



## TORPOINT TOWN COUNCIL

The Rev. Mike Woodall led prayers before the meeting. PC Hayley Gething and the town council Operations Manager were in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 21<sup>st</sup> December 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor G J Davis) (Chairman), Deputy Mayor (Councillor Mrs. J M Martin), Councillors Mrs. S G Bickle, Mrs. K Brownhill, Mrs. C E Goodman, L E Keise, Mrs. J L Reeves, C R Still, J Tivnan BEM, B A Walsh, R M Willoughby, the Town Clerk & RFO (Clerk) and Town Council Support Officer were in attendance.

	ACTION
<p><b>157-23 Apologies for absence:</b> - Apologies for absence were submitted on behalf of Councillors Miss R A Evans BEM, Mrs. L Fellows, C R Sawyer and M G Spurling, plus Cornwall Councillor Kate Ewert.</p>	
<p><b>158-23 Declarations of Interest relating to items on the Agenda:</b> -</p> <p>a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill – (Agenda item 10 91-23F&amp;O (To approve the proposed Hiring and Letting charges for the financial year 2024-25, as a member of the RBL and as a hirer for and on behalf of the U3A.)</p> <p>b) An NRI (Non-Registerable Interest) was declared by: - The Deputy Mayor (Councillor Mrs. J M Martin) – (Agenda item 10 91-23F&amp;O (To approve the proposed Hiring and Letting charges for the financial year 2024-25, as a relative of the proprietor of the Coppola School of Performing Arts.)</p> <p>c) An NRI (Non-Registerable Interest) was declared by: - Councillor B A Walsh – (Agenda item 10 91-23F&amp;O (To approve the proposed Hiring and Letting charges for the financial year 2024-25, as a member of the Torpoint Players.)</p> <p>d) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 10 91-23F&amp;O (To approve the proposed Hiring and Letting charges for the financial year 2024-25, as Treasurer of the Royal British Legion [Storage Room York Road].)</p> <p>e) A RI (Registerable Interest) was declared by: - Councillor Mrs. J L Reeves - (Agenda item 10 91-23F&amp;O (To approve the proposed Hiring and Letting charges for the financial year 2024-25, as financially associated with the licensee of Rooms 1 and 2.)</p>	
<p><b>159-23 Notice of Councillor Vacancy in the East Ward, due to the resignation of former Councillor Martin Thomson-Neall.</b> The Clerk is awaiting the results of the Notice of Vacancy which was published today (Thursday 21<sup>st</sup> December). If by 15<sup>th</sup> January 2024, a request for an election to fill the vacancy is made in writing to the Returning Officer, by ten electors, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option. Members' were content that should a Petition not be called by ten electors, the Clerk could proceed with advertising the Councillor vacancy for co-option, following the format of previous vacancies filled by co-option.</p>	Clerk

