

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of Torpoint Town Council held on Thursday 19<sup>th</sup> September 2013 at 7.00 p.m. in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor M N Pearn MBE), Deputy Town Mayor (Councillor M J Crago), Councillors E H Andrews, Mrs K Brownhill, G J Davis, B Hobbs, Mrs C A Jackson, L E Keise, Miss J L Kinsman, Mrs J M Martin, J Tivnan and Mrs C I A Trueman plus the Town Clerk.

### **61-13 Apologies for Absence:-**

Apologies for absence were submitted on behalf of, Councillors J F Creek, P Edwards, Mrs C E Goodman, Mrs R A Southworth and the Police representative.

### **62-13 Declarations of interest relating to items on the agenda:-**

Non-Registerable Interests were declared on the following:-

Town Mayor (Councillor M N Pearn) – matters relating to the Archives as a member of the Committee.

Councillor E H Andrews – matters relating to the Archives as a member of the Committee.

### **63-13 Police Report:-**

In the absence of a police representative the Clerk read the Torpoint statistics from the monthly policing bulletin. The report confirmed that during the month of August 2013 there were

**33** crimes in the town consisting of

**6** thefts

**9** assaults

**7** criminal damage

**4** public order

**2** drink drive

**4** burglaries (2 within care homes, 1 from a shed and 1 from school premises)

**1** animal-related incident

Councillor J Tivnan reported that PCSO Lindsay Cork was leaving her post to be trained as a police officer and it was therefore resolved that a letter would be sent to Lindsay thanking her for her work in the town and also specifically with the Army Cadets.

### **64-13 Minutes of the previous meeting:-**

The minutes of the meeting held on Thursday 18<sup>th</sup> July 2013 were taken as read, confirmed and signed by the Mayor.

### **65-13 Matters arising from the Minutes:-**

None.

## **66-13 Mayors Communications:-**

The Mayor & Mayoress's Diary 28<sup>th</sup> August – 19<sup>th</sup> September 2013

28<sup>th</sup> August - Attended Mrs. Marjorie Harwood's 95<sup>th</sup> Birthday.

29<sup>th</sup> August - Walkabout at Thanckes Park (The Lawn) with Councillors and members of Friends of Thanckes Park, were a lot of issues was discussed.

31<sup>st</sup> August - Mount Edgcombe Country Park for the "Colours of Life" project more than 100 silk banners in all the colours of the rainbow created by women from Forces families and community groups in Saltash, Torpoint and Plymouth. Very impressive sight.

Saturday 7<sup>th</sup> September - Visited the Gorsedh Day at Penryn it was a good day, very interesting and also a learning curve for Torpoint's turn next year.

Tuesday 10<sup>th</sup> September - Community College to watch a slide show of the 17 Students that travelled to Nepal to help in their local schools etc. They were a credit to The Community College.

Thursday 12<sup>th</sup> September - Bill & Elsie Hoey Diamond Wedding at the Wheelers.

Friday 13<sup>th</sup> September - Presented certificates at the Phoenix Programme Passing out Parade at the Torpoint Fire Brigade Station. Congratulations to the Torpoint Community College students who passed out.

Sunday 15<sup>th</sup> September - Battle of Britain Commemoration Service at St Andrews Church., Plymouth

## **67-13 Planning Applications:-**

None.

## **68-13 Minutes of the Finance and General Purposes Committee Meeting**

It was **resolved** that the minutes of the meeting held Monday 2<sup>nd</sup> September 2013 are received and the recommendations in minutes 43-13FGP (a) (Use of Annexe), 43-13(b) FGP (Town Clock), 44-13FGP(a) (Audio Recording Policy), 45-13FGP (To consider the Council Risk Management Plan), 47-13FGP(a) (David Forsyth – Street Naming) and 49 -13FGP (Accounts for Payment) are adopted and implemented. Pursuant to minute 43-13FGP (a) (Use of Annexe), the Deputy Town Mayor (Councillor M J Crago) advised members of the current issues facing the Archives with many records and artifacts stored in boxes as there was no room in the current premises to display them. Councillor B Hobbs concurred with the Deputy Town Mayor being of the opinion that the organisation needed the additional space and supported the call for more space. Councillor Mrs. C A Wilton also noted that residents and visitors visited the Library looking for information on the town. It was noted that the Archives were charged £76 per annum per occupied room with the suggestion and advice that the organisation apply for a grant from the Town Council equal to the charge applied to each room. Councillor Miss J Kinsman suggested that the Library might be a more appropriate venue for the Archives although it was pointed out that logistics and more importantly space was not available at this venue. Councillor J Tivnan voiced the opinion that the Council could potentially lose a considerable income and questioned from where the deficit would be made up a similar point also raised by Councillor G Davis. Councillor Tivnan concluded by suggesting that we are using finances for a facility

that is not fully used. Councillor Mrs. J M Martin agreed suggesting that this was a marketable space and whilst in support of the Archives was of the opinion that it could be used to encourage activities for younger residents. Councillor L E Keise reminded members that other buildings in the town could be released when the new Health Centre is opened and posited the suggestion as to using these redundant buildings as a possible opportunity for the Archives to relocate. It was noted that it was unlikely that this option is sustainable for the Archives to finance and if this Council were to subsidise the Archives then it might be more prudent to offer premises in the council complex. Councillor Miss Kinsman suggested deferring a decision although Councillor B Hobbs suggested a compromise solution of a fixed time occupation period following which the situation could be reviewed. Following further discussion it was **resolved** (with 5 votes in favour, 3 votes against with 2 abstentions) that this Council grants an occupancy licence to the Torpoint Archives for an initial period of 18 months, following which the situation would be reviewed, on similar occupancy terms that are being enjoyed by Torpoint Archives for rooms 3 and 4.

