



## TORPOINT TOWN COUNCIL

Councillor Mrs. J M Martin led prayers before the meeting.

The Town Council Operations Manager was in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 15<sup>th</sup> December 2022 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor Miss. R A Evans BEM) (Chairman), Councillors Mrs. K Brownhill, Mrs. L Fellows, Mrs. C E Goodman, Mrs. J M Martin, C R Sawyer, C R Still, J Tivnan BEM and the Town Clerk & RFO (Clerk) and Town Council Support Officer in attendance.

	ACTION
<p><b>158-22 Apologies for absence: -</b>            Apologies for absence were submitted on behalf of the Deputy Mayor (Councillor G J Davis, Councillors L E Keise, M Thomson-Neall, L J Sanderson, M G Spurling, B A Walsh and R M Willoughby.            Apologies for absence were submitted on behalf of Councillor Mrs. K Ewert and Fr. M Brown.</p>	
<p><b>159-22 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 9. Finance and Operations Committee, Hiring and Letting Charges for 2023-24 financial year, as a Member of the RBL and as a hirer for and on behalf of U3A. Also Agenda item 16c. Torpoint Town Partnership as author of the Report).            b) An NRI (Non-Registerable Interest) was declared by: -            Councillor Mrs. J M Martin – (Agenda item 9. Finance and Operations Committee, Hiring and Letting Charges for 2023-24 financial year, as a relative of the proprietor of the Coppola School of Performing Arts, also Room 11 Hiring and Letting Charges as a member of Torpoint Community Cinema.)            c) An NRI (Non-Registerable Interest) was declared by: -            Councillor J Tivnan BEM – (Agenda item Agenda item 9. Finance and Operations Committee, Hiring and Letting Charges for 2023-24 financial year as Treasurer of the Royal British Legion [Storage Room York Road]).            d) An NRI (Non-Registerable Interest) was declared by: -            Councillor Mrs. L Fellows – (Agenda item Agenda item 9. Finance and Operations Committee, Hiring and Letting Charges for 2023-24 financial year as Licensee of Room 7, for Beat4Autism CIC).</p>	
<p><b>160-22 Planning Applications: -</b>            a) PA22/10313 – ‘Change of Use’ of existing commercial premises (Dashers Pasties) into a one bedroomed self-contained unit – Dashers Pasties, 63 Fore Street, Torpoint.            No observations or objections.</p>	
<p><b>161-22 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 Tivnan highlighted the information shared reference the possibility of a Banking Hub in Fore Street. Following discussion it is <b>resolved</b> to further explore the possibility of a Banking Hub being set up in Fore Street, Torpoint, Councillor Tivnan volunteered to commence the initial discussions for and on behalf of the town.</p>	Cllr Tivnan

<p><b>162-22 Police Activity Report: -</b> Noted. The Mayor (Councillor Miss. R A Evans BEM) explained, unfortunately PC Hayley Gething (Neighbourhood Officer) is unable to attend the meeting, however, PC Gething is hoping to attend the first council meeting of the New Year.</p>	
<p><b>163-22 Minutes of the previous meeting: -</b> The minutes of the previous meeting held on Thursday 17<sup>th</sup> November 2022, as circulated, were taken as read, confirmed and signed by the Mayor (Councillor Miss. R A Evans BEM).</p>	
<p><b>164-22 Matters arising from the minutes: -</b> a) Political Youth programme (previous correspondence from J Nelson: - Pursuant to minute number 145-22 (a), the Clerk will continue to liaise with the correspondent and Councillor J Tivnan BEM on this matter. b) Correspond with Cornwall Council regarding A374 and correspondents: - Pursuant to minute number 145-22 (b), all three correspondents have received a reply regarding the fatal road traffic accident on the A374. Additionally, the Chairman of the Cornwall Gateway Community Network Panel (Cornwall Councillor Hilary Frank) has also been corresponded with on the matter. Councillor J Tivnan BEM drew Members attention to this months' Cornwall Council report, which gives a detailed explanation of the questions and answers which had been posited to the Highways department. With reports from the Police, Road Safety Section and any recommendations from the Coroner awaited, before further action is taken. c) 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: - Pursuant to minute number 150-22, the Mayor (Councillor Miss R A Evans BEM) made the proposal, this was seconded by Councillor Mrs. J M Martin 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.</p>	Clerk
<p><b>165-22 Mayor's Communications</b> The Mayor (Councillor Miss. R A Evans BEM) said "Where to start since we last sat here!  I sent, on behalf of the residents of Torpoint, a condolence message to His Majesty King Charles III at the sad passing of Her Majesty, Queen Elizabeth II and since we last met, we received a beautiful card from Buckingham Palace, it will be now be donated and stored at the Torpoint Archives and Heritage Centre.  I had the opportunity to see another Royal card when I presented Frank Bailey with his 100<sup>th</sup> birthday card from His Majesty King Charles III and The Queen Consort. Frank was delighted with the card and his birthday celebrations, it was lovely to spend time with him, his family and other residents and staff at Tamara care home.  We have had Christmas light switch on's, Christmas Tree festivals, Christmas Markets, raucous Christmas lunches for 80 over 70's, Big Sings and Christmas cards. There have also been many, many opportunities to drag out and encourage others to put on the elf outfits, for which I make no apology as those of you that did thoroughly enjoyed it. It has certainly been an enjoyable month supporting many community events, which is a small part of what this gig is all about.  As you know this town council has signed up to the Civility and Respect Pledge, which I know we all do our best to adhere to and promote within our town and now more than</p>	

