



TORPOINT TOWN COUNCIL

There were at least 26 members of the public in the gallery for open forum and three members of the public spoke. A moment of reflection was taken to remember Fr. Brian Anderson who had recently died.

MINUTES of the meeting of Torpoint Town Council held on Thursday 20th June 2024 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor G J Davis), Deputy Town Mayor (Councillor Mrs. K Brownhill), Councillors Mrs. S G Bickle, Miss R A Evans BEM, Mrs. L Fellows, Mrs. C E Goodman, L E Keise, Mrs. J M Martin, Mrs. J L Reeves, D S Phipps, C R Sawyer, M J Spurling, C R Still, J Tivnan BEM and B A Walsh also the Town Clerk & RFO (Clerk) was in attendance.

	ACTION
<p>24-24 Suspension of Standing Orders: - It was resolved to suspend standing orders, to allow members of the public to speak in open forum. Standing orders resumed at 7.16pm and the meeting commenced.</p>	
<p>25-24 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor Mrs. K Ewert.</p>	
<p>26-24 Declarations of Interest relating to matters on the Agenda: - a) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. J M Martin – (Agenda item 15 accounts for payment, as being related to one of the payees.)</p>	
<p>27-24 Planning Applications: - a) PA24/03781 First floor extension to rear above existing single-storey extension. 11 Moor View, Torpoint Cornwall PL11 2LH. It is resolved there are no observations or objections.</p>	
<p>28-24 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, there were no questions.</p>	
<p>29-24 Police Activity Newsletter and Report: - Following concern regarding the high number of 'other sexual offences', the Clerk is directed to ask PC Gething for any feedback on the reasons why the number of recorded crime incidents is so high.</p>	Clerk
<p>30-24 Minutes of the previous meeting: - a) Minutes of the Annual meeting held on Thursday 16th May 2024: - It is resolved the minutes of the Annual meeting held on Thursday 16th May 2024, as circulated were taken as read, confirmed and signed by the Town Mayor (Councillor G J Davis).</p>	
<p>31-24 Matters arising from the minutes: - a) Information to be forwarded to the External Auditor and publish Notice of Publication of Unaudited Accounts: - The Notice of Publication of Unaudited accounts is being published. b) Write letter of congratulations to Torpoint Sea Cadets: - Pursuant to minute number 21-24 (a), the letter has been sent from the Town Mayor. c) Update the Mayoral Board: -</p>	

<p>Pursuant to minute number 21-24 (b), the Mayoral Board has not yet been updated, however, this will be completed in time for the Civic event in July.</p>	
<p>32-24 Mayor's communications: - The Town Mayor (Councillor G J Davis) summarised events recently undertaken and planned.</p> <p>May 16th May - My son Arthur and I travelled to Bénodet, for four days, with 40 members of the Torpoint and District Twinning Association. We had a lovely weekend, it was very interesting and I would really recommend anyone to join them on future trips. I was honoured to attend a reception hosting by the Mayor of Bénodet, who has kindly donated a football shirt for Torpoint AFC and who have been challenged to a future football match! The Twinning Association are hosting an event this weekend in Bénodet Park, everyone is invited to attend.</p> <p>17th May – Thank you to the Deputy Town Mayor who attended The Lord Mayor of Plymouth AGM and Mayor choosing and then on 19th May the Deputy Town Mayor attended the Civic Service in Plymouth, on my behalf. I attended Liskeard Town Council Mayor making. Accompanied by Councillor D S Phipps and the Clerk, I hosted a visit of the Captain of RALEIGH, plus the Commander of RALEIGH. It was a very interesting meeting and a brief tour of the town followed, the Captain believes there could be some great opportunities to work better together in the future.</p> <p>2nd June – Was the start of the week of D-Day 80 commemorations, I laid a wreath on behalf of the town at an event at the US memorial.</p> <p>6th June – The town council led the commemorations at Sparrow Park at 11.00am, raising the Flag of Peace, with children and students' from the local schools participating, this was very well supported in the town. Then in the evening, the Torpoint Sea Cadet Band led the beacon lighting event at Rendel Park, this event was also very well supported. Thank you to the Torpoint Archives volunteers for their wonderful display and all the staff and volunteers who helped make it a very successful day. Also, thank you to the Deputy Mayor (Councillor Mrs. K Brownhill) for representing the town and laying a wreath at a memorial service at Saltash Passage.</p> <p>8th June - The Coppola School of Performing Arts performance of "Out of this World" and it truly was out of this world! The main hall here at the council chambers was transformed into a space flight, the story and dancing was truly fantastic; well done to everyone involved and thank you for the donation of £300 towards the Mayor's Charity fund.</p> <p>9th June – Royal British Legion (RBL) rededication of the standard, well done to the RBL for organising this event.</p> <p>10th June – Several councillors and I hosted a visit from the Carbeile Junior School School council. Thank you to everyone involved with this visit, the children asked some great questions about the council!</p> <p>Last week the water refill foundation was installed, congratulations to everyone involved with bringing this forward. It is understood the official opening of the dolphin fountain is on Tuesday 2nd July, unfortunately I will need to give my apologies, and wish everyone well for the grand opening.</p>	

