

Councillor L J Keise led prayers before the meeting. [Cornwall] Councillor R Parsonage, PC Gething and the Council Operations Manager were in the public gallery.

MINUTES of the meeting of Torpoint Town Council held on Thursday 18th December 2025 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor Mrs. J M Martin), Deputy Town Mayor (Councillor Mrs. C E Goodman) Chairman, Councillors Mrs. S G Bickle, Mrs. K Brownhill, S A Clark, G J Davis, Mrs. L Fellows, L Hogan, L E Keise, K J Moon, S J Pike, Mrs. J L Reeves, M J Spurling, C R Still and J Tivnan BEM. The Town Clerk & RFO (Clerk), the Town Council Support Officer / Assistant to the Town Clerk were also in attendance.

	ACTION
157-25 Apologies for absence: - Apologies for absence were submitted on behalf of Councillor Miss R A Evans BEM, also [Cornwall] Councillor Mrs. K Ewert and Fr. Michael Brown.	
158-25 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. None. b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. None.	
159-25 Planning Applications: - a) None.	
160-25 Cornwall Council Reports: - Town Mayor (Councillor Mrs. J M Martin) thanked [Cornwall] Councillors Mrs. K Ewert and R Parsonage for their written reports. Councillor Parsonage highlighted that he will be attending the Extraordinary Meeting of the Tamar Bridge and Torpoint Ferry Joint Committee on 12 th January 2026, at which the proposed Tamar Tag administration fee increases will be discussed.	
161-25 Police Activity Report Town Mayor (Councillor Mrs. J M Martin) thanked PC Hayley Gething for the statistics. PC Gething explained there were nothing of significant concern within the monthly statistics and apologised for the delay in forwarding the statistics.	
162-25 Minutes of the previous meeting: - a) It is resolved the minutes of the meeting held on Thursday 20 th November 2025 as circulated, are adopted.	
163-25 Matters arising from the minutes: - a) Correspond with Cornwall Air Ambulance regarding a visit to their headquarters in Newquay: - Pursuant to minute number 154-25 (e), the Clerk confirmed that this has been actioned and a date arranged for the visit, Friday 23 rd January 2026. b) Vote in the NALC Governance Larger Councils Committee elections: - Pursuant to minute number 154-25 (i), the Clerk confirmed this has been actioned.	

**164-25 Mayor's communications: -
Mayor's Communications – December 2025**

Firstly I would like to thank Deputy Mayor and Consort Councillor and Mr Goodman for representing me at the High Sheriff's Legal Service in Truro Cathedral last month. They also attended the Lord Mayor's Carol Service at The Minster Church of St Andrew last weekend and I am extremely grateful for their support.

My engagements over the last month have included helping to judge the Christmas Shop Window entries and attending the switch on of the Christmas Lights, it was a great event. All credit to the Town Council Operations Team and our community volunteers for their hard work, to the Town Partnership for their organisation and the lovely lantern parade, to the Lions for securing the services of Father Christmas and to all the Fore Street businesses, local stall holders, performers and our own Library and Community Hub who all contributed to the event. Well done to all.

I was pleased to be invited back to Oakwood College during their National Awareness Week celebrating the transformative impact of specialist further education. Along with Councillor Fellows and Hazel Moorey Anna Gelderd's Constituency Support Officer we had a tour of the facility, were served refreshments from their coffee hub and took part in a podcast with one of the student's. They are very much looking forward to the installation of accessible play equipment at Cambridge Field and I said that we would include them in a grand opening event when appropriate.

Last Friday, following his first ever visit to Torpoint for the Freedom Parade, I was very pleased to be able to host the High Sheriff of Cornwall Geraint Richards, I gave him a tour of the Town and I gifted him a copy of "The Making of a Cornish Town" book. He absolutely loved our waterfront, our green spaces and the way we look after the Town. He got a real sense of our community pride and said he had fallen in love with Torpoint. He did reveal that he was visiting HM The King the following day and was going to gift him a jar of honey that he had previously bought at our street market and a knitted angel from St James Church. I obviously asked that he pass on our best wishes to His Majesty. We were both then delighted to attend lunch at Trevol House as guests of Captain Ussher and watch the Passing Out Parade at HMS Raleigh which is always an honour to attend.

