

Fr Michael Brown led prayers before the meeting. Several members of the public were in the public gallery, also [Cornwall) Councillors Mrs. K Ewert and R Parsonage.

MINUTES of the meeting of Torpoint Town Council held on Thursday 18th June 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, Mrs. L Fellows, L Hogan, 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														
49-26 Apologies for absence: - Apologies for absence were submitted on behalf of Miss R A Evans BEM and L E Keise.															
50-26 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 K J Moon – (Agenda item 4a. Planning Application PA26/02533, as a close relative of his lives in close proximity to the site location). Councillor K J Moon – (Agenda item 4b. Planning Application PA26/03497, as known to the applicant. ii) An NRI (Registerable Interest) was declared by: - Councillor G J Davis – (Agenda item 4a. Planning Application PA26/02533, as a Director of Horson Park Community Sports Hub). iii) An NRI (Registerable Interest) was declared by:- Councillor L Hogan – (Agenda item 4a. Planning Application PA26/02533, 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.															
51-26 To fill the Councillor vacancy in the East Ward. The Clerk explained the ballot process to fill the one vacancy arising by way of co-option. Members had met with the candidates prior to the meeting and following a written ballot the following votes were recorded: - <table border="1"> <thead> <tr> <th>Applicant</th><th>Number of Votes</th></tr> </thead> <tbody> <tr> <td>Adam Jones</td><td>5</td></tr> <tr> <td>Ellie Penhallow</td><td>0</td></tr> <tr> <td>Audra Mitcheson-Soley</td><td>0</td></tr> <tr> <td>Tony Walsh</td><td>0</td></tr> <tr> <td>Claire Webber</td><td>8</td></tr> <tr> <td>TOTAL</td><td>13</td></tr> </tbody> </table>	Applicant	Number of Votes	Adam Jones	5	Ellie Penhallow	0	Audra Mitcheson-Soley	0	Tony Walsh	0	Claire Webber	8	TOTAL	13	
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The Clerk announced the results of the votes and following a proposal, which was seconded it is resolved that Claire Webber is co-opted to the town council. Claire Webber remained seated in the public gallery, choosing to sign the Declaration of Office after the meeting.	
52-26 Planning Applications: - a) PA26/02533 – Erection of a clubhouse, vehicle store, equipment store to support existing playing field and other associated works. Antony Road Changing Room, Antony Road, Torpoint. Councillor K J Moon asked for it to be recorded that he had submitted a public comment on this application on the planning portal, this was made after the Clerk had checked for any comments online. It is resolved there are no objections to the application, with two observations: 1. It is recommended a noise assessment is requested to be undertaken; 2. Parking at the site location, which is in close proximity to the Highway, should be considered. (Councillor G J Davis left the room for this agenda item.) b) PA26/03497 - Construction of rear extension and replacement detached garage. 14 Chapeldown Raod, Torpoint, PL11 2HT. It is resolved there are no objections or observations.	Clerk Clerk
53-26 Cornwall Council Reports: - Town Mayor (Councillor Mrs. J M Martin) thanked [Cornwall] Councillors Mrs. K Ewert and R Parsonage for their written reports. Councillor Ewert thanked Councillor Davis for attending the recent Rame Cluster meeting, which had discussed Neighbourhood Priorities Statements and explained that a follow up meeting on this is being arranged. Councillor Parsonage explained, having attended a meeting earlier today, regarding the issue of 'no water' at Horson cemetery, a way forward has now been found; in the interim a water butt is being installed alongside Horson Chapel. Councillor Parsonage spoke regarding Tamar Crossings and the Tamar Tag monthly Administration charge, also the "lack of financial information from the council". Questions from Councillor Moon and Councillor Tivnan were posited to Councillor Parsonage on this matter. Councillor Parsonage gave an update on the issue at Belle Vue Square, confirming that pressure continues to be applied to Wildanet to resolve this long standing problem. A question was posited by Councillor Spurling regarding the recent closure of the public toilets on the Torpoint Ferries. Councillor Ewert explained that she has written to the Chief Officer at Tamar Crossings on the same matter and in here correspondence suggested the closed facilities on either side of the Ferries could be considered to be reopened. A question regarding the lack of verge cutting in the town was asked by Councillor Brownhill, citing issues at junctions, where it is very difficult to see the Highway, particularly at junctions. Councillor Parsonage explained that he has reported similar issues around the town, with Councillor Ewert explaining Cormac's programme of cutting: which are managed in accordance with Cornwall Council's policy of two full cuts per year. This led to debate regarding grass cutting at Horson cemetery and Torpoint cemetery.	
54-26 Police Activity Report	

