



TORPOINT TOWN COUNCIL

Councillor Mrs. J M Martin led prayers before the meeting, this was followed by a minute's silence, the Town Mayor then pronounced "God Save the King".

There were no members of the public in the gallery.

MINUTES of the meeting of Torpoint Town Council held on **Tuesday** 27th September 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. C E Goodman, Mrs. J M Martin, L J Sanderson, C R Sawyer, M G Spurling, C R Still, J Tivnan BEM, R M Willoughby, B A Walsh and M Thomson-Neall plus the Town Clerk & RFO (Clerk) in attendance.

	ACTION
<p>100-22 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Mrs. K Brownhill, Mrs. L Fellows, L E Keise, also (Cornwall) Councillor Mrs. K Ewert, plus the Town Council Support Officer.</p>	
<p>101-22 Declarations of Interest relating to items on the Agenda None.</p>	
<p>102-22 Planning Applications: - None.</p>	
<p>103-22 Cornwall Council Reports: - 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. Following a question from Councillor Mrs. J M Martin, Councillor Tivnan explained he is looking into who is the 'owner' of the dilapidated sign on the waters' edge on Chapeldown Road and once established will report back about whether a replacement can be purchased and installed. The Deputy Mayor (Councillor G J Davis) provided insight into the organisation which had installed the signs, including one located on Marine Drive and suggested contact could be made with the organisation to establish whether they would consider replacing them.</p>	Cllr Tivnan
<p>104-22 Police Activity Report: - Noted. The Mayor (Councillor Miss. R A Evans BEM) thanked PC Jodie Llewellyn (Neighbourhood Officer) for the recent statistics, highlighting that there appears to have been an increased Police presence in the town. Following a question posed by Councillor J Tivnan BEM, the Clerk was unable to give any update on whether a replacement Neighbourhood Officer for PC Jodie Llewellyn had been arranged by the Police.</p>	
<p>105-22 Minutes of the previous meeting: - The minutes of the previous meeting held on Thursday 18th August 2022, as circulated, were taken as read, confirmed and signed by the Mayor (Councillor Miss. R A Evans BEM).</p>	
<p>106-22 Matters arising from the minutes: - a) Political Youth programme (previous correspondence from J Nelson): - Councillor J Tivnan BEM explained that, working with the Clerk, he is endeavouring to establish more information regarding the Cornwall Council Youth Council and highlighted that, due to the geographical size of the county and the travel implications, Cornwall Council is currently considering the Youth Council operating from three separate locations.</p>	

107-22 Mayor's Communications

The Mayor (Councillor Miss. R A Evans BEM) said: "I recognise it is a difficult time, following the sad loss of Her Majesty Queen Elizabeth II, the town had come together in mourning. We will always remember her with great affection and we send our sympathies and condolences to His Majesty King Charles III and the Royal Family." The Mayor and Clerk have visited and delivered Books of Condolence to Torcare, Port Rouge and Tamara House, for the residents' and staff to include their own messages. A Book of Condolence was placed at Torpoint Library and Community Hub and on Friday 23rd September, the Books of Condolence were handed to Torpoint Archives and Heritage Centre, where they will be kept for future generations to appreciate.

On the same day, the Mayor joined members of the Torpoint Archives and Heritage Centre who received a plaque to honour Dr. John Langdon-Down. He was the medical pioneer, born in Torpoint, after whom Down's Syndrome is named. The Torpoint Archives was visited in 2019 by his great grandson Dominic Langdon-Down and his great great grandson Sean Langdon-Down.

On Saturday 24th September, the Mayor joined with staff and customers at the St. John Inn, to see the pub awarded the CAMRA Kernow Pub of the Year 2022. This was followed by a visit to the Team Raleigh CIC, Hounds for Heroes charity event at The Carbeile Inn.

The Mayor has attended several meetings to progress the Rugby Club move and is continuing to work with Torpoint Community College, Cornwall Council and Antony Estate on this project.

Diary date – Macmillan Coffee morning at Torpoint Library and Community Hub is tomorrow (Friday 28th September);

Thank you, in advance, to all volunteers who are supporting the forthcoming vaccination clinics, being held at the Council Chambers.

Diary date – Mayor's Magical Dinner and Dance, in aid of Cancer Research is on Saturday 22nd October, tickets are available, priced at £30.00 each.

