



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.

Fr. Michael Brown led prayers before the meeting.

MINUTES of the **VIRTUAL** meeting of Torpoint Town Council held on Thursday 16th July 2020 at 6.30pm via the **Zoom** link

<https://us02web.zoom.us/j/83939538509?pwd=WE5jM3g2OTM0dHYwUjdhcm1rUU1YUT09>

Meeting ID: **839 3953 8509**

Password: **092899**

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, Mrs. K Brownhill, S J Corbidge MBE, G J Davis, Miss L J Hocking, Mrs. J M Martin, K J Moon, M G Spurling, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance.

	ACTION
<p>38-20 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors T J Gulley OBE, L E Keise and Mrs. R A Southworth.</p>	
<p>39-20 Declarations of Interest relating to items on the Agenda: - None.</p>	
<p>40-20 To approve the Annual Return and Accounts for 2019 -2020 a) Annual Governance Statement and b) Accounts Statement, Financial Statement and Internal Audit Report: - (both agenda items taken together) The Clerk presented the annual governance statement that is part of the Annual Return, to members for consideration. The Clerk drew attention to the internal audit report and the response record to this report précised here.</p> <ul style="list-style-type: none"> ➤ The Clerk highlighted the recommendation to 'Review risk management arrangements and internal controls' explaining that although the Council does review some individual risks at regular Committee meetings a full council review of risk management arrangements had not been undertaken. The Clerk explained this was primarily due to the sudden and rapid departure of the previous RFO (Responsible Finance Officer), mid-year, who had been employed with this Council for over 25 years, which then led to a change in roles and responsibilities for the Clerk, who is now the Clerk & RFO. <i>Action:</i> Clerk to ensure the risk management arrangements are immediately reviewed and presented at the August Council meeting. The Clerk explained Councillor T J Gulley OBE had made significant progress with undertaking a review of the risk management arrangements. ➤ Risk assessment and internal controls – Coronavirus pandemic – <i>Action:</i> a formal appraisal of the impact of the Coronavirus, including the financial impact on the 	Clerk

<p>budget management processes and reserves policies will be presented to the September Finance and Personnel Committee meeting.</p> <ul style="list-style-type: none"> ➤ Investment Strategy Review – <i>Action:</i> undertake a formal review of the Investment Strategy and present to the September Finance and Personnel Committee meeting. ➤ Budget setting recording – <i>Action:</i> for clarity, in future at full Council meetings specifically resolve to approve the budget and the precept including the amount, in all minutes. ➤ Library banking should take place regularly – <i>Action:</i> The Community Hub and Library Development Manager to implement a process for regular banking. ➤ Pay increases for staff transferred under TUPE arrangements appear to have been implemented by the payroll provided (the relevant staff's former employer) without reference to the Town Council - <i>Action:</i> Obtain confirmation from former employer (and payroll provider) of pay increases for staff transferred under TUPE and ensure a system/process is in place to advise this Council of any future salary changes. 	<p>Clerk</p> <p>Clerk</p>
<p>Councillor Mrs. J M Martin volunteered to support the Clerk with the immediate actions identified by the Internal Auditor and will ask for Councillor Gulley's assistance with this. Councillor S J Corbidge MBE questioned the Clerk about the pay increases for staff transferred under TUPE arrangements asking for more a detailed understanding of costings for the employees. The Clerk endeavoured to answer the question posited, recalling the budget debate about employee terms and conditions, which took place in November 2019. The Clerk was unable to fully answer the question posited as this time.</p>	<p>Cllr Martin / Clerk</p> <p>Clerk</p>
<p>Councillor Mrs. J M Martin highlighted the difficulties the Council has experienced with the sudden changes to key finance personnel last year, explaining how the Officers have worked diligently and with the support from the financial consultant, the Officers have enabled the Council to continue to meet its financial requirements. Councillor Martin minuted thanks to the staff.</p>	
<p>The Clerk presented the accounts statement that is part of the Annual return, the Council financial accounts and supporting statement to members for consideration. The Clerk drew attention to the Explanation of Variances including:</p> <ul style="list-style-type: none"> ➤ A 90.56% increase in Total Other Receipts – includes Grant for Library £28,750.00 from Cornwall Council, Donation for Library from Sheviocck Parish Council £1,359.50, Donations for War Memorial £3,516.72, Great British High Street Grant £2,000.00. ➤ A 59.23% increase in Staff Costs – includes TUPE of Library staff from Cornwall Council (x 4), plus 1 new staff member ➤ A 46.09% increase in All Other Payments – for Library refurbishment £33,132.00, Payment for War Memorial supply and install £11,118.26. 	
<p>After considering the sections in the Governance Statement it was resolved that the document is approved by Council and the Mayor to <i>virtually</i> sign and the Clerk to sign the document on behalf of the Council.</p>	<p>Clerk</p>
<p>The Clerk presented the Internal Audit section of the AGAR (Annual Governance and Accountability Return) and confirmed the control objectives were achieved by Council for the 2019-20 financial year, with the exception of Number 5. 'Assessment of the risks facing this authority' and it was resolved that the documents are approved and the Mayor to <i>virtually</i> sign and the Clerk to sign the documents on behalf of the Council.</p>	<p>Clerk</p>

