



**TORPOINT TOWN
COUNCIL**

Rev. Michael Woodall led prayers before the meeting.

There was one member of the public in the public gallery and Councillor Mrs. K Ewert Divisional Member Rame Peninsula and St. Germans.

MINUTES of the meeting of Torpoint Town Council held on Thursday 20th July 2023 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint.

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

	ACTION
<p>66-23 Suspend Standing Orders: - The Town Mayor (Councillor G J Davis) proposed that standing orders were suspended, this was seconded by the Deputy Town Mayor (Councillor Mrs. J A Martin) and it is resolved that standing orders were suspended until 7.16pm.</p>	
<p>67-23 Apologies for absence: - Apologies for absence were submitted on behalf of Councillors Miss R A Evans BEM, Mrs. J L Reeves and R M Willoughby.</p>	
<p>68-23 Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. S G Bickle - Agenda item 15c, as the Chair of the Friends of Thanckes Park Group.</p>	
<p>69-23 Planning Applications: - a) None.</p>	
<p>70-23 Cornwall Council Reports: - The Town Mayor (Councillor G J Davis) thanked Councillor Mrs. K Ewert and Councillor J Tivnan BEM for their written reports for the Council's consideration. Councillor Mrs. K Ewert encouraged members to take a look at the Rame Conservation Trust and Maker Memories 100 year anniversary short film of Maker Heights. Councillor J Tivnan BEM referred to his report and highlighted there will be a meeting regarding the ongoing issues at Pentire Close next week, adding that he had omitted from his report that repairs have been carried out to Tamar Street Car Park, which remain ongoing.</p>	
<p>71-23 Police Activity Report: - The Clerk highlighted that the report had been produced by a different member of the team and therefore was in a slightly different format. Councillor L E Keise commented there was no recorded increase in crime, despite the council having received anecdotal reports within the past month. The Chairman (Councillor G J Davis) suggested, that if crime is not officially reported to the police then it would not be registered as a statistic, Councillor J Tivnan BEM re-enforced this, saying that residents' should be reporting all crimes to the Police to generate a crime number, then the statistics would increase and the Police will be able to target resources within the town. Clerk is directed to action social media publicity encouraging residents' to report all witnessed crime, plus any intelligence to Devon and Cornwall Police (detailing the various reporting methods).</p>	Clerk

<p>72-23 Minutes of the previous meeting: - It is resolved the minutes of the meeting held on Thursday 15th June, as circulated, were taken as read, confirmed and signed by the Town Mayor (Councillor G J Davis).</p>	
<p>73-23 Matters arising from the minutes: - a) To continue to correspond with Cornwall Council regarding Footpath 3 Torpoint – Definitive map and statement [10 Trematon Close, PL11 2JG]: - Pursuant to minute 54-23 (a), the Clerk explained there is no further update. b) To sign the engrossments for the Public Conveniences, Antony Road, Torpoint with Cornwall Council, Torpoint Town Council and Plymouth Boat Park Limited: - Pursuant to minute 54-23 (b), the Clerk explained there has been progress made in the last month, however, the engrossments are not yet ready for signature</p>	
<p>74-23 Mayor’s Communications: - The Town Mayor (Councillor G J Davis) summarised the engagements / activities undertaken during the last month, which included: - JUNE: Friday 16th – Armed Forces Flag Relay at HMS Raleigh and the Flag being flown in Torpoint for the rest of the week. (The Town Mayor suggested that in future years the raising of the flag at the start of Armed Forces week, could be a celebration, with the schools, local organisations and residents’ invited to attend.) Friday 16th - TYAFC Youth Presentation Evening, it is great to see the club thriving. Saturday 17th – Meet the Mayor / Meet the Councillors event at the Library and Community Hub. Saturday 24th – Plant and Craft Sale, it was a really successful day raising approximately £750 for the Mayor’s Charities. Monday 26th - TYAFC Meeting the Council at the Council Chambers, great to again get the youth involved with community input. Thursday 29th – Attended the High Sheriff’s Garden Party with the Deputy Mayor (Councillor Mrs. J M Martin), there were approximately 27 Mayor’s from other towns in Cornwall. JULY: Saturday 1st – TAFC Presentation Evening. Saturday 1st - Torpoint Lady Singers Concert (supported by Launceston Male Voice Choir). Monday 10th – Sheviock Parish Council Meeting to start the Community engagement process for the 3G Pitch project. Tuesday 11th – Clive O’Shaughnessy’s funeral and farewell. Saturday 15th – Coppola School of Performing Arts Awards & Presentation Evening. Sunday 16th – The Town Council hosted a fabulous Civic Service and Parade at St. James Church. Thank you to everyone who attended and made the annual event very special. Award recipients: Person of Courage – Katie-Marie Martin Organisation of the Year – Friends of Thanckes Park Citizen of the Year – Jenny Hughes Youth Achievement of the Year – Ernie Eastment David Green Town Crier won first place in the recent “Ancient and Honourable Guild of Town Criers Annual Championship” in Wiltshire and was presented with a shield at the service. Tuesday 18th – Torpoint Together Community Day at the Library and Community Hub. Future: Further Parish Council meetings to promote the community engagement for the 3G Pitch project and Equality, Diversity and Inclusion training for all Torpoint Town Councillors and staff at 5.00pm Thursday 27th July.</p>	