<p><b>160-23 Planning Applications: -</b>  a) Council re-consideration of: PA23/06174 14 Chapeldown Road - Replacement garage 14 Chapeldown Road, Torpoint, Cornwall PL11 2HT (information had been shared from Cornwall Council).  It is <b>resolved</b>, the Council will follow the advice of the planning officer and accept the recommendation to refuse the application.</p>	<p>Clerk</p>
<p><b>161-23 Cornwall Council Reports: -</b>  The Town Mayor (Councillor G J Davis) thanked Councillor Mrs. K Ewert and Councillor J Tivnan BEM for their written reports for the Council's consideration. Councillor J Tivnan BEM highlighted that due to a serious injury to a resident in August 2023 the Sydney Road footpath has been assessed for either a partial or full resurface. The Clerk noted, the coping stones at Sparrow Park have been refurbished.</p>	
<p><b>162-23 Police Activity Report: -</b>  The Chairman (Councillor G J Davis) thanked the Devon and Cornwall Police Officer for the report. PC Hayley Gething explained to members that following an incident in Sydney Road an offender has been arrested and remanded. She went on to report that there had been two separate Police operations in the town: - i) drug swabbing in licensed premises on Fore Street and ii) drink-driving spot checks on Trevol Road, near HMS Raleigh - there was no evidence of criminal activity and no arrests were made. Following a question relating to the increase in stalking harassment reports on the Police activity report, it was clarified that these figures include messages and social media activity from across the UK being reported by residents' of the town.   The Chairman minuted thanks to PC Gething and her colleagues, wishing them all best wishes of the season.</p>	
<p><b>163-23 Minutes of the previous meeting: -</b>  It is <b>resolved</b> the minutes of the meeting held on Thursday 16<sup>th</sup> November 2023, as circulated, were taken as read, confirmed and signed by the Town Mayor (Councillor G J Davis).</p>	
<p><b>164-23 Matters arising from the minutes: -</b>  a) Completion of the engrossments for the Public Conveniences, Antony Road, Torpoint with Cornwall Council, Torpoint Town Council and Plymouth Boat Park Limited: -  Pursuant to minute 144-23 (a) the Clerk explained that contracts have been exchanged, a response received from Plymouth Boat Park Limited advises there are no immediate plans to develop the site. It is agreed this item will no longer be published on future agendas.</p>	
<p><b>165-23 Mayor's Communications: -</b>  The Town Mayor (Councillor G J Davis) summarised the engagements / activities undertaken during the last month, which included: -   <b>November</b>  Sunday 19<sup>th</sup> – Christmas Lights put up, which went well – thank you to everyone who helped and will see you again in January!  Thank you to the Deputy Mayor (Councillor Mrs. J M Martin) for attending the Civic/Legal Service in Truro, following an invitation from the High Sheriff of Cornwall.  Thursday 23<sup>rd</sup> – Christmas Window Judging competition – well done to the 'Town Fryer' who were the winners of the competition.</p>	

<p>TS Ramehead Sea Cadets visit to the Council Chambers  Saturday 25<sup>th</sup> – Christmas Lights Switch on  Sunday 26<sup>th</sup> – The final Market of 2023 – Thank to you to the 'Pink Ladies' for organising and running the markets this year and thank you to everyone who assisted with the fundraising for the 3G Football Turf Pitch.</p> <p><b>December</b>  Friday 1<sup>st</sup> December – Twinning Association Christmas Meal, the Torpoint Twinning Association are planning a visit in May 2024.  Friday 8<sup>th</sup> December – The Town Council Christmas Meal.  Saturday 9<sup>th</sup> December – The Friends of Thanckes Park held a Christmas Community Day in Thanckes Park  The Mayoress and I attended the RBL Christmas Dinner – thank you to everyone involved in the organisation.  Friday 15<sup>th</sup> – Torpoint Lady Singers Christmas Concert at Cornerstone Church – thank you to the Torpoint Lady Singers, it was a great concert!  Sunday 17<sup>th</sup> – Coppola Christmas Crackers at the Council Chambers – thank you to all the cast, we had a fabulous evening. Thank you for raising the amount of £401.35 for the Mayor's Charities, this will be split between The Mustard Tree and the 3G Football Turf Pitch.</p> <p><b>Future events:</b>  Monday 25<sup>th</sup> – Merry Christmas to everyone!  Tuesday 26<sup>th</sup> (Boxing Day) – Torpoint Vs Millbrook at Torpoint AFC, Boxing Day Derby match raising funds for the 3G Football Turf Pitch with some signed Plymouth Argyle goal-keeper gloves – Kick off at 11am.</p> <p>The Chairman invited everyone to join him after the meeting in a festive refreshment and a mince pie.</p>	
<p><b>166-23 Minutes of the Finance and Operations Committee: -</b>  It is <b>resolved</b> the minutes of the meeting held on Monday 4<sup>th</sup> December 2023 and the recommendations in the minutes: - 89-23F&amp;O (a) (Renew energy suppliers contracts for all sites, with updated prices, to commence May 2024 – See Appendix 1), 91-23F&amp;O (To approve the proposed Hiring and Letting charges for the financial year 2024-25 – See Appendix 2), 92-23F&amp;O (To approve the proposed budget / precept for the financial year 2024-25 – See Appendix 3), 97-23F&amp;O (b) (To join the Cornwall Council online learning hub) and 99-23 (d) (Section 137 grant funding support /application from The Rame Group Practice), as circulated, are adopted.</p> <p>Pursuant to minute 91-23F&amp;O (To approve the proposed Hiring and Letting charges for the financial year 2024-25 – See Appendix 2), the following is copied from the minutes of the meeting: - New Room Charges from 1<sup>st</sup> April 2024</p> <p><i>Hire Council Hall – from £15.75 to £18.00 per hour</i>  <i>Committee Room – from £9.45 to £12.00 per hour</i>  <i>Mayor's Parlour - from £6.30 to £8.00 per hour for the 2024-25 financial year.</i></p> <p><i>Bénodet Park tea hut and Park</i>  <i>Hourly charge – £8.00 per hour</i></p>	<p>Clerk  Clerk  Clerk</p>

