

Fr Michael Brown led prayers before the meeting. Several members of the public were in the public gallery. A short presentation from Context Logic Ltd. was given.

MINUTES of the Adjourned Annual meeting of Torpoint Town Council held on Thursday 28th May 2026 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

Present: - Town Mayor (Councillor Mrs. J M Martin) Chairman, Deputy Town Mayor (Councillor Mrs. C E Goodman), Councillors Mrs. S G Bickle, Mrs. K Brownhill, S A Clark, G J Davis, Miss R A Evans BEM, Mrs. L Fellows, L Hogan, L E Keise, K J Moon, Mrs. J L Reeves, M G 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
<p>29-26 Suspension of Standing Orders It is resolved to suspend Standing Orders to enable the Annual Town (Parish) Meeting (<i>Local Government Act 1972</i>) to commence at 7.00pm. It is further resolved to resume Standing Orders at 8.43pm.</p>	
<p>30-26 Apologies for absence: - Apologies for absence were submitted on behalf of [Cornwall] Councillors Mrs. K Ewert and R Parsonage.</p>	
<p>31-26 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. i) An NRI (Non-Registerable Interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 24. Accounts for payment). ii) An NRI (Non-Registerable Interest) was declared by: - Councillor Mrs. K Brownhill – (Agenda item 24, Accounts for payment.) iii) An NRI (Registerable Interest) was declared by: - Councillor G J Davis – (Agenda item 18. Minutes of the Finance and Operations committee meeting, as a Director of Horson Park Community Sports Hub). iv) An NRI (Registerable Interest) was declared by:- Councillor L Hogan – (Agenda item 18. Minutes of the Finance and Operations committee meeting, as a relative of a Director of Horson Park Community Sports Hub). b) The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration. Councillor Hogan has a dispensation in place and he has indicated that he does wish to participate in any voting.</p> <p>Councillor G J Davis addressed the council, and said “Thank you Madam Mayor. Members, I have considered the guidance and recommendation of the Monitoring Officer who has investigated complaints made following our February meeting. The Monitoring Officer has concluded that the specific wording I used during the debate did not meet the expected standard of respect expected in the Code of Conduct. While I may view my choice of language differently, I fully accept his role in determining such matters and therefore apologise to the Council for the wording I used.”</p>	
<p>32-26 To provide an update on the process to fill the Councillor vacancy in the East Ward. The Clerk explained that following the process to fill the one vacancy arising from the</p>	

<p>week, so I will ensure to keep everyone updated.</p> <p>I was also pleased to facilitate a meeting at Carbeile Junior School on behalf of Councillor Frank on the new SEND Reforms with SEN professionals from our educational establishments. It was a very interactive session and Councillor Frank was pleased with the useful engagement. We await the output from the consultation and the changes it will bring for Cornwall.</p> <p>I joined our MP Anna Gelderd for a video at Harvey Street flats where she was promoting the successful CCTV project. As this project is the output of the work of this Council it was important that that was recognised. Once installed we will have a photoshoot of our own with residents and key partners to show what has been achieved.</p> <p>As it's Mayor Making season I have been representing Torpoint and attended the following:- Truro Mayor Making on Monday 11th May Bodmin Mayor Making on Thursday 14th May Plymouth Lord Mayor Choosing on Friday 22nd May and St Austell Mayor Making last night. The Deputy Mayor and Consort represented me at the Looe Mayor Making last Tuesday. It is interesting how all these events are different but with the same outcome. I also attended the Lord Mayor's Civic Church Service in Plymouth last Sunday.</p> <p>Thank you to those of you who supported the informal farewell to Captain Ussher last week, which he seemed to really appreciate and Col Chris Hall takes up his position this week, I am arranging a welcome evening for him on Monday 8th June, from 7,00pm, you will have received your invitation earlier today.</p> <p>I offer my congratulations to the Torpoint Sea Cadets who had outstanding results at the South West Area Band Competition last weekend. My Mayor's Cadet Able Cadet Bartek won Best Drum Major and I'm sure we all wish them the best of luck for the National Finals in Greenwich.</p> <p>A date for your diaries is Friday 26th June when I am hosting a Quiz Night at the Comrades Club in aid of my Mayor's Charity Fund which this year is supporting the Cornwall Air Ambulance and the Torpoint Skatepark Project. I hope to see you all there and as always, raffle prizes are welcome.</p> <p>As I said last week in my acceptance speech it truly is an honour and a privilege to be re-elected. I continue to pledge my time and commitment to carrying out the role to the best of my ability and thank you all for continuing to put your trust and confidence in me.</p> <p>Finally, and on a personal note, thank you to all of you who have reached out to myself and my family over the last week, your support and your kindness is really appreciated so thank you.</p>	
<p>39-26 Finance and Operations Committee: It is resolved the minutes of the meeting held on Tuesday 5th May 2026 and the recommendations in the minutes are adopted: - 5-26F&O (a) Grant Awarding Policy, 7-26F&O Contract Complete Weed Control to undertake one herbicide spray at a cost of £1,570 + VAT.</p> <p>14-26F&O (h) To award Horson Park Community Sports Hub £1,000 grant funding towards</p>	<p>Clerk</p> <p>Clerk</p>

