤ In response to a question from Councillor S J Corbidge about whether there is a joined-up approach with both Torpoint Cornwall Councillor's, Councillor Davis gave assurance that the two members work together for the benefit of the residents.</li> <li>➤ Kissing gate request (Horson Field) and subsequent correspondence – Councillor Davis has spoken on this matter to Officers at Cornwall Council.</li> </ul> <p>Councillor M J Crago submitted apologies with no report.</p>	<p>Mayor</p>
<p><b>189-18 Minutes of the previous meeting</b></p> <p>The minutes of the meeting held on Thursday 17<sup>th</sup> January 2019 were taken as read, confirmed and signed by the Mayor.</p>	
<p><b>190-18 Matters arising from the minutes</b></p> <p>a) 'Kissing gate' proposal – Horson Sports Field (A374): - Pursuant to minute 175-18 (a) the Clerk highlighted the recent response from Cornwall Council stating they are still of the same opinion that a kissing gate is unnecessary, adding they would be happy to install a kissing gate and cover maintenance costs if the Town Council agrees to cover the capital cost of purchasing the gate. Cornwall Council is obtaining an estimate for the cost of purchase. The Clerk highlighted this Council's policy to complete a Project Statement for projects of this value and following discussion it is <b>resolved</b> to refer this to the next meeting of the Asset Management and Operations Committee for consideration, by which time it is anticipated the quotation for the kissing gate would be received.</p> <p>b) Cornwall Council/Antony Road public conveniences: - Pursuant to minute 175-18 (e) it was <b>resolved</b> that this item would be considered with the Public and Press excluded on the advice of Cornwall Council as it contains commercially sensitive information [see minute 201-18 below].</p> <p>c) System and Procedures Working Party: - Pursuant to minute 175-18 it was <b>resolved</b> that this item would be considered with the Public and Press excluded as it contains sensitive information relating to proposed salary increases [see minute 201-18 below].</p> <p>d) Lower Fore Street Redevelopment: - Pursuant to minute 138-18 (d) the Clerk explained a meeting is arranged for Wednesday 27<sup>th</sup> February, to which all members are invited, to progress this project further.</p> <p>e) Tamar Bridge and Torpoint Ferry Joint Committee (public meeting): - Pursuant to minute 176-18 (a) the Mayor will report on this matter as part of his Mayors' Communication.</p> <p>f) Plastic Free Torpoint: - Pursuant to minute 176-18 (b) the Development and Localism Committee will discuss and report on this project.</p> <p>g) War Memorial: - Pursuant to minute 177-18 (a) Councillor J Tivnan detailed progress on the project to install two granite War memorials at Eliot Square: -</p> <ul style="list-style-type: none"> <li>➤ He is in receipt of cash pledges from various organisations towards the project.</li> </ul>	<p>Clerk</p>

<ul style="list-style-type: none"> <li>➤ The granite takes up to four weeks to be received to the stonemasons following receipt of the order.</li> <li>➤ The invitation to tender for the additional groundworks is currently being worked on and will be issued in time for consideration at next month's Council meeting.</li> <li>➤ The letter count for the names is ongoing.</li> <li>➤ A variance on the original planning application will need to be submitted to Cornwall Council to apply to remove one of the conditions placed on the original planning approval, due to the granite not being re-usable.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Tivnan/ Clerk</p>
<p><b>191-18 Mayor's Communications</b></p> <p><b>Saturday 2<sup>nd</sup> February</b> - I attended with Maureen the Torpoint Players production of Alice in Wonderland. Once again, the Players never fail to provide a show that is colourful, energetic and entraining. Congratulations to co-directors, Lynn Rawcliffe and Laura Tamblin on their first production, well done ladies, and looking forward to more productions in the future. A big thank you to all involved who gave their time willingly for the benefit of others in the town. Cast members are always needed, so if you are a budding thespian, or fancy treading the boards, why not contact the Torpoint Players for further details.</p> <p><b>Sunday 3<sup>rd</sup> February</b> - Maureen and I attended the Liskeard Town Civic Service held at Liskeard Methodist Church. Along with dignitaries from Launceston, Looe, Saltash and Bodmin, the Mayor of Liskeard, Cllr. Christina Whitty and members of the Town Council, we were made to feel most welcome for such a prestigious event for the town.</p> <p><b>Friday 8<sup>th</sup> February</b> - I attended the Year two evening concert held at Torpoint Nursery &amp; Infant School which included singing and drumming. Devised by the children the events purpose was to help raise awareness of the use plastic in Torpoint. Money raised from ticket sales enabled every family in the school to receive a reusable cotton bag so that they do not have to use plastic. Well done to all involved and keep up the fantastic campaign.</p> <p><b>Thursday 14<sup>th</sup> February</b> - Maureen and I attended Torpoint Sea Cadets Mess Dinner &amp; Awards Night. Over 30 cadets and instructors attended with the awards being presented by local dignitaries. The unit is going from strength to strength with cadets now attending from Plymouth.</p> <p><b>Friday 15<sup>th</sup> February</b> - I attended the Tamar Bridge and Torpoint Ferry Joint Committee meeting held here in the Council Chambers. The main purpose of the meeting was to discuss the prolonged issues caused during and after the refit of the Plym II Ferry. Even though my question asking for a public meeting was submitted by the stated deadline, I was informed minutes before the start of the meeting that I would be unable to put it forward due to committee protocols. None of the 18 public questions were allowed due to not being related to the agenda. I would once again like to personal thank Torpoint Councillor Gary Davis, Plymouth Councillors Patrick Nicholson and Sam Tamlin who all argued and managed to convince the rest of the committee, that due to the size of the public gallery (approx. 70) it would make sense if members and officers were willing, to take questions at the end of the meeting in an informal manner. The meeting concentrated on reports and finding that contributed to the delay, and tried to give justification and assurance that the same would not happen in the future. During the meeting South East Cornwall MP Sheryll Murray was given special dispensation to address the committee and suggested that some sort of reimbursement should be given to users due to the inconvenience caused. This is being looked into by the council's legal department.</p>	