<p>41-20 Planning Applications: - None.</p>	
<p>42-20 Cornwall Council Report: - Councillor G J Davis reported: -</p> <p><i>Cllr M J Crago</i> sends his apologies following a recent operation, he is recovering well. Whilst he is unable to represent the West Ward, Councillor Davis has volunteered to support the covering of emerging issues that may arise.</p> <p><i>Rugby Club</i> - Conditional planning permission has been given for the Rugby Club to move to a new site off the top of Trevol Business Park. This is a big step forward and if they can satisfy the conditions and secure the rest of the funding required to develop the facility, it will open up a new development off Defiance Field that should include a supermarket and much needed housing in the town. Meetings are in place in the coming weeks to identify the next steps.</p> <p><i>Charrette</i> - Planning continues for the event in the Autumn, meetings have been undertaken to see how this will be possible under potential possible restrictions; it may be the event is postponed further.</p> <p><i>Adela Road</i> - It is great to see the road being improved to a significantly higher standard, it was in 2017/18 that the Council managed to get this added to the 5-year capital works programme. Councillor Davis acknowledged and gave thanks for the support and the backing of the Council, Councillors and Officers of Cornwall Council, Torpoint Town Council and Cormac. Councillor Davis added that it is likely Mr Mike Howells would have been absolutely delighted to see this work completed, as he raised this issue almost every month and ensured it remained on the Town Council's agenda, adding perhaps the Town Council could consider some form of dedication of the road to him?</p> <p><i>Torpoint Ferry</i> – The works and materials are expected to be in place for the Lynher ferry to return to service at the end of July.</p> <p><i>Accessibility in Torpoint</i> - Sconner Road and Buller Road - following a post on social media by Claire Stevens, Councillor Davis explained that he had met with the Highways Manager to consider dropping the curbs to help her access her property without going around the block to get up on the pavement. It looks likely these works will be completed, if there is budget, over the coming months, the Highways Manager is on leave at the moment, but suggests he will be able to confirm these works in the next couple of weeks.</p> <p><i>Fore Street</i> - Councillor Davis minuted thanks to Councillor Miss. R A Tanner BEM for arranging a meeting in the town centre with Charlotte Pollard and Paul Goodall last Saturday, the meeting included Councillors touring the town centre in a manual wheel chair to experience first-hand the steep and uneven ramps to the curbs and the camber across the full length of the street, which 'sucks you into the roads'. With many of the dropped kerbs blocked by inconsiderate parking on single yellow lines it really was an eye-opening experience and emotional to see the challenges they face. As a result of this Councillor Davis will be working with Councillor Tanner and Councillor Tivnan, who joined them for the meeting, to develop a paper for Fore Street which will include accessibility improvements</p>	<p>Cllr Davis/ Cllr Tanner/ Cllr Tivnan</p>

