



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that the Annual meeting of Torpoint Town Council will be held on Thursday 20<sup>th</sup> May 2021 at 7.00pm in the Council Hall, York Road, Torpoint to which you are summoned to attend.

Prior to opening the meeting the Mayor will review the two years of her term in office and make presentations.

### AGENDA

- 1. Election of Town Mayor for Civic Year 2021-22** (to include temporary suspension of Standing Order 15.n. *A Member shall stand when speaking unless authorised to remain seated by the Chairman* due to current Covid-19 guidelines).
- 2. Apologies for absence.**
- 3. Election of Deputy Town Mayor for Civic Year 2021-22.**
- 4. Appointment of Committees, Working Parties and Outside Bodies for the Civic Year 2021-22.**
- 5. Adjournment of the meeting.**
- .....
- 6. Apologies for absence at the adjourned meeting.**
- 7. Declarations of Interest relating to matters on the Agenda.**
- 8. To approve the co-option process to fill casual vacancies** (two East Ward, one West Ward)
- 9. Planning Applications.**
  - a) PA21/03781– Conversion and extension of garage to form sitting room, first floor extension over for bedroom – 20 Borough Park, Torpoint PL11 2PY.
- 10. Cornwall Council Report.**
- 11. Police Activity Report** (as circulated).
- 12. Minutes of the previous meeting.**

Minutes of the previous VIRTUAL meeting held on Thursday 15th April 2021 (as circulated).
- 13. Matters arising from the minutes.**
  - a) PA20/02211 – Retrospective application for the erection of three commercial building on land at Fisgard Way, Trevol Business Park (minute 8-21 (a) refers).
  - b) Verge cutting (minute 8-21 (b) refers).
  - c) Memorial bench request for Mrs Jean Blake (née Sleep) – Mr J Blake (minute 17-21 (b) refers).
- 14. COVID-19 Update.**
  - a) Update on COVID-19 (as circulated).

**15. Mayor's communications.**

**16. Minutes of the Asset Management and Operations Committee.**

Minutes of the meeting held on Thursday 22<sup>nd</sup> April 2021 and to consider the recommendations in the minutes: - 10-21AMIOC (g) (Request to plant a tree at Sparrow Park for Diamond Wedding Anniversary), as circulated.

**17. Minutes of the Finance and Personnel Committee.**

Minutes of the meeting held on Tuesday 4<sup>th</sup> May 2021, as circulated.

**18. Minutes of the Development and Localism Committee.**

Minutes of the meeting held on Wednesday 5<sup>th</sup> May 2021 and to consider the recommendations in the minutes (to follow).

**19. Question of which notice has been given or notice of motion.**

**20. Torpoint Ferry statistics** (as circulated).

a) Tamar Crossings Newsletter.

**21. To consider and approve the Committee Terms of Reference for the 2021-22 Civic Year**

- a) Asset Management and Operations Committee.
- b) Development and Localism Committee.
- c) Finance and Personnel Committee.
- d) Neighbourhood Plan Steering Group (all as circulated).

**22. Financial Information.**

April 2021 Budget Variance (to follow).

**23. Accounts for payment.**

| PAYEE                                      | REASON              | Invoice /Reference No. | GROSS (£) | (VAT) (£) | NETT (£)  |
|--|---------------------|------------------------|-----------|-----------|---|
| South West Hygiene                         | Inv 247661          | 797.26                 | 132.88    | 664.38    | Sanitary contract Chambers & Pub Con                                |
| Cornish Tea & Cornish Coffee Co Ltd        | inv no SL49333      | 39.00                  | 0.00      | 39.00     | Café stock  |
| Western Web Limited                        | Inv no 22456        | 36.00                  | 6.00      | 30.00     | reset wifi in library   |
| Atlas Graphics (South West) Ltd            | Inv no 17220        | 691.20                 | 115.20    | 576.00    | Park Signs  |
| LBS Horticulture Limited                   | Inv SO-184681       | 124.86                 | 20.80     | 104.06    | Parks chemicals & Equipment   |
| Vent-Clenz Ltd                             | Inv No 902725       | 456.00                 | 76.00     | 380.00    | Annual clean and issue of certificate Council Chambers Kitchen Vent |
| Westcare Limited                           | Inv No SINV00180945 | 56.12                  | 9.36      | 46.76     | Stationery  |
| TClarke Contracting Ltd - Waldron Security | SL-21050012         | 234.00                 | 39.00     | 195.00    | Annual Renewal Library May 21 - Apr 22 Alarms                       |
| Kernow Aerials                             | Inv 21/158          | 192.00                 | 32.00     | 160.00    | Installation of Bunting in Fore Street                              |

