



## TORPOINT TOWN COUNCIL

Father Michael Brown led prayers before the meeting.

MINUTES of the meeting of Torpoint Town Council held on Thursday 16<sup>th</sup> June 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

	ACTION
<p><b>46-22 Apologies for absence: -</b> Apologies for absence were submitted on behalf of Councillors Mrs. J M Martin, R J Newcombe and L J Sanderson.</p>	
<p><b>47-22 Declarations of Interest relating to items on the Agenda</b> a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill – (Agenda Item 16 Accounts for Payment – Torpoint Town Partnership – as a member of the organisation.) b) An NRI (Non-Registerable Interest) was declared by: - Councillor C R Still – (Agenda Item 11 Minutes of the Development and Localism Committee – Expression of interest and letter of support for CIL application, Torpoint and Rame Active Community Network – as a member of the organisation.) c) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. C E Goodman – (Agenda Item 11 Minutes of the Development and Localism Committee – Expression of interest and letter of support for CIL application, Torpoint and Rame Active Community Network – as a member of the organisation.) d) An NDRI (Non-Registerable Interest) was declared by: - The Town Mayor (Councillor Miss R A Evans BEM) (Agenda Item 10 Minutes of the Finance and Personnel Committee – Payment of Mayoral Allowance).</p>	
<p><b>48-22 Planning Applications: -</b> a) PA22/04976 – Proposed enlargement of existing balcony and associated internal alterations – 14 King Street, Torpoint PL11 2AT. It is <b>resolved</b> there are no observations or objections.</p>	
<p><b>49-22 Cornwall Council Reports: -</b> The Mayor (Councillor Miss. R A Evans BEM) thanked Councillor Mrs. K Ewert and Councillor J Tivnan BEM for their written reports for the Council’s consideration.  Councillor J Tivnan BEM informed members the yellow road markings outside Torpoint Infant and Nursery School have been repainted with Carbeile Junior School road markings due to be carried out in the near future.</p>	
<p><b>50-22 Police Activity Report: -</b> Noted. PC Jodie Llewellyn (Neighbourhood Officer) will be attending the next meeting to introduce herself.</p>	

<p><b>51-22 Minutes of the previous meetings: -</b> The minutes of the previous Annual meeting held on Thursday 19<sup>th</sup> May 2022 and the Adjourned meeting held on Thursday 26<sup>th</sup> May 2022 as circulated, were taken as read, confirmed and signed by the Mayor (Councillor Miss. R A Evans BEM).</p>	
<p><b>52-22 Matters arising from the minutes: -</b> a) Bus timetable changes from Sunday 10<sup>th</sup> April: - Pursuant to minute 31-22 (a), the Mayor (Councillor Miss. R A Evans BEM) informed members of the public meeting about the revised bus timetables, taking place on Monday 20<sup>th</sup> June, 6.00pm in the Sheviok Memorial Hall, Crafhole. There will also be a publicity stall at the market on Sunday 26<sup>th</sup> June for those who cannot attend the public meeting or have further questions. Posters have been circulated in bus shelters and on social media.</p> <p>b) Trevol Business Park PL11 2TB: - Noted.</p> <p>c) Standing Orders Pursuant to minute 36-22 (a) it is <b>resolved</b> to accept the updated Standing Orders.</p>	
<p><b>53-22 To approve the Annual Return and Accounts for 2021-2022.</b> a) Annual Governance Statement: - Pursuant to minute 32-22, The Clerk presented the annual governance statement that is part of the Annual Return to members for consideration, as previously circulated. 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 2022, that: -</p> <ol style="list-style-type: none"> <li>1. We have put in place arrangement for effective financial management during the year, and for the preparation of the accounting statements.</li> <li>2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</li> <li>7. We took appropriate action on all matters raised in reports from internal and external audit.</li> <li>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.</li> </ol> <p>After considering these sections in the Annual Governance Statement it was <b>resolved</b> 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 Reports: -</p>	