108-22 Minutes of the Finance and Operations Committee

It is **resolved** the minutes of the meeting held on Tuesday 30th August 2022 are received, and the recommendations in the minutes: - 48-22F&O (b) (Volunteering Policy), 49-22F&O (g) (Option to Opt Out of the SAAA central external auditor appointment arrangements) and 53-22F&O (d) (Civility and Respect Pledge to Support), as circulated are adopted and implemented.

(The recommendation, minute 48-22F&O (e) (Business Continuity Plan), was withdrawn and will be amended, before being reconsidered at a future meeting.)

Pursuant to 53-22F&O (d) (Civility and Respect Pledge to Support), Torpoint Town Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector, *Appendix 1* to these minutes, gives full details of the Civility and Respect Pledge.

Clerk

<p>a) Notice of Conclusion of Audit, AGAR Section 3 External Auditor Report and preparation of "Notice of conclusion of audit" – PKF Littlejohn LLP: -</p> <p>The Clerk advised an "Except for matters" was raised as the AGAR had not been signed in accordance with the Accounts and Audit Regulations 2015: "On the AGAR originally submitted for review, Section 2 was not signed by the Chair and the Responsible Finance Officer and did not include the minute reference or date of approval by the smaller authority. Please ensure in future that Section 2 is signed by the Responsible Finance Officer prior to approval and that there are wet signatures on the AGAR."</p> <p>The Clerk explained the Notice of conclusion of audit will be published and displayed on the Council noticeboards and website.</p>	Clerk
<p>109-22 Minutes of the Development and Localism Committee It is resolved the minutes of the meeting held on Thursday 1st September 2022 are received and the recommendation in the minutes: - 56-22D&L (a) (Cleansing Services for four play parks), as circulated is adopted. Prior to the vote being taken, the Clerk explained Rame Refuse had been contacted to provide a second quotation, in accordance with the Best Practice Statement and have declined to submit a tender, as they are unable to compete with Biffa, as they pay lower disposal costs.</p> <p>a) Warmth Hubs – Opportunity to submit a Funding application to Volunteer Cornwall: - It is resolved an application for £10,000 funding is submitted to Volunteer Cornwall, to support the provision of Community Winter Support at Torpoint Library and Community Hub.</p>	Clerk Clerk
<p>110-22 Minutes of the Personnel Committee It is resolved the minutes of the meeting held on Thursday 8th September 2022 are received and the recommendations in the minutes: - 14-22Pers (a) (Managing Sickness Absence Policy) and 14-22Pers (b) (Recruitment and Selection Policy), as circulated, are adopted.</p>	Clerk
<p>111-22 Meetings Schedule 2023 Noted.</p>	
<p>112-22 Questions of which notice has been given or notice of motion. None.</p>	
<p>113-22 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. The Deputy Mayor (Councillor G J Davis) highlighted the statistics need not include loss of service due to the 'state funeral protocols'.</p>	Clerk
<p>114-22 Financial Information It is resolved that the August 2022 Budget Variance Income and Expenditure (as circulated) is received and adopted.</p>	

