



TORPOINT TOWN COUNCIL

Councillor Mrs. K Ewert (Rame Peninsula & St Germans Division) attended the meeting.
 Father Michael Brown led prayers before the meeting.
 There were four members of public in the gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 17th June 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor Miss R A Evans BEM) (Chairman), Deputy Town Mayor (Councillor G J Davis), Councillors Mrs. K Brownhill, Mrs. L Fellows, L E Keise, Mrs. J M Martin, C R Sawyer, M G Spurling, C R Still, J Tivnan BEM, M Thomson-Neall and B A Walsh, plus the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance.

	ACTION
<p>45-21 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor Mrs. C E Goodman.</p>	
<p>46-21 Declarations of Interest relating to items on the Agenda An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda Item 4.a. Planning Application PA21/04749 – Replacement roof with loft conversion, as being known to the applicant and Agenda item 17. Accounts for Payment, as being a payee).</p>	
<p>47-21 To consider the application for the Co-option of three casual vacancies (two East Ward, one West Ward). Members had received the three applications, from Mrs. Kathleen Partridge, Louis Sanderson and Robin Willoughby, as previously circulated. The Clerk detailed that under the circumstances, with three applications for three casual vacancies, should Members wish to co-opt all the applicants there would be no requirement for a written ballot. Following this explanation, the Town Mayor (Councillor Miss R A Evans BEM) proposed for Mrs. Kathleen Partridge and Robin Willoughby to be co-opted to Torpoint Town Council for the East Ward and Louis Sanderson to be co-opted to Torpoint Town Council for the West Ward. The proposition was seconded by the Deputy Town Mayor (Councillor G J Davis) and it is resolved to co-opt Mrs. Kathleen Partridge – East Ward, Robin Willoughby – East Ward and Louis Sanderson – West Ward. All applicants remained in the public gallery for the duration of the meeting and arranged to meet with the Clerk to sign their Declarations of Office in due course.</p>	Clerk
<p>48-21 Planning Applications: - a) PA21/04749 – Replacement roof with loft conversion – 20 Marine Drive, Torpoint PL11 2EH. No objections or observations.</p>	
<p>49-21 Cornwall Council Report: - Councillor Mrs. K Ewert and Councillor J Tivnan BEM had previously circulated written reports for the Council’s consideration. Following a question posited by Councillor Mrs. J M Martin, Councillor J Tivnan BEM explained he is now a member of the Tamar Bridge and Torpoint Ferry Joint Committee.</p>	

<p>50-21 Police Activity Report: - The Police activity report and additional information are noted.</p>	
<p>51-21 Minutes of the previous meeting: - The minutes of the previous Annual meeting held on Thursday 20th May 2021 (as circulated) and the Adjourned meeting held on Thursday 27th May 2021, were taken as read, confirmed and signed by the Mayor.</p>	
<p>52-21 Matters arising from the minutes: - a) PA20/02211 – Retrospective application for the erection of three commercial buildings on land at Fisgard Way, Trevol Business Park: - Pursuant to minute 32-21 (a) the Clerk explained the applicant’s response to the noise assessment critique has been received by Cornwall Council and can be viewed online. Cornwall Council has now reconsulted with Public Health and Protection and is awaiting their feedback. The Clerk explained having contacted the Lamorna Park residents’ to advise the same. b) Code of Conduct Training: - Pursuant to minute 42-21 (b) the Clerk explained having circulated the YouTube link, with a recording of a Code of Conduct training session delivered by Cornwall Council. This is for those members who have not attended the virtual training, as well as the recently co-opted members, noting that in viewing this recording it fulfils the obligation for members to attend Code of Conduct training. Members to advise the Clerk when the recording had been viewed.</p>	Some Members/ Clerk
<p>53-21 To approve the Annual Return and Accounts for 2020-21 a) Annual Governance Statement: - The Clerk presented the annual governance statement that is part of the Annual Return to members for consideration, as previously circulated, highlighting that it had been an unprecedented year with the Covid-19 pandemic. The Clerk read out all the statements from Section 1, acknowledging and confirming as members of Torpoint Town Council to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that: -</p> <ol style="list-style-type: none"> 1. We have put in place arrangement for effective financial management during the year, and for the preparation of the accounting statements. 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manages its finances. 4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. 7. We took appropriate action on all matters raised in reports from internal and external audit. 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. 	