<p>for the Town Council to consider as part of the visionary projects in September. It is intended to include input from the Cornwall Highways officer with a view to request funding from any future programmes.</p> <p><i>Economic Development</i> – Councillor Davis ‘virtually’ met with Councillor Dwelly, the new Cabinet Holder for Economy and Planning, at the beginning of the month, as an introduction to the Gateway area and to understand how they can look to ‘help each other’. At the meeting Councillor Dwelly gave a detailed account of his experience in Penzance. Councillor Davis explained that he had presented back the journey, over half a dozen Powerpoint slides, of where Torpoint was in 2016, the Library successes, the purchase of the Police Station and the planned Charrette event, which all bolster the business case and reaffirm the community support. Councillor Davis continued that ‘his ask’ is for Councillor Dwelly’s advice and future support for projects as they progress. Councillor Dwelly has offered to arrange a meeting in Torpoint, with the decision makers who would review the output of the Charrette and approve the development investment, so they may see and feel the potential for the project.</p> <p><i>Jetty Project</i> – Councillor Davis reported that he is looking forward to understanding the detail of the recent Conservative Government’s announcement on the Build, Build, Build ‘New Deal’ programme, in particular the £900m for ‘shovel ready’ projects for local economic development. Councillor Davis continued, this opportunity may provide the funding for the Jetty, adding - watch this space!</p>	
<p>43-20 Police Activity Report: - The Police activity report is noted.</p>	
<p>44-20 Minutes of the previous meeting The minutes of the previous virtual meeting held on Thursday 18th June 2020 were taken as read, confirmed and will be signed by the Mayor in due course.</p>	
<p>45-20 Matters arising from the minutes</p> <p>a) Industrial noise emanating from Trevol Business Park: - Pursuant to minute 184-19 (Thursday 19th March 2020 refers) the Mayor invited Councillor S J Corbidge MBE to provide an update on the situation, who explained that following an incident which occurred on 26th May at the site, which was subsequently reported to Cornwall Council, a site meeting was arranged for 26th June. Councillor Corbidge explained that Cornwall Council are providing valuable support to the residents on the matter.</p> <p>b) Verge Cutting (Letter to Cornwall Council): - Pursuant to minute 24-20 the Clerk explained correspondence has been forwarded to Cornwall Council, accompanied by the photographs provided and a reply is awaited. Members highlighted their concerns about the high pollen levels which arise when the verges are left to grow, whilst acknowledging the balance of cutting against wildflower growth. The Clerk to chase a reply from Cornwall Council on the matter. (Councillor Miss R C Baker dropped ‘out’ of the virtual meeting at this point and was unable to rejoin.)</p> <p>c) Councillor M J Crago (Letter): - Pursuant to minute 24-20 the Clerk confirmed that correspondence had been forwarded as directed, adding that a [telephone] conversation had recently been held between Councillor Crago and the Clerk.</p>	<p>Clerk</p>