<p>The demolition of the former Police Station has started, it is exciting to see the building come down, in the hope for much needed improved opportunities at the site.</p> <p>Today – I attended Torpoint Community College’s ‘Get Shirty Day’. This was the College’s annual fundraiser, where all the students’ either run or walk a mile around the site. Thank you to those Councillors who were able to attend and also thank you to Torpoint Nursery and Infant School plus Carbeile Junior School for joining in and fundraising too. This year the funds raised are supporting the Mayor’s Charity - 3G Pitch project, my sincere thanks again.</p>	
<p>33-24 Finance and Operations Committee: -</p> <p>It is resolved the minutes of the meeting held on Monday 3rd June 2024 and the recommendations in the minutes: - 18-24F&O (a) update Standing Orders with the additional procedure for the election of Town Mayor designate and Deputy Town Mayor designate, 18-24F&O (b) continue to adopt the Town Council Code of Conduct, 26-24F&O (b) purchase 4 x P50 fire extinguishers for the Library and Community Hub and 27-24F&O (h) respond to the consultation of the formation of a hard federation between Furlanesend CP School and Carbeile Junior School, as circulated, are adopted.</p> <p>Pursuant to minute 22-24F&O (b) Standing Orders, the updated version of Standing Orders will be taken at the July council meeting, as they had not been updated in advance of the meeting.</p> <p>Pursuant to minute 23-24F&O correspond with Cornwall Council regarding verge cutting, this recommendation was withdrawn.</p>	Clerk
<p>34-24 Development and Localism Committee: -</p> <p>It is resolved the minutes of the meeting held of the meeting held on Wednesday 5th June 2024, there were no recommendations in the minutes, as circulated, are adopted.</p> <p>Pursuant to minute 30-24D&L (a), Councillor Miss R A Evans BEM sought agreeance from the Town Mayor to give delegated authority to the Clerk to sign the funding agreement for the Town Accelerator Funding which had recently been received. With this in mind it is resolved to delegate to the Clerk to sign the Funding Agreement for and on behalf of the council.</p>	Clerk
<p>35-24 Personnel Committee: -</p> <p>It is resolved the minutes of the meeting held on Thursday 13th June 2024 and the recommendations in the minutes: - 5-24Pers (c) Dignity at work (Bullying and Harassment Policy) and 5-24Pers (d) Pay and Conditions Policy, as circulated, are adopted.</p> <p>a) It is resolved that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will leave the meeting for the confidential discussions.</p>	
<p>36-24 Question of which notice has been given or notice of motion: - None.</p>	
<p>37-24 Torpoint Ferry Statistics: - No report had been received.</p>	

38-24 Financial Information: -

It is **resolved** that the May 2024 Budget Variance as circulated, is received and adopted.