Town Mayor (Councillor Mrs. J M Martin) thanked the Police for providing the statistics.	
55-26 Minutes of the previous meetings: - a) It is resolved the minutes of the Annual meeting held on Thursday 21st May 2026 as circulated, are adopted. b) It is resolved the minutes of the Adjourned meeting held on Thursday 28th May 2026, as circulated, are adopted.	
56-26 Matters arising from the minutes: - a) To update: request to Cornwall Council re turning street lighting on, between midnight and 5.00am: - Town Mayor (Councillor Mrs. J M Martin) was pleased to confirm that following the initial request put to Cornwall Council to turn all the street lighting back on between midnight and 5.00am, due to a change in the towns residential profile Cornwall Council has approved a change. [All the streets lights on North Road will remain on, but dimmed, between the hours of midnight – 5.00am, every night. All the street lights in Torpoint will remain on, but dimmed, between midnight and 5.00am on Saturday and Sunday mornings.] The Mayor minuted thanks to the Clerk. Councillor Moon noted that “no councillor lives on North Road.” Following a suggestion put by Councillor Reeves, the Clerk is directed to ask Cornwall Council to review turning lights back on (dimmed) on Goad Avenue and Trevithick Avenue.	Clerk
57-26 To approve the Annual Return and Accounts for 2025-2026 a) Annual Governance Statement and Conflict of Interest with BDP LLP The Town Mayor (Councillor Mrs. J M Martin) presented the BDP LLP Conflict of Interest form, there were no conflicts of interest declared by Members. The Clerk presented the annual governance statement that is part of the Annual Return to members for consideration, as previously circulated. The Clerk summarised all the statements from Section 1, acknowledging and confirming as members of Torpoint Town Council to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that: - 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manages its finances. 4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations. 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. 7. We took appropriate action on all matters raised in reports from internal and external audit.	

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

After considering these sections in the Annual Governance Statement it was **resolved** that the document is approved by Council and the Town Mayor (Councillor Mrs. J M Martin) and the Clerk to sign the document on behalf of the Council.

b) Accounts Information/Financial Statement and Internal Audit Report: -

The Clerk highlighted the internal audit report, with a brief précis of the area for consideration/recommendation. *After accounting for Earmarked Reserves, the General Reserve at the end of 2025-26 are low. With recommended levels at 25% of Net Revenue Expenditure, the current figure of 14% needs consideration. Detail of unplanned additional expenditure on 8 projects were explained to Council in March 2026. The Internal Audit report 'recommends' that the Council address this matter, consideration could be given to a budgeted contribution to the General Reserve in future years. To avoid additional pressure on the precept the funds could be from any existing expenditure lines uncalled for in coming years.*

The Clerk drew members' attention to the Accounting Statements for 2025-26 and explained additional information from the Supporting Statement. The Clerk highlighted the Balance Sheet, there is only one final payment on the PWLB, due this year, the council has budgeted for two, this will result in an in-year saving of £17,600.

Councillor Mrs. K Brownhill thanked to the Clerk & RFO and Support Officer/ Assistant to the Town Clerk & RFO for the work undertaken, which had been undertaken independently of the Accountant this year, to complete the Annual Governance and Accountability Return (AGAR) 2025-26. The Town Mayor supported the thanks to the Officers and asked for this to be recorded in the minutes.

