



## TORPOINT TOWN COUNCIL

The meeting took place Virtually, using Zoom. All members had been encouraged (in advance) to join the virtual meeting as well as being given the opportunity to join the meeting via telephone 'dial in'. Members of the public had been given the opportunity to email any questions in advance for Open Forum, there were none received.

The Chairman welcomed everyone to the meeting and affirmed that each individual Councillor could hear and could respond (unmute/mute microphones) prior to the start. The Chairman explained the virtual voting procedure, whereby a show of hands (from Councillors visually on Zoom) and anyone dialling in would be asked to give their vote verbally – all understood the proceedings.

Fr. Michael Brown led prayers before the meeting.

MINUTES of the **VIRTUAL** Annual meeting of Torpoint Town Council held on Thursday 21<sup>st</sup> May 2020 at 6.30pm via the **Zoom** link

<https://us02web.zoom.us/j/83720688166?pwd=Q3lIS2l3amFBTDZHMVRmaVJCK3NKQT09>

Meeting ID: 837 2068 8166, Password: 904089 OR One tap mobile: +442034815237, 83720688166#, 1#,904089# United Kingdom

**Virtually Present:** - Town Mayor (Councillor Mrs. C E Goodman) (Chairman), Deputy Town Mayor (Councillor Miss R A Tanner BEM), Councillors E H Andrews, Miss R C Baker, 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) and Town Council Support Officer in attendance.

	ACTION
<p><b>01-20 Notes of Systems and Procedures Working Party meeting held 6<sup>th</sup> May 2020: - a) The recommendation for the re-Election of Town Mayor (Councillor Mrs. C E Goodman) and re-election of the Deputy Town Mayor (Councillor Miss R A Tanner BEM for the Civic Year 2020-2021.</b></p> <p>The Town Mayor (Councillor Mrs. C E Goodman) introduced the agenda item. Councillor Mrs. J M Martin proposed that Councillor Mrs. C E Goodman be re-elected to serve as Town Mayor and Councillor Miss R A Tanner BEM be re-elected to serve as Deputy Town Mayor for the civic year 2020-2021, highlighting the current unprecedented situation, which would be best served by maintaining the continuity of Town Mayor and Deputy Town Mayor. Councillor E H Andrews seconded the proposal re-iterating Councillor Mrs. Martin's comments. The Chairman called for any other nominations and there being none the motion was put. Unanimously Councillor Mrs. C E Goodman was duly elected to serve as Town Mayor and Councillor Miss R A Tanner BEM was duly elected to serve as Deputy Town Mayor for the civic year 2020-2021. Councillor Goodman virtually signed the Declaration of Acceptance of Office, which will be forwarded to the Clerk.</p> <p>The Town Mayor (Councillor Mrs. C E Goodman) explained that ordinarily a review of the civic year 2019-2020 along with the future intentions of the Council for 2020-2021 would be given. However, during these uncertain times, with meetings being conducted virtually, the Mayor explained that she is honoured to be elected to continue and is very much looking forward to the time when all Councillors and residents' can once again be together. The Mayor congratulated Councillor Miss R A Tanner BEM on her re-election as Deputy Mayor and thanked her for all her support during their first civic year as Mayor and Deputy Mayor.</p>	Mayor

<p><b>02-20 Apologies for absence: -</b> Apologies for absence were submitted on behalf of Councillors Mrs. K Brownhill and Mrs. R A Southworth.</p>	
<p><b>03-20 Other Members not present: -</b> Councillors S J Corbidge MBE, Miss L J Hocking and K J Moon.</p>	
<p><b>04-20 Declarations of Interest relating to items on the Agenda: -</b> There were no declarations of interest.</p>	
<p><b>05-20 Notes of Systems and Procedure Working Party meeting held 6<sup>th</sup> May 2020 (continued): -a) The recommendation that 'Zoom' is the preferred video conferencing software used for Council meetings, in the immediate future.</b> The Town Mayor proposed that having now trialled Zoom for virtual meetings, 'Zoom' is the preferred video conferencing software used for Council meetings, in the immediate future. Councillor E H Andrews seconded the proposition. Councillor Miss R C Baker highlighted that it is hoped that eventually 'socially distancing' meetings would again be held in the Council Chambers, adding that her employer currently operates virtually using 'Teams'. Councillor Andrews added that although aware of other conferencing software that is available, Zoom is in the immediate term the preferred method. Councillor G J Davis wished to acknowledge that some Councillors are reluctant to use Zoom and having had extensive use of various different conferencing software he highlighted the importance of a good internet connection. The vote was taken and it is <b>resolved</b> that Zoom is the preferred video conferencing software used for Council meetings, in the immediate future.</p> <p>It was noted that all Committee meetings will re-commence virtually and following discussion it is agreed to maintain the 6.30pm start time [for all meetings] for consistency, for the foreseeable future.</p>	Clerk
<p><b>06-20 Appointment Committees, Working Parties and Outside Bodies for the Civic Year 2020-2021: -</b> The Town Mayor called for nominations for members to serve on Committees, Working Parties and Outside Bodies for the civic year 2020-2021 and subsequently proposed that the list as circulated is adopted and implemented and that those members so listed are appointed to serve on Committees, Working Parties and Outside Bodies. Councillor E H Andrews seconded the proposition. The Town Mayor called for any other propositions or amendments and Councillor G J Davis requested to make an amendment and to be included as Committee member of the Finance and Personnel Committee. This amendment was put and the Council adopted the list of members, with Councillor G J Davis added, as duly appointed to serve on the relevant Committees, Working Parties and Outside Bodies for the civic year 2020-2021.</p>	
<p><b>07-20 Planning Applications: -</b> None.</p>	
<p><b>08-20 Cornwall Council Report: -</b> Councillor G J Davis reported: -</p>	

