



The Deputy Town Mayor (Councillor Miss R A Tanner BEM) presented a Duke of Edinburgh Silver Award to the following recipients: Ethan Cullerton, Jasmine Robinson and Isabella Spicer; a Sectional Award was presented to Christopher Robinson-Jones.

**OPEN FORUM**

There were no members of the public in the gallery.

TORPOINT TOWN COUNCIL

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

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

	<b>ACTION</b>								
<p><b>107-19 Apologies for absence:</b> - Apologies for absence were submitted on behalf of the Town Mayor (Councillor Mrs. C E Goodman) and Councillor Miss L J Hocking.</p>									
<p><b>108-19 Declarations of Interest relating to items on the Agenda:</b> - a) An NRI (Non-Registerable interest) was declared by: - Councillor Miss R C Baker – (Agenda item 17a correspondence – as a member of Torpoint Rowers Club). b) An NRI (Non-Registerable interest) was declared by: - Councillor K J Moon – (Agenda item 17a correspondence – as wife is a member of Torpoint Rowers Club).</p>									
<p><b>109-19 To consider the applications for the Co-option of one vacancy of the Town Council</b> (following the resignation of Mr M J Senese). The Chairman detailed the three 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:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th><b>Applicant</b></th> <th><b>Number of votes</b></th> </tr> </thead> <tbody> <tr> <td>Perry Davies</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Trevor Gulley OBE</td> <td style="text-align: center;">9</td> </tr> <tr> <td>Chris Sawyer</td> <td style="text-align: center;">3</td> </tr> </tbody> </table> <p>The Chairman announced the result of the paper ballot and it was <b>resolved</b> that Mr Trevor Gulley OBE (West Ward) is co-opted as Councillor to the Town Council. The Chairman thanked all the applicants for their interest in becoming a Councillor and congratulated the successful applicant.</p>	<b>Applicant</b>	<b>Number of votes</b>	Perry Davies	1	Trevor Gulley OBE	9	Chris Sawyer	3	
<b>Applicant</b>	<b>Number of votes</b>								
Perry Davies	1								
Trevor Gulley OBE	9								
Chris Sawyer	3								



<p>The Clerk detailed the Terms of Acceptance/Declaration of Office to Councillor T J Gulley OBE, who duly signed the Declaration of Office and joined the meeting. Councillor Gulley did not make any declarations of interest relating to the items on the Agenda</p>	
<p><b>110-19 Planning Applications: -</b> None.</p>	
<p><b>111-19 Cornwall Council Report: -</b> There was no report received from Councillor M J Crago, the Chairman explained he is currently unwell. Councillor G J Davis explained with the recent absence of Councillor M J Crago he has covered any work from the West Ward and provided an update on the following:</p> <p><i>Proposed Jetty for Torpoint</i> The work proposals were considered yesterday, it has been acknowledged the timescale for the proposed jetty to be installed by September 2020 is exceptionally tight, highlighting the challenge of submitting the Marine Management Organisation (MMO) and other licences needed. Councillor Davis anticipates the Town Council will be approached in the near future to consider a proposal to work in partnership on the project.</p> <p><i>Tamar Bridge and Torpoint Ferry Report</i> It is not proposed to change the Torpoint Ferry availability statistics monthly report, however, it is anticipated the peak times report will be forthcoming and reported quarterly.</p> <p><i>The Chairman invited Councillor S J Corbidge MBE to provide an update on the situation with the Industrial noise emanating from Trevol Business Park</i> Following the residents' complaints and the correspondence forwarded by the Town Council to Cornwall Council, Councillor Corbidge explained a Cornwall Council Officer had now met with local residents' and has undertaken a site visit, however, during the visit no industrial noise activity was experienced. Noise monitoring software has been installed in homes, left in situ for a period of 14 days and currently the noise emanating from Trevol Business Park appears to have abated. Additionally, the Cornwall Council Officer forwarded the correspondence to Planning Enforcement within Cornwall Council and it is understood an enforcement investigation has been opened. Councillor Corbidge continued, Sheryll Murray has taken forward the residents' complaints and is liaising with the Public Protection team. Councillor Corbidge, as a local resident, will continue to support the residents with this issue and provide feedback to the Town Council.</p> <p>Following a question from Councillor Mrs. K Brownhill regarding the proposed removal of the recycling skips located within the Cornwall Council (Sainsbury's) car park, Councillor G J Davis explained that he is unable to provide an answer at this point in time, whether the recycling skips will be removed or kept in situ.</p>	
<p><b>112-19 Police Activity Report.</b> The report is noted; a Councillor commented the Police Facebook page should reflect more local issues and crime updates.</p>	Clerk
<p><b>113-19 Minutes of the previous meeting.</b> The minutes of the previous meeting held on Thursday 17<sup>th</sup> October 2019 were taken as read, confirmed and signed by the Chairman.</p>	