At the end of the meeting with lots of shouting and threats from the public gallery questions were taken and answered by committee members who decided to stay. I was able to ask my question whether the committee would be willing to hold a public meeting preferable in the evening or weekend to give individuals the opportunity to give their views and ask questions. This initially was not very popular, but again Councillor Patrick Nicholson argued that since most of the committee were present a vote and decision should be made.

Agreement was in favour and we await a date and time of the public meeting.

**Monday 18<sup>th</sup> February** - I was present whilst Captain Richard Harris Commanding Officer HMS Raleigh fulfilled a visit to TS Ramehead to present awards and inspect the unit. A Certificate of Affiliation with the Torpoint and District Branch of the Royal British Legion was also presented by members of the branch.

**Mayor's Charity Ball** – 11<sup>th</sup> May 2019 Torpoint Council Chambers - Tickets £38.00, raffle prizes and grand auction.

**192-18 Minutes of the Asset Management and Operations Committee**

It was **resolved** the minutes of the meeting held on Thursday 24<sup>th</sup> January 2019 (as circulated) are received and the recommendations contained in the minutes 101-18AMO (g) (Memorial Bench request for David and June Lakeman and additional correspondence from Cornwall Council), 102-18AMO (Padlocks), 102-18AMO (Road closure signs), 106-18AMO (a) (Memorial Bench A Miller) are adopted and implemented. Pursuant to 101-18AMO (g) (Memorial Bench request for David and June Lakeman and additional correspondence from Cornwall Council), the Clerk detailed a quotation for 40 stainless steels plates with black lettering with 4 holes @ £198.00 (plus VAT). Pursuant to 102-18AMO (Padlocks) the Clerk detailed a quotation to replace the padlocks @ £330.00 including delivery. Pursuant to 102-18AMO (Road closure signs) the Clerk detailed a quotation for the signs and bollards @ £116.85 (plus VAT).

**193-18 Minutes of the Finance and Personnel Committee**

It was **resolved** the minutes of the meeting held on Monday 4<sup>th</sup> February 2019 (as circulated) are received and the recommendations contained in the minutes 95-18F&P (b) (Council Investment Strategy), 95-18F&P (c) (Council Staffing Report), 95-18F&P (e) (Use of Council facilities at no cost), 96-18F&P (a) (Equal Opportunities Policy), 96-18F&P (b) (Lettings Policy), 96-18F&P (c) (Recruitment Policy), 96-18F&P (d) (Library Hire Charges), 96-18F&P (e) (G4S Arrangements) 96-18F&P (f) (Internal Controls Scrutiny – Administration Assistant given authority to view on-line banking ) are adopted and implemented. Pursuant to 95-18F&P (e) (Use of Council facilities at no cost) Councillor G J Davis, using the Friends of Thanckes Park as an example, highlighted community groups who use the facilities free of charge are fundraising for re-investment into the community. Although supportive of the requirement to apply charges for hire/use, Councillor Davis questioned whether S137 grant funding could be used by groups for this purpose instead. The Deputy Mayor (Councillor Mrs. C E Goodman) explained the committee had carefully considered the free of charge use of facilities with additional members of this committee supporting this comment. Councillor Mrs. R A Southworth re-iterated the council's position to ensure probity and transparency by enabling all eligible organisations' to apply for use of council facilities at no cost.



