



TORPOINT TOWN COUNCIL

Father Michael Brown led prayers before the meeting.

Councillor Mrs. K Ewert was in the public gallery.

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

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

	ACTION
<p>139-22 Apologies for absence: - In advance of the apologies for absence, the Chairman (Councillor G J Davis) read correspondence from former Councillor Robert Newcombe, who had given his resignation from the Town Council. In the letter he had explained that unfortunately he was struggling to devote any time to the responsibilities of joining the council team and therefore, with sincere apologies he suggested that the position could be taken up by someone else.</p> <p>Apologies for absence were submitted on behalf of the Town Mayor (Councillor Miss. R A Evans BEM), Councillors Mrs. C E Goodman, M Thomson-Neall, L J Sanderson, M G Spurling and R M Willoughby.</p>	
<p>140-22 Declarations of Interest relating to items on the Agenda None.</p>	
<p>141-22 Planning Applications: - None.</p>	
<p>142-22 Cornwall Council Reports: - The Deputy Mayor (Councillor G J Davis) thanked Councillor Mrs. K Ewert and Councillor J Tivnan BEM for their written reports for the Council's consideration.</p>	
<p>143-22 Police Activity Report: - Noted. The Deputy Mayor (Councillor G J Davis) thanked PC Hayley Gething (Neighbourhood Officer) for the recent statistics. The Clerk reported PC Hayley Gething has visited the office to introduce herself, however as she is not on duty this evening, she will endeavour to attend the December council meeting to introduce herself. Councillor Mrs. J M Martin highlighted the statistics have increased again, therefore it would be useful to receive an insight from Devon and Cornwall Police on these increases.</p>	
<p>144-22 Minutes of the previous meeting: - The minutes of the previous meeting held on Thursday 20th October 2022, as circulated, were taken as read, confirmed and signed by the Deputy Mayor (Councillor G J Davis).</p>	
<p>145-22 Matters arising from the minutes: - a) Political Youth programme (previous correspondence from J Nelson): - Pursuant to minute number 124-22 the Clerk will continue to liaise with the correspondent and Councillor Tivnan on this matter. b) Correspond with Cornwall Council regarding A374: - Pursuant to minute number 136-22 the Clerk explained that corresponding with Cornwall Council regarding the fatal traffic accident on the A374 had been delayed and it would be</p>	Clerk

<p>actioned within the next 24 hours. Councillor Mrs. J M Martin questioned whether the three residents who had written to the Council had been responded to, the Clerk assured Members responses had been drafted ready to send first thing the following morning.</p>	<p>Clerk</p>
<p>146-22 Mayor's Communications</p> <p>The Deputy Mayor (Councillor G J Davis) read out the Mayor's (Councillor Miss. R A Evans) Communications: -</p> <ul style="list-style-type: none"> ➤ Mayor's Charity Magical Dinner & Dance on Saturday 22nd October, followed by children's Halloween Party on Sunday 23rd October. ➤ Remembrance activities: - The Torpoint Royal British Legion Poppy Appeal Launch Concert on Thursday 27th October. On Armistice Day, I laid a wreath on behalf of the town at Sparrow Park and attended a service of Remembrance at Torpoint Nursery and Infant School. On Saturday 12th November the Deputy Mayor laid a wreath at Torpoint Football Club (AFC). On Sunday 13th November I was honoured to lay the first wreath, on behalf of the residents' of Torpoint, at the Remembrance Service beside St James Church. Thank you to everyone who showed their support on Remembrance Sunday, it was again a phenomenal turnout from the community and I give thanks to everyone for organising such a special day. ➤ On Friday 28th October, the Deputy Town Mayor, accompanied by the Deputy Town Mayor's Deputy George and I visited Cornwall Air Ambulance and presented a cheque for £3,300. I would like to give a really big thank you to all who helped raise these funds during my first year of civic office. ➤ Three days of Covid and flu vaccination clinics were organised from Saturday 29th October, my thanks again to the volunteers who assisted at these clinics ➤ Having met with a Trainee reporter from Cornwall Live I was pleased to read the finished article written about Torpoint, thank you also to the other Fore Street traders who contributed to this. ➤ On Friday 4th November one of our Councillors organised a fundraising coffee morning for the Royal British Legion, at Torpoint Library and Community Hub, thank you to our 'chief baker'. ➤ This was followed by a presentation in front of family and friends, of the Person of Courage Award to Madeleine Creek, who had been unable to attend the Civic service. Maddie has lived in Torpoint for nearly all of her life with her husband and sons and was a civil servant and a member of the Torpoint Branch of the Royal Navy Association. Following Maddie's retirement she has been active in the Torpoint Archives, serving for many years as a volunteer and on the committee. In recent years Maddie has had to cope with the loss of her husband and significant health challenges which resulted in her having to move to Torcare. Despite this being an extraordinarily difficult time Maddie has recognised the needs of others around her and funded and created memory books for people living in the home who suffer devastating memory loss. These books are hugely popular and give so much joy to individuals and their families and shared with the Torpoint Library and Community Hub memory groups. ➤ The same evening, I was delighted to support a charity bingo night, for the Hounds for Heroes Team Raleigh CIC, this was held at Torpoint Mosquito Sailing Club; the total raised including bingo, raffle, merchandise sales and donations was an amazing £654.51. ➤ Thank you to all the contributors who supported the Cost of Living and Energy Support event held at Torpoint Library and Community Hub on Wednesday 9th November, I really enjoyed the fantastic cooking demonstration and other activities and support services that were available. 	