<p>After considering these sections in the Annual Governance Statement it was resolved that the document is approved by Council and the Town Mayor and the Clerk to sign the document on behalf of the Council.</p> <p>b) Accounts information, Financial Statements and Internal Audit Report: - The Clerk highlighted the internal audit report, with a brief précis of the areas for consideration/recommendation, explaining that a formal response to this report will be prepared and considered at the next meeting of the Finance and Personnel Committee.</p> <p>The Clerk drew members' attention to the Accounting Statements for 2020-21, paying particular attention to the Staff costs, with an annual budget of £219,356 for the year and actual expenditure of £217,614, this represents less than 1% variance in the annual budget. Additionally, between 2019-20 and 2020-21 there was less than 5% increase in the precept, from £323,466 in 2019-20 to £338,877 in 2020-21.</p> <p>The Clerk highlighted the explanation of variances, bank reconciliation and balance sheet as at 31 March 2021. The earmarked reserves were detailed, with unspent funds from 2020-21 now earmarked for:</p> <ul style="list-style-type: none"> ➤ Advertising and Marketing £4,000 ➤ Civic £3,000 ➤ S137 Grants 2020-21 £9,409 ➤ S137 Grant 2019-20 £1,900. <p>Unspent funds from the revenue account for 2020-21 of £24,148 are now in earmarked reserves for the Play Areas and Parks, with the additional one-off funding for the parks and tennis courts, from Cornwall Council, awaited.</p> <p>The Clerk explained, from the Supporting Statement, the additions to the Hire Agreement (ALD Automotive Ltd. t/a Ford Lease Hybrid van) and the additions to the Tenancies (Cornwall Council – 4 x Play Parks and Tennis Courts).</p> <p>The Town Mayor minuted thanks to the Clerk & RFO and Town Council Support Officer for the work undertaken, with support from the Accountancy Consultant, to complete the Annual Governance and Accountability Return (AGAR) 2020-21. Councillor Mrs. J M Martin, Chairman of the Finance and Personnel Committee, reiterated the sterling work undertaken, highlighting the VAT work undertaken by the Town Council Support Officer.</p> <p>Following a question posited, Councillor Mrs. J M Martin explained there is a suite of online finance training courses available for members to undertake.</p> <p>It was resolved that the Accounts information, Financial statements and Internal Audit report documents are accepted and approved and the Town Mayor and the Clerk to sign these documents on behalf of the Council and submit to the External Auditor.</p>	
<p>54-21 Mayor's Communications</p> <p>The Mayor explained her communication is an opportunity for council members' and residents' to recognise members of the local community, who have gone above and beyond, inviting anyone to contact the Mayor giving background details about the nominee.</p> <p>On 31st May the Mayor attended Emma and Richard Campbell's 11 year old son Luke's fundraiser. Luke had run 1 mile every single day in May to show support for his younger cousin, Harvey, who lives with Tuberos Sclerosis. Luke's fundraising effort was amazing</p>	All