It was **resolved** that the Accounts information, Financial statements and Internal Audit report documents are accepted and approved and the Town Mayor (Councillor Mrs. J M Martin) and the Clerk to sign these documents on behalf of the Council and submit to the External Auditor.

58-26 Mayor's communications: -

Town Mayor (Councillor Mrs. J M Martin) gave her Mayor's Communications.
Since last month's meeting I have attended Mayor Making events in Liskeard and Saltash.

I was very grateful to Deputy Mayor Councillor Goodman and her Consort for attending lunch at Trevol House and the Passing Out Parade on Friday 5th June as guests of the new Commanding Officer Colonel Hall. I also thank all of those Councillors, and community group representatives who attended the welcome reception for Colonel Hall and Commander Wallace the following Monday, they were both very appreciative of the gesture. (The Mayor read out a letter of thanks from Colonel Hall.)

On Saturday 6th June I was very proud to lay a wreath at the American War Memorial at Saltash Passage, Plymouth alongside the Lord Mayor of Plymouth and the Mayor of Saltash. It is very poignant that our three towns and city come together each year for this D-Day Commemoration Service.

Andy and I were delighted to be invited to attend the Royal Navy Boxing Championships at HMS Raleigh last week. We didn't really know what to expect, apart from the obvious, but it was a fantastic event which was well attended and it was lovely to catch up with the now Commodores Jane Roe and Jeremy Ussher.

Last Sunday we joined other Mayors from across Cornwall and attended Truro Cathedral to support the Mayor of Truro at the Celebratory Evensong for Mayor's Sunday.

I am very pleased that this Council, through their communications with Cornwall Council, has been able to secure the re-introduction of street lighting, albeit at reduced brightness, for the weekend periods.

As advised earlier this week a further meeting has been held with our consultant Steve Joel and the Community College regarding the 3G Pitch Project. Steve is pulling together a draft proposal report which will be shared confidentially with Councillors and Governors giving us all an opportunity to review, question and have input into a formal documented proposal which will hopefully be acceptable to both parties to take the project forward.

I attended a further meeting with Cornwall Adult Education Service recently and, although the aim of the meeting had veered away from what had previously been discussed the Officers are committed to analysing the provision against local need and looking at where the funding is being spent with a 'deep dive' planned at the end of the academic year, with a view to proposing significant changes to improve the service. I will aim to keep you updated on this.

I am very grateful to the Development and Localism Committee for suggesting the erection of World Cup Flags along Fore Street. When the Clerk told me the following day, I immediately said let's do it and with the help of Harriet's sourcing skills, the Mayor's Consort's woodworking skills and the Operations Team they are up! Hopefully this infrastructure can now be applied for suitable displays at other times of the year and any ideas for this are welcome.

Dates for your diary :-

Mayor's Charity Quiz Night, next Friday 26th June, 7.00pm at the Comrades Club. Message me if you'd like to book a table for your team. All welcome.

Plans are underway for a Mini-Fest Event at Bénodet Park on Saturday 8th August with food, drink, stalls and live music. Details will be coming out soon.

On Saturday 6th September I am planning to hold a Fun Family Games Night in the Council Hall. This will be a 'bring your own drink and nibbles' and part with a few pounds sort of night hopefully while having fun.

On Saturday 31st October I am hosting a Halloween Event with hot buffet, bar and live music from The Tyrns. Tickets will be £25 per head and available soon.

Two personal messages:

Congratulations to Terry Whitty BEM who has been awarded the British Empire Medal (BEM) in The King's Birthday Honours, Terry is a Mentor in the RNA's HMS Raleigh Mentoring Programme and has dedicated years of service to supporting recruits and their families.