<p><i>Tamar Bridge and Torpoint Ferry</i>  Torpoint Ferry - the refitted Lynher Ferry is back with less than two weeks delay, which is a great achievement with the Covid-19 restrictions in place. Due to publicised gantry issues it will not enter service until July. The restart of tolling is planned for 1<sup>st</sup> June with toll collection being undertaken on shore. This is subject to the bridge infrastructure being in place for contactless payments and a coin chute type arrangement.</p> <p>The stopping of tolling for the past 8 weeks or so has had a catastrophic effect on the finances. Discussions with the parent authorities for short term loans and the Government for support are underway. The Joint Committee will hold a virtual meeting in June to review the budget and explore funding options. With traffic expected to be down for some time and the Tamar Bridge Act requiring the enterprise to be self-funded, it is looking likely a toll increase will need to be considered.</p> <p><i>Saltash Household Waste Recycling Centre (HWRC)</i>  The delay in reopening is due to the small site and the lack of a slip road to handle queuing traffic. Heads of terms have been agreed with the Travel lodge across the road, to use the ring road across the roundabout at Carkeel as a queuing system. It is hoped that this can be formally agreed for the HWRC to open week commencing 1<sup>st</sup> June 2020.</p> <p><i>Jetty for Torpoint</i>  After delay due to Covid-19 the contract with Arcadis (the lead consultants) has commenced and the first meeting is planned for next Wednesday (27<sup>th</sup> May).</p> <p><i>Cycling</i>  The Government has announced funding for cycling and walking routes and there are discussions about how this may be implemented. If any-one has ideas for Torpoint please advise Councillor Davis.</p> <p>Councillor E H Andrews put forward the suggestion that this Council should give their support, via the local MP, to enable the Tamar Bridge and Torpoint Ferry to source the funding needed to maintain this essential service. This prompted question and subsequent debate about the reason behind the initial decision to stop charging tolls to use the Tamar Bridge and Torpoint Ferry. Councillor Davis clarified that all the local MP's [in South East Cornwall and in Plymouth] had indeed been involved in endeavouring to secure future funding to enable the future financial stability of the service. Councillor Mrs. J M Martin proposed that a letter from this Council supporting any funding requests/bids is forwarded to the local MP for South East Cornwall [Mrs. S Murray MP], this was seconded by Councillor E H Andrews and it is <b>resolved</b> to forward the correspondence as per the proposal.</p> <p>There was no report from Councillor M J Crago.</p>	Clerk
<p><b>09-20 Police Activity Report: -</b>  The Police activity report is noted.</p>	
<p><b>10-20 Minutes of the previous meeting</b>  The minutes of the previous VIRTUAL meeting held on Thursday 30<sup>th</sup> April 2020 were taken as read, confirmed and will be signed by the Mayor in due course.</p>	

