



TORPOINT TOWN COUNCIL

NOTICE is hereby given that the Annual meeting of Torpoint Town Council will be held on Thursday 15th May 2025 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 2025-26 and signature of Declaration of Office.**
- 2. Apologies for absence.**
- 3. Election of Deputy Town Mayor for the Civic Year 2025-26.**
- 4. Appointment of Committees, Working Parties and Outside Bodies for the Civic Year 2025-26** (as circulated).
- 5. Declarations of Interest relating to matters on the Agenda.**
 - a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
- 6. To re-affirm the resolution that Torpoint Town Council, following the adoption in July 2023, continues to meets the criteria for the General Power of Competence.**
- 7. To re-affirm the Civility and Respect Pledge** (as circulated).
- 8. Town Team Project Board (TTPB)** – To consider the notes from the meeting held Monday 12th May 2025 and the recommendations therein (to follow):
 - a) To consider results on Invitation to Tender for Visitor Website.
 - b) To consider results on Invitation to Tender on the Torpoint RIBA 3 Detailed Design Reports.**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.**
- 9. To consider the adjournment of the meeting.**
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- 10. To consider suspending Standing Orders** to enable the Annual Parish Meeting to commence at 7.00pm.
- 11. Apologies for absence at the adjourned meeting.**
- 12. Declarations of Interest relating to matters on the Agenda.**
 - a) To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
 - c) **To consider granting a dispensation to all members of the town council** prior to the start of the meeting, to enable all members to consider Agenda item 14. Planning Application PA25/02808.

- 13. To provide an update on the process to fill the Councillor vacancy in the West Ward -** Non-acceptance of office is a casual vacancy notice and has to be advertised in due course.
- 14. Planning Applications.**
 - a) PA25/02808 – Creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, floodlights, and an access footpath. Torpoint Community College, Trevol Road, Torpoint Cornwall.
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?keyVal=SUEMMQFGLM800&activeTab=summary>
- 15. Cornwall Council Reports** (first meeting following Election, therefore reports are not anticipated).
- 16. Police Activity Newsletter and Report** (to follow).
- 17. Minutes of the previous meeting.**
 - a) Minutes of the meeting held on Thursday 17th April 2025 (as circulated).
- 18. Matters arising from the minutes.**
 - a) Response from Cornwall Council, following a letter of complaint issued to Cornwall Council regarding the ongoing issues at Trevol Business Park (minute number 7-25 refers).
 - b) 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 (minute number 15-25 refers).
- 19. To approve the Annual Return and Accounts for 2024-25.**
 - a) Annual Governance Statement (to follow).
 - b) Accounts Information / Financial Statement and Internal Report (to follow).
- 20. Mayor's communications.**
- 21. Finance and Operations Committee.**

Minutes of the meeting held on Monday 28th April 2025 and to consider the recommendations in the minutes: to follow.

 - a) To consider quotations and a proposal (from the Operations Manager) to purchase a ride-on lawnmower, due to the wear and tear of the existing machinery (to follow).
- 22. Question of which notice has been given or notice of motion.**
- 23. Torpoint Ferry Statistics** (to follow).
 - a) Tamar Bridge and Torpoint Ferry – Toll Charges press release (as circulated).
- 24. To consider and approve the Committees, Neighbourhood Plan Steering Group, Town Team Project Board plus Torpoint Diverse Advisory Group Terms of Reference for the 2025-26 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.
 - f) Torpoint Diverse Advisory Group (all to follow).

25. Financial Information. April 2025 Budget Variance (to follow).

26. Accounts for payment.

PAYEE	Invoice /Reference No.	GROSS (£)	(VAT)(£)	NETT (£)	REASON
FOY-AIR Enterprises Ltd T/A LittleMops	2326	361.98	60.33	301.65	Consumables Council Chambers / Public Conveniences / Library
Origin Amenity Solutions	OASI0146995	418.37	69.73	348.64	Weed Control
Westcare	SINV00215303	42.65	7.11	35.54	Stationery Items
Penny Madge	Out With Friends	75.00	0.00	75.00	Cost of Bus Travel - Out With Friends Group
Cornish Tea & Cornish Coffee Co	SL100018	165.83	0.00	165.83	Library Café Supplies
Don Benson	62	70.00	0.00	70.00	Clock Winding St James
Biffa	522C24972	51.58	8.60	42.98	General Waste Collection Library
Biffa	522C24971	33.82	5.64	28.18	Recycling Collection Library
Biffa	522C24973	33.82	5.64	28.18	Recycling Collection Council Chambers
Biffa	522C24974	67.34	11.22	56.12	General Waste Collection Council Chambers
Duchy Defibrillators	JN1680	3,204.00	534.00	2,670.00	Installation of New Defibrillator Lamorna Park / from Defibrillator donations
Torpoint Community College	1611 Misc 2025/2026/af	2,171.00	0.00	2,171.00	Planning Application Fee Reclaim / from 3G Pitch Project donations
ITEC	1099224	70.47	11.74	58.73	Xerox Meter Readings
Cornwall Council	CINV-135288	60.00	10.00	50.00	Traffic Management for Community Events - Training
SMP Pipe Systems Limited	4122	84.00	14.00	70.00	Call out to hot water / boiler Council Chambers
SMP Pipe Systems Limited	4080	480.00	80.00	400.00	Call out to Library - gas safety check for both boilers
Cornwall Council - Bus Rate Tennis Courts	802923069	48.00	0.00	48.00	Business Rates Tennis Courts June
Cornwall Council Bus Rates Room 4	802980235	61.00	0.00	61.00	Business Rates Room 4 June
Cornwall council - Bus Rate Library	802715760	555.00	0.00	555.00	Business Rates Library June
L&L Diverse Solutions**	013/2025	2,466.00	411.00	2,055.00	3 Days consultancy at £685 per day.
Hudson Accounting Ltd	830	450.00	0.00	450.00	2024 /2025 year-end internal audit
Richards Builders Merchants	933902	12.02	2.00	10.02	Parks Maintenance
Richards Builders Merchants	935748	43.40	7.24	36.16	Sparrow Park Planting
Richards Builders Merchants	936422	125.76	20.97	104.79	Parks Maintenance
Richards Builders Merchants	936581	31.13	5.19	25.94	Chambers Maintenance
Richards Builders Merchants	934402	114.71	19.12	95.59	Paint Council Chambers
Richards Builders Merchants	934425	63.12	10.52	52.60	Chambers Maintenance
Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers June
TOTAL		12,682.00	1,294.05	11,387.95	
** Already paid via BACS					

27. Correspondence.

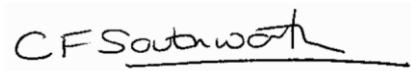
- a) To note: Employer Newsletter – Cornwall Pension Fund (as circulated).

28. Reports.

- a) To receive: Neighbourhood Development Plan (NDP) update.
b) To receive: Torpoint Town Partnership (TTP) update.
c) To receive: Town Team Project Board (TTPB) – update.
d) To receive: Reports from delegates to outside bodies.
i) Torpoint Archives & Heritage Centre – April 2025 (report as circulated).

29. Date of next meeting.

Thursday 19th June 2025.

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 9th May 2025