Also, congratulations to Beat4autism who are now an official Safe Place with Healthy Cornwall,

well done to Councillor Fellows and her team.						
59-26 Finance and Operations Committee: It is resolved the minutes of the meeting held on Monday 1 st June 2026 and the recommendations in the minutes: - 23-26F&O (a) Terms of Reference, 23-26 (b) Markets Policy and Application, 23-26F&O (c) Civic Protocol, 23-26F&O (d) Code of Conduct, 23-26F&O (g) Finance Policy, 23-26F&O (h) Volunteering Policy and 23-26F&O (i) Unreasonable Behaviour Policy are adopted.						Clerk
Following some suggestions put to update the Business Continuity Plan, it is agreed 23-26F&O (f) Business Continuity Plan will be updated and re-presented at the next committee meeting for final review.						Clerk
It is resolved to approve 23-26F&O (j) Investment Strategy, Clerk to represent at the next committee meeting, for final review (Appendix to be updated).						Clerk
60-26 Development and Localism Committee It is resolved the Minutes of the meeting held on Thursday 4 th June 2026, there were no recommendations in the minutes.						
61-26 Question of which notice has been given or notice of motion None.						
62-26 Torpoint Ferry Statistics: Town Mayor (Councillor Mrs. J M Martin) thanked the Torpoint Ferry staff for the report and the more realistic statistics.						
63-26 To note the updated Policy List as at June 2026. Noted.						
64-26 Financial Information: It is resolved that the revised May 2026 Budget Variance is received and adopted.						
65-26 Accounts for Payment: -						
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 July	
Cornwall Council - Bus Rate Library	802715760	657.00	0.00	657.00	Cornwall council - Bus Rate Library July	
Cornwall Council - Bus Rate Tennis Courts	802923069	51.00	0.00	51.00	Cornwall Council - Bus Rate Tennis Courts July	
Cornwall Council Bus Rates Room 4	802980235	63.00	0.00	63.00	Cornwall Council Bus Rates Room 4 July	
ITEC	1204689	50.61	8.44	42.17	Xerox Meter Readings	
Penny Madge	Out With Friends	80.00	0.00	80.00	Out With Friends Community Bus Travel	
Cornish Tea & Coffee	SL116024	157.80	0.00	157.80	Café Supplies	

Duchy Defibrillators	JN2145	246.00	41.00	205.00	Annual Monitoring Fee Costcutter
FOY- AIR Enterprises	2408	119.98	20.00	99.98	Consumables Council Chambers
Jenny Hughes	Claim Form	50.00	0.00	50.00	Eyesight Test
Security Dynamics	INV-0635	900.00	150.00	750.00	Renewal of 12 Month Maintenance Contracts
TOTAL		3,878.39	219.44	3,658.95	
XERO	CC June 2026 subscription	44.40	7.40	37.00	XERO - Monthly accounting software subscription
Adobe Systems Software Ireland Ltd	CC June 2026	16.64	0.00	16.64	Adobe Systems Software Ireland Ltd - Monthly subscription
Clifford Motors	CC R36174	41.94	6.99	34.95	Fuel for Machinery
Amazon	CC Amazon	24.02	4.00	20.02	Biodegradable Trash Bags
Amazon	CC Amazon	9.99	1.66	8.33	Soft Chalk Pastels - Library
Amazon	CC Amazon	24.90	4.15	20.75	Serviettes - Library
Amazon	CC Amazon	3.95	0.66	3.29	Latex Gloves
Amazon	CC Amazon	110.40	18.40	92.00	Decorative Flags for Fore Street
Amazon	CC Amazon	29.94	4.99	24.95	Poles for Fore Street
Amazon	CC Amazon	39.98	6.66	33.32	Replacement Hoover Attachment - Chambers
Amazon	CC Amazon	12.34	2.06	10.28	Strimmer wire brush cutter head
Amazon	CC Amazon	32.82	5.47	27.35	Airtech butane propane mix gas cartridge pack
Amazon	CC Amazon	7.29	0.00	7.29	Café Supplies - Library
Amazon	CC Amazon	18.00	0.00	18.00	Café Supplies - Library
Amazon	CC Amazon	54.72	9.12	45.60	Heavy Duty Refuse Sacks - All Venues
Amazon	CC Amazon	11.50	1.92	9.58	Consumables Council chambers
Amazon	CC Amazon	28.60	4.77	23.83	Consumables Council chambers
Amazon	CC Amazon	7.58	1.26	6.32	AAA Batteries - Chambers
Screwfix	CC A21162127 149	291.87	48.64	243.23	Jointing Compound Stone / Bostik Flashband & Primer / PPE