<p><b>114-19 Matters arising from the minutes</b>  a) Cornwall Council/Antony Road public conveniences: -  Pursuant to minute 93-19 (b) 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 125-19 below].</p>	
<p><b>115-19 Mayor's Communications</b>  The Chairman presented (on the screen) the activities undertaken by the Mayor since the last meeting.  <b>Thursday 24<sup>th</sup> October 2019</b> - 7pm Royal British Legion Poppy Concert Appeal  <b>Friday 25<sup>th</sup> October 2019</b> - 5.30pm STC Presentation to Torpoint Explorer Scouts  <b>Sunday 27<sup>th</sup> October 2019</b> - 10am SAS October, Autumn Beach Clean Whitsand Bay (for Torpoint Community Plastic Free Status)  <b>Wednesday 30<sup>th</sup> October 2019</b> - 10am Meeting with Ali Wills, Active Cornwall  <b>Sunday 3<sup>rd</sup> November 2019</b> - 10.30am Launceston Civic Service  <b>Friday 8<sup>th</sup> November 2019</b> - 1.45pm T.N.I.S. Remembrance Service  4.15pm Skate Park Meeting with Jack, William and Philip in the Mayor's Parlour  7.30pm Remembrance Parade Briefing at the Comrades Club  <b>Sunday 10<sup>th</sup> November 2019</b> - 11am Torpoint Remembrance Service  <b>Monday 11<sup>th</sup> November 2019</b> - 11am Sparrow Park Remembrance  The Chairman highlighted the extremely well attended Remembrance Service held on Sunday 10<sup>th</sup> November and recorded formal thanks to all those involved with the organisation of this annual event. The Chairman highlighted the forthcoming Volunteering event being held on Thursday 5<sup>th</sup> December 2019, from 4.00pm – 6.00pm, in Torpoint Library and Community Hub – celebrating International Volunteering Day. The Chairman noted additional forthcoming events including the Lantern Making Workshop on Saturday 23<sup>rd</sup> November and the Christmas Lights switch-on on Saturday 30<sup>th</sup> November.</p>	
<p><b>116-19 Minutes of the Asset Management and Operations Committee</b>  It was <b>resolved</b> the minutes of the meeting held on Thursday 25<sup>th</sup> October 2019 (as circulated) are received.  Pursuant to minute 69-19AMO (a) (To review the 3-year plan 2020-23) it was highlighted the budget recommendations for 2020/21 will be considered at the forthcoming Finance and Personnel Committee meeting. Councillor S J Corbidge MBE questioned whether there had been any consideration about allocating funding to the skate park for 2020/21, the Chairman responded explaining the Town Mayor had held a meeting with several skate park users who had made a request for lighting, to enable them to stay and use the skate park when it was dark. Councillor K J Moon explained the Friends of Thanckes Park group have considered a partnership application to purchase and install lighting at the skate park, from national 'pocket park' funding; this will be considered at the next meeting of this committee.  Pursuant to minute 73-19AMO (a) (Debris from the beach) this item was <b>resolved</b> at the Development and Localism Committee meeting held 5<sup>th</sup> December 2019.</p>	

### 117-19 Minutes of the Finance and Personnel Committee

It was **resolved** the minutes of the meeting held on Monday 4<sup>th</sup> November 2019 (as circulated) are received and the recommendations contained in the minutes 67-19F&P (a) (Town Council Organisation structure/design) **Proposal two** *to permanently combine the roles of Town Clerk and RFO and consider the recruitment of an additional tier of staff, to support the Town Clerk and RFO post. It is further proposed a paper is drafted by the current Town Clerk and RFO to include suggestions for restructure, in advance of the November Council meeting, 69-19F&P (a) (Council Staffing Report – procurement of a gift for Mr Chris Harris) are adopted and implemented.*