|  |                         |          |        |          |  |
|--|-------------------------|----------|--------|----------|--|
| Complete Weed Control                    | Inv SW-3094             | 1,512.00 | 252.00 | 1,260.00 | Supply & Apply Herbicide<br>1st Treatment      |
| Kathy's Fruit & Veg                      | Inv 80                  | 6.80     | 0.00   | 6.80     | Milk, butter for library cafe                  |
| Cornwall Council - Garage                | 34190700166             | 58.88    | 9.82   | 49.06    | Garage Rental 03.05.21-<br>30.05.21            |
| BT Bar Phone                             | WW 3411<br>2427         | 37.20    | 6.20   | 31.00    | Bar Area monthly bill May<br>2021              |
| J Toms & Sons Timber<br>Merchants        | Inv-23228               | 1,022.40 | 170.40 | 852.00   | Park sign frames                               |
| Tartendown Nurseries                     | Inv 4143                | 32.97    | 5.49   | 27.48    | Rose Bushes Sparrow Park                       |
| Cornwall Council Bus Rates<br>- Room 7   | 802850097               | 77.00    | 0.00   | 77.00    | Bus Rates Room 7 May<br>2021                   |
| Cornwall Council - Rm 6<br>Bus Rates     | 802720466               | 125.00   | 0.00   | 125.00   | Bus Rates May 2021                             |
| Cornwall council - Bus Rate<br>Library   | 802715760               | 384.00   | 0.00   | 384.00   | Library Bus Rates May 2021                     |
| Cornwall Council - Bus<br>Rate Pub Con   | 802385084               | 147.00   | 0.00   | 147.00   | Public Conveniences<br>Business Rates May 2021 |
| Cornwall Council - Bus<br>Rate Chambers  | 802311466               | 1,509.00 | 0.00   | 1,509.00 | Business Rates May 2021                        |
| LRM Planning Ltd                         | Inv 2932                | 360.00   | 60.00  | 300.00   | NDP Plan amendment work                        |
| Western Web Limited                      | Inv 22415               | 156.00   | 26.00  | 130.00   | IT and Domanin works                           |
| Complete Business<br>Solutions Group Ltd | Inv No<br>SINV02660627  | 245.96   | 37.33  | 208.63   | Ops Manager uniform                            |
| Richards Builders<br>Merchants Ltd       | Order No<br>002/1942070 | 26.65    | 4.44   | 22.21    | Park Materials                                 |

#### 24. Correspondence.

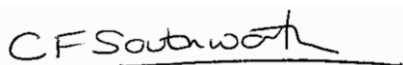
- Time2Move Holiday Programme – Active Cornwall (as circulated).
- Code of Conduct training – Cornwall Council (as previously circulated).
- Funding for village halls and playing fields from Sport England – Cornwall Rural Community Charity (as circulated).

#### 25. Reports.

- Neighbourhood Plan.
- Torpoint Town Partnership.
- Reports from delegates to outside bodies.

#### 26. Date of next meeting.

Thursday 17<sup>th</sup> June 2021.



Mrs C F Southworth Cert (HE), BA (Hons), PSLCC  
Town Clerk and RFO

Friday 14<sup>th</sup> May 2021