<p>75-23 Minutes of the Finance and Operations Committee: - It is resolved the minutes of the meeting held on Monday 3rd July 2023 are received and the recommendations in the minutes: - 35-23F&O (a) (Model Publication Strategy), 35-23F&O (b) (Data Protection, Document Retention and Disposal Policy), 35-23F&O (c) (Investment Strategy), 42-23F&O (a) (Local Councils Award Scheme – ‘Gold status’), as circulated, are adopted. Councillor M J Spurling presented the minutes of the Finance and Operations Committee meeting, thanking Councillor C R Still for substituting for Councillor Miss R A Evans BEM at the meeting. Following a proposal put, it is resolved that Councillor Mrs. S G Bickle becomes a member of this committee.</p>	<p>Clerk</p> <p>Clerk</p>
<p>76-23 Minutes of the Development and Localism Committee: - It is resolved the minutes of the meeting held on Thursday 6th July 2023 are received and the recommendations in the minutes: - 40-23D&L (a) (Reimburse out of pocket expenses to volunteers who support/contribute to the running of Torpoint Library and Community Hub), 42-23D&L (c) (Adopt The General Power of Competence) (the minutes of the meeting are copied below for more detail), and 49-23D&L (a) (Adopt the updated Climate Emergency Action plan), as circulated, are adopted. The Town Mayor (Councillor G J Davis) drew members’ attention to minute number 46-23D&L (a) (Paper regarding LTA proposals for improving the tennis courts), highlighting that an Extraordinary meeting of this committee may be called in August, in order to consider updated cost information. Pursuant to minute number 42-23D&L (c) (Adopt The General Power of Competence), the minutes of the meeting are copied here for reference. The General Power of Competence (GPOC): - <i>Pursuant to minute 30-23D&L (a) (i) and consideration of the information as previously circulated, the Clerk detailed the freedom of the General Power of Competence is available to local councils that meet the criteria for eligibility (Localism Act 2011 s8) set out in a statutory instrument known as the Parish councils (General Power of Competence) (Prescribed Conditions) Order 2012 that came into force in April 2012. The Clerk detailed the two criteria for eligibility for adopting the GPOC: -</i> <i>i) Elected councillors - At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of Councillors. Torpoint Town Council has a total 16 seats, therefore two thirds is a minimum of 11 elected councillors and currently with 14 elected members it meets this criteria.</i> <i>ii) The qualified Clerk – The Clerk must hold at least one of the sector specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. The Clerk is a qualified Clerk and therefore meets this criteria.</i> <i>Members were reminded that should this council proceed, it is then required to revisit the decision and make a new resolution at every ‘relevant’ annual meeting of the council, to confirm that it still meets the criteria (if it does). This means that eligibility criteria remains in place until the first annual meeting of the council after the ordinary election, even if the condition of the eligibility criteria has changed. Following consideration of the information, the Chairman (Councillor G J Davis) made the proposal, which was seconded by the Deputy Mayor (Councillor Mrs. J M Martin) and it is recommended that Torpoint Town Council meets the criteria as detailed, it therefore wishes to adopt the General Power of Competence and it further agrees to revisit this decision and make a new resolution at every ‘relevant’ annual meeting of the council.</i></p>	<p>Clerk</p>

77-23	Questions of which notice has been given or notice of motion	
	None.	