<p>Pursuant to minute 32-22, The Clerk highlighted the internal audit report, with a brief précis of the areas for consideration/recommendation.</p> <p>The Clerk drew members' attention to the Accounting Statements for 2021-22, paying particular attention to the Staff costs.</p> <p>The Clerk explained, from the Supporting Statement, the additions.</p> <p>The Town Mayor minuted thanks to the Clerk &amp; 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) 2021-22.</p> <p>It was <b>resolved</b> 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><b>54-22 Mayor's Communications</b></p> <p>The Mayor (Councillor Miss. R A Evans BEM) thanked members who were involved in the Platinum Jubilee celebrations and will be writing to those who put in a considerable amount of effort. The Mayor highlighted receipt of many thank you cards to the council for the Platinum Jubilee Big Lunch.</p> <p>The Mayor informed members of the visit she had made to the Library and Community Hub on Tuesday to the FoodBank coffee morning, who are running a monthly surgery where people can talk to the volunteers about benefits and their entitlements. The FoodBank is not only for people who are out of work, but also for over the 65's. The Mayor will be approaching Torpoint and Rame U3A and other organisations to get the word out about the surgery.</p> <p>The Mayor was delighted to attend the Torpoint and Rame Peninsula Lions President handover, with the Town Crier Clive O'Shaughnessy now in the presidential role.</p> <p>The Mayor along with local MP Sheryll Murray, and Councillor J Tivnan BEM embedded a time capsule in a flower bed and the end of North Road, the Mayor thanked Councillor Tivnan for all his work on this project, with over 30 organisations contributing to the time capsule.</p> <p>The Mayor asked members to draft short biographies and submit to the Town Clerk for the website.</p>	
<p><b>55-22 Questions of which notice has been given or notice of motion.</b></p> <p>None.</p>	
<p><b>56-22 Minutes of the Finance and Operations Committee</b></p> <p>It is <b>resolved</b> the minutes of the meeting held on Monday 30<sup>th</sup> May 2022 are received, and the recommendations in the minutes: 22-22F&amp;O (a) (Code of Conduct), 22-22F&amp;O (b) (Terms of Reference Finance &amp; Operations), 23-22F&amp;O (d) (Payment of Mayoral Allowance), 27-22F&amp;O (a) (Section 137 Grant – Citizens Advice Cornwall), 27-22F&amp;O (b) (Section 137 Grant – Cornwall Air Ambulance), 27-22F&amp;O (g) (Defibrillator to be installed at Torpoint Fire Station) as circulated is adopted and implemented. The Mayor (Councillor Miss. R A Evans left the room whilst the vote was taken on the Payment of Mayoral Allowance).</p>	

**57-22 Minutes of the Development and Localism Committee**

It is **resolved** the minutes of the meeting held on Wednesday 1<sup>st</sup> June 2022 are received, it was **resolved** the recommendation in the minutes: 22-22D&L (c) (Expression of Interest from CIL Application, letter of support for Torpoint & Rame Active Community Network) will be considered with the public and press excluded (Public Bodies (Admission to Meetings) Act 1960 1(2), see minute number 65-22 due to the confidentiality of the discussion.

It is unanimously **resolved** to submit a letter of support, confirming funding will be in place from Torpoint Town Council to accompany the CIL application from Torpoint and Rame Active Community Network. The letter will be accompanied by agreed conditions set by the Town Council, with authority delegated to the Town Clerk and Deputy Mayor (Councillor G J Davis), Chairman of the Development and Localism Committee to draft the letter. (Councillors Mrs. C E Goodman and C R Still left the room whilst this agenda item was discussed and voted upon).

It is unanimously **resolved** to delegate to the Town Clerk and Deputy Mayor (Councillor G J Davis), Chairman of the Development and Localism Committee to develop a proposal to apply for CIL Funding, for and on behalf of the Town Council, to undertake feasibility study work on the site adjacent to the YMCA Torpoint & Rame Community Sports Centre. (Councillors Mrs. C E Goodman and C R Still left the room whilst this agenda item was discussed and voted upon).

Pursuant to 26-22D&L a) the Deputy Mayor (Councillor G J Davis) highlighted the plan to arrange a walk around of the council's assets and will liaise with Councillor Mrs. K Brownhill to agree a date.

**58-22 Minutes of the Personnel Committee**

It is **resolved** the minutes of the meeting held on Thursday 9<sup>th</sup> June 2022 are received and there are no recommendations in the minutes.

a) Appoint an additional Member to the Personnel Committee.  
It is **resolved** to appoint Councillor Mrs. L Fellows to the Personnel Committee.

**59-22 Questions of which notice has been given or notice of motion.**

None.

**60-22 Torpoint Ferry statistics**

The Torpoint Ferry availability statistics were noted and the Mayor (Councillor Miss R A Evans BEM) minuted thanks to the Torpoint Ferry officer for providing the statistics.

**61-22 Financial Information**

It is **resolved** that the May 2022 Budget Variance Income and Expenditure (as circulated) is received, and the Clerk identified there were inaccuracies in the information and will ensure an updated May 2022 Budget Variance is provided to the Finance and Operations Committee.