ever I would like us to continue to promote that. Over the last month or so I have been supporting a family whose child had been subjected to hideous and violent bullying by their peer group, which was filmed and shared. It has been absolutely shocking and rightly looked at by the Police. It genuinely makes me sad that anyone is bullied and regardless of whether it is in person or virtually on social media it is unacceptable. As we go into the festive season, commonly known as the Season of Goodwill, I would like to remind everyone that we should be practicing this all year round.

On a lighter note, I would like to thank all the Councillors in the room and those on apologies for volunteering your time and for your dedication this year. To our office, library and operations teams for keeping us on track and the town moving thank you. I think you have all done an exceptional job and whilst it might not be appreciated by all, I am very proud of the work you all do and to be part of this Council family.

I know many of you do not do Christmas cards, but I do, so please accept them in the spirit they are intended and note that I also supported my chosen charity, Cancer Research which is where they came from. For those of you that are able, please stay for a mince pie and beverage after this evening's meeting and I wish you all a Merry Christmas and a peaceful New Year.

As the Deputy Mayor is now unable to attend the Torpoint Ladies Singers Christmas concert tomorrow evening at St James Church, 7.30pm start, anyone wishing to attend in his place would be welcomed."

The Mayor highlighted the forthcoming swab testing, planned for Saturday 17<sup>th</sup> December, from 10.00am – 3.00pm, which is being undertaken to support 'Charlie from Liskeard', who needs a bone marrow transplant.

### **166-22 Minutes of the Finance and Operations Committee**

It is **resolved** the minutes of the meeting held on Monday 28<sup>th</sup> November 2022 are received and the recommendation in the minutes: - 88-22F&O (Hiring and Letting Charges for the 2023-24 financial year) and 89-22F&O (Council Budget (excluding Reserves) for the 2023-24 financial year), as circulated, are adopted.

Pursuant to 88-22F&O (Hiring and Letting Charges for the 2023-24 financial year), the Finance and Operations Committee meeting minutes are *copied below* for transparency and:

Following a proposal put by Councillor Mrs. K Brownhill, which was seconded by Councillor C R Sawyer, it is **resolved** that the notes appended to these minutes containing the proposed licensee charges at *Appendix 1* are all increased accordingly, with the Coppola School of Performing Arts and Torpoint Community Cinema licensee room rates remaining the same as 2022/23.

*Members considered the hiring room charges, with a very lengthy debate and considered how to increase income and hiring and licensee charges, in line with the results of the market report conducted in November 2021. Therefore, to endeavour to move closer to the results of this report, Councillor C R Sawyer proposed with the Town Mayor (Councillor Miss R E Evans BEM) seconding the proposal and it is **resolved** that the notes appended to these minutes containing the proposed hiring and licensee charges at Appendix 1 are increased as follows: -*

*Council Hall – from £15.00 to £15.75 per hour*

*Committee Room – from £9.00 to £9.45 per hour  
Mayor’s Parlour - from £6.00 to £6.30 per hour for the 2023-24 financial year.  
Bénodet Park tea hut and Park*

*Hourly charge – £9.45 per hour  
Half day charge - £31.50  
Full day charge - £63.00 for the 2023-24 financial year.*

(Councillor Mrs. L Fellows left the room whilst the vote was being taken and those Members who had declared a Non-Pecuniary interest in the hiring/lettings charges for 2023-24 abstained from voting.)