39-24 Accounts for Payment: -

Contact Name	Invoice Number	Total	VAT	NET	Description
Cornwall Council	802715760	444.00	0.00	444.00	Library Business Rates May 2024
Cornwall Council	802311466	1,322.00	0.00	1,322.00	Council Chambers Business Rates May 2024
Cornwall Council	802923069	54.00	0.00	54.00	Tennis Courts Business Rates May 2024
Duchy Defibrillators	JN1450	228.00	38.00	190.00	Annual Monitoring Fee Costcutter
Katie Marie Martin	#TTC50Y01	25.00	0.00	25.00	Photography Services 50th Anniversary of TTC
L&L Diverse Solutions	012/2024	2,466.00	411.00	2,055.00	3.0 Days Consultancy
Cornwall Council	8100481829	1,690.69	281.78	14,408.91	Waste cleansing costs for all play areas 2024/2025
Cornish Coffee	SL86985	210.42	0.00	210.42	Library Café Supplies
Cornwall Council	8100478512	112.00	6.00	106.00	Enhanced DBS checks Library
BS Embroidery Plus	4586	535.16	89.19	445.97	Replacement Staff Uniform - Operations Team
ITEC	995907	61.69	10.28	51.41	Meter Readings Photocopier
Don Benson	51	60.00	0.00	60.00	Clock Winding St James
TOTAL		7,208.96			
XERO	CC June 2024 subscription	36.00	6.00	30.00	XERO - Monthly accounting software subscription June 2024
Adobe Systems Software Ireland Ltd	CC June 2024	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription June 2024
SLCC Enterprises Ltd	CC ILCA	144.00	24.00	120.00	SLCC Enterprises Ltd - Qualification Fee - Harriet Bastin
Bootsoots	CC R34271	2.49	0.41	2.08	Bootsoots - BOOTS 5556 TORPOINT GBR
SLCC Enterprises Ltd	CC FILCA	144.00	24.00	120.00	SLCC Enterprises Ltd - Qualification Fee - Harriet Bastin
Amazon	CC Amazon	(76.40)	(12.73)	(63.67)	Amazon - compostable bin bag liners to sell

Amazon	CC Amazon	8.99	1.50	7.49	Amazon - mouse for computer
Amazon	CC Amazon	36.80	6.13	30.67	Amazon - Carbon Monoxide Alarm Library
Amazon	CC Amazon	6.90	1.15	5.75	Amazon - Thermal Till Roll
Amazon	CC Amazon	(0.35)	(0.06)	(0.29)	Amazon - discount
Amazon	CC Amazon	18.91	3.15	15.76	Amazon - oat milk sachets
Amazon	CC Amazon	40.99	6.83	34.16	Amazon - Really useful storage boxes
Amazon	CC Amazon	5.99	1.00	4.99	Amazon - AAA Batteries
Amazon	CC Amazon	6.99	1.16	5.83	Amazon - Whistles
CO-OP GROUP 380558	CC Co-op	143.65	23.94	119.71	Library Newspapers and Café Supplies
Clifford Motors	CC Fuel	36.27	6.05	30.22	Fuel for Parks Maintenance
Devon Door and Lock company	CC R16259	72.00	12.00	60.00	Keys and padlock
The Range	CC R34519	10.47	1.74	8.73	Baskets for Lego - Library
Bookers	CC Bookers	396.81	39.91	356.90	Library Café Supplies
Total		1051.15			
EE ltd	V02235401 532	108.73	18.12	90.61	Mobile Phone contracts
Corona Energy	18504577	397.69	66.28	331.41	Gas Supplied to Council Chambers June - July 2024
SSE Southern Electric -Library Gas	DD IV00975650	263.84	43.97	219.87	SSE Southern Electric -Library Gas - Gas Supplied to Library 31/01/24 - 30/04/24
SSE Southern Electric -Library Gas	DD IV00975650	33.25	5.54	27.71	SSE Southern Electric -Library Gas - CCL
Shire Leasing PLC	DD June 2024 Quarterly Payment	300.55	50.09	250.46	Shire Leasing PLC - Rental June 2024
ALD Automotive Limited t/a Ford Lease	DD June 2024	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle June 2024
SSE - Cambridge Field - Elec	DD IV01030944	30.12	1.43	28.69	SSE - Cambridge Field - Elec - Electricity supplied to cambridge field
SSE Southern Electric - Public Con- Elec	DD IV01029232	138.20	6.58	131.62	SSE Southern Electric - Public Con- Elec - Electricity supplied to Public conveniences 01/0/24 - 31/05/24