<p>the cost of the refurbishment of the hut at Horson, on condition that permission to refurbish has been granted before works commence. (Councillor G J Davis left the meeting for this agenda item.)</p>						Clerk																																																						
<p>14-16 (i) To award Torpoint Artists Collective CIC £780 grant funding towards the cost of running a Summer Kids Art Club, as well as an exhibition of children's work in Autumn.</p>						Clerk																																																						
<p>40-26 Development and Localism Committee It is resolved the Minutes of the meeting held on Thursday 7th May 2026, there were no recommendations in the minutes.</p>																																																												
<p>41-26 Question of which notice has been given or notice of motion None.</p>																																																												
<p>42-26 Torpoint Ferry Statistics: Town Mayor (Councillor Mrs. J M Martin) thanked the Torpoint Ferry staff for the report and the more realistic statistics. Following an observation and comment from a councillor, the Clerk is directed to feedback to the Ferry Manager, on several occasions he had noticed the electronic information sign provides the incorrect information.</p>						Clerk																																																						
<p>43-26 To consider and approve the Committees, Town Team Project Board plus Torpoint Diverse Advisory Group Terms of Reference for 2026-27 Civic Year. a) Development and Localism Committee. b) Finance and Operations Committee. c) Personnel Committee. d) Town Team Project Board. e) Torpoint Diverse Advisory Group. It is resolved to approve all Terms of Reference, as circulated. All committee Terms of Reference will be reviewed at the first meeting of each committee.</p>						Clerk																																																						
<p>44-26 Financial Information: It is resolved that the revised March and April 2026 Budget Variances are received and adopted.</p>																																																												
<p>45-26 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 Chambers</td> <td>802311466</td> <td>1,503.00</td> <td>0.00</td> <td>1,503.00</td> <td>Cornwall Council - Bus Rate Chambers June</td> </tr> <tr> <td>Cornwall Council - Bus Rate Library</td> <td>802715760</td> <td>657.00</td> <td>0.00</td> <td>657.00</td> <td>Cornwall council - Bus Rate Library June</td> </tr> <tr> <td>Cornwall Council - Bus Rate Tennis Courts</td> <td>802923069</td> <td>51.00</td> <td>0.00</td> <td>51.00</td> <td>Cornwall Council - Bus Rate Tennis Courts June</td> </tr> <tr> <td>Cornwall Council Bus Rates Room 4</td> <td>May 2026 802980235</td> <td>63.00</td> <td>0.00</td> <td>63.00</td> <td>Cornwall Council Bus Rates Room 4 June</td> </tr> <tr> <td>Western Web Limited</td> <td>25472</td> <td>66.00</td> <td>11.00</td> <td>55.00</td> <td>Renewal of torpointtowncouncil.gov.uk</td> </tr> <tr> <td>FOY-AIR Enterprises Ltd T/A LittleMops</td> <td>TOR004</td> <td>448.50</td> <td>74.75</td> <td>373.75</td> <td>Consumables Council Chambers</td> </tr> <tr> <td>Cornish Tea & Cornish Coffee Co Ltd</td> <td>SL114773</td> <td>230.88</td> <td>0.00</td> <td>230.88</td> <td>Café Supplies - Library</td> </tr> <tr> <td>PI Digital Ltd</td> <td>10568</td> <td>1,734.00</td> <td>289.00</td> <td>1,445.00</td> <td>Play Inspection App Licence Renewal</td> </tr> </tbody> </table>						Contact Name	Invoice Number	Total	VAT	NET	Description	Cornwall Council - Bus Rate Chambers	802311466	1,503.00	0.00	1,503.00	Cornwall Council - Bus Rate Chambers June	Cornwall Council - Bus Rate Library	802715760	657.00	0.00	657.00	Cornwall council - Bus Rate Library June	Cornwall Council - Bus Rate Tennis Courts	802923069	51.00	0.00	51.00	Cornwall Council - Bus Rate Tennis Courts June	Cornwall Council Bus Rates Room 4	May 2026 802980235	63.00	0.00	63.00	Cornwall Council Bus Rates Room 4 June	Western Web Limited	25472	66.00	11.00	55.00	Renewal of torpointtowncouncil.gov.uk	FOY-AIR Enterprises Ltd T/A LittleMops	TOR004	448.50	74.75	373.75	Consumables Council Chambers	Cornish Tea & Cornish Coffee Co Ltd	SL114773	230.88	0.00	230.88	Café Supplies - Library	PI Digital Ltd	10568	1,734.00	289.00	1,445.00	Play Inspection App Licence Renewal	
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Sutcliffe Play	7819	25.09	4.18	20.91	Replacement Handle for Roundabout (spare)
Cornish Tea & Cornish Coffee Co Ltd	SL115107	140.56	0.00	140.56	Café Supplies- Library
Torpoint Community Events	2026 / 2027	120.00	0.00	120.00	Maintenance to Raised Bed Antony Road - Annual
South West Hygiene	360408	1,389.00	231.50	1,157.50	Sanitary / Nappy Bins Supply and Management - Annual
Richards Builders Merchants Ltd	976412	11.68	1.95	9.73	Benches Maintenance
Richards Builders Merchants Ltd	977541	71.11	11.85	59.26	Parks Maintenance
Richards Builders Merchants Ltd	977652	51.93	8.65	43.28	Benodet Park Works
Richards Builders Merchants Ltd	978656	32.08	5.35	26.73	Benodet Park Works
Richards Builders Merchants Ltd	978831	8.36	1.39	6.97	Benodet Park Works
Richards Builders Merchants Ltd	979142	138.56	23.09	115.47	Chambers Maintenance
Richards Builders Merchants Ltd	979362	24.99	0.00	24.99	Parks Maintenance
Don Benson	75	70.00	0.00	70.00	Clock Winding St James
Richards Builders Merchants Ltd	979752	5.69	0.95	4.74	Batteries
Richards Builders Merchants Ltd	979740	68.06	11.34	56.72	Parks Maintenance
ITEC	1197880	48.97	8.16	40.81	Meter Readings Xerox
TOTAL		6,959.46	683.16	6,276.30	
XERO	CC May 2026 subscription	44.40	7.40	37.00	XERO - Monthly accounting software subscription May 2026
Adobe Systems Software Ireland Ltd	CC May 2026	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription May 2026
Amazon	CC Amazon refund	(65.00)	(10.83)	(54.17)	Amazon - Refund Steel Strapping
Amazon	CC Amazon	14.24	2.37	11.87	Amazon - strimmer cord
Amazon	CC Amazon	28.50	4.75	23.75	Amazon - Really useful box
Booker Ltd	CC 38583714	225.63	37.60	188.03	Civic Functions
Amazon	CC Amazon	19.23	3.20	16.03	Amazon - biodegradable trash bags