115-22 Accounts for Payment

Contact Name	Invoice Number	Total	VAT	NET	Description
Richards Builders Merchants Ltd	Invoice 824336	21.46	3.58	17.88	Chambers maintenance
Cornwall Council - Garage	Invoice 34190700166	61.32	10.20	51.12	Garage 7 19.09.22 - 16.10.22
D J W Window Cleaning	INV0051	55.00	0.00	55.00	Council Chambers maintenance
D J W Window Cleaning	INV0050	18.00	0.00	18.00	Bus Shelters maintenance
Rame Refuse	Invoice 5499	200.00	33.33	166.67	Removal and disposal of bench and mixed waste
PKF Littlejohn LLP	Invoice SB20221656	1,200.00	200.00	1,000.00	Review of Annual Governance & Accountability Return for year ended 31 March 2022
Cornwall Council - Garage	Invoice 34190700166	61.32	10.20	51.12	Garage 7 22/08/22 - 18/09/22
DisAbility	Invoice 17/33853	396.00	66.00	330.00	Access Audits
Kathy's Fruit & Veg	Invoice 63	37.78	0.00	37.78	Cafe supplies
Richards Builders Merchants Ltd	Invoice 830125	7.21	1.20	6.01	Pub cons Bénodet
Richards Builders Merchants Ltd	Invoice 829467	2.86	0.48	2.38	Pub con Antony
Richards Builders Merchants Ltd	Invoice 828532	15.26	2.54	12.72	Rendel Park
Richards Builders Merchants Ltd	Invoice 828518	9.38	1.56	7.82	Rendel Park
Richards Builders Merchants Ltd	Invoice 828101	50.28	8.38	41.90	Park Maintenance
Richards Builders Merchants Ltd	Invoice 827967	11.99	2.00	9.99	Skate Park Maintenance
Richards Builders Merchants Ltd	Invoice 827394	13.23	2.21	11.02	Park Maintenance
Richards Builders Merchants Ltd	Invoice 827392	11.91	1.99	9.92	Library Ivy Installation
Richards Builders Merchants Ltd	Invoice 827026	83.88	13.98	69.90	Library Ivy Installation
Richards Builders Merchants Ltd	Invoice 822683	10.44	1.74	8.70	Library Ivy Installation
Gibson's Cornish Ice Cream	INV-1029	52.80	8.80	44.00	Cafe supplies
Complete Business Solutions Group Ltd	SINV03338101	95.74	15.97	79.77	Stationery
Duchy Defibrillators*	Invoice JN921	108.00	18.00	90.00	Defib training 03 September 2022
Cornwall Council - Bus Rate Tennis Courts	Sep-22	55.00	0.00	55.00	Bus Rates September 2022

Mark's Ark	Invoice Library visit	225.00	0.00	225.00	Presenting Mark's Ark at the Torpoint Library and Community Hub
Amicus Compliance Solutions Ltd	Invoice 100424	42.00	7.00	35.00	Fire Marshal E-Learning Courses
ITEC	Invoice 763775	29.17	4.86	24.31	Meter readings Black
ASG Security	Invoice 38776	70.78	11.80	58.98	Maintenance visit Fire Alarm System
Don Benson	Invoice 30	60.00	0.00	60.00	Clock Winding August 22
RD Johns Ltd	Invoice 993515	14.38	2.40	11.98	Cafe supplies
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1839	179.94	30.00	149.94	Cleaning supplies
SMP Pipe Systems Limited	Invoice 3791	361.39	60.23	301.16	Attend Benodet Park remove broken toilet and replace
RD Johns Ltd	Invoice 989811	51.84	6.87	44.97	Cafe supplies
James Hallam Ltd	Invoice 517542954	12.26	0.00	12.26	Aviva insurance Limited Pergola
Cornwall Council - Sea Gull Proof Sacks	Invoice 8100289142	111.00	0.00	111.00	Seagull Proof sacks
Biffa	522C585511	22.32	3.72	18.60	Waste Collection Recycling Council Chambers 26/07//22
Complete Business Solutions Group Ltd	SINV03204382	48.86	8.14	40.72	Stationery
Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates October 2022
Cornwall council - Bus Rate Library	802715760	410.00	0.00	410.00	Library Bus Rates October 2022
Cornwall Council - Bus Rate Chambers	802311466	1,509.00	0.00	1,509.00	Business Rates October 2022
Co-Op	CC Cafe supplies	0.90	0.15	0.75	Newspapers & Café Supplies
Co-Op	CC Cafe supplies	1.80	0.30	1.50	Newspapers & Café Supplies
Co-Op	CC Cafe supplies	8.00	1.33	6.67	Newspapers & Café Supplies
Co-Op	CC Cafe supplies	4.25	0.71	3.54	Newspapers & Café Supplies
Co-Op	CC Café supplies	4.35	0.72	3.63	Newspapers & Café Supplies
Co-Op	CC Café supplies	4.55	0.75	3.80	Newspapers & Café Supplies
Co-Op	CC Café supplies	8.75	1.45	7.30	Newspapers & Café Supplies
Co-Op	CC Café supplies	4.00	0.67	3.33	Newspapers & Café Supplies
Co-Op	CC Café supplies	16.65	2.77	13.88	Newspapers & Café Supplies
Co-Op	CC Café supplies	6.80	1.13	5.67	Newspapers & Café Supplies
SSE Southern Electric - Library Gas	DD Invoice 91812424/0036	7.50	1.25	6.25	monthly charge 01.08.2022 - 31.08.2022
Amazon	CC INV-GB-134506251-2022-51724	25.56	4.26	21.30	Cleaning supplies
Amazon	CC DS-ASE-INV-GB-2022-341902880	53.88	8.97	44.91	Cleaning supplies
Co-Op	CC Café supplies	7.80	1.29	6.51	Newspapers & Café Supplies