Pursuant to minute 67-19F&P (a) (Town Council Organisation structure/design) Councillor Mrs. J M Martin explained the circumstances whereby members had been invited to be present, participate and vote at the Finance and Personnel Committee meeting. It was agreed to call a working party meeting, chaired by the Chairman of the Finance and Personnel Committee, on Monday 25<sup>th</sup> November 2019, with the Town Mayor (Councillor Mrs. C E Goodman), Deputy Mayor (Councillor Miss R A Tanner BEM), Councillors Mrs. K Brownhill, S J Corbidge MBE, G J Davis, Mrs. J M Martin, K J Moon, Mrs. R A Southworth, C R Still and J Tivnan BEM volunteering to attend, with the Clerk attending to record the minutes. Councillor Martin explained the outcomes from the working party will be presented to the next meeting of this Committee where all members are invited to attend the annual budget/precept meeting and it was **resolved** to delegate authority to agree the Town Council Organisation structure/design at the next meeting of the Finance and Personnel Committee. Pursuant to minute 67-19F&P (b) Accounting/Financial software, the Administration Assistant detailed information pertaining to the accounting software Xero and Rialtas. This included:

- Seeking advice and the opinion of users at Callington Town Council (who use Rialtas) and St Austell Town Council (who use Xero);
- Seeking advice and guidance from the internal auditor who is familiar with both systems;
- Xero is an on-line web-based accounting system, which permits remote access to the software, using a password to login, which could include members - for example committee meeting Chairmen;
- The Xero software is aimed at small business users and therefore the terminology usually refers to profit and loss, instead of the more familiar income and expenditure. However, the ability to create separate reports, which could be linked to cost centres for committees could be beneficial for this Council;
- The internal auditor offered guidance on the initial set up of the cost centres;
- Having attended the recent SLCC (Society of Local Council Clerks) Regional Seminar the information from Rialtas was unhelpful and uninspiring;
- Xero is charged at a monthly fee, £24.00. Training and online support included
- The system is digitally enabled to submit VAT to HMRC online, as well as having a daily bank reconciliation of transactions and it can be set up to create invoices, purchase orders as well as specific department and location reports.
- Rialtas fees are as follows: 1<sup>st</sup> Year set up and buying Account Software package -£2032 annual fee £720, Asset Suite £460 set up 1<sup>st</sup> year, annual Fee £165 + training costs £1267
- All costs are subject to VAT

Following a question posited by Councillor K J Moon it was advised,

- Xero has an asset management facility which can be utilised
- The existing council booking system does not permit licensee invoice generation requiring