<p>Half day charge - £35.00 Full day charge - £70.00 for the 2024-25 financial year.</p> <p>(Councillor Mrs. J L Reeves left the room for the vote on the proposed Hiring and Letting charges for the financial year 2024-25.)</p> <p>Pursuant to minute 91-23 (To approve the proposed budget / precept for the financial year 2024-25 – See Appendix 3), the following is copied from the minutes of the Finance and Operations committee meeting to be recorded in the council meeting minutes.</p> <p><i>The Clerk showed members the revised precept calculation using the Cornwall Council Excel spreadsheet, which amounts to a 10.74% increase, for a Band D property, to the precept for 2024-25. Following a proposal by Councillor J Tivnan BEM, which was seconded by the Deputy Mayor (Councillor Mrs. J M Martin) it is <b>recommended</b> that the notes appended to these minutes containing an 'unbalanced Council budget' (using £9,000 from General Reserves for revenue expenditure) for the financial year 2024-25 at Appendix 3 are approved by the Town Council. Based on the proposed budget, this would result in an increase from the existing precept of £417,739, rising to a proposed precept of <b>£462,799</b>, an increase of £45,060, using the tax base for 2024-25 this is approximately a <b>10.74% increase</b>, with the monthly charge of <b>£195.44</b> for a Band "D" property, which is an increase of £18.95.</i></p> <p><b>(Prior to the vote on the budget being taken, the Town Clerk asked Members: Under Section 106 of the Local Government Act, any Member who has unpaid council tax over 2 months old, must declare the fact at the meeting and is not allowed to vote on budget/council tax setting agenda item.)</b></p> <p>The Chairman (Councillor G J Davis) minuted his personal thanks to everyone who had been involved with the preparation and discussions on the budget for the 2024/25 financial year.</p> <p>a) (First Draft) Budget Statement 2024-25: - Following discussion, it is agreed to delay issuing the budget statement, Clerk to make changes as detailed at the meeting and present to the January 2024 council meeting.</p> <p>b) Local government finance policy statement 2024 to 2025 (link to the policy statement released on 5 December 2023) is available here: - <a href="https://www.gov.uk/government/publications/local-government-finance-policy-statement-2024-to-2025/local-government-finance-policy-statement-2024-to-2025">https://www.gov.uk/government/publications/local-government-finance-policy-statement-2024-to-2025/local-government-finance-policy-statement-2024-to-2025</a> Noted.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>167-23 Minutes of the Development and Localism Committee: -</b> It is <b>resolved</b> the minutes of the Development and Localism meeting held on Thursday 7<sup>th</sup> December 2023 and the recommendations in the minutes: - 115-23D&amp;L (a) (Town Council Action Plan) and 124-23D&amp;L (d) (Permission and financial support for the installation of water refill station at Bénodet Park), as circulated, are adopted.</p> <p>Pursuant to minute 12023D&amp;L (b) (i) (3G Pitch 9v9G Project Torpoint and Rame), the Clerk was pleased to advise that the CIL funding application has been successful, and the project has been awarded £85,000 of CIL funding subject to the following</p>	<p>Clerk</p>