<p><b>11-20 Matters arising from the minutes</b>  a) Cornwall Council/Antony Road public conveniences: -  Pursuant to minute 1784-19 (b) (from a previous meeting) the Clerk highlighted that due to Covid-19 there was no further update on this project.</p>	
<p><b>12-20 Mayor's Communications</b>  The Mayor acknowledged there are a number of Councillors not present at this virtual meeting due to the use of Zoom video conferencing software and wished to respectfully remind all members of the six-month attendance rule. [Councillors not attending are counted as absent from the meeting and will lose their seat after six calendar months unless the council grants an extension to their apologies for a significant reason.]  Activities undertaken by the Mayor  <b>Friday 1<sup>st</sup> May 2020</b> Photograph of The Mayor and Consort with the 'Support the NHS' flag.   <b>Wednesday 6<sup>th</sup> May 2020</b> 10am Virtual Zoom meeting with the Mayors of Cornwall.   <b>Friday 8<sup>th</sup> May 2020</b> V.E. Day 75th Anniversary Celebrations  Mayoral Address recorded and streamed on the Torpoint &amp; Rame V.E. Day Celebrations 2020 dedicated Facebook page.   <b>Saturday 9<sup>th</sup> May 2020</b> Judging of the Torpoint V.E. Day Competition entries for the Best Picture (under 16 years) and the Best Dressed Window.   The Mayor highlighted recent correspondence forwarded to all Councillors from the Devon Junior Minor League Secretary Mark Rowles about the campaign 'DJM Keep Active Crowdfunder' – the link is as follows and it contains far more information including quotes for young people: <a href="https://crowdfunder.co.uk/djmkeepactive">https://crowdfunder.co.uk/djmkeepactive</a>. The Mayor explained that any funds donated from the Torpoint community will go towards supporting local teams.   a) Report from Local Community Markets.  The Chairman invited the Deputy Mayor (Councillor Miss R A Tanner BEM) to provide a report from the Local Community Markets on the volunteering effort undertaken. (It is noted the Deputy Mayor is a member of the Local Community Markets in the capacity of Miss R A Tanner BEM.) The Deputy Mayor explained the volunteering effort is still continuing, with shielding members of the community still needing shopping, prescriptions collected and general errands to be undertaken. Many elderly residents are apprehensive and nervous about venturing outside and it is likely this will continue for the foreseeable future. The distribution of the leaflet to all households has prompted others to be in touch and the Deputy Mayor thanked all those who had been involved in the production and timely delivery of the leaflet.   The 'Community Kitchen' has not yet started, as explained last month Councillor S J Corbidge MBE is looking into this, adding there has been a substantial increase in the numbers requiring assistance from the Foodbank, since the Local Community Markets set up the satellite distribution centre. The Deputy Mayor explained Councillor Mrs. J M Martin is now leading on the Foodbank distribution centre and suggested an update from Councillor Martin would be beneficial. The Mayor minuted thanks to the Deputy Mayor and</p>	<p>Q</p>

<p>all members of the Local Community Markets for continuing to manage and support the volunteering effort.</p> <p>The Chairman invited Councillor Mrs. J M Martin to provide an update on the satellite Foodbank Distribution Centre. (It is noted Councillor Mrs. J M Martin is a member of the Local Community Markets in the capacity of Mrs J M Martin.) Councillor Mrs. J M Martin explained that local collection points have been set up for items such as toiletries, cleaning materials, nappies etc. and there have been a recent increase in donations. All food which is donated is transferred to the Liskeard and Looe Foodbank Centre at Liskeard and then is packaged ready for distribution to all those in need in the local area. There has been a significant increase in the number of families being supported by the Foodbank, since the Covid-19 crisis and requests for Foodbank boxes are received daily. Councillor Martin minuted thanks to Councillor M G Spurling and Mrs. G Spurling for transporting a large quantity of Foodbank boxes from Liskeard and the commencement of the project. The Mayor extended thanks to Councillor Mrs. J M Martin, Councillor M G Spurling and all those who had been involved with setting up the satellite Foodbank distribution centre.</p> <p>b) Request for leave of absence from Councillor Mrs. R A Southworth. The Mayor detailed correspondence from Councillor Mrs. R A Southworth indicating she had been unwell over the last few months and anticipated she would need to have a leave of absence from the Council for a period of up to six months, whilst recovering from an operation. [The last meeting attended by Councillor Mrs. R A Southworth is noted as Monday 2<sup>nd</sup> March 2020 – Finance and Personnel Committee.] It is <b>resolved</b> to note this leave of absence, with all Councillors wishing Councillor Mrs. R A Southworth a speedy recovery.</p> <p>c) Cancellation of Civic Parade and Service 2020. The Mayor explained the planned Civic Parade and Service (July 2020) would not be able to proceed in the current format and it is hoped that another event can be planned in the not too distant future. Councillor J Tivnan BEM was invited to detail the Summer events which disappointingly had also had to be cancelled.</p>	
<p><b>13-20 Register of 'Delegated Decisions' as at 15<sup>th</sup> May 2020: -</b> The Register of Delegated Decisions as at 15<sup>th</sup> May 2020 (as circulated) was considered and it was <b>resolved</b> to approve the document. It was noted that as meetings and Committees will be returning to 'business as usual', although the delegated group of four Councillors plus the Clerk remains, this group should not need to take any delegated decisions on behalf of the Council.</p>	
<p><b>14-20 Torpoint Ferry Statistics: -</b> The Torpoint Ferry statistics report is noted. The Mayor expressed her concern having heard about the recent abuse/attack made on employees whilst working on the Torpoint Ferry.</p>	
<p><b>15-20 Financial Comparison</b> The Clerk explained the position with the completion of the Annual Year-end Accounts. Following the hasty and unplanned departure of the previous Responsible Finance Officer, who had been employed by the Town Council in various capacities for the past 25 years, the Council approved the appointment of the Town Clerk as Responsible Finance Officer in</p>	