**62-22 Accounts for Payment**

Contact Name	Invoice Number	Total	VAT	NET	Description
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Richards Builders Merchants Ltd	Invoice 818114	48.88	8.16	40.72	Parks maintenance
Richards Builders Merchants Ltd	Invoice 817438	25.95	4.33	21.62	Parks maintenance
Richards Builders Merchants Ltd	Invoice 817174	1.90	0.32	1.58	Road Closure Sign maintenance
Duchy Defibrillators	Invoice JN836	228.00	38.00	190.00	Annual monitoring fee for Costcutter
Cornwall Council - Sea Gull Proof Sacks	Invoice 8100266390	96.00	0.00	96.00	Seagull proof sacks
High Street Safari	Invoice 242	529.00	0.00	529.00	AR Storytrail - The Queen's Platinum Jubilee Beacon Trail
Security Dynamics	INV-0026	690.00	115.00	575.00	Renewal of 12 month maintenance contract
Vent-Clenz Ltd	Invoice KCC20222139	468.00	78.00	390.00	Kitchen Vent maintenance
Cornish Pod	Invoice iz632	850.00	0.00	850.00	Platinum Big Lunch
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1713	103.19	17.20	85.99	Cleaning supplies
Andy Campfield	Invoice Platinum	70.00	0.00	70.00	Photographer for Platinum Jubilee
Mr Bounce Bouncy Castles	Invoice 1218	650.00	0.00	650.00	Hire of bouncy castle and assault course for Platinum Jubilee
Sea Cadets	Invoice 24	100.00	0.00	100.00	Band display for Jubilee Beacon Lighting
Outer Stage	INV-0125	2,620.00	0.00	2,620.00	Stage SL50 2 day weekend
Milly Southworth TTC	Platinum Jubilee supplies	36.89	6.15	30.74	Platinum jubilee supplies

Cornwall Council	Invoice 8100262102	262.45	0.00	262.45	Torpoint Town Council election uncontested recharge
Don Benson	Invoice 27	48.00	0.00	48.00	Clock winding 04.05.22 , 11.05.22 , 18.05.22 , 25.05.22
RD Johns Ltd	Invoice 868429	41.40	2.40	39.00	Big Lunch supplies
Paul Thomas - Traditional Signwriter	Invoice 828	68.00	0.00	68.00	Honours board
Richards Builders Merchants Ltd	Invoice 819604	40.57	4.98	35.59	Platinum jubilee supplies
Western Web Limited	Invoice 23200	36.00	6.00	30.00	Website management
Print Options	INV-13411	240.00	15.00	225.00	Platinum postcards
Hudson Accounting Limited	Invoice 642	450.00	0.00	450.00	Internal Audit for Financial Year 2021-22
Cornwall Council - Dog Waste Bags	Invoice 8100261676	25.02	4.17	20.85	Dog waste bags
Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates July 2022
Cornwall Council - Bus Rate Library	802715760	346.00	0.00	346.00	Bus Rates July 2022
Cornwall Council - Bus Rate Chambers	802311466	1,509. 00	0.00	1,509.00	Bus Rates July 2022
Kathy's	Invoice 66	47.92	0.00	47.92	Café supplies
Corona Energy - Chambers- Gas	DD Invoice 16954215	796.07	132.68	796.07	Gas Usage Council Chambers May 22 - Jun 22
Amazon	CC GB23OVUAF UI	12.99	2.17	12.99	HSE Health & Safety Law Poster



Green Feathers	CC Invoice SI-418736	149.00	24.83	149.00	WiFi bird box camera
Home&Rooster	CC Invoice 36633	41.98	6.33	41.98	Bullough wall mounted bird table
SSE Southern Electric - Public Con- Elec	DD Invoice 561785554/0028	55.06	2.62	55.06	Electricity at Cambridge field 06.01.22 - 13.05.22
Adobe Systems Software Ireland Ltd	CC June 2022	12.64	0.00	12.64	Monthly subscription June 2022
XERO	CC June 2022 subscription	31.20	5.20	31.20	Monthly accounting software subscription June 2022
Shire Leasing PLC	DD June 2022 Quarterly Payment	300.55	50.09	300.55	Rental June 2022
Spar	CC Platinum napkins	6.00	1.00	6.00	Platinum napkins
Torpoint Hardware	CC Beacon lighting fuel	24.95	4.16	24.95	Fuel for beacon lighting
SSE Southern Electric - Public Con- Elec	DD Invoice 11788490/0012	63.71	3.03	63.71	Electricity at Cambridge field 02.02.22 - 01.05.22
Rame Group Practice	CC GP Letter	40.00	0.00	40.00	GP Letter
Everflow Water	DD Invoice 1547676	476.30	33.73	476.30	Public Conveniences Water Rates - Water 18.06.22 - 17.07.22
The Range	CC Parks	22.97	3.83	22.97	Beacon lighting
DEVON DOOR AND LOCK CO	CC Park keys	73.40	12.23	73.40	Keys for Benodet
The Range	CC Beacon Lighting	47.15	7.86	47.15	Burning equipment for Beacon Lighting
Tamar View Nurseries	CC Harvey St flats planting	110.12	18.35	110.12	Harvey Street flats planters

