



TORPOINT TOWN COUNCIL

MINUTES of a **VIRTUAL** meeting of the Finance and Personnel Committee held **via Zoom** on Tuesday 4th May 2021 at **7.00pm** via the following link: -

<https://us02web.zoom.us/j/84928993295?pwd=NWZPYm92QjJPa0srSityYUllcUIDZz09>

Meeting ID: **849 2899 3295** Passcode: **667578**

Virtually PRESENT: - Councillor Mrs. J M Martin (Chairman), Councillors Mrs. C E Goodman (Town Mayor), Mrs. K Brownhill, G J Davis, Miss R A Evans BEM (Deputy Town Mayor), T J Gulley OBE, L E Keise, C R Sawyer, C R Still and J Tivnan BEM plus the Town Clerk & RFO (Clerk).

The Chairman welcomed (Cornwall) Councillor M J Crago to the meeting.

	ACTION
<p>1-21F&P Apologies for absence 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>2-21F&P Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor G J Davis – (Agenda item 3.c. PA21/03287 60 Peacock Avenue, as next door neighbour to the property). b) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs C E Goodman (Town Mayor) – (Agenda item 3.b. PA21/03332, as next door neighbour to the property).</p>	
<p>3-21F&P Planning Applications a) PA21/01351 – Development of 10 B2/B8 Industrial units with associated road and parking – Land at Fisgard Way, Trevol Business Park, Torpoint. Following debate from Members, including feedback provided by the Clerk from the Cornwall Council Officer, Councillor Miss R C Baker [not in attendance] and Councillor M J Crago. (It was resolved to suspend Standing Orders at this point to permit Councillor Crago to speak on the matter). The following is noted: - having considered the telephone advice and guidance from the (Cornwall Council) Planning Officer, accompanied by the consultee comments from the Public Protection Officer, this Council sees the business/ economic opportunity this development will bring to Trevol Business Park. The plans are in keeping with the location, with no residential properties in the vicinity and therefore, this Council does not have any objections to the planning application. b) PA21/03332 – Single Storey rear extension – 16 Maker Road, Torpoint PL11 2HY. No observations or objections. (Councillor Mrs C E Goodman (Town Mayor) was put into the Zoom waiting room for the agenda item and was re-admitted at the end of the item.) c) PA21/03287 – Addition of a small raised sandstone terrace to front of property providing</p>	

a seating area. Add a grey smoked glass balustrade within the confines of the terrace with wooden bollards define front garden grass/pavement boundary – 60 Peacock Avenue, Torpoint PL11 2EY.

No observations or objections.

(Councillor G J Davis was put into the Zoom waiting room for the agenda item and was re-admitted at the end of the item.)

4-21F&P Items Referred to this Committee

a) To consider and make recommendations for the Town Team Advisory Group/Project Board, using: -

- i) Terms of Reference enabling the most appropriate governance structure to be implemented (as circulated);
- ii) Memorandum of Understanding between The Cornwall Council and Torpoint Town Council (as circulated) and
- iii) Minutes of the Town Team Advisory Group/Project Board held on Wednesday 14th April 2021 (as circulated).

Having considered the documentation previously circulated, Councillor G J Davis explained the current governance structure for the Town Team Advisory Group/Project Board could cause significant delays to agreeing the next steps in the project. Councillor G J Davis proposed, and the proposition was seconded by Councillor Mrs. C E Goodman (Town Mayor) and it is **resolved** to:

- i) Delegate to the Clerk & RFO with the Town Team Advisory Group/Project Board to approve the decision making and subsequently report back to Town Council via the Development and Localism Committee;
- ii) Accept the Terms of Reference enabling the most appropriate governance structure to be implemented;
- iii) Authorise the Clerk & RFO to sign the Memorandum of Understanding (on behalf of the Council) between The Cornwall Council and Torpoint Town Council and
- iv) Accept the Minutes of the Town Team Advisory Group/Project Board held on Wednesday 14th April 2021.

(The Chairman recorded her personal thanks to the Members who had attended this meeting to consider this matter. Councillors C R Still, C R Sawyer left the meeting at this point. Councillor M J Crago left the meeting at this point.)