Last weekend I also attended the 20 Year Anniversary Show of The Coppola School of Performing Arts. They played to packed houses every night with their revue called "A Year to Dance" and there were a lot of proud parents and grandparents in the audience. They also raised an incredible £800 for my Mayor's Charity from their raffle and refreshments and I thank everyone who supported them.

Last Monday I was pleased to host a "Thank You lunch" for our volunteers at the Library and Community Hub. They were presented with Certificates of Gratitude for the contribution that they make to the success of the facility and Councillor Fellows also presented certificates to those who had participated in her Sensory Workshop. It was a lovely way to recognise their achievements and thank them for their contribution.

I held a Civic Carol Service on Tuesday evening at Cornerstone Church. It was a lovely evening with a packed church and I thank everyone who supported it.

Charity Update

My charity has received a boost over the last month from my Quiz Night on 23rd November, thank you to all those who supported that, and from the Coppola show, making the balance so far this year £2,013.65. To date I have given Cornerstone Church 2 x £500 donations, the latest one being at my Carol Service on Tuesday and I would now like to give £1,000 to the Council's Accessible Play Equipment Project.

My next event is my Valentine's Ball on Saturday 14th February, tickets are selling well and I hope to see many of you there.

The Christmas messages to the town were read out.

All that remains for me to say is to thank you for the time each and every one of you gives to the Council and the Community and to wish you and your families a very Merry Christmas and a Happy New Year. Thank You.

The Town Mayor (Councillor Mrs. J M Martin) sought to update members' on a confidential item and 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 any confidential discussions.

165-25 Finance and Operations Committee: -

It is **resolved** the minutes of the meeting held on Monday 1st December 2025 and the recommendation in the minutes, as circulated: -

109-25F&O (c) To accept the Local Maintenance Agreement for the 2026/27 financial year, with an increase of 2.25% applied, is adopted.

Pursuant to minute number 100-25F&O (b), an update on the funding applications for the project to install 2 x CCTV cameras was given:

- i) The application, submitted by Torpoint Town Partnership to CCF for £5k was unsuccessful;
- ii) The application, submitted to Torpoint Town Council, for £10k, to the Office of the Police and Crime Commissioner was successful.

Pursuant to minute number 103-25F&O (b) Budget Variance (where an update on CLUP funding had been given), the Clerk had previously advised members' via email 16th December 2025 regarding the recent progress meeting with the CLUP finance team. There is now an opportunity to purchase new radio equipment, from Gould Electronics, who carried out the survey for us earlier this year. A quotation had been forwarded for **£7,499.00 + VAT**. The Operations Manager had tried to source quotations from other companies, unfortunately they would have had to carry out their own independent survey, as they would not use 3rd party information. Also, an Exeter company could not carry out the survey prior to the Freedom Parade, as this was when we originally had hoped to purchase the radios. The purchase has been delayed as part of the project, as we needed to ascertain if there are sufficient funds available to spend. It is therefore requested for the town council to consider 'Waiving Financial Regulations'. Following a proposal put by the Town Mayor (Councillor Mrs. J M Martin), which was seconded by Councillor L Hogan, it is **resolved** to waive Financial Regulations to purchase the suite of radios and equipment, to enable coverage across the whole town, for future events, as the current signal becomes blocked by buildings due to the topography, from Gould Electronics at £7,499.00 + VAT. Gould Electronics are a proven specialist supplier across the South West. The cost of the OFCOM licence is included in the quotation, for the next 12 months.