<p>d) Letter to Sheryll Murray MP supporting funding bids (acknowledgement): - Pursuant to minute 27-20 (a) the Clerk confirmed that correspondence had been forwarded as directed.</p> <p>e) 'Leave of absence' definition: - Pursuant to minute 27-20 (c) the Clerk detailed that a 'leave of absence' is usually not required to be sought by a Member until 6 months 'non-attendance at meetings' is approaching. A Council granting a 'leave of absence' can extend the absence beyond the 6-month rule. Councillor Mrs. J A Martin thanked the Clerk for sourcing this information.</p> <p>f) Resignation Mrs. E Carney-Haworth OBE (acknowledgement): - Pursuant to minute 28-20 (b) the Mayor confirmed the correspondence has been forwarded.</p>	
<p>46-20 Mayor's Communications</p> <p>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 continues, members of the community are still shielding needing shopping, prescriptions collected and general help. The volunteers are starting to return to work and therefore some reorganisation of help is being undertaken. The Deputy Mayor explained a project based in Saltash called 'The Hive', which has been donating frozen meals to residents in Torpoint and the Rame Peninsula. The satellite Foodbank Distribution Centre continues, with no signs of it stopping and the Deputy Mayor highlighted the continued cautious approach felt by many people who are continuing to need the support from volunteers.</p> <p>The Mayor minuted thanks to the Deputy Mayor and Councillor Mrs. J M Martin for their continued support.</p> <p>The Chairman invited Councillor Mrs. J M Martin to provide an update on the Foodbank. (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 Foodbank requests continue to be steady, with the boxes stored at the Library replenished in the last week, highlighting it is continuing to work well using the Library facility. Councillor Martin added that she will be replying to a request made to the Council from Viv Morris for an update on the Torpoint Distribution Centre, for the Trustee Board.</p> <p>Councillor Mrs. J M Martin reminded Members about the Fore Street market being planned for the last Sunday of July, adding that an updated COVID-19 risk assessment will be provided to the Clerk.</p>	<p>Cllr Martin</p>
<p>47-20 Minutes of the Asset Management and Operations Committee</p> <p>It was resolved the minutes of the virtual meeting held on Thursday 25th June 2020 (as circulated) are received and the recommendation contained in the minutes 6-20AMO (Committee Terms or Reference) is adopted and implemented.</p>	

<p>48-20 Minutes of the Finance and Personnel Committee It was resolved the minutes of the virtual meeting held on Monday 29th June 2020 (as circulated) are received and the recommendation contained in the minutes 29-20F&P (Penntorr Surgery – free of charge use for the purpose of flu vaccination, for agreed hire dates and times, within a six month period, during the Autumn/Winter 2020/21) is adopted and implemented.</p>	<p>Clerk</p>
<p>49-20 Minutes of the Development and Localism Committee It was resolved the minutes of the virtual meeting held on Thursday 2nd July 2020 (as circulated) are received and the recommendations contained in the minutes 25-20D&L (Re-opening of Fore Street – to apply to reduce the speed limit on Fore Street from 30MPH to 20MPH) and 29-20D&L (a) (Vision Projects – to Develop a Scope of Works to issue the appropriate tender documentation to suitable contractors, 'To undertake a feasibility study for a swimming pool to be located within the boundary of Torpoint, to serve the residents of Torpoint and the surrounding area') are adopted and implemented. Pursuant to minute 23-20D&L (Library Update) the Clerk explained the planned refurbishment of the outside area at the rear of the building is currently within the agreed budget and Mr Andy Martin is working really hard on the project. Pursuant to minute 25-20 (a) (Devolution of a programme of assets/services) the Clerk highlighted that with the tennis court fencing awaiting replacement Cornwall Council has asked this Council to seek quotations for the replacement fencing. There is the possibility the replacement cost would be included in any one-off capital payments being agreed as part of the devolution of assets. Pursuant to minute 25-20D&L (b) (War Memorial – bench) the Mayor recorded thanks to all those involved with the procurement and installation of the war memorial bench on Harvey Street/Harvey Hill. Councillor J Tivnan BEM wished to also record personal thanks to the Operations Manager and Caretaker Enforcement Officer for the bench installation. Pursuant to minute 29-20D&L (a) (Vision Projects – to Develop a Scope of Works to issue the appropriate tender documentation to suitable contractors, 'To undertake a feasibility study for a swimming pool to be located within the boundary of Torpoint, to serve the residents of Torpoint and the surrounding area') Members debated this in depth prior to voting on the recommendation which had been put by the Deputy Mayor. Councillor G J Davis, seconded the proposition and explained the budgetary situation with funds held in allocated reserves for Vision Projects, explaining the high demand from residents for a swimming pool in the town.</p>	<p>Clerk Clerk</p>
<p>50-20 Torpoint Ferry Statistics: - The Torpoint Ferry statistics report is noted. The Mayor proposed sending a letter to the Torpoint Ferry Manager regarding the unsatisfactory Torpoint Ferry services currently being provided. Councillor G J Davis expressed his opinion that the ferry staff had continued to provide a service during COVID-19 and that he would not support negative correspondence being sent. Members highlighted their frustration with reading the monthly statistics which consistently are based on the crossings instead of the 'expected crossings with a 3-ferry service. Councillor Davis provided further detail on the challenges faced by the ferry operations and highlighted the Tamar Bridge and Torpoint Ferry Joint Committee are reviewing the financial viability of the service. It is resolved the Mayor will seek guidance from Councillor T J Gulley OBE and correspond with Tamar Crossings on the matter.</p>	<p>Mayor</p>