Amazon	CC Amazon	29.99	5.00	24.99	Amazon - hand towels
Amazon	CC Amazon	29.99	5.00	24.99	Amazon - hand towels
Amazon	CC Amazon	26.53	4.42	22.11	Amazon - extra strong refuse sacks
Amazon	CC Amazon	12.33	2.05	10.28	Amazon - dymo tape
SAINSBURYS S/MKTS	CC R58486	25.91	4.32	21.59	SAINSBURYS S/MKTS - Cafe Supplies
Clifford Motors	CC Fuel	40.25	6.71	33.54	Fuel for Machinery
Montana EV Charging Platform	CC EV Charge	21.54	3.59	17.95	EV Charging Point for Council Van - Staff Training
Booker Ltd	CC 38583714	459.89	76.50	382.50	Café Supplies
Devon Door and Lock company	CC Keys Cut	80.00	13.33	66.67	Keys Cut - York Road
CO-OP GROUP 380558	CC Co-op	62.29	10.39	51.90	Café Supplies and Newspapers Library
Total		1072.36	175.80	895.67	
Xerox Finance Ltd	DD May 2026	224.22	37.37	186.85	Photocopier Lease
ENGIE Electricity Public Conveniences	DD 11440826	128.82	21.47	107.35	ENGIE Electricity Public Conveniences - Electricity Supplied to Public Conveniences April 2026
ENGIE Electricity Council Chambers	DD 11440295	800.93	133.49	667.44	ENGIE Electricity Council Chambers - electricity supplied to council chambers March 2026
ENGIE Electricity Cambridge Field	DD 11440827	55.67	9.28	46.39	ENGIE Electricity Cambridge Field - Electricity supplied to Cambridge Field April 2026
ENGIE Electricity Library	DD 11440526	417.38	69.56	347.82	ENGIE Electricity Library - Electricity supplied to library April 2026
ALD Automotive Limited t/a Ford Lease	DD 22602614	747.42	124.57	622.85	ALD Automotive Limited t/a Ford Lease - Lease Payment
ENGIE Gas Library and Community Hub	DD 10440527	623.18	103.86	519.32	ENGIE Gas Library and Community Hub - Gas Supplied to Library April 2026
EE	DD V02462601 76	128.63	21.44	107.19	EE - Mobile phone charges May 2026
Corona Energy - Chambers- Gas	DD 20060587	1,374.06	229.01	1,145.05	Corona Energy - Chambers- Gas - Gas Supplied to Chambers Apr 2026 - May 2026