Toolstation Limited	CC Invoice XWW01232344 3	220.06	24.67	220.06	stanley impact safety boots
Amazon	CC Inv 204- 0418121- 3826726	15.25	2.54	15.25	Blackboard paint
Amazon	CC 204- 8843969- 6346704	35.24	5.86	35.24	Parks maintenance
Amazon	CC 204- 8841356- 2780336	39.99	6.66	39.99	Platinum posts
SSE Southern Electric -Library Gas	DD Invoice 91812424 / 0032	367.71	61.29	367.71	monthly charge 01.04.22 - 30.04.22

### 63-22 Correspondence

- a) Cornwall Active Travel Challenge 6<sup>th</sup> June to 1<sup>st</sup> July – Cornwall Council  
Noted.
- b) Buildings at risk summer update – Cornish 'Buildings at risk project'  
Noted.
- c) Cornwall AONB Management Plan 2022-2027 – Cornwall AONB Unit  
Noted.
- d) Defra village hall grant scheme – Cornwall Council  
Noted.

### 64-22 Reports

- a) Climate Emergency Report: -  
Councillor Mrs. C E Goodman thanked Councillor Mrs. L Fellows for joining the working party group and thanked the councillors who attended the meeting on Tuesday 14<sup>th</sup> June 2022. Following a statement regarding the action plan, and whether the council should look towards the feasibility of solar panels on the council chambers building, members agreed this would be worth considering. The Deputy Mayor (Councillor G J Davis) commended the working party for meeting and gave apologies for being unable to attend group meetings. He encouraged the working party to delay the bringing the action plan to this meeting and it is **resolved** to note the direction of travel and approve the community engagement exercise as reported.
- a) Neighbourhood Development Plan (NDP): -  
The Deputy Mayor (Councillor G J Davis) informed Members the council heard back from LRM Planning and the council has requested action and a response by 1<sup>st</sup> July 2022.
- b) Torpoint Town Partnership (TTP): -  
The Mayor (Councillor Miss. R A Evans BEM) reported the focus is now working on the Terms of Reference for the group. The Mayor informed members of the upcoming Dog Show at Bénodet Park on Sunday 21<sup>st</sup> August 2022. Councillor Mrs. L Fellows requested use of the TTP outdoor equipment and the Ye Olde Fayre on Saturday 23<sup>rd</sup> July which was agreed.
- c) Town Team Project Board: -  
The Deputy Mayor (Councillor G J Davis) reported there is a meeting on 28<sup>th</sup> June 2022 to understand what the Levelling funding is and what the next steps will be.
- d) Reports from delegates to outside bodies: -
  - i) Torpoint Archives & Heritage Centre – May 2022 Report is noted.



<p>The Mayor (Councillor Miss. R A Evans BEM) thanked the Torpoint Archives for producing and sending the report to the town council.</p> <p>ii) Friends of Thanckes Park</p> <p>The Deputy Mayor (Councillor G J Davis) will be joining the Friends of Thanckes Park as the delegate outside body for and on behalf of Torpoint Town Council.</p> <p>iii) Cornwall Gateway Network</p> <p>The Deputy Mayor (Councillor G J Davis) informed members about the meeting he attended, the updated priorities of the year are being:</p> <ol style="list-style-type: none"> <li>1) A38</li> <li>2) Air Quality</li> <li>3) Water Transport</li> <li>4) Climate Change</li> <li>5) Public Transport Connectivity.</li> </ol> <p>Councillor G J Davis continues to be the Vice Chairman of this group. Councillor J Tivnan BEM apologised to members as he was unable to attend the meeting.</p>	
<p><b>65-22</b></p> <p>It was <b>resolved</b> the information to be considered is of a commercially sensitive nature, these items are considered with the public and press excluded and is contained in the confidential annex to these minutes (Public Bodies (Admission to Meetings) Act 1960 1 (2)).</p>	
<p><b>66-22      Date of next meeting</b> Thursday 21<sup>st</sup> July 2022.</p>	
<p>Meeting closed at 9.05pm..... Town Mayor</p>	