Pursuant to 89-22F&O (Council Budget (excluding Reserves) for the 2023-24, 2024-25 and 2025-26 financial years), the Finance and Operations Committee meeting Minutes are *copied here* for transparency:

*The Clerk detailed, and displayed on the screen, the Excel spreadsheet, received from Cornwall Council. This enables Town and Parish Councils, having input the proposed precept first, to display the annual council tax charge that residents in the parish will pay in 2023-24 for the parish council element, based on the proposed precept figure that has been input. This is shown for all of the different property bands. The spreadsheet then displays the increase or decrease in charge per band from 2022-23 to 2023-24 in pounds (£) and percentage (%) terms.*

*The Chairman (Councillor Mrs. K Brownhill) explained that preparatory work had been undertaken to prepare a draft budget, as circulated, for the 2023-24 financial year, with hard copies available at the meeting. This first draft was displayed on the screen with the Chairman inviting Members to review the expenditure first.*

*The salaries budget is to be increased from £260,000 in 2022-23 to £303,500 in 2023-24, an increase of £43,500. Using the draft budget, Members debated at length where savings could be made and income could be generated.*

*All income amounts were reviewed, and it was agreed that due to the time taken to reach this point in the budget setting, all Reserves considerations would be discussed at future meeting.*

Following a proposal from Councillor Mrs. K Brownhill, which was seconded by the Town Mayor (Councillor Miss R A Evans BEM), it is **resolved** that the notes appended to these minutes containing the proposed Council budget (except Reserves) for the financial years 2023-24, 2024-25 and 2025-26 at *Appendix 2* are approved by the Town Council. Based on the proposed budget, this would result in an increase from the existing precept of £379,981, rising to a precept of **£417,739**, an increase of £37,758, using the tax base of 2023-24 this is approximately a **9.61% increase**. This will result in an increase on a Band “D” property to **£176.49** per month.

Members agreed to call an Extraordinary Meeting of the Finance and Operations Committee on Monday 9<sup>th</sup> January 2023 to consider the Reserves and projects for the budget proposals for the financial years, 2023-24, 2024-25 and 2025-26.

Clerk

**167-22 Minutes of the Development and Localism Committee**

It is **resolved** the minutes of the meeting held on Thursday 1<sup>st</sup> December 2022 are received, there were no recommendations, as circulated, are adopted.

Pursuant to minute number 98-22D&L (a) (The Community Hub and Library Report), regarding the Cornwall Council Home Library Service ending at the end of March 2023 and the Town Council taking on the provision, Councillor J Tivnan BEM minuted it is essential for anyone using their own personal vehicle for travel for and on behalf of the Town Council to have business insurance, in order to re-claim fuel/travel reimbursement.

Clerk

**168-22 Minutes of the Personnel Committee**

It is **resolved** the minutes of the meeting held on Thursday 8<sup>th</sup> December 2022 are received and the recommendations in the minutes:- 32-22Pers (NJC Spinal Point increased 1<sup>st</sup> April 2023) and 37-22Pers (Set up Service Level Agreement with Cornwall Council for access to employees benefits scheme), as circulated, are adopted.

Pursuant to minute 32-22Pers (NJC Spinal Point increased 1<sup>st</sup> April 2023), the Town Mayor (Councillor Miss. R A Evans BEM) made the recommendation, as detailed in **BOLD**, this was seconded by Councillor Mrs. J M Martin and it is **resolved** to adopt the NJC Spinal Point increases for the job roles as detailed, with effect from 1<sup>st</sup> April 2023 and copied below.

Clerk

NO. OF STAFF	JOB ROLE	NO. CONTRACTED HRS	NJC* SPINAL POINT	PROPOSED NJC* SPINAL POINT from 1 April 2023
1	Facilities Operative	20/37	2	<b>3</b>
1	Caretaker/Enforcement Officer	30/37	6	6
2	Caretaker/Enforcement Officer	16/37	6	6
1	Caretaker/Enforcement Officer	16/37	4	6
1	Community Hub & Library Support Assistant	26.5/37	4	<b>5</b>
1	Community Hub & Library Support Assistant	22/37	4	<b>5</b>
1	Community Hub & Library Support Assistant	15/37	4	<b>5</b>
1	Town Council Support Officer	37/37	7	7
1	Community Hub & Library Manager	37/37	17	<b>18</b>
1	Operations Manager	37/37	20	<b>21</b>
1	Town Clerk & RFO	37/37	39	<b>40</b>
<b>12</b>	<b>TOTAL</b>			

\*NJC (National Joint Council for Local Government Services)

**169-22 Questions of which notice has been given or notice of motion.**  
None.

**170-22 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,

wishing all staff a Merry Christmas and a Happy New Year. Councillor J Tivnan BEM reminded all about the forthcoming toll increases, which come into effect from midnight on 1<sup>st</sup> January 2023.