78-23	Torpoint Ferry statistics	
	The Torpoint Ferry availability statistics were noted and the Town Mayor (Councillor G J Davis) minuted thanks to the Torpoint Ferry officer for providing the statistics.	
	a) Correspondence from A Bestwick: -	
	The correspondence was considered, the Clerk is directed to reply indicating the council receives a monthly report from the Torpoint Ferry and also advising that Councillor J Tivnan BEM sits on the Tamar Bridge and Torpoint Ferry Joint Committee	Clerk

79-23	Financial Information	
	It is resolved that the June 2023 Budget Variance as circulated, is received and adopted. There were no concerns or questions for the Clerk.	

80-23	Accounts for Payment				
Contact Name	Invoice Number	Total	VAT	NET	Description
Cornwall Council	July 2023	54.00	0.00	54.00	Aug '23 Bus Rate Tennis Courts
Cornwall Council	INV 802311466	1,322.00	0.00	1,322.00	Aug '23 Bus Rate Chambers
Cornwall Council	INV 802715760	403.00	0.00	403.00	Aug '23 Bus Rate Library
Cornwall Council	INV 802720466	111.00	0.00	111.00	Aug '23 Rm 6 Bus Rates
Don Benson	INV 40	48.00	0.00	48.00	Clock Winding
NALC	INV 14317	60.00	10.00	50.00	LCAS Registration Fee
Macwhirter Western Ltd	INV #006639	358.44	59.74	298.70	Air Conditioning Maint Contract Renewal
Biffa	INV 522C43872	54.61	9.10	45.51	General Waste Collection Chambers
Biffa	INV 522C43874	71.32	11.89	59.43	General Waste Collection Chambers
Biffa	INV 522C43871	38.84	6.47	32.37	Recycling Collection Library
Biffa	INV 522C43873	38.84	6.47	32.37	Recycling Collection chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2040	43.20	7.20	36.00	Liquid Soap Dispensers - Public Conv's
Western Web Limited	INV 23901	633.00	105.50	527.50	Laptop Purchase
Westcare	SORD00204505	101.41	16.90	84.51	Stationery for Library
Cornwall Council	INV 8100389079	69,134.61	72.00	69,062.61	Salaries April-June '23 & Mayor's Allowance
ASG Security	INV 40477	182.96	30.49	152.47	Routine Fire Alarm Maintenance
Richards	INV 864039	4.51	0.75	3.76	Toilet Maintenance

