



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that the Annual meeting of Torpoint Town Council will be held on Thursday 16<sup>th</sup> May 2024 at 7.00pm in the Council Hall, 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.)

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

### AGENDA

- 1. Election of Town Mayor for the Civic Year 2024-25 and signature of Declaration of Office.**
- 2. Apologies for absence.**
- 3. Election of Deputy Town Mayor for the Civic Year 2024-25.**
- 4. Appointment of Committees, Working Parties and Outside Bodies for the Civic Year 2024-25.**
- 5. Declarations of Interest relating to matters on the Agenda.**
- 6. To note, in July 2023 the Town Council adopted The General Power of Competence.**
- 7. Planning Applications.**
  - a) PA24/02973 - Front, side and rear extension. 27 Maker Road Torpoint Cornwall PL11 2HY.  
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S9M7ZLFGIQ100>
- 8. Cornwall Council Reports** (one as circulated, one to follow).
- 9. Police Activity Newsletter and Report** (newsletter as circulated and report to follow).
- 10. Minutes of the previous meeting.**
  - a) Minutes of the meeting held on Thursday 19<sup>th</sup> April 2024 (as circulated).
- 11. Matters arising from the minutes.**
  - a) None.
- 12. To approve the Annual Return and Accounts for 2023-24.**
  - a) Annual Governance Statement (to follow).
  - b) Accounts Information / Financial Statement and Internal Report (to follow).
- 13. Mayor's communications.**
- 14. Finance and Operations Committee.**

Minutes of the meeting held on Monday 29<sup>th</sup> April 2024 and to consider the recommendations in the minutes: - 5-24F&O (a) (Adopt the updated Health and Safety Policy), as circulated.

  - a) **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.**

**15. Development and Localism Committee.**

Minutes of the meeting held on Thursday 2<sup>nd</sup> May 2024, and to consider the recommendations in the minutes, to follow.

**16. Question of which notice has been given or notice of motion.**

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

a) Tolls revision order application submitted to the Government - press release (as circulated).

**18. To consider and approve the Committees, Neighbourhood Plan Steering Group and Town Team Project Board Terms of Reference for the 2024-25 Civic Year.**

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

**19. Financial Information. April 2024 Budget Variance (to follow).**

**20. Accounts for payment.**

PAYEE	Invoice /Reference No.	GROSS (£)	(VAT)(£)	NETT (£)	REASON
SW Hygiene	311957	1,236.14	206.03	1,030.14	Rental and Emptying of Hygiene Bins (annual)
Create Signs	1566	36.00	6.00	30.00	Thanckes Park Tennis Courts Signage
Create Signs	1565	216.00	36.00	180.00	Livery for Council Van
Kernow Aerials	INV-24187	240.00	40.00	200.00	Erection of Bunting Town Centre
Cornish Coffee	SL85862	383.22	0.00	383.22	Library Café Supplies
Cornish Coffee	SL85863	28.08	0.00	28.08	Library Café Supplies
Cornwall Council Business Rates	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers
Cornwall Council Business Rates	802923069	54.00	0.00	54.00	Business Rates Library
Cornwall Council Business Rates	802715760	444.00	0.00	444.00	Business Rates Tennis Courts
Western Web	24386	66.00	11.00	55.00	Renewal of Domain torpointtowncouncil.gov.uk for 2 years
FOY-AIR	2177	19.18	3.20	15.98	Consumables Pub' Cons
FOY-AIR	2163	57.54	9.60	47.94	Consumables Pub' Cons
ITEC	985601	43.86	7.31	36.55	Xerox Meter Readings
DJW Window Cleaning	INV0065	55.00	0.00	55.00	Window Cleaning Council Chambers
DJW Window Cleaning	INV0066	30.00	0.00	30.00	Bus Shelter Cleaning (Feb 2024)
DJW Window Cleaning	INV0067	30.00	0.00	30.00	Bus Shelter Cleaning (April 2024)
Biffa	522C22974	31.90	5.32	26.58	Recycling Library
Biffa	522C22976	31.90	5.32	26.58	Recycling Chambers
Biffa	522C22975	44.86	7.48	37.38	General Waste Library
Biffa	522C22977	43.94	7.32	36.62	General Waste Chambers
Festive Lighting Company	INV-0082	3,427.51	571.25	2,856.26	Year 3 Festive Lighting Scheme (as per hire agreement)
<b>TOTAL</b>		<b>7,841.13</b>			

**21. Correspondence.**

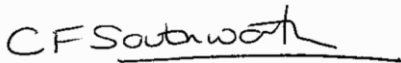
- a) Press release from Torpoint Sea Cadets 'Princess Anne Crowns Torpoint Sea Cadets National Champions' (as circulated).
- b) Request to add 'BEM' to the Mayoral Board in the Council Chambers for Lesley Gordon Jermy (Chairman 1964-65 and 1965-66) – Mrs. C Preedy family member (information as circulated).
- c) 'Our Partnership with Cornwall Council' - Lendology Article and Spring advert (as circulated).
- d) Road Markings, Antony Road, Torpoint – Mr T Honeywill (as circulated).
- e) Formal notification of Enforcement case opened - Buildings operations on the land without compliance with planning conditions and in addition to PA20/02211 - Land At Figgard Way Trevol Business Park Torpoint Cornwall PL11 2TB - Reference EN24/00424 - Cornwall Council Planning Enforcement (as circulated).
- f) April 2024 update – Cornwall Stroke Association (as circulated).
- g) Affordable Housing Newsletter – Cornwall Council Affordable Housing (as circulated).
- h) Torpoint A374 readings and proposals – Cornwall Council (as circulated) (meeting arranged Wednesday 29<sup>th</sup> May 2024 4.00pm).

**22. Reports.**

- a) Neighbourhood Development Plan (NDP) update.
- b) Torpoint Town Partnership (TTP) - (report from the Deputy Mayor).
- c) Town Team Project Board (TTPB) – update, notes from meeting held Wednesday 7<sup>th</sup> May 2024 (to follow).
- d) Reports from delegates to outside bodies.
  - i) Torpoint Archives & Heritage Centre – April 2024 (report as circulated).

**23. Date of next meeting.**

Thursday 20<sup>th</sup> June 2024.

A handwritten signature in black ink that reads 'C F Southworth'.

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

Friday 10<sup>th</sup> May 2024