51-20 Financial Information

It was **resolved** that the June Budget Variance Income and Expenditure (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 documentation as being accurate.

52-20 Accounts for payment

PAYEE	Invoice/Reference	Total	Tax Total	Net Amt	Description
Greg Conner - Operations Manager TTC	Reimburse	65.45	10.90	54.55	Mileage reclaim 05.06.20 - 30.06.20
					Copy Key cut
					PPE visor for weed spraying
Anchorpoint Group Ltd t/a Safe Hygienic Workplace	Inv no 260032307	1016.03	169.36	846.67	Pacplan Foot Operated Sanitiser Dispenser x 7
					SHW Active Hand Sanitiser 300ml Liquid Spray Bottle 70% Alcohol Base Refillable x 7
					SHW Active Hand Sanitiser 5lt 70% Alcohol Base WHO formulation x 3
BT	VP 9119 6470	589.34	98.22	491.12	Regular Charges 01.04.20 - 31.08.20 Bundled services
Kernow Aerials	Inv No 20/178	180.00	30.00	150.00	Installation of bunting in Fore Street Torpoint completed 3rd July 2020
Security Dynamics	Inv 1315	575.00	0.00	575.00	Annual Service & Maintenance contract intruder & CCTV system at Benodet Park 2020-21
BT Bar Phone	WW 3411 2427	35.04	5.84	29.20	Bar Area monthly bill July 2020
Cornwall Council - Garage	3419070016 6	72.55	12.09	60.46	Garage Rental 29.06.20 - 02.08.20
Print Options	Inv -12558	180.00	0.00	180.00	30 x waterproof vinyl stickers & 30 x A4 posters as per pdf supplied Co-vid 19 Fore Street
WPS Hallam Insurance	500513550	-117.88	0.00	-117.88	Council Guard - Low Claims Rebate Adjustment 2019-2020 - credit note
LRM Planning Ltd	Inv 2417	900.00	150.00	750.00	Account to 30.06.20 Ongoing review of draft plan & liaison with client as per PO 18-78
					Account to 30.06.20 Ongoing review of draft plan & liaison with Clifton Emery Design as per PO - 0019 and preparation of site assessment report
Western Web Limited	Inv 21842	36.00	6.00	30.00	Renewal of Webmail access for email
Mark Phillips Bricklaying	Library	180.00	0.00	180.00	Installation of concrete ramp at rear exit of library inc materials, labour & waste removal
Biffa	Inv 522T26499	77.90	12.98	64.92	Library Waste Collection 27.06.20 - 24.07.20 & Annual transfer note
Biffa	Inv 522T26498	188.11	31.35	156.76	Chambers Waste Collection 27.06.20 - 24.07.20 & Annual Transfer note