Richards	INV 863476	9.14	1.52	7.62	Library Wormery
Richards	INV 862556	33.19	5.54	27.65	Library Shed
Richards	INV 861809	3.59	0.60	2.99	Skate Park
Cornish Coffee	SL74381	139.39	0.00	139.39	Library Café Supplies
DJW Window Cleaning	INV0058	55.00	0.00	55.00	Window Cleaning - Council Chambers
Cornwall Council	INV8100384049	82.00	0.00	82.00	Seagull Proof Sacks
Gibsons Cornish Ice Cream	SL5894	84.00	13.80	70.20	Library Café Supplies
L&L Diverse Solutions	INV 008/2023	3,288.00	548.00	2,740.00	3.0 Days Consultancy @ £685 per day and 1.0 Days Consultancy (TITAN) @ £685 per day
Awenek Studio	INV 1102	80.00	0.00	80.00	Community Engagement Activities - Library - 2 days
Francis Thomas	INV 5922	225.60	37.60	188.00	Garden Machinery Servicing
Camilla Rose Signwriter	INV-00489	75.00	0.00	75.00	Town Mayor Honours Board Update
Cornwall Council	INV 8100389223	97.00	0.00	97.00	Seagull Proof Sacks
	TOTAL	76,831.65			
XERO	CC July 2023 subscription	33.60	5.60	28.00	XERO - Monthly accounting software subscription July 2023
Adobe Systems Software Ireland Ltd	CC July 2023	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription July 2023
Clifford Motors	CC Fuel	91.56	15.26	76.30	Clifford Motors - Fuel Unleaded
Booker	CC INV0362262	27.12	4.52	22.60	Booker - Cafe Supplies
Booker	CC INV0362261	139.74	23.29	116.45	Booker - Cafe Supplies
Booker	CC INV 0447122	(3.64)	(0.61)	(3.03)	Booker - BOOKER LTD - 38583714 WELLINGBOROUGH GBR
Booker	CC INV 0362258	347.51	57.92	289.59	Booker - Cafe Supplies
COBBLERS & KEYS	CC Engraving	40.97	6.83	34.14	COBBLERS & KEYS - COBBLERS & KEYS PLYMOUTH GBR
Booker	CC INV 0363237	93.78	15.63	78.15	Booker - Cafe Supplies
SAINSBURYS S/MKTS	CC R37655	2.20	0.37	1.83	SAINSBURYS S/MKTS - Newspapers
SAINSBURYS S/MKTS	CC R37655	5.75	0.96	4.79	SAINSBURYS S/MKTS - Cafe Supplies

Solopress	CC INV3480335	68.80	11.47	57.33	Solopress - Pop up banners for library
Clifford Motors	CC Fuel	63.45	10.57	52.88	Clifford Motors - Fuel Unleaded
COBBLERS & KEYS	CC Engraving	8.99	1.50	7.49	COBBLERS & KEYS - COBBLERS & KEYS PLYMOUTH GBR
Booker	CC INV 0364235	247.96	41.33	206.63	Booker - Cafe Supplies
Amazon	CC Amazon Windscreen Wiper Blades	22.95	3.82	19.13	Amazon - Windscreen Wiper Blades
Amazon	CC Amazon COSHH and Tool Organiser	15.99	2.66	13.33	Amazon - COSHH Starter Pack Risk Assessment Book
Amazon	CC Amazon COSHH and Tool Organiser	9.99	1.66	8.33	Amazon - Tool Box Organiser
Amazon	CC Amazon Steel toe Cap Trainers	75.42	12.57	62.85	Amazon - Steel Toe Cap Trainers
Amazon	CC Fly and Insect Killer	36.29	6.05	30.24	Amazon - Fly and insect killer
Amazon	CC Amazon Toilet Roll Holders	90.00	15.00	75.00	Amazon - Toilet Roll Holders
Amazon	CC Amazon Multiple	7.95	1.32	6.63	Amazon - A5 Diary
Amazon	CC Amazon Multiple	11.37	1.89	9.48	Amazon - Wall Planners
Amazon	CC Amazon Multiple	13.29	2.21	11.08	Amazon - Wall Planners
Amazon	CC Amazon Multiple	5.49	0.91	4.58	Amazon - 2023 replacement wall planner
Co-op	Library Expenditure	47.99	7.99	40.00	Café supplies and Newspapers - Library
	CC TOTAL	1,521.16			
ALD Automotive Limited t/a Ford Lease	DD July 2023	441.44	73.57	367.87	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle July 2023
SSE SWALEC -Library- Elec	DD INV 501909140 / 0002	329.33	54.81	274.52	Library Electric
SSE Southern Electric - Library Gas	DD INV 91812424/0046	7.50	1.25	6.25	Library Gas
SSE Southern Electric - Public Con- Elec	DD INV 51785521/0017	141.02	6.71	134.31	Public Conveniences
Corona Energy - Chambers- Gas	DD INV17656938	131.84	6.28	125.56	Chambers Gas
SSE Southern Electric - Chambers- Elec	DD 2nd April - 1st July	867.65	144.61	723.04	Chambers Electric
Everflow Water	DD Invoice 2403017	85.84	5.52	80.32	Chambers Water
Everflow Water	DD Invoice 2403017	57.80	3.59	54.21	Library Water

