



## TORPOINT TOWN COUNCIL

Councillor Mrs. J M Martin led prayers before the meeting. Town Mayor (Councillor G J Davis) reminded members the council is currently in the 'Pre-election period'.

There were several members of the public in the public gallery including Inspector Ned Bowie plus PC Hayley Gething and [Cornwall] Councillor Kate Ewert.

MINUTES of the meeting of Torpoint Town Council held on Wednesday 23<sup>rd</sup> April 2025 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. C E Goodman, Mrs. L Fellows, L E Keise, Mrs. J M Martin, D S Phipps, Mrs. J L Reeves, M J Spurling, J Tivnan BEM also the Town Clerk & RFO (Clerk) and Town Council Support Officer were in attendance.

	ACTION
<b>1-25 Apologies for absence: -</b> Apologies for absence were submitted on behalf of Councillors C R Sawyer, C R Still and B A Walsh.	
<b>2-25 Declarations of Interest relating to matters on the Agenda: -</b> None.	
<b>3-25 Planning Applications: -</b> None.	
<b>4-25 Cornwall Council Reports: -</b> 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 and subsequently for their work as Cornwall Councillors over the previous four years. In response, Councillor Tivnan BEM and Councillor Ewert both thanked the Town Council for forming an effective and productive working partnership during their time in office.	
<b>5-25 Police Activity Report and latest Newsletter: -</b> Town Mayor (Councillor G J Davis) thanked PC Hayley Gething for the report, which is noted. PC Gething introduced members' to the newly appointed Inspector for the Liskeard Sector Ned Bowie who then updated members on new plans and policing strategies for the area, expanding on the information within the Liskeard Sector Neighbourhood Policing Teams Spring Newsletter. Support was sought to help publicise a new initiative targeted at local businesses, to reduce crime in the community, members' agreed to support any publicity around the events being organised in Saltash and Liskeard.	Clerk
<b>6-25 Minutes of the previous meeting: -</b> a) It is <b>resolved</b> the minutes of the previous meeting held on Thursday 20 <sup>th</sup> March 2025 as circulated, are adopted.	
<b>7-25 Matters arising from the minutes: -</b> a) Correspond with the Head Teacher at Torpoint Nursery and Infant School regarding OFSTED report: - Pursuant to minute number 190-24, the Clerk confirmed that a letter had been sent to the Head Teacher at Torpoint Nursery and Infant School. b) Raise a letter of complaint regarding Cornwall Council regarding the ongoing issues at Trevol Business Park: -	

<p>Pursuant to minute number 197-24 (e), the Town Mayor (Councillor G J Davis) explained a letter in reply had been received from Cornwall Council, which had been marked as confidential, the Clerk is checking whether the contents of the response are permitted to be shared in the public domain. In the meantime, following a proposal put by Councillor J Tivnan BEM, it is <b>resolved</b> that <b>pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will be leave the meeting, due to the confidentiality of the information therein.</b></p>	
<p><b>8-25 Mayor's communications: -</b> Torpoint Town Mayor (Councillor G J Davis) summarised engagements.</p> <p><b><u>March</u></b></p> <p>28<sup>th</sup> Attended the Coppola School of Performing Arts production of Disney's Moana Junior at the Council Chambers. This was a truly amazing show and incredible production, a huge well done to Kelly-Jane Brown and all of her students for working so hard to make this a great success. This is just one example of the level of talent that the young people of Torpoint have to offer.</p> <p><b><u>Future</u></b></p> <p>County Council and Town and Parish Council Elections will be taking place on Thursday 1<sup>st</sup> May.</p> <p>Tuesday 6<sup>th</sup> May - Business Meeting for successful Town Council Candidates</p> <p>Thursday 8<sup>th</sup> May - VE Day 80 Anniversary Celebrations, details of the events taking place will be shared on social media and via posters around the town.</p> <p>Saturday 10<sup>th</sup> May – An invitation to the new councillors, as I plan to host the Bénodet Twinners from 6.00pm – 7.00pm for drinks in the Council Chambers, before their annual dinner.</p> <p>Monday 12<sup>th</sup> May - Face to Face meeting of the Town Team Project Board.</p> <p>Congratulations to the Support Officer / Assistant to the Town Clerk &amp; RFO for completing and passing both the ILCA (Introduction to Local Council Administration and FILCA (Financial Introduction to Local Council Administration).</p> <p>Thursday 15<sup>th</sup> May - Mayor Making/Annual Meeting of the Town Council.</p> <p>Thursday 22<sup>nd</sup> May - Annual Parish (Town) Meeting.</p>	
<p><b>9-25 Question of which notice has been given or notice of motion: -</b> None.</p>	

**10-25 Finance and Operations Committee.**

The Chairman of the Finance and Operations Committee Councillor Mrs. J M Martin thanked members for their participation and dedication over the recent civic year.

