



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of Torpoint Town Council will be held on Thursday 18th September 2025 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: clerk@torpointtowncouncil.gov.uk

AGENDA

1. Apologies for absence.

2. 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.

3. Planning Applications.

- a) None.

4. Cornwall Council Reports (one report attached).

5. Police Activity Report and Liskeard Newsletter (September '25) (as circulated).

6. Minutes of the previous meeting.

- a) Minutes of the meeting held on Thursday 21st August 2025 (as circulated).

7. Matters arising from the minutes.

- a) To receive a verbal update on EN24/00424 - Buildings operations on the land without compliance with planning conditions and in addition to PA20/02211.
- b) Correspond with local MP on the CCTV proposal (minute number 88-25 refers).

8. Mayor's communications.

9. Finance and Operations Committee.

Minutes of the meeting held on Monday 1st September 2025 and to consider the recommendations in the minutes, which include: **RESOLVED ITEMS (i), (ii) and (iii):**

- i) PA24/03068 (Kings Arms review of planning application);
- ii) Torpoint Christmas Lights 2025 – 2026, appoint HMLS Ltd to install & remove Christmas lights; Hire,
- iii) Torpoint Christmas Lights 2025 – 2028, hire 6 motifs and Accessoires for a three year hire, from The Festive Lighting Company;

53-25F&O (c) Appointment of Internal Auditor JT Audit and Accountancy, 54-25F7O (a) Sustainable Procurement Policy, 56-25F&O (c) Waive Financial Regulations and contract local supplier RB Windows to install replacement door at Buller Road @ £4,150 + VAT, 56-25F&O (c) Correspond with Cornwall Council and St. James Church regarding WWI war memorial, 60-25F&O (c) Provide Operations Team support for 2nd Torpoint Scouts Bonfire and fireworks event and 60-25F&O (d) Award £282.00 grant funding to P. Smith to enable replacement battery for public accessible defibrillator to be purchased, as circulated.

- a) To note: Correspondence from Anna Gelderd MP to Cornwall Council plus Devon and Cornwall Police, requesting urgent action be taken regarding CCTV Installation on Harvey Street, Torpoint.
- b) To consider actions as detailed and note: Conclusion of annual review 2024-25 with minor scope for improvement, External Auditor's Report and Certificate 2024/25 – BDO LLP - Southampton.

ACTIONS:

- i) Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- ii) Publish the Notice of conclusion along with the certified AGAR (sections 1, 2 and Final Report) which must include publication on the smaller authority's website.
- iii) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- iv) Ensure that sections 1, 2 and Final Report of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication. (Information as circulated).

10. Development and Localism Committee.

Minutes of the meeting held on Thursday 4th September 2025 and to consider the recommendations in the minutes: 45-25D&L (b) Delegate to the Clerk to work with Torpoint Ramps Forum to prepare and issue the Invitation to Tender for the Skate Park Project, as circulated.

11. Personnel Committee.

Minutes of the meeting held on Thursday 11th September 2025 and to consider the recommendations in the minutes, to follow.

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

13. Torpoint Ferry Statistics (as circulated).

14. Financial Information. August 2025 Budget Variance (to follow).

15. Accounts for payment.

PAYEE	Invoice /Reference No.	GROSS (£)	(VAT)(£)	NETT (£)	REASON
Cornwall Council - Bus Rate Tennis Courts	802923069	48.00	0.00	48.00	Business Rates Tennis Courts October
Cornwall Council Bus Rates Room 4	802980235	61.00	0.00	61.00	Business Rates Room 4 October
Cornwall Council - Bus Rate Library	802715760	555.00	0.00	555.00	Business Rates Library October
Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers October
L&L Diverse Solutions	038/2025	1,644.00	274.00	1,370.00	2 Days Consultancy
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Print Options	INV-15326	2,030.00	75.00	1,955.00	3700 24 page newsletters printed and artwork
Mole Valley Farmers	IN209774227	247.43	19.58	227.85	Safety Equipment
Don Benson	67	56.00	0.00	56.00	Clock winding St James
Richards Builders Merchants	951074	8.42	1.40	7.02	Screws
Richards Builders Merchants	951709	4.79	0.80	3.99	Batteries
Richards Builders Merchants	952267	8.24	1.37	6.87	Bolts
Richards Builders Merchants	952696	55.48	9.25	46.23	Benodet Park Items
Richards Builders Merchants	953053	17.69	2.95	14.74	Council Chambers Maintenance
Clifton Emery Design	SI-5390	36,632.76	6,105.46	30,527.30	PO-0418 to produce reports for RIBA 3 design stage - Lower Fore Street
Katie Martin Promotions	Photography	50.00	0.00	50.00	Photography for Lower Fore Street

and Photography					Development Consultation
Living Wage Foundation	INV-174064	169.20	28.20	141.00	Accreditation 2025/2026
Itec	1132465	38.82	6.47	32.35	Xerox Meter Readings
Unique Fire and Security	SI49019	169.78	28.30	141.48	Callout to Council Chambers and repair
Cornish Tea and Coffee Ltd	SL105390	218.84	0.00	218.84	Café supplies - Library
TOTAL		42,995.45	6,826.78	36,168.67	

16. Correspondence.

- a) To consider and note: Cornwall Fire and Rescue Service Consultation – Live until 30th October 2025 – Cornwall Council: [Community Risk Management Plan 2026-30 | Let's Talk Cornwall](#) (as circulated).
- b) To consider and note: Local Council training: Neighbourhood Planning and Neighbourhood Priorities Statements 30th September 2025 – Cornwall Council Planning and Housing Service (as circulated).

17. Reports.

- a) To receive: Neighbourhood Development Plan (NDP) update and notes of Steering Group meeting held Tuesday 9th September 2025 (to follow).
- b) To receive: Torpoint Town Partnership (TTP) update.
- c) To receive: Town Team Project Board (TTPB) update and minutes of the meeting held Monday 15th September 2025 (to follow), including recommendations (to follow).
- d) To receive: Reports from delegates to outside bodies.
 - i) Torpoint Archives & Heritage Centre – August 2025 (report as circulated).

18. Date of next meeting.

Thursday 16th October 2025.

C F Southworth

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

Friday 12th September 2025