Everflow Water	DD Invoice 2403017	57.80	3.59	54.21	Public Conveniences Wter
EE	DD V02126101829	86.94	14.49	72.45	Monthly Mobile Charges
	DD TOTAL	2,207.16			

81-23 Correspondence: -

- a) Affordable Housing Newsletter – July 2023 – Cornwall Housing: - Noted.
- b) Freedom of Information request – Emissions Data – Helen Cross: - The Clerk to action a response to the correspondent within the statutory response period of 20 working days from receipt.
- c) New bench installed at Thanckes Park – Friends of Thanckes Park: - Following consideration of the request, it is **resolved** the town council will adopt the new bench installed at Thanckes Park and add the item to the fixed asset register. (Councillor Mrs. S G Bickle left the room for this agenda item.)

Clerk

Clerk

82-23 Reports

- a) Neighbourhood Development Plan (NDP): - The Chairman (Councillor G J Davis) explained there is NDP steering group meeting scheduled for Wednesday 26th July, the Habitats Regulations Assessment and the SEA Environmental Report will be reviewed and plans for the Regulation 14 Consultation will be commenced. A public meeting is being planned for Tuesday 26th September, 6.00pm in the Council Chambers, it is hoped all Councillors will be available to attend and support at the event.
- b) Torpoint Town Partnership (TTP): - The Deputy Mayor (Councillor Mrs. J M Martin) reported that a meeting was held on 12th July at the Library and Community Hub, with the recently appointed Community Hub and Library Development Manager continuing the Secretariat role for the TTP. Future meetings will be scheduled for the second Tuesday of every month, with the next meeting planned for Tuesday 8th August, the AGM. Councillor Martin detailed the events being planned, including: Sunday 20th August 'Pooches on Parade', Dog Show at Bénodet Park; a car boot sale is being planned, Saturday 23rd September Torpoint Mosquito Sailing Club are organising a Raft Race, which will be a community day and on Saturday 4th November, it is hoped there will be a bonfire/ fireworks display in the town.
- c) Town Team Project Board – notes of the meeting of Monday 19th June May 2023: - The notes of the meeting had been circulated. The Chairman (Councillor G J Davis) summarised the work that had been undertaken writing the 'Invitation to Tender' and uploading to the Contracts Finder website, for the TITAN project. He continued that following receipt of tenders in early September, these will be scored and subsequently considered by the Town Team Project Board, before being presented to the September 2023 meeting of the town council to 'Award the Contract'.

All

Councillor Davis summarised the update on the Bid for Feasibilities studies for the new build at the Police Station site, explaining that it is likely the town council will be successful with this funding and therefore contracts will need to be signed to receive this grant funding. [Delegated authority is already in place for the Clerk to sign for and on behalf of the Town Council to receive this grant funding.]

Councillor Davis minuted thanks to the consultant Les Allen [L & L Diverse Solutions Ltd.] for all his support with this work, and reminded members that match funding of £18k, is required on this project, from the town council.

<p>Councillor Davis highlighted the significant of work involved to reach this stage with all the funding bids/contracts etc., particularly the amount work undertaken by the Town Clerk.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) Torpoint Archives & Heritage Centre June 2023: - The Town Mayor (Councillor G J Davis) minuted thanks to the Torpoint Archives & Heritage Centre for their report, highlighting and thanking them for the display boards which were available at the recent Civic Service, also the support given at the Community Day held at the Library and Community Hub.</p> <p>ii) Torpoint Environmental Action (TEA): - Councillor Mrs. C E Goodman summarised the recent activities of the TEA group: -</p> <ul style="list-style-type: none"> ➤ Reports/meeting minutes will in future be provided to the town council; ➤ Councillor Goodman is visiting another local repair café next Wednesday; ➤ Information on pesticides has been requested; ➤ Events in the school October 2023 and February 2024 half terms are being planned. ➤ The group has a constitution and is receiving donations. <p>The Town Mayor (Councillor G J Davis) minuted thanks to the TEA group for all their work in the community.</p>	
<p>83-23 Date of next meeting Thursday 17th August 2023.</p>	
<p>Meeting closed at 8.11pm..... Town Mayor</p>	