### 171-22 Financial Information

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

### 172-22 Accounts for Payment

Contact Name	Invoice Number	Total	VAT	NET	Description
Outersight (UK) Ltd	INV-1837	108	18	90	Hire of Honda Generator for Christmas fair 26/11/22
Cornish Tea & Cornish Coffee Co Ltd	SL66547	38.44	0	38.44	Library cafe supplies
Cornish Tea & Cornish Coffee Co Ltd	SL66389	554.8	0	554.8	Price per cup
Duchy Defibrillators	JN963	110.4	18.4	92	Replacement battery and pads pack
D J W Window Cleaning	INV0053	18	0	18	Bus shelter cleaning
D J W Window Cleaning	INV0052	55	0	55	Window cleaning for council chambers
HSS Hire	Fee 19698387	30	5	25	Cancelled Collection Fee
ITEC	799038	48.6	8.1	40.5	Xerox meter readings (2)
Kathy's Fruit & Veg	61	25.65	0	25.65	Library cafe supplies
Francis Thomas Mobile Servicing Limited	5352	142.39	23.73	118.66	Weibang Mower
Francis Thomas Mobile Servicing Limited	5351	588.68	98.11	490.57	Strimmer and Mountfield mower
Francis Thomas Mobile Servicing Limited	5350	226.15	37.69	188.46	Back pack blower and chainsaw
Francis Thomas Mobile Servicing Limited	5349	280.99	46.83	234.16	Strimmer Maintainance
Waterwise	36034	22.99	3.83	19.16	Drill Bit
Don Benson	33	60.00	0.00	60.00	clock winding 11/22
RD Johns Ltd	207547	64.80	5.38	59.42	Library Cafe Supplies
HSS Hire	19698387	13.92	2.32	11.60	Transformer hire charges less discount as not used
Cornwall Council - Bus Rate Tennis Courts	Dec-22	55.00	0.00	55.00	Bus Rates December 2022
Cornwall Council - Rm 6 Bus Rates	802720466	125.00	0.00	125.00	Bus Rates January 2023
Cornwall council - Bus Rate Library	802715760	410.00	0.00	410.00	Library Bus Rates January 2023
Cornwall Council - Bus	802311466	1509.00	0.00	1509.00	Business Rates January

Rate Chambers					2023
RD Johns Ltd	Invoice 196677	33.58	0.00	33.58	Café supplies
RD Johns Ltd	Invoice 196676	72.91	6.59	66.32	Café supplies
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1741	224.56	37.43	187.13	Council chambers
St John Ambulance	SP22004993	115.20	19.20	96.00	First Aid Civic Service
Cornish Pod	no. to follow	48.00	0.00	48.00	Library thank you buffet
Richards Builders Merchants	840554	38.50	6.41	32.09	Council Chambers Materials
Richards Builders Merchants	840694	33.09	5.52	27.57	Council Chambers Materials
Cornwall council	34190700166	61.32	10.20	51.12	Council garage rent 12/12 - 08/01
Cornwall Council	8100315569	96.00	0.00	96.00	Seagull Bags
Cornwall Council	8100315625	25.02	4.17	20.85	Dog waste bags
Cornwall Council	8100311736	96.00	0.00	96.00	Seagull waste bags
ALD Automotive Limited t/a Ford Lease	DD December 2022	441.44	0.00	441.44	ALD Automotive Limited t/a Ford Lease December '22
Shire Leasing PLC	DD 046937420228	300.55	50.09	250.46	Shire Leasing PLC - Rental Phone System
Amazon	CC clip frames	5.99	1.00	4.99	Snap frames
Amazon	CC clip frames	5.99	1.00	4.99	Snap frames
Amazon	CC Fire door sign	5.62	0.94	4.68	Fire door sign
XERO	DD INV-13557197	33.60	5.60	28.00	Monthly subscription
Adobe Systems Software Ireland Ltd	CC IEE2022012328745	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Acrobat Pro
Amazon	CC Photo frame	11.99	2.00	9.99	Photo frames
Clifford Motors	CC 232320	57.16	9.53	47.63	Fuel Unleaded
Amazon	CC Exemption Lanyard	4.99	0.83	4.16	Snap frames
Amazon	CC conduit and spacers	35.85	5.97	29.88	Conduit tube
Amazon	CC conduit and spacers	17.90	2.98	14.92	spacer bar saddles
Corona Energy - Chambers- Gas	DD 17259820	822.34	137.06	685.28	Council Chambers- Gas - 20424228
SSE Southern Electric - Library Gas	DD 918124240039	231.12	38.52	192.60	SSE Library Gas 01/11/22- 30/11/22
Clifford Motors	CC 259054	54.92	9.15	45.77	Fuel Unleaded
Sam's Ironing Service	CC 1860	44.85	7.47	37.38	Laundry Napkins
Sam's Ironing Service	CC 1859	36.70	6.12	30.58	Laundry tablecloths
Sam's Ironing Service	CC 1861	8.84	1.47	7.37	Laundry Tea Towels
Amazon	CC Light bulbs	11.99	2.00	9.99	Light bulbs
CO-OP GROUP 380558	CC Café Supplies (total)	130.01	21.62	108.39	Café supplies
Amazon	CC Van Essentials	26.98	4.50	22.48	Winter van care
EE	DD V02057451323	111.30	18.55	92.75	Mobile phone charges