<p>and there were loud cheers from local residents' as he completed his last mile, which could be heard around Torpoint. Luke's fundraising total last stood at £1,810.</p> <p>The Mayor minuted thanks to the Town Council Support Officer, following her recent resignation from the Town Council. Highlighting the support she has given to the council through some difficult periods, being self-taught on the accounting software and her dedication to the role, Tina will most definitely be missed. The Mayor will correspond with the Town Council Support Officer on her departure from the council.</p> <p>The Civic Parade scheduled for 11th July has unfortunately had to be postponed, due to Covid-19, and a new date will be advised in due course.</p> <p>A thank you card has been received from Marion Cocks, following her recent retirement.</p> <p>NHS Social Care and Frontline Workers' Day is being honoured at Sparrow Park on Monday 5th July 2021, more details to follow.</p>	
<p>55-21 Minutes of the Finance and Personnel Committee</p> <p>It was resolved the minutes of the meeting held on Tuesday 1st June 2021 (as circulated) are received and the recommendations in the minutes 19-21F&P (b) (Terms or Reference – Systems and Procedures) and 19-21F&P (c) Code of Conduct are adopted and implemented.</p> <p>Pursuant to minute 19-21F&P (c) all members received a copy of the updated Code of Conduct.</p> <p>The Chairman of the Committee, Councillor Mrs. J M Martin, extended an invitation to the newly co-opted members to attend the next meeting of this committee on Monday 28th June 2021.</p>	Clerk
<p>56-21 Minutes of the Development and Localism Committee</p> <p>It was resolved the minutes of the meeting held on Thursday 3rd June 2021 (as circulated) are received and the recommendations in the minutes 24-21D&L (c) (Swimming Pool Feasibility Study to be located in Torpoint), 28-21D&L (b) (Vision and other projects – Queen's Platinum Jubilee 2022) and 31-21D&L (a) (Global Safety week – 20mph speed limits) are adopted and implemented.</p> <p>Pursuant to minute 24-21D&L (a) (Devolution of a programme of assets/services) the Deputy Mayor (Councillor G J Davis) explained that on Saturday 5th June, six Councillors met at the tennis courts to review the condition of the courts, plus the general area, along with the tennis court fencing works. At the site meeting it was agreed to immediately close the tennis courts for health and safety reasons. As this decision was taken at the weekend, Councillor J Tivnan BEM agreed to purchase the padlocks and chains to lock the gates. Following a further site visit, which included the Operations Manager, additional works to the tennis courts have been identified and a quotation for these works is being sought from the tennis court fencing contractor. Councillor Davis continued, these additional works will include the purchase and installation of additional fencing to the back of the bottom tennis court. Councillor Davis explained there is budget available for these additional works and it was subsequently resolved to delegate to the Clerk & RFO, with support from Councillor G J Davis and Councillor J Tivnan BEM, to agree works quotations from AMS Fabrications Ltd., with a ceiling amount of £5,000 (net of VAT).</p>	Clerk Cllr Davis/ Cllr Tivnan/ Clerk/Ops Mgr

<p>Pursuant to minute 24-21 (c) (Swimming Pool Feasibility Study to be located in Torpoint) it is resolved for Councillor Mrs. J M Martin to be included in the working group for this project.</p> <p>Pursuant to minute 28-21D&L (b) (Vision and other projects – Queen’s Platinum Jubilee 2022), Councillor J Tivnan BEM highlighted having been given approval to install a raised garden for the Queen’s Platinum Jubilee 2022.</p> <p>The Chairman of the Committee, Councillor G J Davis, extended an invitation to the new co-opted members to attend the next meeting of this committee on Thursday 1st July 2021.</p>	
<p>57-21 Systems and Procedures</p> <p>The Mayor presented the report from the virtual meetings of the Systems and Procedures working party held on Monday 14th June 2021 and the Adjourned meeting held on Wednesday 16th June 2021 and it was resolved to: -</p> <ol style="list-style-type: none"> 1. Engage the services of the existing Town Council Support Officer, to provide support (working primarily at home) to undertake the issue of purchase orders, management and processing of invoices, monthly Budget Variance, use of Xero accounting software. 2. Immediately increase the weekly contracted hours of work for the Operations Manager, from 30 hours per week to 37 hours per week, an updated job description had been provided. This is to provide management support following the devolution of assets and services from Cornwall Council, as well as providing the administrative / secretariat support to the Asset Management and Operations Committee. 3. The immediate recruitment of a replacement Town Council Support Officer, with an increase in the weekly contracted hours of work from the existing number of 35 hours to 37 hours per week, an updated job description has been provided. This role will provide the administrative / secretariat support to the Town Council meetings. <p>The Deputy Mayor (Councillor G J Davis) highlighted the changes in the job description for the Operations Manager, recording thanks to the Clerk for producing and circulating the report, in advance of this meeting.</p> <p>Councillor Mrs. J M Martin volunteered to meet with the Clerk to immediately commence the recruitment process for the replacement Town Council Support Officer.</p> <p>The Clerk advised members that page 2 of the report from the Systems and Procedure Working party is confidential.</p>	<p>Clerk</p> <p>Cllr Martin/ Clerk</p>
<p>58-21 Torpoint Ferry statistics</p> <p>The Torpoint Ferry availability statistics are noted.</p> <p>a) Resurfacing update 5th June, 6th June, 7th June, 8th June and 9th June 2021: - Noted.</p>	
<p>59-21 Financial Information</p> <p>a) It is resolved that the May 2021 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.</p>	