Co-Op	CC Café supplies	7.60	1.27	6.33	Newspapers & Café Supplies
Co-Op	CC Café supplies	6.80	1.12	5.68	Newspapers & Café Supplies
Everflow Water	DD Invoice 1780379	122.93	7.25	115.68	Public Conveniences Water Rates - Water 18.10.22 - 17.11.22
Torpoint Hardware	CC Parks	17.00	2.83	14.17	electrical equipment for parks
Sam's Ironing Service	CC Invoice 40	85.40	0.00	85.40	Tablecloths
Co-Op	CC Café supplies	5.40	0.89	4.51	Newspapers & Café Supplies
Amazon	CC GB 25R1KNCAEUI	236.47	39.41	197.06	Vacuum cleaner
Co-Op	CC Café supplies	6.35	1.05	5.30	Newspapers & Café Supplies
Amazon	CC GB25Q0BEGAEUI	25.80	4.30	21.50	Staff clothing
Amazon	CC DS-ASE-INV-GB- 2022-331522736	69.99	11.67	58.32	Paper shredder
Co-Op	CC Café supplies	1.90	0.32	1.58	Newspapers & Café Supplies
Amazon	CC Invoice GB25PGBHVAEUI	24.99	4.17	20.82	Car detail kit
Amazon	CC INV-GB- 318537585-2022- 141865	22.99	3.83	19.16	Paint
Amazon	CC GB25PGBHVAEUI	24.99	4.17	20.82	Car Detail Kit official accessory
Amazon	CC DS-ASE-INV-GB- 2022-330075922	17.98	3.00	14.98	heavy duty cabin hook and eye lock
Co-Op	CC Café supplies	4.55	0.75	3.80	Newspapers & Café Supplies
D J W Window Cleaning	INV0051	55.00	0.00	55.00	Internal and external window cleaning at Council Chambers
D J W Window Cleaning	INV0050	18.00	0.00	18.00	Harvey Street, Trevol Road x 2, Goad Avenue x 2 bus shelters
SSE SWALEC -Library-Elec	DD Invoice 51789712/0048	193.31	9.20	184.11	Electricity Library 02.08.22 - 01.09.22
Amazon	CC INV-GB- 140579851-2022- 86772	11.68	1.95	9.73	Parks safety sign
Amazon	CC GB25OTK1MAEUI	25.80	4.30	21.50	Staff clothing
Amazon	CC DS-ASE-INV-GB- 2022328936066	9.99	1.67	8.32	Parks equipment
Co-Op	CC Café supplies	11.80	1.95	9.85	Newspapers & Café Supplies
EE	DD Invoice V02028256893	111.30	18.55	92.75	4 x staff mobiles
Corona Energy - Chambers- Gas	DD Invoice 171183372	245.47	11.69	233.78	Gas Usage Council Chambers August - September 22
Bea's Flowers	CC Queen's flowers	50.00	0.00	50.00	Floral sheafs
Co-Op	CC Café supplies	4.10	0.68	3.42	Newspapers & Café Supplies
SAINSBURYS S/MKTS	CC Safety pins	2.00	0.33	1.67	Safety pins
Amazon	CC INV-GB-	4.99	0.83	4.16	Stationery