**Council/
Clerk**

5-21F&P Minutes of the previous meeting

It was **resolved** that the minutes of the virtual Finance and Personnel Committee meeting held on Monday 29th March 2021 were, taken as read, confirmed and will be signed by the Chairman in due course. (The Chairman minuted thanks to Councillor Mrs K Brownhill for presenting the minutes of the meeting at the Council meeting.)

6-21F&P Matters arising from the minutes

a) Council Staffing Report: -

i) Letter of resignation / taking Retirement - Mrs M Cocks: -

The Clerk explained Mrs M Cocks has expressed her deep regret about leaving and taking retirement, highlighting her offer to volunteer at the café in the Community Hub and Library.

The Clerk continued the recruitment for her replacement is in progress and it is hoped, the new

Complete Business Solutions Group Ltd	Inv SINV02684 797	16.78	2.80	13.98	Rubber bands 500g	
Biffa	inv 522C24032	32.83	5.47	27.36	Chambers General waste collection 09, 23.04.21	
Biffa	inv 522C24031	18.12	3.02	15.10	Chambers Recycling waste collection 06, 20.04.21	
Biffa	inv 522C24030	25.15	4.19	20.96	Library general waste collection 09, 23.04.21	
Biffa	inv 522C24029	18.12	3.02	15.10	Library recycling collection 06, 20.04.21	
Philip's MOT Centre	Inv 00012417	133.66	22.28	111.38	Supply & fit replacement tail light lense Hire van	
Kernow Outdoor Cleaning Solutions	Torpoint Council	593.00	0.00	593.00	Pressure wash of outside area at Council Chambers	
Cornwall Council - Garage	341907001 66	58.88	9.82	49.06	Garage Rental 05.04.21-02.05.21	
BT	WW364917 59	73.99	12.33	61.66	Maintenance charges 01.04.21 - 30.06.21	
Spot On Supplies	Inv 21515608	7.33	1.22	6.11	Cleaning products	
Cornish Tea & Cornish Coffee Co Ltd	SL48102	75.05	0.00	75.05	Café Coffee charges	
Cornwall Council - Dog Waste Bags	inv no 810012071 6	25.02	4.17	20.85	Dog Waste Bags	
ITEC	366236	110.04	18.34	91.70	Print copies 17.03.21 - 15.04.21	
Spot On Supplies	Inv 21515153	108.38	18.06	90.32	Cleaning stock	
Spot On Supplies	inv 21515152	65.83	10.96	54.87	Cleaning stock	
11-21F&P Date of next meeting Tuesday 1 st June 2021, the Chairman (Councillor Mrs. J M Martin) submitted her apologies for the meeting, adding that she would be more than willing to be elected as Chairman of this Committee for the Civic Year 2021/22.						Clerk
12-21F&P Any Business that has been disclosed to the Chairman and members prior to the meeting. ➤ The Chairman (Councillor Mrs. J M Martin) drew Members' attention to information shared via the Deputy Mayor (Councillor Miss R A Evans BEM) on behalf of the Local Community Markets. The Chairman explained another market provider (Miss Ivy Events), is organising a market at the end of this month and the location is within 6 and 2/3 miles of the market being run in Fore Street on the same day. Members debated whether the Council Markets Policy had been circulated to other parties (e.g. Plymouth City Council and the surrounding Parish Councils), the Clerk was unable to confirm that circulation had taken place by the former Town Clerk. Following an in-depth debate, with all Members present, it is delegated to the Clerk to contact the marketing authority NABMA (The National Association of British Markets) to seek advice on the matter and subsequently advise the other market provider about the Council's Markets Policy and subsequent licensing powers.						Clerk

- Councillor Mrs. K Brownhill drew Members attention to the current recording of meetings, being facilitated by Zoom, with all Members agreeing to the recordings being undertaken. This led a discussion about the future, when physical meetings return and whether it would be a viable consideration to continue recording meetings, as currently the Council does not have the technology to do so.
- The Chairman (Councillor Mrs. J M Martin) asked the Clerk to send an email to Councillor M J Crago thanking him for attending the virtual meeting this evening and thanked all Members of the Committee for their support over the last year, giving personal thanks for Councillor T J Gulley OBE, who is leaving the Council.

Clerk

Meeting closed at 8.08pm _____ Chairman