<p>a) To consider: The Annual Budget Statement for 2026/27, to accompany the precept request to Cornwall Council and issue to residents': - The Clerk advised members that the Annual Budget Statement is not yet ready to be presented.</p>																																																																													
<p>166-25 Development and Localism Committee: - It is resolved the minutes of the meeting held on Thursday 4th December 2025 and the recommendation in the minutes, as circulated: 93-25D&L (a) IT and Data Compliance Policy, is adopted.</p>																																																																													
<p>167-25 Question of which notice has been given or notice of motion: - None.</p>																																																																													
<p>168-25 Torpoint Ferry Statistics: - Town Mayor (Councillor Mrs. J M Martin) thanked the Torpoint Ferry staff for the report.</p> <p>a) To note: <i>press release</i> Tamar Crossings Christmas and New Year opening times and free tolls: - Noted.</p> <p>b) To consider and note: <i>press release</i> Proposed Tamar Tag Admin Fee Increase Explained, and How to Contribute Your Views: - Noted.</p>																																																																													
<p>169-25 Financial Information: - It is resolved that the November 2025 Budget Variance as circulated, is received and adopted, there were no concerns.</p>																																																																													
<p>170-25 Accounts for Payment: -</p> <table border="1"> <thead> <tr> <th>Contact Name</th><th>Invoice Number</th><th>Total</th><th>VAT</th><th>NET</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Cornwall Council - Bus Rate Tennis Courts</td><td>802923069</td><td>48.00</td><td>0.00</td><td>48.00</td><td>Business Rates Tennis Courts January</td></tr> <tr> <td>Cornwall Council Bus Rates Room 4</td><td>802980235</td><td>61.00</td><td>0.00</td><td>61.00</td><td>Business Rates Room 4 January</td></tr> <tr> <td>Cornwall Council - Bus Rate Library</td><td>802715760</td><td>555.00</td><td>0.00</td><td>555.00</td><td>Business Rates Library January</td></tr> <tr> <td>Cornwall Council - Bus Rate Chambers</td><td>802311466</td><td>1,322.00</td><td>0.00</td><td>1,322.00</td><td>Business Rates Chambers January</td></tr> <tr> <td>PPL PRS</td><td>SIN3209077</td><td>532.52</td><td>88.75</td><td>443.77</td><td>Music Licencing for the Council Chambers</td></tr> <tr> <td>Penny Madge</td><td>Out With Friends</td><td>75.00</td><td>0.00</td><td>75.00</td><td>Bus Transport - Out With Friends</td></tr> <tr> <td>Cornish Tea & Cornish Coffee Co Ltd</td><td>SL108370</td><td>120.00</td><td>0.00</td><td>120.00</td><td>Coffee Machine Rental</td></tr> <tr> <td>Festive Lights</td><td>SO2130917</td><td>285.41</td><td>47.57</td><td>237.84</td><td>Fittings for Christmas Lights</td></tr> <tr> <td>Asgard Secure Steel Storage 1392 Leeds Road, Thornbury, Bradford, BD3 7AE</td><td>PO-0440 631404</td><td>1,010.40</td><td>168.40</td><td>842.00</td><td>Sports Wheelchair Storage - CLUP</td></tr> <tr> <td>suzanne.stanton@h arlequinfloors.com</td><td>PO-0452 10011003</td><td>1,748.64</td><td>291.44</td><td>1,457.20</td><td>Professional stage Flooring - CLUP</td></tr> <tr> <td>ITEC</td><td>1159068</td><td>76.14</td><td>12.69</td><td>63.45</td><td>Xerox Meter Readings</td></tr> </tbody> </table>						Contact Name	Invoice Number	Total	VAT	NET	Description	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@h arlequinfloors.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
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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
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
Awenek 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		40,073.48	5,816.02	34,257.46	
XERO	CC Nov 2025 subscription	39.60	6.60	33.00	XERO - Monthly accounting software subscription
Adobe Systems Software Ireland Ltd	CC Nov 2025	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription
Amazon	CC Amazon	53.94	8.99	44.95	Amazon - Extra Strong Refuse Sacks
Amazon	CC Amazon	53.60	8.93	44.67	Amazon - Disposable Gloves
Amazon	CC Amazon	11.99	2.00	9.99	Amazon - Food Waste Bags

