

The meeting took place in the Main Hall, with Members adhering to social distancing measures which had been implemented by the Government, as a result of COVID-19 (corona virus). The Government measures precluded several members from attending and are recorded in the Apologies for absence.

All meeting papers were made available, the projector and screen were not used.

**OPEN FORUM**

No members of the public were present.

MINUTES of a meeting of Torpoint Town Council held on Thursday 19<sup>th</sup> March 2020 at 7.15pm in the Council Main Hall, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor Mrs. C E Goodman) (Chairman), Deputy Town Mayor (Councillor Miss R A Tanner BEM), Councillors E H Andrews, Mrs. K Brownhill, S J Corbidge MBE, G J Davis, T J Gulley OBE, L E Keise, Mrs. J M Martin, M G Spurling, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) in attendance.

	<b>ACTION</b>
<p><b>178-19 Apologies for absence: -</b> Apologies for absence were submitted on behalf of Councillors Miss R C Baker, Miss L J Hocking, K J Moon and Mrs. R A Southworth.</p>	
<p><b>179-19 Declarations of Interest relating to items on the Agenda: -</b> a) None.</p>	
<p><b>180-19 Planning Applications: -</b> a) PA20/01008 – Certification of Lawfulness for the existing internal alterations to provide an annexe for a dependent relative – 3 Grove Park, Torpoint PL11 2PP. No objections or observations. b) PA20/01712 Single storey extension (to replace existing linked garage – 19 Roeselare Avenue, Torpoint PL11 2LN. No objections or observations.</p>	
<p><b>181-19 Cornwall Council Report: -</b> There was no report received from Councillor M J Crago. G J Davis provided an update on the following:</p> <p><i>Lower Fore Street</i> The proposed Charrette has now been postponed, along with the event being planned in Bodmin.</p> <p><i>Support from Cornwall Council under COVID-19 (corona virus)</i> All support/liaison between Cornwall Council and the Town Council will continue between the Community Link Officer and the Town Clerk. Councillor Davis explained frequent liaison will also continue with other members from the Cornwall Gateway group. Cornwall Council has tasked its emergency response team to COVID-19.</p>	

<p><i>Tamar Bridge and Torpoint Ferry Joint Committee</i></p> <p>Councillor G J Davis explained the LYNHER ferry was due to depart this week for planned re-fit, however the departure has been pushed back to next week. Councillor Davis continued, answering the question posited at a previous meeting, explaining that all maintenance identified has been completed and have included consideration of the refuelling activities. Councillor Davis highlighted that due to the coronavirus the current traffic levels on the Tamar Bridge have been reduced by 25% and the ferry traffic levels have similarly reduced by 20%, which is a significant reduction in planned income. The Tamar Bridge and Torpoint Ferry Joint Committee has highlighted the risk to the financial forecast and will be considering the implications, whilst looking at resilience plans. Councillor Davis added that some planned works on the Tamar Bridge will not be progressing until the situation changes; whilst it is anticipated the programme of refit works to LYNHER at Falmouth Dock will continue as planned. Councillor T J Gulley OBE highlighted the importance of ensuring the continued ferry maintenance programme, particularly as the emergency service are reliant on the ferry service.</p>	
<p><b>182-19 Police Activity Report.</b></p> <p>The Police report was noted; Councillor T J Gulley OBE sought clarification on whether there is any further update having seen the Torpoint Police Facebook post regarding drug seizures in the local area.</p>	
<p><b>183-19 Minutes of the previous meeting.</b></p> <p>The minutes of the previous meeting held on Thursday 20<sup>th</sup> February 2020 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>184-19 Matters arising from the minutes</b></p> <p>a) Industrial noise emanating from Trevol Business Park: - Pursuant to minute 166-19 (a) Councillor S J Corbidge MBE explained that under the current circumstances it is unlikely any Cornwall Council Enforcement activity will continue at the site, adding the activity levels have recently reduced at the site.</p> <p>b) Cornwall Council/Antony Road public conveniences: - Pursuant to minute 166-19 (b) the Clerk explained the discussions around the proposed location of the temporary public conveniences are continuing. A draft specification for the proposed replacement toilets was circulated and it was agreed for the Clerk to respond to Plymouth Boat Park highlighting the proposed store does not need to utilise the entire space on the site and this should be reduced, adding this space would be better utilised for the public toilets themselves. It was <b>resolved</b> that the contractual / legal situation for 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 197-19 below]. The Clerk reported Plymouth Boat Park has advised that work on three developments in the town has now commenced, The Gardens, Fore Street - Harbour Lights and Lower Harbour Lights.</p>	Clerk
<p><b>185-19 Mayor's Communications</b></p> <p>The Chairman thanked all Members and employees, plus Father Michael Brown for their support, during this crisis; highlighting this Council has a wide variety of skills and attributes which will be invaluable during the unprecedented times ahead.</p> <p>The Chairman detailed attendance at Saltash Civic Service on Sunday 15<sup>th</sup> March 2020, adding it was a useful opportunity to converse with local Mayors. The Chairman continued that all future events are now cancelled due to COVID-19, adding in the last few days contact has been made with the following:</p>	

- Managers at the local supermarkets
- Local traders
- Penntorr Health
- Father Brown
- Foodbank (the Torpoint volunteer responsible for the local delivery and collection point).
- Email correspondence from Captain Harris at HMS RALEIGH.