Total		4276.09	712.68	3563.41		
46-26 Correspondence:						
<p>a) To note: Planning News for Local Councils and Agents – Spring 2026 – Planning Service Cornwall Council: - Noted.</p> <p>b) To note: CALC Training Update for May to October 2026 – CALC: - Noted.</p> <p>c) To consider and note: Cornwall Council – Enhanced LMP Grants for 2026 – 2027 - Countryside Officer, Cornwall Council: - Noted.</p> <p>d) To note: Cornwall Bus Conference Wednesday 24 June – Cornwall Council: - Noted.</p> <p>e) To note: Mount Edgcumbe American and Classic Car Show 2026 temporary road arrangements – Sunday 2nd August – The Friends of Mount Edgcumbe Country Park: - Noted.</p> <p>f) To consider and note: CALC NEWS BULLETIN 13/05/2026 – CALC: - Noted.</p>						
47-26 Reports:						
<p>a) To receive: Torpoint Town Partnership (TTP) update. The next meeting of Torpoint Town Partnership is scheduled for Tuesday 9th June, all are invited to attend.</p> <p>b) To receive: Town Team Project Board (TTPB) update. Councillor G J Davis explained Torpoint Artists Collective has agreed to undertake the one pager piece of work free of charge.</p> <p>c) To receive: Reports from delegates to outside bodies.</p> <p>i) Torpoint Archives & Heritage Centre – April 2026: - Noted. Thank you to Torpoint Archives and Heritage Centre for the report.</p> <p>ii) The Deputy Mayor (Councillor C E Goodman) reported on behalf of Torpoint Environmental Action, having recently attended the Cornwall Litter Summit in Truro.</p> <p>iii) The Deputy Mayor (Councillor C E Goodman) highlighted the Rame Peninsula Public Transport Users Group AGM/Public Meeting is scheduled for Thursday 25th June, from 6.00pm in Sheviok Memorial Hall at Crafhole.</p>						
48-26 Date of next Meeting:						
Thursday 18 th June 2026.						
<p>Meeting closed at 9:34pm Town Mayor</p>						