It is **resolved** the minutes of the meeting held on Monday 31<sup>st</sup> March 2025 and the recommendations in the minutes: - 143-24F&O (b) To adopt the Model Councillor-Officer Protocols, 143-24F&O (d) To adopt the Equality, Diversity and Inclusion Policy to include the Best Practice document, 143-24F&O (f) To adopt 'A Guide to Awarding Dispensations 2012 and the information from CALC', including the Dispensation Request Form, 143-24F&O (f) To delegate the power to grant dispensations to the Town Clerk and 145-24F&O (b) The Reserves – tennis courts sinking fund is maintained at the minimum annual required (£4,000) and any other surplus income generated is transferred to Reserves - Play parks and tennis courts, for any projects related to play parks and tennis courts, as circulated, are all adopted.

**11-25 Development and Localism Committee.**

The Chairman of the Finance and Operations Committee Councillor Miss Rachel Evans BEM thanked members for their participation and dedication over the recent civic year.

It is **resolved** the minutes of the meeting held on Thursday 3<sup>rd</sup> April 2025 and the recommendations in the minutes: - 163-24D&L (b) To use funds from general Reserves to allocate £10,000 to 'Reserves - Vision Projects' for the financial year 2025/26 to progress the Lower Fore Street redevelopment, 167-24D&L (a) (i) To appoint L & L Diverse Solutions Ltd. at a cost of £2,500 + VAT, to undertake the work to progress the Torpoint Visitor Website and 167-24D&L (a) (i) To waive Financial Regulations to directly award this contract to L & L Diverse Solutions Ltd., due to the continuation of the project, the Redevelopment of Lower Fore Street and town improvements, as circulated, are all adopted.

**12-25 Torpoint Ferry Statistics: -**

Town Mayor (Councillor G J Davis) thanked the Torpoint Ferry staff for the report.

**13-25 Financial Information: -**

It is **resolved** that the March 2025 Budget Variance as circulated, is received and adopted.

The Clerk explained the 2024/25 overspend of 3% for the salaries budget was due to an unforeseen level of staff sickness and the subsequent need for overtime cover.

The Clerk highlighted any underspend on the 2024/25 budget would be returned to the council's General Reserves.

a) To consider Ear-Marked Reserves proposals for 2025/26 including the cost centre expenditure proposals for the Accessible Play Equipment project: -  
The Clerk presented the previously circulated information regarding Ear-Marked Reserves proposals for 2025/26, including the cost centre expenditure for the Accessible Play Equipment project.

The Clerk explained the suggestion would include: -

Reserves for 2025/26 for the Tennis Courts would comprise - £2,000 from 'Tennis Courts Sinking fund' and £3,455.33 of 'Tennis Stripe Income', totalling £5,455.33. The amount needed annually in the sinking fund is £4,000, which is therefore deducted. Balance of £1,455.523 is added to the end of year balance in Reserves - Play Areas and Tennis Courts, therefore the total carry forward is £15,613.73. It was **resolved** to accept the Ear-Marked proposals for 2025/26, copied here for transparency, total value £206,380.73.

Accessibility Improvements	£7,000.00
Accessible Play Equipment Donations	£4,651.00
CIL (23/24 + 24/25)	£5,999.00
Defibrillator Donation	£3,150.00
Election Expenses	£10,000.00
Freedom Parade	£3,000.00
MUGA / Other	£10,000.00
NDP Improvements	£4,046.00
Play Areas & Tennis Courts	<b>£15,613.73</b>
RIBA 3 Good Growth Shared Prosperity Fund	£10,000.00
Skate Park Improvements	£20,000.00
Tennis Courts Sinking Fund	£4,000.00
Town Accelerator Fund (Website)	£6,250.00
Town Clock	£10,000.00
Vision Projects	£10,000.00
3G Pitch Donations	£2,671.00
3G Pitch Project	£80,000.00
<b>TOTAL</b>	<b>£206,380.73</b>