<p>conditions: -</p> <ol style="list-style-type: none"> <li>1. <i>Planning permission must be obtained.</i></li> <li>2. <i>Confirmation of approval of outstanding funding applications, particularly the application for £455k from the Football Foundation. If one or both of the two smaller funding applications (totalling £15k) are unsuccessful, the CIL support can be increased up to £100k as long as this will fill any resultant funding gap. A funding agreement, setting out these terms will follow.</i></li> </ol> <p>a) To note the confidential Draft Business Plan for the 9v9 3G Football Turf Pitch. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for any confidential discussions. Following a proposal by the Town Mayor (Councillor G J Davis), which was seconded by the Deputy Mayor (Councillor Mrs. J M Martin), it is <b>resolved</b> to consider the Draft Business Plan for the 9v9 Football Turf Pitch with the public and press excluded, due to the confidential nature of the document: <i>Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960</i>, and the public and press will leave the meeting.</p>																																																																	
<p><b>168-23 Questions of which notice has been given or notice of motion</b> None.</p>																																																																	
<p><b>169-23 Torpoint Ferry statistics</b> The Torpoint Ferry availability statistics were noted and the Town Mayor (Councillor G J Davis) minuted thanks to the Torpoint Ferry officer for providing the statistics.</p> <p>a) Joint Committee's decision on funding the Tamar Bridge and Torpoint Ferry: - The press release had previously been circulated.</p>																																																																	
<p><b>170-23 Financial Information</b> It is <b>resolved</b> that the November 2023 Budget Variance as circulated, is received and adopted.</p>																																																																	
<p><b>171-23 Accounts for Payment</b></p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Total</th> <th>VAT</th> <th>NET</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Cornwall Council - Bus Rate Chambers</td> <td>802311466</td> <td>1,322.00</td> <td>0.00</td> <td>1,322.00</td> <td>Business Rates Chambers January '24</td> </tr> <tr> <td>Cornwall Council - Rm 6 Bus Rates</td> <td>802720466</td> <td>111.00</td> <td>0.00</td> <td>111.00</td> <td>Business Rates Room January '24</td> </tr> <tr> <td>Cornwall Council - Bus Rate Library</td> <td>802715760</td> <td>403.00</td> <td>0.00</td> <td>403.00</td> <td>Business Rates Library January '24</td> </tr> <tr> <td>Defence Infrastructure Organisation</td> <td>INV 1165793</td> <td>50.00</td> <td>0.00</td> <td>50.00</td> <td>Rent for Bench at Yonderberry</td> </tr> <tr> <td>Awenek Studio</td> <td>INV 1122</td> <td>428.00</td> <td>0.00</td> <td>428.00</td> <td>Provision of Art Workshops at the Library</td> </tr> <tr> <td>Cornish Tea &amp; Cornish Coffee Co Ltd</td> <td>SL80709</td> <td>210.42</td> <td>0.00</td> <td>210.42</td> <td>Café Supplies for Library</td> </tr> <tr> <td>SMP Pipe Systems Limited</td> <td>INV 3964</td> <td>480.00</td> <td>80.00</td> <td>400.00</td> <td>Gas Safety Checks for Council Chambers and Library</td> </tr> <tr> <td>Print Options</td> <td>INV-14354</td> <td>36.00</td> <td>6.00</td> <td>30.00</td> <td>Printing of Christmas Cards for the Library</td> </tr> <tr> <td>WesternWeb Ltd.</td> <td>INV 24071</td> <td>180.00</td> <td>30.00</td> <td>150.00</td> <td>Renewal of Cloud email account for the period from</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total	VAT	NET	Description	Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers January '24	Cornwall Council - Rm 6 Bus Rates	802720466	111.00	0.00	111.00	Business Rates Room January '24	Cornwall Council - Bus Rate Library	802715760	403.00	0.00	403.00	Business Rates Library January '24	Defence Infrastructure Organisation	INV 1165793	50.00	0.00	50.00	Rent for Bench at Yonderberry	Awenek Studio	INV 1122	428.00	0.00	428.00	Provision of Art Workshops at the Library	Cornish Tea & Cornish Coffee Co Ltd	SL80709	210.42	0.00	210.42	Café Supplies for Library	SMP Pipe Systems Limited	INV 3964	480.00	80.00	400.00	Gas Safety Checks for Council Chambers and Library	Print Options	INV-14354	36.00	6.00	30.00	Printing of Christmas Cards for the Library	WesternWeb Ltd.	INV 24071	180.00	30.00	150.00	Renewal of Cloud email account for the period from
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					10/11/23 to 09/11/24 for torpointtowncouncil.gov.uk
L & L Diverse Solutions Ltd.	INV 017/2023	4,932.00	822.00	4,110.00	2.0 days consultancy (TITAN) 2.0 days consultancy (TITAN Support) 2.0 days consultancy (Community Building) @ £685.00 per day
<b>TOTAL</b>		<b>8,152.42</b>			
Torpoint Library & Community Hub	CC Library Cafe	14.00	2.33	11.67	Torpoint Library & Community Hub - Library Cafe Drinks
Westcountry Bakery	CC R45046	39.55	6.59	32.96	Westcountry Bakery - Staff treat
Amazon	CC 2024 Wall Planner	7.75	1.29	6.46	Amazon - 2024 Wall Planner
Clifford Motors	CC 572250	58.12	9.69	48.43	Clifford Motors - Fuel Unleaded
Amazon	CC Padlock and Keys	7.99	1.33	6.66	Amazon - Padlock and Keys
Booker	CC 0207102	275.90	0.00	275.90	Booker - Cafe Supplies
Wolseley	CC R30004	22.62	3.77	18.85	Wolseley - Drain Unblock
Adobe Systems Software Ireland Ltd	CC December 2023	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription December 2023
XERO	CC November 2023 subscription	36.00	6.00	30.00	XERO - Monthly accounting software subscription November 2023
Amazon	CC Printer Cartridge	9.99	1.66	8.33	Amazon - Printer Maintenance Box Library
Amazon	CC Replacement Urn Tap	21.99	3.66	18.33	Amazon - replacement tap for hot water urn
CO-OP GROUP 380558	CC Library Cafe	96.19	16.01	80.18	Library Café Supplies and Newspapers
<b>Total</b>		<b>606.74</b>	<b>52.33</b>	<b>554.41</b>	
Shire Leasing PLC	DD December 2023 Quarterly Payment	374.87	62.48	312.39	Shire Leasing PLC - Rental December 2023
ALD Automotive Limited t/a Ford Lease	DD December 2023	441.44	73.57	367.87	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle December 2023
SSE - Cambridge Field - Elec	DD 561785554/0050	34.14	5.69	28.45	SSE - Cambridge Field - Elec - Electricity supplied to cambridge field 10/08 - 08/11