The Chairman gave personal thanks to the Torpoint Community Markets group [which includes Deputy Town Mayor (Councillor Miss R A Tanner BEM), Councillors Mrs. J M Martin, Mrs. R A Southworth (who are not acting in a Councillor capacity) and Mrs Jenny Hughes] for setting up the community of volunteers over the last few days.

**186-19 COVID-19 (Corona Virus).** To discuss and agree potential measures to be put in place.

The Chairman presented a paper, compiled 19<sup>th</sup> March, of Emergency Measures, using information shared by CALC (Cornwall Association of Local Councils) briefing dated 17<sup>th</sup> March 2020.

a) It was agreed the Council should adopt a broad delegation which allows it to continue to operate outside of meetings until such time as the advice changes. Rather than using physical meetings, the Council should use email and its website as far as possible to replicate debate and the gathering of public opinion. The legislation allows for the Council to delegate to an Officer, but not individual members and the resolution reflects the law. It is therefore **resolved** that this Council delegates authority to the Clerk in consultation with the Mayor, Deputy Mayor plus Councillors E H Andrews [Chair of the Asset Management and Operations Committee] and Mrs. J M Martin [Chair of the Finance and Personnel Committee] to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the Coronavirus pandemic, informed by consultation with the members of the Council.

b) It is **resolved** that the Best Value Statement (copied provided), Paragraph 1 is temporarily amended and increased to "Goods under £2,500 – delegated to the RFO to purchase".

c) It is further **resolved** that these Covid-19 Emergency Measures shall be reviewed and adopted at each Full Council meeting until further notice.

d) Financial Regulations Note: Paragraph 8.5 of Standing Orders allows the Clerk & RFO delegated authority to authorize the payment of items in certain circumstances including; "If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the RFO is satisfied that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or committee." Members were reminded that should payments become due before a scheduled meeting takes place the Clerk & RFO will contact the Authorised Account Signatories to make payments are completed.

e) WhatsApp Group – a WhatsApp group has been created for Town Councillors and Officers. It is form of engagement and can be used for group text conversation and the use of the group is optional. It is intended to be informal in nature, members of the group are asked to remain respectful and no confidential matters should be discussed using this forum. All decisions undertaken through the emergency period will be communicated through the Councillors email in a similar manner to which current communication takes place. Agreed timings for use of WhatsApp are between 0900 and 1900hrs.

f) Library and Community Hub – The Clerk explained the decision to close Torpoint Library and Community Hub from this Saturday 21<sup>st</sup> March at 12:15pm. Having considered the risks to members of the public, who are currently being asked to abide by the Government guidance for hand washing

and social distancing, the measures to discourage socialising cannot be enforced in the building, as this is the very nature of the building. The Clerk detailed the risks to the staff, providing more background about individuals circumstances, highlighting the decision to close had been carefully considered and by planning the forthcoming closure before a likely Government enforcement, this enables the process to be better managed. Councillor S J Corbidge MBE questioned the decision, highlighting the 'Community Hub' building is for the community explaining the Council would not want to promulgate a negative message to the residents by prematurely closing the Community Hub. Councillor M G Spurling was concerned that the closure of the Library and Community Hub would prevent 'physical books' being borrowed. The Clerk re-iterated the decision taken and was supported by several Councillors. A suggestion to offer a telephone Information Service, providing signposting information was put, this will be implemented from Monday 23<sup>rd</sup> March. Councillor Mrs. J M Martin explained the Torpoint Community Markets leaflets which have been distributed in the town, whereby a local volunteer provides support to an individual/isolated family and can also provide signposting to additional support that is available.

g) Staffing – All employees are currently continuing to be paid; Government guidance will be considered and reviewed during the crisis and amended where necessary.

h) Parks/Public Conveniences – The disabled toilet at each site will remain open and will be intermittently cleaned, notices to advise will be displayed. Government guidance on parks will be followed and closed where appropriate.