**194-18 Minutes of the Development and Localism Committee**

It was **resolved** the minutes of the meeting held on Thursday 7<sup>th</sup> February 2019 (as circulated) are received and the recommendations contained in the minutes 99-18D&L (a) (Devolution of programme of assets/services – instruct Curtis Whiteford Crocker Solicitors), 99-18D&L (a) (Devolution of programme of assets/services – changes to Heads of Terms and location maps), 99-18D&L (a) (Devolution of programme of assets/services – invitation to tender for grass cutting of devolved parks and grassed sites as well as existing parks and grassed sites), 99-18D&L (a) (Devolution of programme of assets/services – devolved sites managed by Development and Localism Committee for a period of 12 months, before transfer to Asset Management and Operations Committee), 101-18D&L (a) (Communications Policy), 102-18D&L (a) (Neighbourhood Development Plan update – instruct LRM Planning Ltd.), 102-18D&L (c) (Tourism Festival 2019), 104-18D&L (a) (Boules piste support for the project), 104-18D&L (e) (Monitoring Report from Torpoint and Rame Youth Project) are adopted and implemented.

Pursuant to 99-18D&L (a) (Devolution of programme of assets/services) it is **resolved**:

- To delegate to the Clerk in conjunction with the RFO for Financial probity to proceed with the devolution of the assets/services according to Financial Regulations;
- To include the areas immediately outside the Library in the grass cutting tender;
- To provide options within the grass cutting tender to provide quotations to remove the grass, as well as leaving the grass in situ (i.e. regular cutting to maintain the required length).

Pursuant to minute 99-18D&L (f) (Talk to the Town Council about Plastics) the Chair of this Committee (Councillor Miss R A Tanner) highlighted the Deputy Mayor (Councillor Mrs. C E Goodman) has volunteered to take this project forward as 'Plastics Champion'. The Deputy Mayor explained having made contact with Surfers Against Sewerage, advising more information on the project will follow at the next meeting of this Committee. Councillor G J Davis was pleased to confirm the Year 2 children from Torpoint Nursery and Infant School will be giving the presentation on Plastics to members of the Community Network Area at the meeting on Thursday 28<sup>th</sup> February, from 6.30pm. Councillor Davis invited members to attend the presentation, acknowledging the Asset Management and Operations Committee meeting commences at 7.00pm; it was highlighted Standing Orders could be suspended to enable those Committee members to listen to the presentation from the children.

Pursuant to minute 102-18D&L (a) (Neighbourhood Development Plan update), following a question from Councillor Mrs. R A Southworth, the funding amount of £10,000 to be paid from Cornwall Council for this project was detailed.

Pursuant to minute 102-18D&L (b) (Christmas Lights) quotations to hire for three years (2019/2020, 2020/2021, 2021/2022) were presented: -

- i) The hire of Christmas Lights, for delivery and collection only;
- ii) The hire of Christmas Lights, for delivery, erection, take down and collection had been sought.

### RESULTS OF TENDER FOR CHRISTMAS LIGHTS

	3 year Hire supply only	3 year Hire supply, deliver & collect & storage	3 year Hire, supply install, deliver and collect, storage
<b>Blachere Illuminations</b>	£ 1808.40 /yr	£ 2328.40 /yr	£ 6078.80 /yr
<b>Festive Lighting</b>		£ 1921.50 /yr	£ 5421.50 /yr
<b>LITE Limited</b>	£ 2520 / yr	£3420.00 /yr	£ 5940.00 /yr

The Christmas Decorators Ltd. did not quote on the same basis as above.

Members noted that remedial works for all the electrical connections for the Christmas Lights to work properly this year is essential. Whilst considering the budget for the next three years for this project, members debated using volunteers to continue to erect and take down the Christmas Lights in the future. The Clerk highlighted two volunteers have offered to continue erecting and taking down the Christmas Lights, with assistance from additional volunteers, for the benefit of the community; it was highlighted that additional equipment would need to be hired (e.g. cherry picker) should volunteers be utilised in the future. Referring to his personal experience Councillor J Tivnan positively summarised previous negotiations with Festive Lighting, praising the work of the volunteers who have assisted in the past. Councillor Tivnan offered to donate a length of electrical cabling for the project.