<ul style="list-style-type: none"> ➤ Thank you to Ollie Vigo, Torpoint's Tri-Service Safety Officer and the Operations Manager, who along with the Clerk were able to assist a family in their time of need, this has now prompted Ollie to provide a Home Safety check and give the family further support in the future. ➤ On Thursday 10th November, the Carney family invited me to attend the Celebration of the Life for Kyran Carney and the following day I joined the family in a toast to Kryan at Torpoint Football Club, I was honoured to be able to say farewell to Kyran. ➤ Saturday 12th November was the lantern making workshop, thank you to Councillors Mrs. K Brownhill and C R Still and to all those who came and made lanterns for the Christmas Lights switch-on Parade. ➤ Interviews for the Town Council Support Officer took place today and I am delighted to announce Harriet Bastin was successful and we look forward to welcoming her to the town council. ➤ Finally, I would like to say farewell to Danielle Argrave, the Town Council Support Officer, who is leaving on Monday. Thank you for all the support you have given to the town council and also to me personally, we wish you well in your new job. 	
<p>147-22 Minutes of the Finance and Operations Committee</p> <p>It is resolved the minutes of the meeting held on Monday 31st October 2022 are received and the recommendation in the minutes: - 75-22F&O (h) (Town Clock Repairs), 76-22F&O (a) (Reserves Policy), 76-22F&O (b) (Financial Regulations and Best Value Statement), 76-22F&O (c) (Business Continuity Plan), 76-22F&O (d) (Flag Flying Policy), 76-22F&O (e) (Unreasonable Behaviour Policy), 82-22F&O (b) (Environment Policy), 85-22F&O (Friends of Thanckes Park dissolution of funds), as circulated, are adopted.</p> <p>a) Japanese Knotweed Service Level Agreement as circulated: - The Clerk had shared the draft Agreement with Members in advance and following discussion it is resolved to adopt the Agreement, with a review to be undertaken in 12 months' time.</p> <p>b) Parish and Town Council Precepts for the 2023/24 Financial Year and Council Taxbase 2023/24 with 2022/23 comparison: - Noted.</p>	
<p>148-22 Minutes of the Extraordinary Personnel Committee</p> <p>It is resolved the minutes of the meeting held on Monday 31st October 2022 are received and the recommendation in the minutes: - 27-22Pers (it was agreed to take this item with the public and press present): to employ the Seasonal Caretaker (currently employed 7/12 months) for 12 months a year (remain on 16 hours per week), with effect from 1st November 2022.</p> <p>28-22Pers, Councillor Mrs. J M Martin made the proposal, this was seconded by Councillor Mrs. K Brownhill, and it is resolved to include a figure of £303,500 in the salaries budget for 2023/24.</p> <p>The minutes were as circulated, are adopted.</p>	
<p>149-22 Minutes of the Development and Localism Committee</p> <p>It is resolved the minutes of the meeting held on Thursday 3rd November 2022 are received and the recommendations in the minutes: - 88-22D&L (a) (iv) (Thanckes Park Play gate) and 95-22D&L (22-23 National Salary Award) as circulated, are adopted.</p> <p>Pursuant to minute 86-22D&L (b) (Budget requirements TO BE DEFERRED), it is agreed to defer this to the next Finance & Operations Committee meeting on Monday</p>	

28th November 2022.

150-22 To consider for approval and signature the Legal documentation / Agreements for the transfer of the Public Conveniences, Antony Road, Torpoint with Cornwall Council, Torpoint Town Council and Plymouth Boat Park Limited.

