



TORPOINT TOWN COUNCIL

NOTICE is hereby given that the Annual meeting of Torpoint Town Council will be held on Thursday 20th 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.**
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- 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 22nd 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 4th May 2021, as circulated.

18. Minutes of the Development and Localism Committee.

Minutes of the meeting held on Wednesday 5th 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 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- 30.05.21
BT Bar Phone	WW 3411 2427	37.20	6.20	31.00	Bar Area monthly bill May 2021
J Toms & Sons Timber 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 - Room 7	802850097	77.00	0.00	77.00	Bus Rates Room 7 May 2021
Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates May 2021
Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Library Bus Rates May 2021
Cornwall Council - Bus Rate Pub Con	802385084	147.00	0.00	147.00	Public Conveniences Business Rates May 2021
Cornwall Council - Bus 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 Solutions Group Ltd	Inv No SINV02660627	245.96	37.33	208.63	Ops Manager uniform
Richards Builders Merchants Ltd	Order No 002/1942070	26.65	4.44	22.21	Park Materials

24. Correspondence.

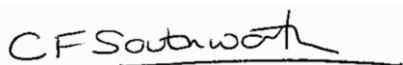
- Time2Move Holiday Programme – Active Cornwall (as circulated).
- Code of Conduct training – Cornwall Council (as previously circulated).
- Funding for village halls and playing fields from Sport England – Cornwall Rural Community Charity (as circulated).

25. Reports.

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

26. Date of next meeting.

Thursday 17th June 2021.



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

Friday 14th May 2021