Councillor E H Andrews was of the opinion the Christmas Tree at Sparrow Park is a key element of the project, highlighting the importance of keeping within budget. The Administration Assistant explained CHAT (Community Health Around Torpoint) would like to contribute towards the purchase of the Christmas tree for 2019/2020 along with being involved with the selection of the Christmas tree. Following debate, it is **resolved** to contract Festive Lighting to deliver and hire Christmas Lights for the periods 2019/2020, 2020/2021 and 2021/2022 within the annual budget set by the Council, using the quotation supplied.

Pursuant to minute 102-18D&L (c) (Tourism Festival 2019) Councillor J Tivnan highlighted the urgency to complete the appropriate documentation, including liability insurance, for submission to Cornwall Council, should the project/event proceed.

Pursuant to minute 104-18D&L (a) (Boules piste support for the project) the Deputy Mayor (Councillor Mrs. C E Goodman) sought clarification on the proposed project.

Pursuant to minute 104-18D&L (e) (Monitoring Report from Torpoint and Rame Youth Project) thanks were recorded for including the Town Council in the press release recently circulated.

**195-18 Motion for the Town Council to reconsider the proposal to transfer the leasehold, for the first three years, of the car park (at Tamar Street, Torpoint)**

Councillor G J Davis proposed the Motion for the Town Council to reconsider the proposal to transfer the leasehold, for the first three years, of the car park (at Tamar Street, Torpoint), explaining the car park was initially offered to the Council and a financial gain was anticipated. However, having reviewed the income and expenditure the financial benefit of transferring the car park is 'cost neutral'. Additionally, the condition of the car park was considered, including the lack of any visible white parking lines. Councillor Davis confirmed Cornwall Council's intention to redevelop the site as per the 'letter of comfort' previously received. The motion was seconded by Councillor S J Corbidge and it is **resolved** to remove the car park from the negotiations to take on the Library and car park (at Tamar Street). The Clerk explained the transfer details will be amended accordingly by Cornwall Council's Legal Department and the Council's Solicitors. Members highlighted the importance of informing residents about the change in a future press release.

### **196-18 Financial Comparison**

It was **resolved** that the January 2019 Financial Comparison (as circulated) is received and adopted. It was reported that Clerk has reviewed the income and expenditure and confirmed that the cash book reconciled to the bank and financial comparison as being accurate.

### **197-18 Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Don Benson	Clock winding	60.00	0.00	60.00
Waterwise	replacement toilet seat and metal hinges	53.87	8.98	44.89
CDC CRC Ltd	Community Payback	448.00	74.67	373.33
DJW Window Cleaning	Bus shelter cleaning INV 002	18.00	0.00	18.00
DJW Window Cleaning	bus shelter cleaning INV 003	18.00	0.00	18.00
Western Web	Renewal of Domain	28.80	4.80	24.00
Western Web	Annual renewal web space & email services	98.40	16.40	82.00
Reach Publishing Services Ltd	Recruitment Advert	576.00	96.00	480.00
Rabart Decorators Merchants	Brushes, rollers etc probation	89.06	14.85	74.21
PRS	Annual Licence	387.30	64.55	322.75
Cornwall Council	Business rates for Room 9	48.24	0.00	48.24
BT	Phone line (emergency phone in bar)	36.72	6.12	30.60
Spot On Supplies	various cleaning and paper goods	98.80	16.47	82.33
British Gas	Electricity Antony Road	24.16	1.15	23.01
Tina Morris	Study day Travel Expenses	30.00	5.00	25.00
Milly Southworth	Replacement Keys	15.00	2.50	12.50
South West Water	Council Chambers	237.88	0.00	237.88
South West Water	Antony Road	180.43	12.59	167.84
Shire Leasing	Telephone system	149.29	24.88	124.41
Corona Energy	Gas Supply	1337.96	222.99	1114.97
EE Mobile	Telephone	72.60	12.10	60.50

(Councillor Miss L J Hocking left the meeting at this point.)



**198-18 Correspondence**

- a) Climate Change – voluntary organisation in Cornwall: -  
Noted.
- b) Implementing Area Team Planning in Cornwall – Cornwall Council: -  
Noted.
- c) Polling District and Polling Places Review – Cornwall Council: -  
Noted.
- d) Great British Spring Clean 22 March – 23 April 2019: -  
Noted.
- e) Revitalise – update on grant received: -  
Noted and **resolved** to give Revitalise an extension on spending the grant to enable a disabled person and their carer from Torpoint to take a respite break at one of their three centres.
- f) Grant of Conditional Planning Permission (Change of use) – Cornwall Council: -  
Noted.
- g) Changes to the Annex, invitation to launch party 1<sup>st</sup> March – Isla Sell Physiotherapy: -  
Noted.
- h) Request for assistance from Looe Town Council: -  
The Clerk explained Looe Town Council has asked for Councillor G J Davis, the RFO and the Clerk to meet with Councillors to explain the Town Council’s restructure, along with the Vision for Torpoint.