i) Licensees – It is **resolved** to offer an interest free 'three-month holiday period' from 1<sup>st</sup> April 2020 to Licensees for Licence charges with delegated authority to the Clerk, plus four Members as detailed [minute number 186-19 (a)], to consider and amend the service charges accordingly during the same period and should the crisis continue, there is an opportunity to extend the holiday period. Payment of charges incurred from the holiday period, are required to be paid by 31<sup>st</sup> March 2021.

j) Events – The VE Day 75 celebrations have been postponed in Plymouth, it is **resolved** to postpone the VE Day 75 event in Torpoint. Councillor J Tivnan BEM highlighted there is an opportunity to re-organise an event in line with VJ Day instead (in August). A decision on the Freedom of Torpoint is awaited from RALEIGH.

k) Use of facilities – Following an enquiry from a local contractor to hire the Council Chambers kitchen during the crisis, authority is delegated to the Clerk to respond on this matter.

l) Others – It was agreed that, until the Government advice changes, Committee and Council meetings with social distancing can continue, similarly the May Annual meeting. It is acknowledged this situation will be reviewed and changed on any further advice from the Government.

Clerk

Clerk

**187-19 Minutes of the Asset Management and Operations Committee**

It was **resolved** the minutes of the meeting held on Thursday 2<sup>nd</sup> February 2020 (as circulated) are received and the recommendations contained in the minutes 111-19AMO (Operational Report – weed spraying of payments) and 116-19AMO (a) (Local Maintenance Partnership 2020 - 2021) are adopted and implemented.

**188-19 Minutes of the Finance and Personnel Committee**

It was **resolved** the minutes of the meeting held on Monday 2<sup>nd</sup> March 2020 (as circulated) are received and the recommendations contained in the minutes 110-19F&P (c) (Budget monitoring) and 99-19F&P) and 111-19F&P (g) (Town Beach – email to the Mayor – P Voaden) are adopted and implemented.

<p>Pursuant to minute 111-19F&amp;P (a) (Section 137 Grant Application Form Torpoint and Rame Youth Project) Councillor S J Corbidge MBE was invited to provide an update having attended a meeting with the staff, volunteers and young people who attend Torpoint and Rame Youth Project. Councillor Corbidge detailed his observations, highlighting the number of regular attendees is between 16 to 20 young people. Following Councillor Corbidge's explanation the recommendation was put, it was seconded and it is <b>resolved</b> to grant £5,000.00 of S137 grant funding to the continued running of Torpoint and Rame Youth Project, subject to agreement of the standard terms and conditions of S137 grant funding.</p> <p>Pursuant to minute 111-19(F&amp;P) (g) (Town Beach – email to the Mayor – P Voaden) the Clerk explained the Solicitor's charge will be £50.00 (plus VAT) for the work.</p> <p>Pursuant to minute 107-19F&amp;P (c) (Council Staffing Report) it was <b>resolved</b> that this item would be considered with the Public and Press excluded as contains sensitive staffing information [see minute 197-19 below].</p>	<p>Clerk</p>
<p><b>189-19 Minutes of the Development and Localism Committee</b></p> <p>It was <b>resolved</b> the minutes of the meeting held on Thursday 5<sup>th</sup> March 2020 (as circulated) are received and the recommendations contained in the minutes 121-19D&amp;L (a) (Devolution of a programme of assets/services – recruitment of a part time Caretaker and 125-19D&amp;L (b ii) (Library update – Deed of Variation) are adopted and implemented.</p> <p>Pursuant to minute 121-19D&amp;L (a) (Devolution of a programme of assets/services – recruitment of a part time Caretaker) it was <b>resolved</b> that additional information on this item would be considered with the Public and Press excluded as it contains sensitive staffing information [see minute 197-19 below.</p> <p>Pursuant to minute 121-19D&amp;L (e) (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 197-19 below].</p> <p>Pursuant to 128-19D&amp;L (a) (Localism Climate Change – Climate Emergency) with the Chairman's indulgence the recommendation was withdrawn and will be re-considered at a more appropriate time in the future.</p>	
<p><b>190-19 Question of which notion has been given or notice of motion.</b></p> <p>Submitted by Councillor K J Moon - Light up Torpoint for Awareness – "I propose that this council investigates the potential to illuminate buildings or monuments within the town in different colours. The aim of such an undertaking is to alert residents and to raise awareness of local and national campaigns. For example, Myalgic Encephalomyelitis – Blue, Breast Cancer – Pink, Domestic violence and abuse – Purple." In the absence of Councillor K J Moon, the Town Mayor (Councillor Mrs. C E Goodman) proposed the motion, which was seconded by Councillor G J Davis and it was <b>resolved</b> to Light up Torpoint for awareness.</p>	
<p><b>191-19 Torpoint Ferry Statistics</b></p> <p>The report, as circulated, was considered and noted.</p>	
<p><b>192-19 Financial Comparison</b></p> <p>It was <b>resolved</b> that the February 2020 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. The Clerk explained accounting support has been sought, which will be extremely beneficial when completing the work on Year-end accounts.</p>	