Councillor Mrs. J M Martin made the proposal, this was seconded by Councillor C R Sawyer and it was **resolved** that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting due to the confidentiality of the discussion.

151-22 Questions of which notice has been given or notice of motion.
None.

152-22 Torpoint Ferry statistics

The Torpoint Ferry availability statistics were noted and the Deputy Mayor (Councillor G J Davis) minuted thanks to the Torpoint Ferry officer for providing the statistics.

153-22 Financial Information

It is **resolved** that the October 2022 Budget Variance Income and Expenditure (as circulated) is received and adopted.

154-22 Accounts for Payment

Contact Name	Invoice Number	Total	VAT	NET	Description
ASG Security	Invoice 39219	106.80	17.80	89.00	Service call out
MRS B MILLINER	Invoice 72	20.00	0.00	20.00	Flowers Civic Award
Festive Lighting	Invoice 20303	3,427.49	571.25	2,856.24	Annual Christmas Lights Hire
Richards Builders Merchants Ltd	Invoice 836059	2.38	0.40	1.98	Chambers maintenance
EDF Energy	Invoice 000013487816	195.29	9.30	185.99	Christmas Lights energy charges 2021/22
Cornish Tea & Cornish Coffee Co Ltd	Invoice SL54660	38.44	0.00	38.44	Cafe supplies
PPL PRS Ltd	Invoice SIN2232878	378.70	63.12	315.58	Music license
Richards Builders Merchants Ltd	Invoice 836712	24.30	4.05	20.25	Pub cons maintenance
Richards Builders Merchants Ltd	Invoice 836584	17.13	2.86	14.27	Library maintenance
Richards Builders Merchants Ltd	Invoice 836559	3.74	0.62	3.12	Chambers maintenance
Richards Builders Merchants Ltd	Invoice 836332	26.27	4.38	21.89	Parks maintenance
Richards Builders Merchants Ltd	Invoice 836065	12.56	2.10	10.46	Chambers maintenance
Richards Builders Merchants Ltd	Invoice 836051	2.09	0.35	1.74	Chambers maintenance
Richards Builders Merchants Ltd	Invoice 835757	16.20	2.70	13.50	Parks maintenance

Richards Builders Merchants Ltd	Invoice 835072	18.59	3.10	15.49	Library maintenance
Richards Builders Merchants Ltd	Invoice 835037	26.71	4.45	22.26	Elliot Square maintenance
Richards Builders Merchants Ltd	Invoice 834485	21.95	3.66	18.29	Library maintenance
Richards Builders Merchants Ltd	Invoice 834346	51.25	8.55	42.70	Elliot Square maintenance
Cornwall Council - Garage	Invoice 34190700166	61.32	10.20	51.12	Garage 7 14.11.22 - 11.12.22
RD Johns Ltd	Invoice 175555	156.18	17.96	138.22	Cafe supplies
Westcare Limited	SINV00194111	25.86	4.31	21.55	Stationery
Don Benson	Invoice 32	48.00	0.00	48.00	Clock Winding October 22
Cornish Tea & Cornish Coffee Co Ltd	Invoice SL65513	687.80	0.00	687.80	Cafe supplies
Print Options	INV-13650	922.00	32.00	890.00	Newsletter
Complete Business Solutions Group Ltd	SINV03413454	107.76	17.96	89.80	Stationery
Kathy's Fruit & Veg	Invoice 62	26.29	0.00	26.29	Cafe supplies
RD Johns Ltd	Invoice 165663	147.21	11.35	135.86	Cafe supplies
Every Corner Distribution Ltd	Invoice TTCECD004	630.00	105.00	525.00	Distribution of 3500 newsletters
Biffa	Invoice 522C75667	40.63	6.77	33.86	Waste Collection Council Chambers 05.10.22
Biffa	Invoice 522C75666	22.32	3.72	18.60	Recycling Collection Council Chambers 04.10.22
Biffa	Invoice 522C75665	31.13	5.19	25.94	Waste Collection Library 05.10.22
Biffa	Invoice 522C75664	22.32	3.72	18.60	Recycling Collection Library 04.10.22
Western Web Limited	Invoice 23456	180.00	30.00	150.00	Renewal of Cloud email account 10/11/2022 - 09/11/2023
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1872	127.39	21.24	106.15	Cleaning supplies
Cornwall Council - Tennis Courts Bus Rates	Dec-22	55.00	0.00	55.00	Dec-22
Cornwall Council - Bus Rate Library	Dec-22	410.00	0.00	410.00	Dec-22
Cornwall Council - Rm 6 Bus Rates	Dec-22	125.00	0.00	125.00	Dec-22
Cornwall Council - Bus Rate Chambers	Dec-22	1,509.00	0.00	1,509.00	Dec-22
Print Options	INV-13674	160.00	0.00	160.00	Newsletter
Seated Furniture Ltd	INV-051251	1436.29	239.38	1196.91	Outdoor Wooden reading sheds & shelter
Adobe Systems Software Ireland Ltd	CC November 2022	12.64	0.00	12.64	Monthly subscription November 2022
Amazon	CC GB26WNM47AEUI	41.00	6.83	34.17	Staff clothing