Corona Energy - Chambers- Gas	DD 18430072	757.22	126.20	631.02	Corona Energy - Chambers- Gas - Gas supplied to council chambers may 2024 - june 2024
Total		2777.02			

<p>40-24 Correspondence: -</p> <p>a) Update on Operation Encompass, David and Elisabeth, Cofounders of Operation Encompass: - Members' thanked the cofounders of Operation Encompass for the interesting update.</p> <p>b) Code of Recommended practice on local authority publicity (England) / publicity during the pre-election period (NALC) and General Election 2024 FAQs (CALC): - Noted.</p> <p>c) Latest statistics from area from Citizens Advice Cornwall - Citizens Advice Cornwall: - Noted. Clerk to send a reminder about the councils grant funding that is available.</p> <p>d) Employer Newsletter - Cornwall Pension Fund: - Noted.</p>	Clerk
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<p>41-24 Reports: -</p> <p>a) Neighbourhood Development Plan (NDP) update: - The NDP is being updated and will then be resubmitted to Cornwall Council for legal compliance.</p> <p>b) Torpoint Town Partnership (TTP): - The Deputy Town Mayor (Councillor Mrs. K Brownhill) explained the TTP had met earlier the same week, it had been a short meeting during which the insurance renewal had been agreed. A donation of £300 towards the fireworks event, being organised by the Scouts for November was agreed. A representative from the Foodbank attended, the Foodbank are looking to raise awareness of the support available and are planning a rebrand which will include 'Torpoint' in their name. The diary dates were updated, anyone who is organising an event can email the council offices (admin@torpointtowncouncil.gov.uk) to have an event added to the list. The next meeting is scheduled for Tuesday 30th July.</p> <p>c) Town Team Project Board (TTPB) update, notes from meeting held Tuesday 11th June 2024: - The Town Mayor (Councillor G J Davis) explained there is a meeting scheduled for next Monday 24th June, where the TTPB will be revisiting the Masterplan, to progress the redevelopment work at Lower Fore Street.</p> <p>d) Reports from delegates to outside bodies.</p> <p>i) Torpoint Archives & Heritage Centre - May 2024: Thank you to the Torpoint Archives and Heritage Centre (TA&HC) for the May 2024 report, which had been circulated in advance. Councillor Miss R A Evans BEM reported having attended the AGM with the Deputy Mayor, TA&HC are very grateful to the council for all the support they receive and encourage everyone to sign up to become a member.</p> <p>ii) TEA – Torpoint Environmental Action: - Councillor Mrs. C E Goodman invited everyone to attend the official opening of the water fountain, on Tuesday 2nd July, coffee and cakes will be available.</p> <p>iii) Friends of Thanckes Park (FoTP): - Councillor M J Spurling highlighted the council had been asked to review the proposals to install a path within Thanckes Park, (from the Urban Green Shoots programme), the information had been previously circulated. Members' were keen to give feedback on the proposals and following discussion, which included comments from Councillor Mrs. S G Bickle as Chair of the FoTP, it is resolved to select Option 1 as the preferred option.</p>	Clerk
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42-24 Date of next meeting: - Thursday 18 th July 2024.	
Meeting closed at 8.05pm Town Mayor	

DRAFT