### 173-22 Correspondence

a) Update on the Councillor Vacancy – East Ward: -

The Clerk is awaiting the results of the Notice of Vacancy which was published on Wednesday 30<sup>th</sup> November. If by 20<sup>th</sup> December, 2022, a request for an election to fill the vacancy is made in writing to the Returning Officer, by ten electors, an election will be

<p>held to fill the vacancy, otherwise the vacancy will be filled by co-option. Members' were content that should a Petition not be called by ten electors, the Clerk could proceed with advertising the Councillor vacancy for co-option, following the format of previous vacancies filled by co-option.</p> <p>b) The Public Sector Deposit Fund Newsletter – CCLA: - Noted.</p> <p>c) Report following free of charge use – Torpoint Town Partnership: - Noted.</p> <p>d) Civility and Respect Newsletter – November 2022: - Noted.</p> <p>e) Healthy Cornwall Training information – circulated via NHS Social Prescriber: - Clerk to investigate the availability of the training as offered, with the NHS Social Prescriber.</p> <p>f) Offer of free Cyber Security Presentation – Devon &amp; Cornwall Police: - Members' expressed an enthusiasm to work with Devon and Cornwall Police to set up a free Cyber Security Presentation at the Council Chambers, for the residents' of Torpoint.</p> <p>g) Information to become a member of the Rural/Market Town Group: - Members' considered the information as circulated and it is <b>resolved</b> to sign up to the 6 months' free of charge membership to the Rural/Market Town Group, with feedback after the 6 months to be assigned to the Development and Localism Committee for consideration for future paying membership.</p> <p>h) Change to pricing December 2022 – Biffa: - Noted.</p> <p>i) Employer Newsletter – December 2022 Cornwall Pensions: - Noted.</p> <p>j) National Armed Forces Day 2023 – Community Events Working Group – offer from CALC/Cornwall Council: - After consideration, it was agreed the offer for a representative to join the National Armed Forces Day 2023 Community Events Working Group would be declined.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>174-22 Reports</b></p> <p>a) Climate Emergency Action Plan update: - Members' noted the updated Climate Emergency Action Plan and agreed to continue to discuss at all future committee meetings.</p> <p>b) Neighbourhood Development Plan (NDP): - The Clerk explaining that following submission of the funding applications for the Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA), official confirmation that the funding has been approved is anticipated soon. Meetings with the SEA and HRA consultants AECOM will then commence.</p> <p>c) Torpoint Town Partnership (TTP): - No further update, the next meeting of the TTP is scheduled for 2023.</p> <p>d) Town Team Project Board: - The Clerk explained and shared on the screen, an update on the Town Team Project Board, provided by the consultant. The update gives details of the recent bid submission within the Growth Fund, with future work towards other Lower Fore Street projects, whilst other investment opportunities within the Good Growth Fund are being sought.</p> <p>e) Reports from delegates to outside bodies: -</p> <p>i) Torpoint Archives and Heritage Centre, December 2022 Newsletter - the Mayor (Councillor Miss. R A Evans BEM) minuted thanks to the Torpoint Archives and Heritage Centre for providing the very interesting Newsletter.</p> <p>ii) Councillor J Tivnan BEM, as currently responsible for servicing the land known as</p>	



Harvey Hill, explained three trees at this location are being removed by Cornwall Council, as they are dead.	
<b>175-22 Date of next meeting</b> Thursday 19 <sup>th</sup> January 2023.	
Meeting closed at 8:11pm..... Town Mayor	

DRAFT