



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that the Annual meeting of Torpoint Town Council will be held on Thursday 18<sup>th</sup> May 2023 at 7.00pm in the Council Hall, York Road, Torpoint to which you are summoned to attend.

Prior to opening the meeting the Town Mayor will review her term in office and make presentations.

### AGENDA

1. **Election of Town Mayor for Civic Year 2023-24 and signature of Declaration of Office.**
  2. **Apologies for absence.**
  3. **Election of Deputy Town Mayor for Civic Year 2023-24.**
  4. **Appointment of Committees, Working Parties and Outside Bodies for the Civic Year 2023-24.**
  5. **Adjournment of the meeting.**
- .....
6. **Apologies for absence at the adjourned meeting.**
  7. **Declarations of Interest relating to matters on the Agenda.**
  8. **To provide an update on the process to fill the Councillor vacancy in the West Ward.**
  9. **Planning Applications.**  
None.
  10. **Cornwall Council Reports** (one as circulated, one to follow).
  11. **Police Activity Report** (to follow).
  12. **Minutes of the previous meeting.**  
Minutes of the previous meeting held on Thursday 20<sup>th</sup> April 2023 (as circulated).
  13. **Matters arising from the minutes.**
    - a) 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 (minute 8-23 (a) refers).
  14. **To approve the Annual Return and Accounts for 2022-2023.** (Likely to be postponed to the June 2023 Council meeting.)
    - a) Annual Governance Statement.
    - b) Accounts Information/Financial Statement and Internal Audit Report.
  15. **Mayor's communications.**

**16. Finance and Operations Committee.**

Minutes of the meeting held on Tuesday 2<sup>nd</sup> May 2023 and to consider the recommendations in the minutes: 5-23F&O (Equality, Diversity and Inclusion Policy & Best Practice Document), 6-23F&O (c) (Replacement entrance door at Buller Road) and 10-23F&O (d) (Section 137 Grant – Friends of Thanckes Park group), (as circulated).

**17. Development and Localism Committee.**

Minutes of the meeting held on Thursday 4<sup>th</sup> May 2023 and to consider any recommendations in the minutes (to follow).

- a) Response from Cornwall Council – Compliance check for Breach Of Conditions Notice dated 11.05.22 served under reference EN21/01553 – formally registered under reference **EN23/00336** (correspondence as circulated).

**18. Question of which notice has been given or notice of motion.** (to follow)

“To resolve to grant the title of ‘Honorary Freeman of Torpoint’ to Mr Roger Cook in recognition of outstanding service to the community of Torpoint.”

Proposer: Councillor G J Davis

Seconder: Councillor C R Sawyer

**19. Torpoint Ferry Statistics** (to follow).

**20. To consider and approve the Committees and Town Team Project Board Terms of Reference for the 2023-24 Civic Year.**

- a) Development and Localism Committee.
- b) Finance and Operations Committee.
- c) Personnel Committee.
- d) Town Team Project Board (all to follow).

**21. Financial Information.**

April 2023 Budget Variance (as circulated).

**22. Accounts for payment.**

PAYEE	Invoice /Reference No.	GROSS (£)	(VAT)(£)	NETT (£)	REASON
Wayne Bowden	INV 11 <sup>th</sup> May 20223	240.00	0.00	240.00	Thanckes Park Gate Replacement
Cornish Tea & Cornish Coffee Co Ltd	INV SL69630	78.86	0.00	78.86	Library Café Supplies
Sutcliffe Play	INV 6471a	296.64	49.44	247.20	2.5% Retention After 12 Months - Thanckes Park
Sutcliffe Play	INV 6470a	1,972.36	328.73	1,643.63	2.5% Retention After 12 Months - Borough Park
Sutcliffe Play	INV 6472	300.00	50.00	250.00	2.5% Retention After 12 Months - Cambridge Field
Complete Business Solutions Group Ltd	SINV03634385	51.83	8.64	43.19	Stationery Order
Richards Builders Merchants Ltd	INV 855058	12.75	2.12	10.63	Council Chambers Maintenance
Richards Builders Merchants Ltd	INV 853715	25.83	4.30	21.53	Parks Maintenance
Richards Builders Merchants Ltd	INV 855543	38.75	6.46	32.29	Parks Maintenance - Thanckes Park Gate
Richards Builders	INV 855515	35.16	5.86	29.30	Parks Maintenance - Thanckes Park Gate

Merchants Ltd					
South West Hygiene	INV 290637	1,166.22	194.37	971.85	Sanitary Waste Disposal and Waste Transfer Certificate
Richards Builders Merchants Ltd	INV 853016	5.69	0.95	4.74	Parks Maintenance
Richards Builders Merchants Ltd	INV 853865	20.83	3.47	17.36	Parks Maintenance
Richards Builders Merchants Ltd	INV 855507	12.36	2.06	10.30	Parks Maintenance
Richards Builders Merchants Ltd	INV 854827	12.46	2.08	10.38	Library Maintenance
ITEC	INV 856593	70.32	11.72	58.60	Xerox Machine Reporting
Biffa	INV 522C23970	36.41	6.07	30.34	Waste Collection Library
Biffa	INV 522C23969	25.90	4.32	21.58	Waste Collection Library - Recycling
Wallgate Care Limited	PO-0305 - INV 003100 1	2,331.47	388.58	1,942.89	Public Conveniences Maintenance
Don Benson	INV 38	48.00	0.00	48.00	Clock Winding
Ofcom	INV 72056687	75.00	12.50	62.50	Radio Licence
Waterwise	INV 36266	9.80	1.63	8.17	Parks Maintenance
Waterwise	INV 3630	8.83	1.47	7.36	Parks Maintenance
Biffa	INV 522C23971	25.90	4.32	21.58	Waste Collection Council Chambers - Recycling
Biffa	INV 522C23972	47.54	7.92	39.62	Waste Collection Council Chambers
Cornish Tea & Cornish Coffee Co Ltd	INV SL71975	240.02	0.00	240.02	Library Café Supplies
Gibson's Cornish Ice Cream	INV SL5525	78.04	13.01	65.03	Library Café Supplies

### 23. Correspondence.

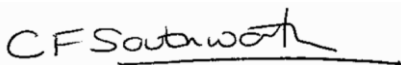
- a) Affordable Housing Newsletter Second Edition – Cornwall Council Affordable Housing (as circulated).

### 24. Reports.

- a) Neighbourhood Development Plan - notes from the meeting of Thursday 27<sup>th</sup> April 2023 (as circulated).
- b) Torpoint Town Partnership.
- c) Town Team Project Board – notes of the meeting of Tuesday 16<sup>th</sup> May 2023 (to follow).
- d) Reports from delegates to outside bodies.
- i) Torpoint Archives & Heritage Centre April 2023 (as circulated).

### 25. Date of next meeting.

Thursday 15<sup>th</sup> June 2023.



Mrs C F Southworth Cert (HE), BA (Hons), FSLCC  
Town Clerk and RFO

Friday 12<sup>th</sup> May 2023