



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of Torpoint Town Council will be held on Thursday 21st March 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. Planning Applications.**
 - a) None.
- 4. Cornwall Council Reports** (two reports as circulated).
- 5. Police Activity Newsletter and Report** (newsletter as circulated, report to follow).
- 6. Minutes of the previous meeting.**
 - a) Minutes of the meeting held on Thursday 15th February 2024 (as circulated).
- 7. Matters arising from the minutes.**
 - a) Trevol Business Park Enforcement Investigation Update - from resident S Corbidge – (as circulated) (minute 172-23 (c) from December 2023 council meeting refers).
- 8. Mayor's communications.**
- 9. Finance and Operations Committee.**

Minutes of the meeting held on Monday 4th March 2024 and to consider the recommendations in the minutes: - 122-23F&O (a) (i) (Purchase lapel pins/badges for 50th Anniversary of Torpoint Town Council), 124-23F&O (d) (Insurance renewal for insurance portfolio from 1st April 2024 to 31st March 2025), 124-23F&O (f) (Delegate to Clerk to arrange authorisation/payment of Q4 invoice Salaries/Mayoral Allowance), 128-23F&O (g) (Section 137 grant award to Torpoint Lawn Bowls Club for coppicing of adjacent trees) and 128-23F&O (h) (Section 137 grant award to Torpoint Ramps Forum to support the development and growth of the local skate and scoot community), as circulated.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for any confidential discussions.

 - a) To consider the [updated] quotations for town council van renewal, due to expiry of 3-year lease with Vospers (Ford) (information as circulated).
- 10. Personnel Committee.**

Minutes of the meeting held on Thursday 7th March 2024 and to consider the recommendations in the minutes: - 31-23Pers (a) (Updated Training, Learning and Development Policy) and 31-23Pers (b) (Safeguarding Poster), as circulated.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for any confidential discussions.

11. Development and Localism Committee.

Minutes of the meeting held on Thursday 7th March 2024 and to consider the recommendations in the minutes: - 152-23D&L (b) (Fly the Union Flag for D-Day 80 celebrations), 154-23D&L (a) (Town Team Project Board - support the purchase/procurement of a Masterplan, to a maximum cost of £11,000 + VAT, at the site of the former Police Station), 154-23D&L (a) (Town Team Project Board - to waive Financial Regulations for the procurement of the Masterplan, and appoint Clifton Emery Design Ltd.), 154-23D&L (b) (ii) (Purchase bunting at a total cost of £165.88 + VAT for Fore Street), 156-23D&L (a) (Seek permission and then remove the hand rail at lower entrance of Cambridge Field), and 160-23D&L (Remove the Businesses section from the council website), as circulated.

12. Question of which notice has been given or notice of motion.

13. Torpoint Ferry Statistics (as circulated).

14. Financial Information. February 2024 Budget Variance (as circulated).

15. Accounts for payment.

PAYEE	Invoice /Reference No.	GROSS (£)	(VAT)(£)	NETT (£)	REASON
Clifton Emery Design Ltd	INV SI-4464	21,930.00	3,655.00	18,275.00	Feasibility Study - Community Building (2nd Payment)
Cornish Tea & Cornish Coffee Co Ltd	SL83789	120.00	0.00	120.00	Coffee Machine Rental
Clifton Emery Design Ltd	SI-4476	8,526.00	1,421.00	7,105.00	Flood Risk and Ground Conditions Report - Community Building
Duchy Defibrillators	JN1267	372.00	62.00	310.00	Annual Fees - Family Centre
Richards Builders Merchants Ltd	INV 885851	11.14	1.86	9.28	Library Maintenance
Cornwall Council	INV 8100458770	456.00	76.00	380.00	NDP Mapping
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2153	139.03	23.17	115.86	Disposables Council chambers
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2155	47.98	8.00	39.98	Disposables Library
Richards Builders Merchants Ltd	INV 888112	5.28	0.88	4.40	Library Maintenance
Awenek Studio	INV 1127	438.00	0.00	438.00	Provision of Community Activities - Library
CHAT	February 2024	394.01	0.00	394.01	SLA for Community Engagement - Library
L&L diverse solutions Limited	INV 005/2024	2,466.00	411.00	2,055.00	Consultancy - Vision Projects
FOY-AIR Enterprises Ltd T/A LittleMops	INV 2154	48.26	8.04	40.22	Disposables Public Conveniences
ASG Security	INV 41899	504.00	84.00	420.00	Emergency Lighting System Call Out and Repair
TOTAL		35,457.70			

16. Correspondence.

- a) Cornwall & Isles of Scilly climate Commission – Call for Commissioners – CALC (as circulated).
- b) NALC Legal Update February 2024 – CALC (as circulated).
- c) Freedom of Information request – Number of vacant properties and number of people on your current council waiting list – K Tweneboa (as circulated, including reply from Torpoint TC).
- d) Affordable Housing Newsletter – March 2024 – Cornwall Council Affordable Housing (as circulated).
- e) Funding support of £4,000.00 for tennis court improvements – Devonport Royal Dockyard Sport & Social Club (as circulated).



- f) Goad Avenue - BT Public Call Box Consultation - Deadline 17 May 2024 – Cornwall Council (as circulated).

17. Reports.

- a) Neighbourhood Development Plan (NDP) – Following submission of the End of Grant report to Groundwork (funded by the Department of Levelling Up, Housing & Communities) to recommend to agree to return unspent funding amount claimed - £776.00.
- b) Torpoint Town Partnership (TTP) - (report from the Deputy Mayor).
- c) Town Team Project Board (TTPB) – update, to note the minutes of the TTPB meetings held on Tuesday 13th February 2024 and Wednesday 13th March 2024.
- d) Reports from delegates to outside bodies.
 - i) Torpoint Archives & Heritage Centre – February 2024 (report as circulated).

18. Date of next meeting.

Thursday 18th April 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 15th March 2024