All/Clerk

<p>two separate systems of invoice population. In addition, it has no automatic credit control, debt management is currently completed manually and time consuming. Councillor S J Corbidge MBE explained, having had prior experience of using the Xero software, that in his opinion it is a very useful commercial accounting system, although unable to affirm the software calculates VAT according the council's needs. On receipt of the information Councillor E H Andrews proposed the council purchases/signs up to use the Xero accounting software for the foreseeable future, for £24.00 per month (plus VAT), the proposal was seconded by Councillor Mrs. J M Martin and it was unanimously <b>resolved</b> to approve the purchase of the Xero software.</p> <p>Pursuant to minute 69-19F&amp;P (a) (Council Staffing Report) procurement of a gift for Mr Harris, the Town Mayor will be asked to invite Mr Harris to attend the December meeting and the Clerk will purchase a gift on behalf of the council.</p> <p>Pursuant to minute 75-19F&amp;P (Date of next meeting) Councillor Mrs. J M Martin reminded all members they are invited to attend the next meeting to consider the budget for the 2020/21 financial year and gave her personal thanks to all members who attended the meeting (4<sup>th</sup> November 2019) to discuss the proposed Town Council Organisation structure/design.</p>	<p>Clerk</p> <p>Town Mayor/ Clerk</p> <p>All</p>																								
<p><b>118-19 Minutes of the Development and Localism Committee</b></p> <p>It was <b>resolved</b> the minutes of the meeting held on Thursday 7<sup>th</sup> November 2019 (as circulated) are received and the recommendations contained in the minutes 76-19D&amp;L (b) (War memorial – no parking signs/scaffold poles) is adopted and implemented.</p> <p>Pursuant to minute 76-19D&amp;L (b) (War Memorial – no parking signs poles/scaffold poles) it was highlighted by Councillor J Tivnan BEM that in the opinion of the Listed Building planning officer at Cornwall Council, the 'no parking' signs would be unsightly next to the war memorial.</p> <p>Pursuant to minute 78-19 (a) (Enterprise Court) it was <b>resolved</b> that this item would be considered with the Public and Press excluded as it contains commercially sensitive information [see minute 125-19 below].</p> <p>Pursuant to minute 80-19D&amp;L (a) (To review the 3-year plan 2020-23) it was highlighted the budget recommendations for 2020/21 will be considered at the forthcoming Finance and Personnel Committee meeting.</p>																									
<p><b>119-19 Torpoint Ferry Statistics</b></p> <p>The report, as circulated, was considered and noted.</p>																									
<p><b>120-19 Financial Comparison</b></p> <p>It was <b>resolved</b> that the October 2019 Financial Comparison (as circulated) as prepared by the Administration Assistant is received and adopted. It was reported the Clerk has reviewed the income and expenditure and confirmed that the cash book reconciled to the bank and financial comparison as being accurate. Councillor Mrs. J M Martin requested a breakdown of 'Other Income' for the precept meeting.</p>	<p>Clerk</p>																								
<p><b>121-19 Accounts for payment</b></p> <table border="1" data-bbox="126 1677 1390 1864"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>Invoice/Reference No.</th> <th>GROSS (£)</th> <th>(VAT) (£)</th> <th>NETT (£)</th> </tr> </thead> <tbody> <tr> <td>Don Benson</td> <td>Clock Winding</td> <td>12</td> <td>60.00</td> <td>0.00</td> <td>60.00</td> </tr> <tr> <td>SLCC</td> <td>Seminar Town Clerk</td> <td>130210</td> <td>96.00</td> <td>16.00</td> <td>80.00</td> </tr> <tr> <td>SLCC</td> <td>Seminar Admin Assistant</td> <td>130230</td> <td>63.00</td> <td>10.50</td> <td>52.50</td> </tr> </tbody> </table>	PAYEE	REASON	Invoice/Reference No.	GROSS (£)	(VAT) (£)	NETT (£)	Don Benson	Clock Winding	12	60.00	0.00	60.00	SLCC	Seminar Town Clerk	130210	96.00	16.00	80.00	SLCC	Seminar Admin Assistant	130230	63.00	10.50	52.50	
PAYEE	REASON	Invoice/Reference No.	GROSS (£)	(VAT) (£)	NETT (£)																				
Don Benson	Clock Winding	12	60.00	0.00	60.00																				
SLCC	Seminar Town Clerk	130210	96.00	16.00	80.00																				
SLCC	Seminar Admin Assistant	130230	63.00	10.50	52.50																				