Amazon	CC Amazon	13.99	2.33	11.66	Amazon - A4 Diary for the Library
Amazon	CC Amazon	29.99	5.00	24.99	Amazon - Caution Tape
Amazon	CC Amazon	14.70	2.45	12.25	Amazon - cast iron door knobs
Amazon	CC Amazon	11.24	1.87	9.37	Amazon - safety sign
Amazon	CC Amazon	32.99	5.50	27.49	Amazon - Guillotine
Adobe Systems Software Ireland Ltd	CC December 2025	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription December 2025
Amazon	CC Amazon	55.20	9.20	46.00	Amazon - Bin Liners
Amazon	CC Amazon	12.75	2.12	10.63	Amazon - Stationery
Amazon	CC Amazon	10.50	1.75	8.75	Amazon - Valves
Amazon	CC Amazon	11.99	2.00	9.99	Amazon - Valves
CO-OP GROUP 380558	CC Co-op	126.34	21.03	105.31	CO-OP GROUP 380558 - Cafe Supplies
Total		512.10	79.77	432.33	
ALD Automotive Limited t/a Ford Lease	DD December 2025	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Monthly lease payment for vehicle December 2025
Shire Leasing PLC	DD December 2025 Quarterly Payment	267.85	44.64	223.21	Shire Leasing PLC - Rental December 2025
ENGIE Gas Library and Community Hub	DD 1-01912538	731.82	121.97	609.85	ENGIE Gas Library and Community Hub - Gas supplied 01/11/2025 - 30/11/2025
ENGIE Electricity Public Conveniences	DD 2-05700147	45.71	2.18	43.53	ENGIE Electricity Public Conveniences - Electricity consumed 01/11/2025 - 30/11/2025 - Cambridge Field
Corona Energy - Chambers- Gas	DD 19711195	1,577.36	262.89	1,314.47	Corona Energy - Chambers- Gas - Gas supplied to council chambers Nov - Dec 2025
ENGIE Electricity Public Conveniences	DD 2-05687648	211.49	10.07	201.42	ENGIE Electricity Public Conveniences - Electricity consumed 01/11/2025 -



					30/11/2025	
ENGIE Electricity Council Chambers	DD 2-05687653	804.71	134.12	670.59	ENGIE Electricity Council Chambers - Electricity consumed 01/11/2025 - 30/11/2025	
Everflow Water	DD 5008367	126.89	8.09	118.80	Everflow Water - Chambers Water Rates	
Everflow Water	DD 5008367	111.58	7.00	104.58	Everflow Water - Library Water Rates	
Everflow Water	DD 5008367	349.66	22.74	326.92	Everflow Water - Public Conveniences Water Rates - Water 18/01/2026 - 17/02/2026	
Total		4974.49	738.27	4236.22		
171-25 Correspondence: -						
a) To note: Gunners Kids CIC launched in October 2024 – information as shared – Gunners Kids CIC: - Noted.						
b) To note: Employer Newsletter November 2025 – Cornwall Pension Fund: - Noted.						
c) To consider: Your views needed on the Council Priorities Plan and Budget consultations – Town and Parish Council Bulletin 2 December 2025: - Noted.						
d) To consider: Request for update on CCTV proposals at Harvey Street – H Hughes: - Clerk is delegated to respond to the resident with an update on the CCTV proposals for Harvey Street. A member highlighted their frustration that the [town] council is taking the lead on this project, with a reminder there are several other key stakeholders involved in this project, including Cornwall Council, Cornwall Housing Ltd and the Police.						Clerk
e) To consider attending: Community Emergency Planning and Flood Resilience Workshop, Saturday 24 th January 2026, being organised by Maker with Rame Parish Council: - Councillors L Hogan and M J Spurling volunteered to attend this workshop.						Clerk
172-25 Reports: -						
a) To note: Torpoint Neighbourhood Plan - Made Plan Decision: - Noted. The Town Mayor will be organising an event to celebrate the completion of the Neighbourhood Plan.						
b) To receive: Torpoint Town Partnership (TTP) update: - There has been no meeting. The Christmas Lights switch on event was a great success.						
c) To receive: Town Team Project Board (TTPB) update: - Councillor G J Davis shared some very recent good news. PA25/07148 - Outline Planning Permission had just been received, with some matters reserved, for the Lower Fore Street project, to include the demolition of the existing library, erection of replacement library/community hub, public open space and up to 14 dwellings and associated means of access only. He minuted congratulations and thanks to everyone involved in this project, highlighting the work of the Project Director, from L & L Diverse Solutions Ltd.						

<p>d) To receive: Reports from delegates to outside bodies. i) Torpoint Archives & Heritage Centre – November 2025: - Torpoint Archives and Heritage Centre is to be thanked for their monthly report.</p>	
<p>173-25 Date of next meeting: Thursday 15th January 2026. Apologies in advance are received from Councillor Mrs. J L Reeves.</p>	
<p>Meeting closed at 8.10pm Town Mayor</p>	