Update 23/04/25

Stripe Income 24-25 £3,455.53

Balance unspent tennis courts sinking fund £2,000.00

£5,455.53

Less 4,000 Reserves 25-26 Tennis Courts £4,000.00

£1,455.53

Add Balance to Reserves Play Areas **24/25** £14,158.20

TOTAL Reserves Play Areas & Tennis Courts 25-26 **£15,613.73**

**14-25 Accounts for Payment: -**

Contact Name	Invoice Number	Total	VAT	NET	Description
Richards Builders Merchants Ltd	930431	43.52	7.25	36.27	Maintenance Council Chambers
Richards Builders Merchants Ltd	931786	79.25	13.21	66.04	Maintenance Council Chambers
Richards Builders Merchants Ltd	931975	108.93	18.15	90.78	Maintenance Council Chambers
Biffa	522C15935	33.82	5.64	28.18	Recycling Library
Biffa	522C15936	51.58	8.60	42.98	General Waste Library
Biffa	522C15937	33.82	5.64	28.18	Recycling Council Chambers
Biffa	522C15938	101.02	16.84	84.18	General Waste Council Chambers
Richards Builders Merchants Ltd	933597	27.98	4.66	23.32	Compost for Library Project
FOY-AIR Enterprises Ltd T/A LittleMops	2311	86.14	14.36	71.78	Consumables Chambers
CHAT	November 2024 - March 2025	1,820.05	0.00	1,820.05	Chat SLA - Library
Don Benson	61	48.00	0.00	48.00	Clock Winding St James
Western Web Limited	24879	23.40	3.90	19.50	Update to Library Router
Westcare Limited	SORD002177 46	147.36	24.56	122.80	Stationery Order
Westcare Limited	SORD002177 13	160.91	26.82	134.09	Stationery Order
D J W Window Cleaning	INV0075	55.00	0.00	55.00	Window Cleaning Chambers
D J W Window Cleaning	INV0073	30.00	0.00	30.00	Bus Shelter Cleaning
D J W Window Cleaning	INV 0074	30.00	0.00	30.00	Bus Shelter Cleaning (end of last year)
ITEC	1090160	46.46	7.75	38.71	Meter Readings Photocopier
Cornwall Council - Bus Rate Tennis Courts	802923069	48.00	0.00	48.00	Business Rates Tennis Courts May
Cornwall Council Bus Rates Room 4	802980235	61.00	0.00	61.00	Business Rates Room 4 May
NABMA	M177	484.00	0.00	484.00	NABMA Annual Subscription
Cornwall council - Bus Rate Library	802715760	555.00	0.00	555.00	Business Rates Library May
Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers May

James Hallam Ltd	19579800	832.74	0.00	832.74	Torpoint Festival Event Insurance
<b>TOTAL</b>		<b>6,229.98</b>	<b>157.38</b>	<b>6,072.60</b>	
XERO	CC April 2025	39.60	6.60	33.00	XERO - Monthly accounting software subscription February 2025
Adobe Systems Software Ireland Ltd	CC April 2025	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription February 2025
Toolstation Limited	CC YWW022640014	46.06	7.68	38.38	Toolstation Limited - Repairs and Maintenance Internal - Council Chambers
John Miller Grden Machinery	CC #1033	60.40	10.07	50.33	John Miller Grden Machinery - Patio Cleaners
Amazon	CC Amazon	19.98	3.33	16.65	Amazon - Strimmer Wire
Amazon	CC Amazon	3.99	0.66	3.33	Amazon - Cigarette Lighter Plug
Toolstation Limited	CC YWW013121506	296.51	49.42	247.09	Toolstation Limited - Repairs and Maintenance Internal - Council Chambers
Amazon	CC Amazon	65.56	10.93	54.63	Amazon - Crompton Lamps
VE DAY 80 LTD	CC 6687	120.67	20.11	100.56	VE DAY 80 LTD - Flag for VE Day 80
Hallmaster	CCHM-8402	322.60	53.77	268.83	Hallmaster - Hallmaster subscription 2025 - 2026
Booker	CC 0339025	376.07	62.68	313.39	Booker - Cafe Supplies
Booker	CC 0339025	122.29	0.00	122.29	Booker - Cafe Supplies
Toolstation Limited	CC YWW006768467	202.64	33.77	168.87	Toolstation Limited - Repairs and Maintenance Internal - Council Chambers
DEVON DOOR AND LOCK CO	CC R51956	20.00	3.33	16.67	DEVON DOOR AND LOCK CO - Devon Door and Lock Co Plymouth GBR
Amazon	CC Amazon	20.99	3.50	17.49	Amazon - Parchment Paper
Amazon	CC Amazon	10.88	1.81	9.07	Amazon - photo Album
SAINSBURYS S/MKTS	CC R14778	10.33	1.72	8.61	SAINSBURYS S/MKTS - Cafe Supplies
SAINSBURYS S/MKTS	CC R14778	3.30	0.55	2.75	SAINSBURYS S/MKTS - Newspapers
SAINSBURYS S/MKTS	CC R83100	5.20	0.87	4.33	SAINSBURYS S/MKTS - Toilet Cleaner Library
Amazon	CC Amazon	44.99	7.50	37.49	Amazon - Universal Drain Rods
CO-OP GROUP 380558	CC R17819	130.49	21.71	108.78	CO-OP GROUP 380558 - cafe supplies and newspapers library
<b>Total</b>		<b>1939.19</b>	<b>300.01</b>	<b>1639.18</b>	