Don Benson	Inv 4	48.00	0.00	48.00	Clock winding 03, 10, 17, 24.06.20
Complete Business Solutions Group Ltd	SINV023294 93	68.22	11.37	56.85	A4 laminating Pouches 100 pack Xerox never tear paper 100 pack x 2
				0.00	
EDF Energy	6057869325	96.37	4.59	91.78	Consumption Charges 30.11.19 - 04.01.20 christmas lights
Mole Valley Farmers	inv no IN20042026 2	16.64	0.00	16.64	Nitril Gloves 100 box medium Nitril Gloves 100 box large
Armada Electrical	inv No 1520	366.10	0.00	366.10	Install additional double switch socket to wall. Install 2 x LED lighting panels in line with H&S work requirements- materials & labour
Armada Electrical	Inv No 3320	884.60	0.00	884.60	Installed new network circuits within Room 3 and Support Officers office 12 x RJ45 Socket outlets installed & existing circuits re configured to new server room Labour
Cornwall Council	8100027618	600.00	100.00	500.00	Free parking invoice Tamar Street 1st July 2020 - 31 Aug 2020
Build World	CC order no 9406	31.34	5.22	26.12	Azpects EASY Joint Paving Compound Library Mural Project
Grass 247	CC PO-0044	562.05	93.68	468.37	Artificial Grass - Library Mural Project
Local Government Association	CC PO-0043	324.00	54.00	270.00	Staff Training
Clifford Motors	CC petrol	6.65	1.11	5.54	Fuel for Grass cutting
Zoom Video Communications Inc.	CC INV 30605895	14.39	2.40	11.99	Monthly Subscription July 2020
Amazon	CC Order No 203- 0850453- 6997941	21.12	3.53	17.59	Sandpaper, Weathervane - Library Mural Project
Adobe Systems Software Ireland Ltd	CC IEE2020003 956376	12.64	0.00	12.64	Adobe Reader Software July 2020
Co-Op	CC Face Masks	21.00	0.00	21.00	Disposable face masks
XERO	CC Inv no 6425202	28.80	4.80	24.00	Accounting Software Monthly subscription July 2020
Everflow Water	DD 602512	69.69	3.94	65.75	Water Rates
SSE - Cambridge Field - Elec	DD 81233 99412	8.98	0.43	8.55	credit note electricity
EE	DD Inv V017729707 26	74.44	12.41	62.03	Monthly Plan charges Staff Mobiles
SSE Southern Electric - Public Con- Elec	DD 5178552100 05	109.52	5.22	104.30	Electricity
Corona Energy - Chambers- Gas	DD Inv 15355668	586.22	97.70	488.52	Gas
SSE Southern Electric - Library Gas	DD 91812424 0006	7.50	1.25	6.25	Gas
FINTEC Asset Finance	DD 13238	189.42	31.57	157.85	Ricoh Printer Rental Agreement 2nd Qtr. 2020/21
SSE Southern Electric - Chambers- Elec	DD electric Council Chambers	641.83	106.98	534.85	Electricity

<p>Following a question posited, it was explained the purpose of the (BT) telephone in the Bar areas is for hirers to be able to make telephone calls in the event of an emergency.</p>	
<p>53-20 Correspondence (Councillor M G Spurling dropped 'out' of the meeting at this point and was unable to rejoin.)</p> <p>a) To consider returning to Council meeting start time (7:15pm) and Committee meeting start time (7.00pm) as per Standing Orders: - Councillor K J Moon explained he was aware that starting Committee meetings at 6:30pm was more difficult for some Members and therefore a return to a start time of 7.00pm may now be the preferred option. Many members were keen to start Committee meetings at 7.00pm and suggested the virtual Council meeting should start at this time too. It is resolved to continue to operate within the Amended Standing Orders and all meetings start at 7.00pm, commencing immediately.</p>	<p>Clerk</p>
<p>54-20 Reports</p> <p>a) Neighbourhood Plan: - (i) and (ii) It was resolved the minutes of the virtual meetings held on Tuesday 23rd June 2020 (as circulated) and Tuesday 9th July 2020 (as circulated) are received and the recommendation contained in the minutes 5-20NDP (Neighbourhood Plan Steering Group Terms of Reference) is adopted and implemented. Councillor G J Davis explained the work is progressing between the steering group and the contractor LRM Planning, and minuted thanks to the Officers for starting to compile the record of supporting evidence.</p> <p>b) Report from Delegates to Outside Bodies: - None.</p>	
<p>55-20 Date of next VIRTUAL meeting: - Thursday 20th August 2020.</p>	
<p>Meeting closed at 8.38pmTown Mayor</p>	