60-21 Accounts for Payment

Contact Name	Invoice Number	Total	VAT	NET	Description
Grace & Glamour	Inv No 7 Tea Urn	10.00	0.00	10.00	tea urn second hand
Hudson Accounting Limited	Inv no 582	450.00	0.00	450.00	Internal Audit for Financial Year 2020-21
Security Dynamics	Inv no 1433	575.00	0.00	575.00	Annual Service CCTV Benodet Park 29.06.21-28.06.22
Cornwall Council - Garage	34190700166	58.88	9.82	49.06	Garage Rental 31.05.21 - 27.06.21
ASG Security	Inv no 36186	136.45	22.74	113.71	Annual maintenance visit fee Emergency Lighting System Council Chambers
Mr J T Tivnan BEM	Tennis Court Locks	32.40	5.40	27.00	Locks and Chains for Tennis Court Security
Paul Thomas - Traditional Signwriter	Inv no 232	60.00	0.00	60.00	Update Mayoral Board 2021/22 Rachel Evans
Rikki Shepherd Plumbing & Heating	Inv dated 07.06.2021	70.00	0.00	70.00	Repair Benodet Toilet
Cornish Tea & Cornish Coffee Co Ltd	Inv No SL50136	144.40	0.00	144.40	Library Café stock
BT Bar Phone	Acc no WW34112427	37.20	6.20	31.00	Bar Area monthly bill June 2021
Spot On Supplies	Inv no 21518359	85.03	14.16	70.87	Cleaning stock
Cornwall ALC Limited	Inv no 2122-237	36.00	6.00	30.00	Financial training intro to VAT Tina Morris
B E White	Inv no 033/21	400.00	0.00	400.00	Financial Consultancy - Financial Support for year end 31st March 2021
Don Benson	Inv 15	48.00	0.00	48.00	Clock winding 05, 12, 19, 26.05.21
Cornwall Council Bus Rates - Room 7	802850097	77.00	0.00	77.00	Bus Rates Room 7 July 2021

Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates July 2021
Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Library Bus Rates July 2021
Cornwall Council - Bus Rate Pub Con	802385084	147.00	0.00	147.00	Public Conveniences Business Rates July 2021
Cornwall Council - Bus Rate Chambers	802311466	1,509.00	0.00	1,509.00	Business Rates July 2021
Complete Business Solutions Group Ltd	inv SINV02729566	15.54	2.59	12.95	Sweatshirt Operations Manager
Cornwall Council - Sea Gull Proof Sacks	Inv no 8100136427	150.00	0.00	150.00	Seagull Proof Sacks
Richards Builders Merchants Ltd	Inv no 776747	16.28	2.71	13.57	Parks stock
Cornwall Council - Occupational Health	Inv no 8100135699	600.00	100.00	500.00	CC Health Referrals
BCHS Plymouth - Bunzl	Inv no 07/325873	52.80	8.80	44.00	Cleaning stock
Cornwall ALC Limited	Inc no 2021-452	24.00	4.00	20.00	politics before and after elections presentation 5th March Milly Southworth
LRM Planning Ltd	Inv no 3004	480.00	80.00	400.00	NDP works
SSE Southern Electric - Chambers- Elec	DD inv 65292 70071	878.30	146.39	731.91	Electricity usage council chambers 01.03.21 - 31.05.21
SSE SWALEC - Library- Elec	DD inv no 51789712 0033	206.01	9.81	196.20	Electricity Library 02.05.21-01.06.21
Everflow Water	DD Inv no 1024105	173.23	11.32	161.91	Water Rates all facilities
EE	DD V0188239307 2	101.95	17.00	84.95	4 x staff mobiles

SSE Southern Electric -Library Gas	DD inv no 91812424 0019	38.70	1.84	36.86	01.05.21 - 03.06.21 Library Gas
Corona Energy - Chambers- Gas	DD inv no 16141865	1,150.79	191.80	958.99	Gas Usage Council Chambers May - June 2021
ALD Automotive Limited t/a Ford Lease	DD June 2021	441.44	73.58	367.86	Monthly lease payment for vehicle June 2021
SSE SWALEC - Library- Elec	DD inv 51789712 0032	167.76	7.99	159.77	Electricity Library 02.04.21 - 1.05.21
SSE Southern Electric - Public Con- Elec	DD inv 11788490 0008	64.54	3.08	61.46	Electricity at Antony Road 02.02.21 - 01.05.21
Shire Leasing PLC	DD	300.55	50.09	250.46	Shire Leasing new phone contract 3rd Payment June 2021
Sam's Ironing Service	CC Receipt No 290	3.90	0.00	3.90	Kitchen tea towels launder
Brunel Engraving Company	CC Order No BE-114813	83.88	13.98	69.90	Sparrow Park Tree Coopers plaque
Toolstation Limited	CC QWW7164154 35	18.59	3.09	15.50	Parks Equipment & Tools
Clifford Motors	CC van fuel 18.06.21	65.39	10.90	54.49	Unleaded fuel Ford Van
Amazon	CC order no 205-9500217-2431524	8.95	1.49	7.46	Oregon Universal Brushcutter and clearing saw blade
Amazon	CC order no 205-1147585-3537961	28.34	4.72	23.62	bin liners green recycled pack 60
Zoom Video Communications Inc.	CC Inv 91122096	14.39	2.40	11.99	Standard Pro Monthly Subscription June -July 2021
Ebay	CC order no. 20-07191-53257	36.00	6.00	30.00	Internal drain outlet for roof kit
Ebay	CC order No 20-0719153258	17.84	2.97	14.87	Warning signs spraying 4 for 3