James Property Services	Painting repairs in Grace & Glamour	1127	45.00	0.00	45.00
James Property Services	repair to toilet ceiling	1125	80.00	0.00	80.00
Complete Business Solutions	stationery	SINV02051977	35.10	5.85	29.25
Roger Underwood	Additional DVDs War mem	4526	170.00	0.00	170.00
Warner contracts Ltd	replace chair seat library	6667	36.00	6.00	30.00
EDF	Electricity Christmas Lights 2019	1640570660	66.77	3.18	63.59
BT	Bar area phone 01752 816358	WW3411 2427	66.00	11.00	55.00
Complete Weed Control	1st weed Control treatment	SW-2757/1	1452.00	242.00	1210.00
Clear Sight	Council Chambers Window cleaning	A-6	70.00	0.00	70.00
KSS CRC Ltd	probation works	100	448.00	74.67	373.33
WPS Insurance Brokers	Lift insurance	41103214	381.00	50.00	331.00
Cornwall Council	Bus Rates Library	802715760	378.00	0.00	378.00
Cornwall Council	Bus Rates Pub Conveniences	802385084	145.00	0.00	145.00
Cornwall Council	Bus Rates Council Chambers	802311466	1521.00	0.00	1521.00
Cornwall Council	Garage Rental	34190700166	56.48	9.40	47.08
James Property Services	Fitting Benches	1129	150.00	0.00	150.00
Ray Skelly	Reimburse Rope Christmas Lights install	rope	40.37	6.73	33.64
Festive Lighting	1st Year Lights Hire	17881	1903.24	317.21	1586.03
Newitts.com	Play Parachute - Library	Credit Card	16.99	2.83	14.16
Vistaprint	Town Clerk business cards	Credit Card	14.38	2.40	11.98
GWR	Town Clerk train tickets to conference	Credit Card	18.10	0.00	18.10
Post Office	DVD Postage costs	Credit Card	24.87	0.00	24.87
AVLX	Audio & Visual Equipment War Memorial	70490	1300.80	216.80	1084.00
ICO	Data Protection Annual Fee	Direct Debit	35.00	0.00	35.00
Southern Electric	Antony Road electricity	Direct Debit	59.06	2.81	56.25
Shire Leasing plc	Telephones Lease	Direct Debit	191.29	31.88	159.41
EE	Telephones	Direct Debit	46.82	7.80	39.02
Corona Energy	Gas Supply	Direct Debit	728.50	121.42	607.08
SWALEC	Library Electricity	Direct Debit	322.39	53.73	268.66
Everflow Ltd	Water (Library/Antony Rd pub conv/Council chambers)	Direct Debit	174.38	10.67	163.71

**122-19 Correspondence**

a) Torpoint Rowers Club / Cllr Hocking Freedom of Information Request – P Voaden: -



<p>Following discussion, it is <b>resolved</b> to correspond with Ms Voaden detailing: -</p> <ul style="list-style-type: none"> <li>➤ The S137 grant information presented to the Finance and Personnel Committee (4<sup>th</sup> November 2019) from Torpoint Rowers Club detailing how the grant of £1,000 has been spent;</li> <li>➤ This council is unable to answer specific questions pertaining to Torpoint Rowers Club, suggesting the organisation is contacted directly;</li> <li>➤ Explain Councillor Miss L J Hocking is acting in her capacity as Lisa Hocking, Chairman of Torpoint Rowers Club.</li> </ul> <p>(Councillors Miss R C Baker and K J Moon left the room for this agenda item.)</p> <p>b) Application for Street Trading Consent Williams Ice Cream (Layby on B33247) – Cornwall Council: Noted and recorded the location for the street trading consent is not within the Parish boundary.</p> <p>c) Trago Mills – Discounts for Pensioners’ Week: - Noted and to be circulated.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>123-19 Reports</b></p> <p>a) Neighbourhood Plan: - Councillor G J Davis and the Clerk have a meeting scheduled for Friday 22<sup>nd</sup> November to plan the next steps on the project.</p> <p>b) Torpoint Town Partnership (TTP): - The Chairman detailed forthcoming events, including the highlight event of the year: -</p> <ul style="list-style-type: none"> <li>➤ The Christmas Lights switch on Saturday 30<sup>th</sup> November;</li> <li>➤ Lantern Making Workshop Saturday 23<sup>rd</sup> November;</li> <li>➤ Friday 8<sup>th</sup> May 2020 (Bank Holiday) - proposals to organise a street party in Fore Street, in conjunction with the public houses, with the Torpoint Community Cinema planning a showing of ‘The Dam Busters’ during the same weekend. Councillor J Tivnan BEM advised the Blessing of the Standard is being coordinated for the weekend and the annual Black Prince procession will be on Friday 8<sup>th</sup> May 2020;</li> <li>➤ Torpoint and Rame Peninsula Lions Fair Saturday 18<sup>th</sup> July 2020;</li> <li>➤ Carnival the following week on Saturday 25<sup>th</sup> July 2020;</li> <li>➤ Street market on Sunday 26<sup>th</sup> July 2020;</li> <li>➤ Lantern Making Workshop Saturday 21<sup>st</sup> November 2020.</li> </ul> <p>c) Report from Delegates to Outside Bodies: -</p> <p>i) The report from the Torpoint Archives was noted.</p>	
<p><b>124-19 Date of next meeting: -</b> Thursday 19<sup>th</sup> December 2019.</p>	
<p><b>125-19</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 9.09pm.....Town Mayor</p>	