(The Town Mayor and Councillor E H Andrews both declared a non-registerable interest as members of the Torpoint Archives Committee and left the Chamber whilst the above minute was discussed – the Deputy Town Mayor took the Chair for this minute).

Pursuant to minute 43-13(b) FGP (Town Clock) receipt was reported of a letter from the Clock maintenance company offering a discounted price for future maintenance. Members were of the opinion that the current option on the table of exploring the use of the local retired engineer should be pursued and it was **resolved** not to take any action on the offer letter until the current option is explored further with the PCC. It was also suggested that Councillor J Tivnan is consulted on any health and safety matters that are not easily resolved. Pursuant to minute 43-13FGP(c) (To consider the Council Risk Management Plan) the Clerk confirmed that the Town Administrator is pursuing with Cornwall Council the protracted matter of the disabled toilet facility at the Antony Road toilets. Pursuant to minute 45-13FGP (To consider the Council Risk Management Plan) the Council **resolved** to diarise the Internal Audit Working Party to meet in September and March/April to review Internal Audit procedures. Pursuant to minute 49-13FGP (Accounts for payment) Councillor E H Andrews considered that the combination of the Millennium Coin and Diamond Jubilee coin package should boost income especially during the Gorsedh celebrations.

### **69-13 Minutes of the Forward Planning Committee Meeting**

It was **resolved** that the minutes of the meeting held Thursday 5<sup>th</sup> September 2013 are received and the recommendations in minutes 48-13FP (c) (Any Business that has been disclosed to the Chairman and members prior to the meeting), 49-13FP (a) (Health and Safety Policy), 53-13FP (Council Chambers) and 58-13FP (Any Business that has been disclosed to the Chairman and members prior to the meeting) are adopted and implemented. Pursuant to minute 48-13FP (b) (Heating System) the Clerk reminded members on Financial Regulations (on Contracts) in that any contract to the value of £10,000 plus had to be tendered for and the necessary processes followed. It was therefore **resolved** that the Council reviews the value of the prices received and proceeds in line with Financial Regulations (on contracts). Pursuant to minute 49-13FP (a) (Health and Safety Policy) Councillor E H Andrews recorded a vote of thanks to Councillor J Tivnan for his work on the Health and Safety policy. Pursuant to minute 53 - 13FP (Council Chambers) it was **resolved** to consider this further in line with the Internal Audit Working Party report in part II. Pursuant to minute 58-13FP (Any Business that has been disclosed to the Chairman and members prior to the meeting) the Committee Chairman spoke on the objectives of the Skills Audit. Pursuant to minute 58-13FP (Any Business that has been disclosed to the Chairman and members prior to the meeting), Councillor B Hobbs commented on his previous research on the issues surrounding the condition of Adela Road and confirmed that it is unregistered land. Councillor Hobbs explained that unregistered land means that it has not been registered at the Land Registry and identified other pockets of land in the town that fell within this category. The Mayor also informed members of research that he has undertaken and suggested that it might be Crown Estates land. Councillor Tivnan whilst thanking Councillor Hobbs for his work and research nevertheless suggested that the Council must be proactive in attempting to address the issue and possibly look to registering the land. Pursuant to minute 58-13FP (Any Business that has been disclosed to the

Chairman and members prior to the meeting) Councillor E H Andrews confirmed that under the direction of the Town Administrator he was now bringing the content up to date. Pursuant to minute 58-13FP (Any Business that has been disclosed to the Chairman and members prior to the meeting) the Clerk confirmed that he would now pursue engaging a suitably qualified gardener to undertake maintenance work to the land under council control.

### 70-13 Financial Comparison

It was **resolved** that the July and August 2013 financial comparisons are received and adopted. Councillor Mrs J M Martin drew attention to the current civic function spend against the budget and questioned if the Freedom of Torpoint ceremony expenditure would remain within budget. The Deputy Town Mayor explained that the budget for civic functions had not increased and the Freedom ceremony had not been included therefore the final expenditure would exceed the budget. It was suggested that the budget is increased next year with the exceptional items such as the Freedom ceremony, Gorsedh and Armed Services Day factored in at the precept deliberations. Councillor Mrs Martin also drew attention to the low income as a percentage of budget on hall hiring. It was noted that the facilities were used free of charge by organisations for events such as the Mayor’s charities and it was **resolved** that the Town Administrator would include a notional value for free use of the facilities that would illustrate the actual use.