addition to the current role as Proper Officer. As no comprehensive handover took place, the existing Officers have spent a considerable amount of time compiling data and implementing upgraded processes, including a professional financial software package. This together with assistance of a Financial Consultant, who was recommended by the Internal Auditor, has enabled completion of works towards the production of the Year End Accounts. Communication with the Internal Auditor is ensuring this will be completed in a timely fashion under challenging circumstances which have been compounded by the current Covid-10 crisis.

It was **resolved** that the March 2020 Financial Comparison (as circulated) is received and adopted. It was reported that 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 T J Gulley OBE questioned whether the Council would see a substantial decrease in planned expenditure for the 2020-2021 budget, due to Covid-19. The Clerk explained that although consumables will have decreased, along with service expenditure, Council employees had not been furloughed and therefore the overall revenue budget for the full year would not see any substantial change in expenditure.

#### **16-20 Accounts for payment**

<b>PAYEE</b>	<b>REASON</b>	<b>Invoice/Reference No.</b>	<b>GROSS (£)</b>	<b>(VAT) (£)</b>	<b>NETT (£)</b>
Cornwall Council	Garage rental 04.05 - 31.05.20	34190700166	58.04	9.68	48.37
Biffa	Library Waste collection	522T23583	26.30	4.38	21.92
Biffa	Council Chambers waste collection	522T23582	136.51	22.75	113.76
Western Web	Domain renewal 2 year	21700	54.00	9.00	45.00
Don Benson	Clock winding	1	60.00	0.00	60.00
Print Options	Covid 19 Leaflet printing	12520	350.00	0.00	350.00
BT	Bar area bill May 2020	WW34112427	35.04	5.84	29.20
Amicus Compliance Solutions	Legionella Training Greg	100307	78.00	13.00	65.00
James Property Services	Annexe Fire Safety Works	1182	727.00	0.00	727.00
LRM	Amendments & meeting NDP	2328	780.00	130.00	650.00
Cornwall Council	Bus Rates Library June 20	802715760	384.00	0.00	384.00
Cornwall Council	Bus Rates Council Chambers June 20	802311466	652.00	0.00	652.00
Cornwall Council	Bus Rates Pub Con June 20	802385084	147.00	0.00	147.00
Corona	Gas at Council Chambers	15218022 – DD	921.62	153.6	768.02

SSE	Library Gas	91812424 0004 – DD	198.04	9.43	188.61
SSE	Elec Pub Con	11788490 0004 – DD	58.65	2.79	55.86
SSE SWALEC	Elec Library	51789712 0010 – DD	373.28	62.21	311.07
Shire Leasing	Telephone Leasing Contract	396335 – DD	149.29	24.88	124.41
EE	Mobile phones	V0175284350 4 – DD	89.23	14.87	74.36
Everflow	Water Rates	554514 - DD	22.47	0.74	21.73
Adobe	Adobe Reader software	IEE202000172 1210 - CC	12.64	-	12.64
Amazon	Printer cartridges for Town Clerk	203-6857148- 3092347 - CC	80.18	13.37	66.81
Post office	Postage	CC	2.45	-	2.45
Flags4sale.com	NHS supporter Flag	342 - CC	75.00	12.50	62.50
Amazon	Inglefield Clips for flag	203-2786997- 1878723 - CC	10.99	1.83	9.16
Xero	Account Software	6043873 - CC	28.80	4.80	24.00

**17-20 Correspondence**

a) Sheviock Parish Council – Torpoint Library & Community Hub grant 2020-2021: -  
On behalf of the Council the Mayor thanked Sheviock Parish Council for the contribution from their precept towards Torpoint Library and Community Hub. The Clerk explained they have already been thanked on behalf of the Council.

**18-20 Reports**

a) Neighbourhood Plan: -  
A recent virtual Skype meeting has restarted the work to further progress the Neighbourhood Plan.

b) Report from Delegates to Outside Bodies: -  
None.

**19-20 Date of next VIRTUAL meeting: -**

Thursday 18<sup>th</sup> June 2020.

Meeting closed at 7.37pm .....Town Mayor