



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of Torpoint Town Council will be held on Thursday 15<sup>th</sup> February 2024 at 7.00pm in the Committee Room, 4 York Road, Torpoint to which you are summoned to attend.

(An Open Forum will precede the meeting. Additionally, members of the public wishing to put a question to the Council can do so, 24 hours prior to the start of the meeting in writing to the Clerk.)

### AGENDA

- 1. Apologies for absence.**
- 2. Declarations of Interest relating to matters on the Agenda.**
- 3. Co-option of Councillor for the Vacancy in the East Ward** (information as circulated from two applicants).
- 4. Planning Applications.**
  - a) PA24/00751 - Removal of existing conservatory, to be replaced with 2-storey flat roof extension with roof lights. Extension and new rear balcony. River View, Albion Road, Torpoint.
- 5. Cornwall Council Reports** (two reports as circulated).
- 6. Police Activity Report** (to follow).
- 7. Minutes of the previous meeting.**
  - a) Minutes of the meeting held on Thursday 18<sup>th</sup> January 2024 (as circulated).
- 8. Matters arising from the minutes.**
  - a) Torpoint Archives and Heritage Centre 30<sup>th</sup> Anniversary (minute 189-23 (d) refers).
- 9. Mayor's communications.**
- 10. Finance and Operations Committee.**

Minutes of the meeting held on Monday 29<sup>th</sup> January 2024 and to consider the recommendations in the minutes: - 109-23F&O (a) (Flag Flying Policy), 109-23F&O (b) (Equal Opportunities Policy), 109-23F&O (c) (Business Risk Management Plan), 109-23F&O (d) (Financial Risk Assessment protocols), 109-23F&O (e) (Lettings Policy and Hire Charges), 109-23F&O (f) (Audio Recordings Protocols), 109-23F&O (g) (Complaints Policy), 109-23F&O (h) (Budget Monitoring Policy), 110-23F&O (e) (Set up council online booking system and Stripe payment system for tennis courts online booking system), 110-23F&O (f) (Renewal of 25 year lease within Thanckes Park in areas known as the Skate Park and Bénodet Park), 114-23F&O (b) (Purchase new defibrillator for outside Costcutter store/Trevithick Avenue) and 114-23F&O (j) (Proposed Entinguishment of part of Public Footpath 639/3 at "Trematon Close", as circulated.
- 11. Development and Localism Committee.**

Minutes of the meeting held on Thursday 1<sup>st</sup> February 2024 and to consider the recommendations in the minutes: - 132-23D&L (a) (Adopt updated Town Council Strategy) and 139-23D&L (Equality, Diversity and Inclusion: 'Inclusive partner sticker scheme', letter to local business and purchase doorbells for local Fore Street businesses), as circulated.
- 12. Question of which notice has been given or notice of motion.**

**13. Torpoint Ferry Statistics** (as circulated).

**14. Financial Information.** January 2024 Budget Variance (as circulated).

**15. Accounts for payment.**

PAYEE	Invoice /Reference No.	GROSS (£)	(VAT)(£)	NETT (£)	REASON
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2075	127.33	21.22	106.11	Consumables Council Chambers (September 2023 - invoice not sent)
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2076	66.10	11.02	55.08	Consumables Public Conveniences (September 2023 - invoice not sent)
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2077	245.11	40.85	204.26	Consumables Library (September 2023 - invoice not sent)
Biffa	INV 522C98444	44.86	7.48	37.38	General Waste Collection Library
CHAT	SLA November 2023	284.17	0.00	284.17	SLA for the provision of community groups - library and community hub
Cornish Tea & Cornish Coffee Co Ltd	SL82521	482.02	0.00	482.02	Café supplies library
ITEC	INV 954029	36.73	6.12	30.61	Meter readings xerox
Biffa	INV 522C98446	58.56	9.76	48.80	general waste collection council chambers
Francis Thomas Mobile Servicing Limited	INV 6490	358.36	59.73	298.63	servicing and repairs to machinery
Don Benson	INV 47	60.00	0.00	60.00	clock winding st james
South West Hygiene	INV 306462	277.37	46.23	231.14	emptying of sanitary and nappy bins
Cornwall ALC Limited	INV 2324-629	36.00	6.00	30.00	member training
SMP Pipe Systems Limited	INV 3985	128.74	21.46	107.28	repair to disabled toilet - council chambers
Biffa	INV 522C98445	31.90	5.32	26.58	recycling collecton council chambers
Western Web Limited	INV 24272	102.00	17.00	85.00	annual renewal of webspace for torpointtowncouncil.gov.uk
Western Web Limited	INV 24277	96.00	16.00	80.00	annual renewal of webspace for torpointplan.org.uk
Francis Thomas Mobile Servicing Limited	INV 6497	91.69	15.28	76.41	servicing and repairs to machinery
Page Construction (SW) Ltd pagesw ltd@gmail.com	INV 050224TTC	1,200.00	200.00	1,000.00	Repairs to Rooms 4 and 7 - council chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2140	119.96	19.99	99.97	consumables council chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2142	25.20	4.20	21.00	consumables library
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2141	144.49	24.08	120.41	consumables pubic conveniences
Biffa	INV 522C98443	31.90	5.32	26.58	recycling collection library
<b>TOTAL</b>		<b>4,048.49</b>			

**16. Correspondence.**

- a) Informal virtual meeting request: Safety improvement/Speed Limit Reduction A374 + correspondence from Antony Parish Council – Sheviok Parish Council, agree attendee [20<sup>th</sup> February, circa 1:30pm] (as previously circulated).
- b) Attendee already agreed for meeting of 20mph Phase 3 Stakeholder Meeting, to agree street(s) for consideration – Cornwall Gateway (4<sup>th</sup> March 2024) – Cornwall Council (as circulated).

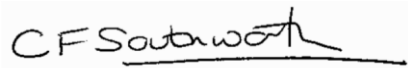
- c) Demolition of entire building and site entrance, Torpoint Police Station, 4 Ferry Street – Cornwall Council (as circulated).
- d) Public Open Space enquiry, Ferry Street, regarding area adjacent to former St. John Ambulance Hall – Mr M Brock (as circulated).
- e) Local Council Planning Training 28 February 2024 – Preparing for a new Local Plan for Cornwall – Cornwall Council (as circulated).
- f) Invitation to promote parish’s activities and events on the Cornwall Link – Cornwall Link (as circulated).

**17. Reports.**

- a) Neighbourhood Development Plan (NDP) – to note the minutes of the steering group meeting held Tuesday 16<sup>th</sup> January 2024.
- b) Torpoint Town Partnership.
- c) Town Team Project Board (TTPB) – update, to note the minutes of the TTPB meeting held Wednesday 17<sup>th</sup> January 2024.
- d) Reports from delegates to outside bodies.
  - i) Torpoint Archives & Heritage Centre – January 2024 (report as circulated).

**18. Date of next meeting.**

Thursday 14<sup>th</sup> March 2024.

A handwritten signature in black ink that reads 'C F Southworth' with a horizontal line underneath.

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

Friday 9<sup>th</sup> February 2024