SSE Southern Electric -Library Gas	DD 91812424/00 50	205.53	9.79	195.74	SSE Southern Electric - Library Gas - Gas supplied to the library 1/10 - 31/10
SSE SWALEC - Library- Elec	DD 501909140/0 007	264.86	44.14	220.72	SSE SWALEC -Library- Elec - Electricity supplied to the library 11/10 - 9/11
EE	DD INV V0217592182 0	100.80	16.80	84.00	EE - Mobile phone charges December
Corona Energy - Chambers- Gas	DD 18018106	1,282.21	213.70	1,068.51	Corona Energy - Chambers- Gas Usage Council Chambers November 2023 - December 2023
Everflow Water	DD INV 2748268	46.92	2.82	44.10	Everflow Water - Library Water Rates 18/01/2024-17/02/2024
Everflow Water	DD INV 2748268	85.02	5.52	27.62	Everflow Water - Public Conveniences Water Rates - Water 18/01/2024-17/02/2024
Everflow Water	DD INV 2748268	64.07	3.98	60.09	Everflow Water - Chambers Water Rates 18/01/2024-17/02/2024
SSE SWALEC - Library- Elec	DD IV00165928	185.24	30.87	154.37	SSE SWALEC -Library- Elec - Supply of Electricity to the council Chambers 10/11/23 - 30/11/23
<b>Total</b>		<b>3085.10</b>	<b>469.36</b>	<b>2563.86</b>	