**199-18 Reports**

- a) Library Working Party Report: -  
The Clerk explained the Library Working Party Report which summarised all activities up and including 20<sup>th</sup> February 2019.
  - i) Councillor G J Davis detailed the tender process undertaken for the proposed renovation works, explaining one quotation arrived in a different format than it was asked for – SML Contracts. The quotations to undertake the Specification of works to undertake renovations at the library were opened at a previous meeting of the library working party (Councillors and the Clerk present) to enable any questions to be answered prior to council consideration and are detailed here.

**RESULTS of TENDER for WORKS TO TORPOINT LIBRARY**

Option 1	To carry out internal Works as per Annex A Scope of Works supplied by Torpoint Town Council,
	excluding costs for the supply of Café Shutter and supply and fitting of Café Kitchen
Option 2	To supply Café Shutter as per Item 3.2 Scope of Works supplied by Torpoint Town Council
Option 3	To supply and fit out Café Kitchen (excluding appliances) as per Scope of Works supplied by Torpoint Town Council
	To remove all works rubbish safely from site
All prices exclusive of VAT	

Contractor	Option 1	Option 2	Option 3	Total
<b>Harrison Builders Ltd</b>	£ 24,486.00	£ 1,086.00	£ 3,996.00	£ 29,568.00
<b>SML Contracts</b>	£ 36,414.60	£ 2,880.00	£ 3,481.20	£ 42,775.80
<b>DCP Building Contractors</b>	£ 36,421.00	£ 1,500.00	£ 2,500.00	£ 40,421.00

Councillor Davis contacted DCP Contracting, who made allowances within their quotation for building regulations, as well as supply and fit of an aluminium door, instead of UPVC door. Councillor Davis continued, making allowances for these changes would reduce the quotation from DCP Contracting, however, the amount would not be enough to be lower than the quotation from Harrison's Builders. Councillor Davis contacted Harrison's Builders who validated the quotation provided and are confident of undertaking the refurbishment within the timescales, adding the renovation of the toilet will involve removal of a wall, which could involve additional work to make good this area. Following a question from Councillor Mrs. R A Southworth the Clerk detailed the indicative budget for the renovation works; Councillor Davis explained the specific requirements for the renovations to the café, including the shutter are to be agreed, with The Old Rowing Club providing the catering equipment and the council providing all other needs. Although it was anticipated these costs will be within the indicative budget, Councillor S J Corbidge drew members attention to the council's decision to renovate the toilet, which was not included in the original budget prepared. Following discussion, it is **resolved** following consideration of the quotations received for the tender to undertake renovations to Torpoint Library, as per the specification provided, to award the contract to Harrison's Builders Ltd.

(Councillor G J Davis left the room whilst the vote was taken.)

- ii) It is **resolved** to delegate approval to the next meeting of the Finance and Personnel Committee for the following policies: -
- Unacceptable Behaviour Policy
  - Safeguarding Policy.
- iii) Councillor G J Davis explained flexibility is needed to enable the Library to progress, highlighting the indicative budget previously agreed. It is **resolved** to delegate to the Clerk in conjunction with the RFO for Financial probity to proceed with the implementation of the following infrastructure according to Financial Regulations: -
- All utilities required
  - All security/fire/health and safety requirements
  - Purchase orders for furniture and equipment.
- iv) It is **resolved** an annual fee, equally divided by 12 months, of £5,200 is charged to The Old Rowing Club to undertake the catering operation at the Library from after the refurbishment, payable monthly in advance.



<p>It is anticipated the Community Hub launch date will be advised at next month's meeting.</p> <p>b) Torpoint Town Partnership: - The Town Mayor explained a forthcoming invitation to local traders to attend and join a forthcoming meeting of the Torpoint Town Partnership.</p> <p>c) Report from Delegates to Outside Bodies: - i) Torpoint and Rame Active Community Network – The Deputy Mayor explained the committee are holding their AGM on 28<sup>th</sup> March, the group are intending to invite David List from the Tamar Bridge and Torpoint Ferry Joint Committee to attend the meeting.</p>	
<p><b>200-18 Date of next meeting: -</b> Thursday 21<sup>st</sup> March 2019.</p>	
<p><b>201-18 Exclusion of Public and press: -</b> It was resolved the information to be considered is of a sensitive nature, these items are considered with the public and press excluded and is contained in the confidential annex to these minutes (Public Bodies (Admission to Meetings) Act 1960 1(2)).</p>	
<p>Meeting closed at 10.26pm .....Town Mayor</p>	