



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of Torpoint Town Council will be held on Thursday 18th December 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, one to follow).

5. Police Activity Report (to follow).

6. Minutes of the previous meeting.

- a) Minutes of the meeting held on Thursday 20th November 2025 (as circulated).

7. Matters arising from the minutes.

- a) Correspond with Cornwall Air Ambulance regarding a visit to their headquarters in Newquay (minute number 154-25 (e) refers).
- b) Vote in the NALC Governance Larger Councils Committee elections (minute number 154-25 (i) refers).

8. Mayor's communications.

9. Finance and Operations Committee.

Minutes of the meeting held on Monday 1st December 2025 and to consider the recommendation in the minutes: - 109-25F&O (c) To accept the Local Maintenance Agreement for the 2026/27 financial year, with an increase of 2.25% applied, as circulated.

- a) To consider: The Annual Budget Statement for 2026/27, to accompany the precept request to Cornwall Council and issue to residents' (to follow).

10. Development and Localism Committee.

Minutes of the meeting held on Thursday 4th December 2025 and to consider the recommendation in the minutes: - 93-25D&L (a) IT and Data Compliance Policy, as circulated.

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

12. Torpoint Ferry Statistics (to follow).

- a) To note: *press release* Tamar Crossings Christmas and New Year opening times and free tolls (as circulated).
- b) To consider and note: *press release* Proposed Tamar Tag Admin Fee Increase Explained, and How to Contribute Your Views (as circulated).

13. Financial Information. November 2025 Budget Variance (to follow).

14. To note: [updated] Meeting Schedule 2026 (as circulated).

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 January
Cornwall Council Bus Rates Room 4	802980235	61.00	0.00	61.00	Business Rates Room 4 January
Cornwall Council - Bus Rate Library	802715760	555.00	0.00	555.00	Business Rates Library January
Cornwall Council - Bus Rate Chambers	802311466	1,322.00	0.00	1,322.00	Business Rates Chambers January
PPL PRS	SIN3209077	532.52	88.75	443.77	Music Licencing for the Council Chambers
Penny Madge	Out With Friends	75.00	0.00	75.00	Bus Transport - Out With Friends
Cornish Tea & Cornish Coffee Co Ltd	SL108370	120.00	0.00	120.00	Coffee Machine Rental
Festive Lights	SO2130917	285.41	47.57	237.84	Fittings for Christmas Lights
Asgard Secure Steel Storage 1392 Leeds Road, Thornbury, Bradford, BD3 7AE	PO-0440 631404	1,010.40	168.40	842.00	Sports Wheelchair Storage - CLUP
suzanne.stanton@harlequinfloors.com	PO-0452 10011003	1,748.64	291.44	1,457.20	Professional stage Flooring - CLUP
ITEC	1159068	76.14	12.69	63.45	Xerox Meter Readings
Clifton Emery Design Ltd	SI-5552	16,304.76	2,717.46	13,587.30	Torpoint Masterplan
Clifton Emery Design Ltd	SI-5582	2,865.00	477.50	2,387.50	Torpoint Library Detailed Layout
Clifton Emery Design Ltd	SI-5584	21,202.02	3,533.67	17,668.35	Torpoint North Site Stage 2
Cornish Tea & Cornish Coffee Co Ltd	SL108524	127.34	0.00	127.34	Café Supplies Library
Cornish Tea & Cornish Coffee Co Ltd	SL109050	218.84	0.00	218.84	Café Supplies Library
Cornish Tea & Cornish Coffee Co Ltd	SL109191	63.96	0.00	63.96	Café Supplies Library
AP Electrical Contractors Ltd	14721/2025	6,360.04	1,060.01	5,300.03	EICR Antony Road Conveniences and Benodet Park / Remedial Works and Installation Benodet Park - CLUP
L&L Diverse solutions Limited	053/2025	822.00	137.00	685.00	1 days Consultancy
Cornish Tea & Cornish Coffee Co Ltd	SL109299	133.23	0.00	133.23	Café Supplies Library
Print Options	INV-15512	1,897.00	72.00	1,825.00	Newsletter Printing and Artwork - CLUP Match
Create Signs	2861	235.20	39.20	196.00	Council Office Decals
Laura Griffiths	Mileage Claim	36.00	0.00	36.00	Mileage Claim
Liftman UK Ltd	INV007102	114.00	19.00	95.00	Lift Service - Chambers
Mike Harding Lighting Solutions Limited	4071	4,080.00	680.00	3,400.00	Installation and Takedown - Christmas Lights – CLUP Match
Awenек Studio	1146	952.00	0.00	952.00	Provision of Wellbeing Workshops CLUP Match
Print Options	INV-15514	30.00	5.00	25.00	Printing of Christmas Cards CLUP Match
TOTAL		61,275.50	9,349.69	51,925.81	

16. Correspondence.

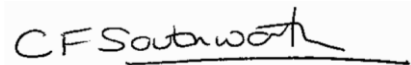
- a) To note: Gunners Kids CIC launched in October 2024 – information as shared – Gunners Kids CIC (as circulated).
- b) To note: Employer Newsletter November 2025 – Cornwall Pension Fund (as circulated).
- c) To consider: Your views needed on the Council Priorities Plan and Budget consultations – Town and Parish Council Bulletin 2 December 2025 (as circulated).
- d) To consider: Request for update on CCTV proposals at Harvey Street – H Hughes (as circulated).
- e) To consider attending: Community Emergency Planning and Flood Resilience Workshop, Saturday 24th January 2026, being organised by Maker with Rame Parish Council (as circulated).

17. Reports.

- a) To note: Torpoint Neighbourhood Plan - Made Plan Decision (information and signed decision sheet as circulated).
- 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 – November 2025 (report as circulated).

18. Date of next meeting.

Thursday 15th January 2026.

A handwritten signature in black ink, reading "C F Southworth", with a horizontal line underneath.

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

Friday 12th December 2025