**172-23 Correspondence: -**

- a) Peninsula Transport seeks your views – consultation on regional transport strategy launched – Peninsula Transport: - Noted.
- b) Town and Parish Council budgets - election costs – CALC: - Noted.
- c) Trevol Business Park Enforcement Investigation Updates - Mr S Corbidge: - Pursuant to minute 15-23D&L (b), the update from Mr Corbidge is noted.
- d) Citizens Advice Cornwall – Winter 2023 update: - Noted.
- e) To note – [copy of] correspondence to Tamar Crossings regarding Torpoint Ferry – P Voaden/ M Watkiss [and updated correspondence which had been circulated on the meeting date]: - Noted.
- f) Christmas Rubbish & Recycling Collections 2023 – Cornwall Council (via Cllr Ewert): - Noted.
- g) Employer Newsletter December 2023 – Cornwall Pension Fund: - Noted.
- h) Message from Cornwall Council's resettlement service – Cornwall Council: - Noted.
- i) Planning fees update and planning consultation responses – December 2023 - Cornwall Council: - Noted.

<p><b>173-23 Reports: -</b></p> <p>a) Neighbourhood Development Plan (NDP) – update: - The Town Mayor (Councillor G J Davis) explained the Clerk is meeting with Clifton Emery Design early in January 2024 to update the plan, with the changes from the Regulation 14 consultation. A meeting of the steering group will follow and it is anticipated the plan will soon be ready to be submitted to Cornwall Council.</p> <p>b) Torpoint Town Partnership (TTP0): - The Deputy Mayor (Councillor Mrs. J M Martin) explained there had not been a TTP meeting since the last council meeting. Their Christmas lights switch-on event had been great, with positive feedback from the night. Thank you to all the performers and everyone who helped, including the community groups and businesses who opened. A total of £105.70 was collected and these funds will go towards improvements to the Christmas lights for 2024. The next meeting is scheduled for Tuesday 13<sup>th</sup> February 2024, 6.00pm at the Library and Community Hub.</p> <p>c) Town Team Project Board (TTPB) - To accept the minutes of the TTPB meeting held Wednesday 13<sup>th</sup> December 2023: - The minutes of the meeting will follow. The feasibility studies for the two projects are progressing.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) TAHC report November 2023: - The Town Mayor (Councillor G J Davis) minuted thanks to Torpoint Archives and Heritage Centre for the report and for all they continue to do for the town.</p> <p>ii) TEA (Torpoint Environmental Action)/ Repair café: - Councillor Mrs. C E Goodman reported the last repair café had gone well, with people being shown how to use old equipment, included an old radio. The Town Mayor congratulated TEA for winning the Christmas Tree Festival competition at St James Church.</p> <p>iii) TS Ramehead Sea Cadets: - Councillor L E Keise updated members on the continued success of the Sea Cadets group, highlighting the work of the band also the number of young people who are currently Sea Cadets (63). It is <b>resolved</b> the Town Mayor will write a congratulatory letter to the Sea Cadets.</p> <p>iv) Team Raleigh CIC/‘Brew and Banter’: - Councillor Mrs. J L Reeves was delighted to advise the recently introduced ‘Brew and Banter’ group, being run monthly at the Library and Community Hub to support Veterans is going well and it is hoped the number of attendees will build in the New Year.</p>	<p>Cllr Davis</p>
<p><b>174-23 Date of next meeting: -</b> Thursday 18<sup>th</sup> January 2024.</p>	
<p>Meeting closed at 8.09pm ..... Town Mayor</p>	