### 71-13 Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Quickfit Scaffold Towers	Scaffold Tower	481.00	80.17	400.83
British Telecom	Phone Line	25.33	4.22	21.11
CORY Environmental	Wheelie Bin	84.17	14.03	70.14
Cornwall Council	Non Domestic Rates (Oct)	1,189.00	0.00	1,189.00
Tamar Laundry	Tablecloths	28.25	4.71	23.54
British Telecom	Telephone	54.16	9.03	45.13
British Gas	Electric - Antony Rd Toilets	32.14	1.53	30.61
ITEC	Photocopying	13.32	2.22	11.10
Orange	Telephone	37.69	6.28	31.41

### 72-13 Correspondence

a) Torpoint Twinning Association – Benodet Park.

Noted. The Mayor confirmed that he would investigate the matters relating to charges for use of the park and it was noted that the Council had already agreed to engage a professional gardener to improve the aesthetics and gardens.

b) Sheryll Murray MP – Neighbourhood Plans.

Noted.

c) UNISON – New Contribution Rates.

Noted.

d) M Helyer – Helicopters at HMS Raleigh (via email to the Town Administrator).

Noted. Councillor B Hobbs spoke on the reasons for the introduction of helicopters and the Deputy Town Mayor spoke of the importance of the establishment to Torpoint and would not support anything that would jeopardise the use of HMS Raleigh. Councillor Mrs C I A Trueman suggested that it is now background noise and is used to it. Members generally disagreed with the comments in the email.

## 73-13 Reports

### a) Cornwall Council:-

Councillor B Hobbs spoke on the future of bus routes in the town and that it is understood there will be changes and spoke of competition between rival companies. One of the routes that Councillor Hobbs expressed concern about was the route to the main Plymouth rail station in North Road. Councillor Hobbs was of the opinion that it would be more difficult for residents to reach the station with the likely changes to the routes. Councillor E H Andrews suggested that the Council might wish to consider contacting First Bus and City Bus to ascertain the situation although it was conceded that the changes could be the result of a lack of demand. Councillor J Tivnan expressed cynicism that the bus companies would do anything as the changes were probably a result of economic factors that of supply and demand. Councillor Mrs C I A Trueman commented that there were 2 buses per hour and 5-6 minute gap between the buses. Councillor Hobbs concluded by suggesting that any letter should ask for an open and honest response.

Councillor M N Pearn MBE read the ferry report to members

Since the last council report the following Ferry weekly efficiencies have been achieved:

DATE	EFFICIENCY %	CROSSINGS
w/c 15 July	99.1% efficient	10 crossings out of 1320 lost
w/c 22 July	99.4% efficient	8 crossings out of 1320 lost
w/c 29 July	100% efficient	0 crossings out of 1320 lost
w/c 5 Aug	100% efficient	0 crossings out of 1320 lost
w/c 12 Aug	99.8% efficient	4 crossings out of 1320 lost
w/c 19 Aug	99.6% efficient	6 crossings out of 1320 lost
w/c 26 Aug	99.8% efficient	4 crossings out of 1320 lost
w/c 2 Sept	99.8% efficient	4 crossings out of 1320 lost
w/c 9 Sept	100% efficient	0 crossings out of 1320 lost

Target is 99%. Average since last report 99.7%. Average so far this calendar year 99.6%

It was also reported that the departure of the ferry for refit had been delayed due to bad weather and adverse sea conditions on the passage to Falmouth. The return date will be reviewed as the refit progresses, but it was announced the published target date of 16 October for return to service was still being aimed for.

Councillor Mrs J M Martin posited the observation that the 7.00am ferry from Torpoint was continually late and sought an explanation suggesting that the additional ferry should be introduced earlier. Councillor Mrs Martin also understood that it was almost impossible to turn the ferries around in 15 minutes when the vessels are running at full capacity. Councillor G J Davis noted that the 6.30am ferry was usually on time. Various possible solutions were posited. Councillor Hobbs informed the meeting that the refits included improved parts and processes that should delay refits for 5 years instead of the current 3 year terms.

### b) Systems and Procedures and Internal Audit:-

It was **resolved** the report from the Systems and Procedures and Internal Audit Working Parties (as appended to these minutes) are considered with the public and press excluded.

### c) Torpoint Town Partnership (TTP):-

The Town Mayor noted that the meeting considered preparations for the Gorsedh ceremony next year..

## 74-13 Date of the next meeting.

Thursday 17<sup>th</sup> October 2013.

**75-13 Adjournment of the Meeting**

It was **resolved** that the meeting stand adjourned until after the Public Forum. It was further resolved to exclude the Public and Press as items to be discussed involved staff and staffing matters (Public Bodies (Admission to Meetings) Act 1960). The minutes are listed as confidential and appended to these minutes.

Meeting closed at 8.45p.m. ....Town Mayor

**OPEN FORUM**

M Howells – Asked when the Council intended to adopt Adela Road. The Mayor replied that the Council were investigating this issue.

R Pyne –Spoke on matters relating to the police station and also sea bass in waters around the coast.