	759786645-2022-72142				
Amazon	CC DS-ASE-INV-GB-2022-323588835	8.99	1.50	7.49	12 inch stainless steel heavy duty hook and eye lock
Co-Op	CC Café supplies	5.40	0.89	4.51	Newspapers & Café Supplies
Sainsbury's	CC Library supplies	9.15	1.51	7.64	Newspapers & Café Supplies
Co-Op	CC Café supplies	4.55	0.75	3.80	Newspapers & Café Supplies
Co-Op	CC Café supplies	10.05	1.66	8.39	Newspapers & Café Supplies
Adobe Systems Software Ireland Ltd	CC September 2022	12.64	0.00	12.64	Monthly subscription September 2022
ALD Automotive Limited t/a Ford Lease	DD September 2022	441.44	73.57	367.87	Monthly lease payment for vehicle September 2022
XERO	CC September 2022 subscription	31.20	5.20	26.00	Monthly accounting software subscription September 2022
Sam's Ironing Service	CC Tea towels	7.02	0.00	7.02	Tea towels
SSE Southern Electric - Library Gas	DD 91812424/0035	7.50	1.25	6.25	monthly charge 01.07.2022 - 31.07.2022
*Donation expected towards the training expenditure					

116-22 Correspondence

a) Public Liability Claim – 23rd June 2022: -

Clerk provided a brief summary of a Public Liability Claim, which has been forwarded to the council's insurance company.

b) Seeking Chairperson of Cornwall AONB Trust - Cornwall Area of Outstanding Natural Beauty: -

Noted.

c) Invitation to Conference: In and Beyond NDPs: Formation and Review for Community, Climate and Nature (Saturday 22nd October 2022) – Cornwall Zero: -

Noted. Councillor J Tivnan BEM and the Clerk are planning to attend this conference.

d) Consultation – Statement of Principles under Gambling Act 2005, Draft revised Gambling Act Statement of Principles – Cornwall Council Public Protection: -

Following a request from Councillor Mrs. J M Martin, agreed to refer this agenda item to the next meeting of the Finance and Operations Committee, to enable sight of the full documentation.

e) Renewal of existing dog bans on beaches – Cornwall Council Public Protection: -

Noted.

f) Seek views on a proposed upgrade at the existing telecommunications Base Station Installation at Cornerstone at Trevol Business Park, Trevol Business Park, PL11 2QJ – Cornerstone: -

Members directed the Clerk to reply to the correspondent thanking them for the opportunity to review the proposed plans, currently there are no initial observations or concerns.

g) Community Right to Bid Application, St. John Ambulance Hall, Ferry Road, Torpoint PL11 2AY – Cornwall Council: -

Members considered the information shared from Cornwall Council and following discussion, it is **resolved** to support the asset 'St. John Ambulance Hall, Ferry Road, Torpoint PL11 2AY' being included in the Council's List of Assets of Community Value.

Clerk

Clerk

<p>117-22 Reports</p> <p>a) Publication of Climate Emergency Report: - The Clerk is working with the website provider for the Climate Emergency Action Plan to be uploaded, also a link to the same will be shared in the newsletter.</p> <p>b) Neighbourhood Development Plan (NDP): - The minutes of the previous meeting, held Wednesday 20th July 2022, are as circulated. The Deputy Mayor (Councillor G J Davis) advised the next meeting of the NDP steering group is scheduled for Monday 10th October. Cornwall Council has the draft Neighbourhood Plan and have made some proposals amendments, these will be reviewed at the meeting. Additionally, Cornwall Council has reviewed the draft and is of the opinion, the Torpoint Neighbourhood Plan could have significant impact on the environment and therefore, Strategic Environmental Assessment (SEA) is required. Additionally, an Appropriate Assessment (HRA) will also be required under the Habitats Regulations Directive.</p> <p>c) Torpoint Town Partnership (TTP): - No update from the TTP as they have not met since the last meeting.</p> <p>d) Town Team Project Board: - The Deputy Mayor (Councillor G J Davis) explained the next meeting of the Town Team Project Board is scheduled for Tuesday 4th October.</p> <p>e) Reports from delegates to outside bodies: -</p> <ul style="list-style-type: none"> i) Torpoint Archives and Heritage Centre, August 2022 report – Noted. Councillor Mrs. J M Martin commented, it was pleasing to read the Sunday Street Market is successful for the Torpoint Archives and Heritage Centre. 	<p>Clerk</p>
<p>118-22 Date of next meeting Thursday 20th October 2022.</p>	
<p>Meeting closed at 7.49pm..... Town Mayor</p>	

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating Councillors, Clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all Councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	✓
Our council has put in place a training programme for Councillors and staff	✓
Our council has signed up to Code of Conduct for Councillors	✓
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	✓
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	✓
Our council will commit to calling out bullying and harassment when if and when it happens.	✓
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	✓
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	✓