ALD Automotive Limited t/a Ford Lease	DD April 2025	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle February 2025
Xerox Finance Limited	DD Quarterly	224.22	37.37	186.85	Xerox Photocopier Finance
ENGIE Gas Library and Community Hub	DD 1-01640172	499.95	83.32	416.63	ENGIE Gas Library and Community Hub - ENGIE GAS SUPPLIED TO LIBRARY 01/03 - 31/03
ENGIE Electricity Library	DD 2-05052624	531.46	88.58	442.88	ENGIE Electricity Library - Electricity library 01/03 - 31/03
ENGIE Electricity Council Chambers	DD 2-05052626	846.83	141.14	705.69	ENGIE Electricity Council Chambers - Electricity Supplied to Council Chambers 01/03 - 31/03
ENGIE Electricity Cambridge Field	DD 2-05052625	47.23	7.87	39.36	ENGIE Electricity Cambridge Field - Electricity Cambridge Field 01/03-31/03
ENGIE Electricity Public Conveniences	DD 2-05052628	76.91	12.82	64.09	ENGIE Electricity Public Conveniences - electricity supplied to public conveniences 01/03 - 31/03
EE	DD V02336665101	115.66	19.28	96.38	EE - Mobile phone charges March 2025
Corona Energy - Chambers- Gas	DD 19135422	1,509.25	251.54	1,257.71	Corona Energy - Chambers- Gas - Gas Supplied to Council Chambers Mar - April 2025
<b>Total</b>		<b>4598.93</b>	<b>766.49</b>	<b>3832.44</b>	
<b>15-25 Correspondence: -</b> a) To note: CIL Neighbourhood Payment April 2025 - Cornwall Council: - Noted. b) To note: NALC Legal Bulletin – March 2025 – via CALC: - Noted. c) To note: Statement of Persons Nominated: - i) Torpoint Town Council - East Ward; ii) Torpoint Town Council - West Ward; All noted. d) To note: Complaint regarding Taxi Building and parking issues on Fore Street – Mr J Powell [previously forwarded to Councillor J Tivnan BEM]: - Noted. e) To consider and noted: Complaint regarding lack of parking spaces on Fore Street, due to taxis parking – Mr J Hall [previously forwarded to Councillor J Tivnan BEM]: - Councillor Tivnan has responded. f) To consider and note: Notification relating to a property asset in your town/parish: Garages 1-25 at Roberts Avenue & Garages 1-5 York Road, Torpoint including report from Asset Management Group [Cornwall Council] – Cornwall Council: - After a brief discussion members decided this decision should be taken by the new council, following the results of the forthcoming Election, and instructed the Clerk to seek an extension from Cornwall Council, to enable a response within the time period. g) To note: Citizens Advice Cornwall Grant Impact Report, April 2025, following receipt of grant [£576] to upgrade all IT equipment to Windows 11: - Noted.					
					Clerk

<p>h) To note: CALC News Bulletin and training opportunities for Members' Thursday 10<sup>th</sup> April 2025 – CALC: - Noted.</p>	
<p><b>16-25      Reports: -</b>  a) Neighbourhood Development Plan (NDP) update.  An update is still awaited from Cornwall Council.  b) Torpoint Town Partnership (TTP).  A reminder about the upcoming Torpoint Fest on 14<sup>th</sup> June 2025, preparations are going well for the event.  c) Town Team Project Board (TTPB) update.  Town Mayor (Councillor G J Davis) advised there had not been a recent meeting of the TTPB.  i) To update on the status of two parties signing the Grant Funding Agreement for the recently submitted UK Shared Prosperity Funding bid of £245,263, with the council providing match funding of £10,000, for the project to complete the RIBA 3 detailed design reports for the former police station site as part of the Lower Fore Street redevelopment.   The Clerk explained the Grant Funding Agreement had recently been received and will be signed, witnessed and returned in the next few days.  d) Reports from delegates to outside bodies.  i) Torpoint Archives &amp; Heritage Centre – March 2025: -  Town Mayor (Councillor G J Davis) thanked the Archives &amp; Heritage Centre for their report.  ii) Rame Peninsula Public Transport Users Group: -  Councillor Mrs. C E Goodman explained the Rame Peninsula Public Transport Users Group is holding their AGM at the Torpoint Council Chambers on Monday 23<sup>rd</sup> June, local support at the AGM is welcomed.</p>	<p>Clerk</p>
<p><b>17-25      Date of next meeting:</b>  Thursday 15<sup>th</sup> May 2025 – Annual Meeting.</p>	
<p>Meeting closed at 19.59pm ..... Town Mayor</p>	