Amazon	CC order 205-0438457-231363	17.98	3.00	14.98	4 x fuel funnels		
Amazon	CC Order No. D01-8906154-6146219	7.99	1.33	6.66	Prime membership June - cancelled so will be reimbursed		
Adobe Systems Software Ireland Ltd	CCJune 2021	12.64	0.00	12.64	Monthly subscription June 2021		
Amazon	CC order no 205-9179264-8907565	39.18	6.53	32.65	Step stool		
Amazon	CC Order No 205-5553238-8416330	1.99	0.33	1.66	Garage No Parking sign		
Amazon	CC order no 205-4161124-1572352	24.45	4.07	20.38	Stainless Steel Soap Dispenser		
XERO	CC June 2021subscription	28.80	4.80	24.00	Monthly accounting software subscription June 2021		
<p>Following a question posited by the Deputy Mayor (Councillor G J Davis), Dreckly's café income will be documented for the Development and Localism Committee meeting.</p>							
<p>61-21 Correspondence</p> <p>a) Cornwall Rural Housing Association (CRHA) is recruiting voluntary board members – CRHA: - Noted.</p> <p>b) A374 Road Safety (copy of correspondence to Cornwall Council) – Mr M Bush: - Councillor J Tivnan BEM has responded to this correspondent.</p> <p>c) Recycling Banks (possible reinstatement) - Mr K Moon: - Members considered the correspondence and recorded that the issue of recycling banks has already been raised at Cornwall Council by Councillor J Tivnan BEM, who highlighted, it is amongst many projects of consideration by Cornwall Council. Councillor Tivnan continued that as soon as any further information is known, this will of course be communicated to the community of Torpoint. During the debate the Town Mayor proposed the suspension of standing orders, this was seconded by Councillor Mrs. J M Martin and it was resolved to suspend standing orders, to permit Mr R Willoughby (in the public gallery) to speak on the matter. Once Mr Willoughby had summarised his feelings, standing orders were resumed.</p> <p>d) Bench at the reflection area in Thanckes Park – Friends of Thanckes Park: - Members considered the correspondence from the Friends of Thanckes Park group and it was resolved to assist the group with the installation of a bench in the reflection area at Thanckes Park and once installed add the bench to the council's asset register, with a value of £0, as it will be donated to the council.</p>							Clerk/Ops Mgr
<p>62-21 Reports</p> <p>a) Neighbourhood Plan (NDP): - i) Updated Terms of Reference</p>							

<p>The updated Terms of Reference for the Neighbourhood Development Plan, as circulated, is accepted.</p> <p>ii) Minutes of steering group meeting Tuesday 25th May 2021 and minutes of the Local green space virtual meeting held Monday 7th June 2021. The minutes of the steering group meeting held Tuesday 25th May 2021 and the minutes of the Local green space virtual meeting held Monday 7th June 2021, as circulated, are accepted.</p> <p>b) Torpoint Town Partnership (TTP): - Councillor Mrs. J M Martin explained the next meeting of the TTP is scheduled for Tuesday 22nd June, this will be the AGM. The Treasurer will present a report on the audited accounts and there will now be discussion around the events and activities being planned for the Queen’s Platinum Jubilee 2022.</p> <p>c) Town Team Project Board: - i) Updated Terms of Reference The updated Terms of Reference for the Town Team Project Board, as circulated, is accepted. ii) Minutes of meeting held Tuesday 25th May 2021. The minutes of the Town Team Project Board meeting held Tuesday 25th May 2021, as circulated, are accepted. The Deputy Mayor (Councillor G J Davis) explained that at the next meeting of the Development and Localism Committee, members will be asked to consider the potential for the town council offices to be included in the Lower Fore Street redevelopment.</p> <p>d) Reports from delegates to outside bodies. i) Councillor J Tivnan BEM reported that the 2021 Mount Edgcumbe Classic Car Show has unfortunately been cancelled. ii) The Deputy Mayor (Councillor G J Davis) reported having virtually attended the Cornwall Gateway Community Network Panel (CNA) meeting the night before (16th June 2021), Councillor Mrs. Hilary Frank (Saltash Essa Ward) had been duly elected Chairman and he had been duly elected Deputy Chairman of the Panel. iii) Councillor C R Sawyer explained, having attended meetings of the Torpoint Archives and Heritage Centre, the group are mindful of the need to safely re-open at the Library and Community Hub, once restrictions have been lifted. Councillor Sawyer, on behalf of the Torpoint Archives and Heritage Centre, wished to record their sincere thanks to Councillor Mrs. K Brownhill, for her support to the committee, adding that he will forward the newsletter to the Clerk for onward circulation.</p>	
<p>63-21 Date of next meeting: - Thursday 15th July 2021.</p>	
<p>Meeting closed at 8.29pm.....Town Mayor</p>	