**193-19 Accounts for payment**

PAYEE	REASON	Invoice/Reference No.	GROSS (£)	(VAT) (£)	NETT (£)
James Property Services	Adjust door to room 5 & repair to Antony Road toilet	1165	140.00	0.00	140.00
Armada Electrical	install sockets & Lights in Room 3	620	388.22	0.00	388.22
Armada Electrical	relocate & install x 2 double sockets in room 5	520	128.00	0.00	128.00
Reach PLC	Job Advertisement - Operations Manager	5163734	576.00	96.00	480.00
complete Business Solutions	Stationery	SINV02217410	38.97	6.49	32.47
KSS CRC Ltd	Probation Jan & Feb 2020	197	895.99	149.33	746.66
RD Johns	library café stock	166494	4.60	0.00	4.60
Kathy's Fruit & Veg	Library café stock	77	10.20	0.00	10.20
BT	Bar area phone	WW34112427	27.46	5.50	27.50
RD Johns	Library St Piran's Day	169475	61.26	5.06	56.20
James Property Services	urinal council chambers	1170	45.00	0.00	45.00
ASG Security	emergency lighting repairs and replacements	33517	267.59	44.60	222.99
Rabarts	cleaning items probation	0003/00009370	5.05	0.84	4.21
Spot on Supplies	cleaning products	21488741	9.23	1.54	7.69
RD Johns	café stock library	174121	4.60	0.00	4.60
Cornish Tea and Coffee	café stock library	SL35318	30.90	0.00	30.90
WPS Hallam	Insurance Renewal	43470303	3,026.68	0.00	3,026.68
Don Benson	Clock Winding	18	48.00	0.00	48.00
Clear Sight Window Cleaners	Council chambers Window Cleaning	E-5-1	70.00	0.00	70.00
PWLB	Loan Repayment	PW486002	17,599.99	0.00	17,599.99
Everflow	Water Rates	504720	280.12	17.61	262.51
SSE Southern Electric	Electricity Council chambers	38617 78310	1270.53	211.75	1058.78
Corona	Gas invoice at the chambers	15098099	1162.50	193.75	968.75
EE	Staff Mobiles	VO1732705062	46.82	7.80	39.02
SSE SWALEC	Electricity Library	51789712 0008	268.56	44.76	223.80
SSE Southern Electric	Gas at Library	91812424 0002	459.22	76.53	382.69
Clifford Motors	Fuel for Probation strimming	CC	5.91	0.99	4.92
Amazon	Replacement Light tubes for Library	CC	57.52	9.59	47.93
XERO	Monthly finance software subscription	INV 5669859 - CC	28.80	4.80	24.00

Amazon	paper post library	1169155145- 2020-25350 - CC	5.95	0.99	4.96	
<b>194-19 Correspondence</b> a) Lease of Play Parks – Curtis Whiteford Crocker Solicitors: - Noted. b) Record of revised details of Public Sector Deposit Fund account – The Public Sector Deposit Fund CCLA: - Noted. It was further <b>resolved</b> to invest £50,000 from the Council current account into the Public Sector Deposit Fund – CCLA, as approved under the Council’s Investment Strategy in February 2019 (minute number 193-18). c) Addressed to Mr C R Harris confirmation of changed contact details – CCLA: - Noted.						Clerk
<b>195-19 Reports</b> a) Neighbourhood Plan: - Councillor G J Davis highlighted the Clerk’s workload and was keen to press ahead with the evidence needed to support the work on the Neighbourhood Plan. b) Torpoint Town Partnership (TTP): - The Chairman thanked members of the TTP for all the hard work towards forthcoming events which will now unfortunately be cancelled due to the coronavirus. c) Report from Delegates to Outside Bodies: - i) The Chairman, accompanied by Councillors S J Corbidge MBE, C R Still and J Tivnan BEM, met with the Head Gardener from Antony House, at Sparrow Park and advice about planting the middle section, has been welcomed. The Chairman detailed the specific planting regime and it was agreed to progress these planting proposals, when time and the coronavirus permits.						Clerk     The Mayor
<b>196-19 Date of next meeting: -</b> Thursday 16 <sup>th</sup> April 2020. It was acknowledged by all present the next meeting is unlikely to proceed in this format due to the coronavirus, all Government advice and guidance about future meetings will be considered and adhered to.						
<b>197-19</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)).						
Meeting closed at 9.52pm..... Town Mayor						