Amazon	CC INV-GB-139652021-2022-128857	4.99	0.83	4.16	Mouse mat with wrist support
ALD Automotive Limited t/a Ford Lease	DD November 2022	441.44	73.57	367.87	Monthly lease payment for vehicle November 2022
XERO	CC November 2022 subscription	33.60	5.60	28.00	Monthly accounting software subscription November 2022
Winter Warm Packs	CC Invoice IN017373	432.00	72.00	360.00	Winter warmer premium pack
CartridgeInk	CC Invoice 1137720	109.99	18.33	91.66	Compatible Epson 4 Ink Cartridges
SSE SWALEC -Library- Elec	DD Invoice 51789712/0049	238.69	39.78	198.91	Electricity Library 02.09.22 - 01.10.22
SSE SWALEC - Benodet Elec	DD Invoice 51785521 / 0014	203.16	9.67	193.49	Electricity Benodet 02.07.22 - 11.10.22
SSE SWALEC - Chambers Elec	DD Invoice October	869.37	144.89	724.48	Electricity Chambers 02.07.22 - 01.10.22
Amazon	CC INV-GB-139448381-2022-3977	18.90	0.00	18.90	Café supplies
Amazon	CC INV-GB-131172001-2022-163010	12.93	2.16	10.77	Café supplies
Everflow Water	DD Invoice 1837820	190.20	12.21	177.99	Public Conveniences Water Rates - Water 18.11.22 - 17.12.22
SSE Southern Electric - Library Gas	DD invoice 91812424 / 0037	7.50	1.25	6.25	monthly charge 01.09.22 - 30.09.22
Amazon	CC GB26BPNG0AEUI	22.86	3.81	19.05	Batteries
Amazon	CC GB26BAJ2WAEUI	21.49	3.58	17.91	Batteries
Screwfix	CC Invoice A10174081260	66.26	11.04	55.22	Parks maintenance
CO-OP GROUP 380558	CC Cafe Supplies	111.25	18.52	92.73	Café/Library supplies
Amazon	CC INV-GB-599412635-2022-1099313	45.52	7.60	37.92	Parks equipment
SAINSBURYS	CC WINTER WARMER SUPPORT	32.60	4.53	28.07	Winter warmer café supplies
Sams Ironing	CC Invoice 1 & 69	15.34	0.00	15.34	Tea towels

155-22 Correspondence

None.

156-22 Reports

a) Neighbourhood Development Plan (NDP): -

The Deputy Mayor (Councillor G J Davis) updated members explaining the Clerk had submitted funding applications for Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA), the Clerk is now waiting on official confirmation that the funding has been approved and has also forwarded the draft evidence to Cornwall Council for their initial review. Additionally, the Clerk has held the 'kick-off' meeting with the SEA and HRA consultants AECOM.

b) Torpoint Town Partnership (TTP): -

Councillor Mrs. J M Martin informed members the Christmas Lights Switch On event is on Saturday 26th November where there will be lots of entertainment, market stalls and parading of the lanterns, made at the Lantern Workshop on Saturday 12th November, and

<p>reminded members Fore Street will be closed during this event. Councillor Martin also informed members the Doorstep Carols at Bénodet Park is taking place on Wednesday 14th December. The next meeting of the TTP is scheduled for 2023.</p> <p>c) Town Team Project Board: - There have been no further meetings of the Town Team Project Board and nothing further to report.</p> <p>d) Reports from delegates to outside bodies: -</p> <p>i) Torpoint Archives and Heritage Centre, October 2022 report – Noted and the Deputy Mayor (Councillor G J Davis) minuted thanks to the Torpoint Archives for providing the report.</p>	
<p>157-22 Date of next meeting Thursday 15th December 2022. Councillor L E Keise submitted his apologies in advance for this meeting, also Fr. Michael Brown, the same.</p>	
<p>Meeting closed at 8:16pm..... Town Mayor</p>	