Sainsburys	CC R29956	44.58	7.43	37.15	Café Supplies - Library
Booker	CC 0447109	549.14	58.86	490.28	Café Supplies - Library
SumUp	CC 1280099665	22.80	3.80	19.00	Library Till System
Amazon	CC Amazon	13.55	2.26	11.29	Café Supplies - Library
CO-OP GROUP 380558	CC Co-op	149.65	24.94	124.71	Café Supplies and Newspapers Library
Total		1,590.60	225.44	1,365.16	
ENGIE Electricity Public Conveniences	DD 2- 06120406	168.70	8.03	160.67	ENGIE Electricity Public Conveniences - Electricity Supplied to Public Conveniences May 2026
ENGIE Electricity Council Chambers	DD 2- 06120408	721.38	120.23	601.15	ENGIE Electricity Council Chambers - electricity supplied to council chambers May 2026
ENGIE Electricity Cambridge Field	DD 2- 06120407	57.47	2.74	54.73	ENGIE Electricity Cambridge Field - Electricity supplied to Cambridge Field May 2026
ENGIE Electricity Library	DD 2- 06120405	396.20	18.87	377.33	ENGIE Electricity Library - Electricity supplied to library May 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 1044052700 1	228.32	38.05	190.27	ENGIE Gas Library and Community Hub - Gas Supplied to Library May 2026
Everflow Water	DD 5643337	233.86	15.30	218.56	Water Rates Chambers 18/07/2026 -17/08/2026
Everflow Water	DD 5643337	148.42	9.71	138.71	Water Rates Library 18/07/2026 -17/08/2026
Everflow Water	DD 5643337	284.11	18.59	265.52	Water Rates Public Conveniences 18/07/2026 -17/08/2026
EE	DD V02462601 76	107.26	17.88	89.38	EE - Mobile phone charges June 2026
Corona Energy - Chambers- Gas	DD 20138332	1,042.97	173.83	869.15	Corona Energy - Chambers- Gas - Gas Supplied to Chambers May 2026 - Jun 2026
Total		4,136.11	547.80	3,588.32	

66-26 Correspondence:

a) To consider: NALC LEGAL BULLETIN 26/05/2026 AND ADVICE NOTES – CALC: -
Noted. Clerk is to continue to seek clarification regarding whether a parish or town council
can hold two annual meetings, one for mayor-making and a subsequent meeting for business.

Clerk

b) To consider and note: Public Space Protection Order Consultation - dog foul, on leads and exclusions 2026 - Cornwall Council: - Noted. c) To consider and action: Changes to Registers of Interests – Town and Parish Council Newsletter (5 June 2026) – Cornwall Council: - Noted. Members’ have been given new Register of Interests forms for completion and return to the Clerk, advising whether they wish to have their address published or not. d) To consider: Engagement between parish and town councillors and Cornwall councillors – Town and Parish Council Newsletter (5 June 2026) – Cornwall Council: - Members’ considered a response and directed the Clerk to respond: It is valuable for Cornwall councillors to attend meetings and similarly, the councillor for Torpoint plus the councillor for St. Germans and the Rame Peninsula attend the monthly full council meetings, and send apologies when they are unable to attend. Reports are usually sent and again these are very valuable. Some concerns were highlighted, regarding either a delay or a lack of response to correspondence, by one of the [Cornwall] councillors, which can be frustrating. Members’ did acknowledge the significant number of average weekly hours ‘worked’ in the position to manage the case load of enquiries. It was highlighted (by a former Cornwall councillor) that the number of hours needed for the position, as usually advertised during Elections, should be reviewed. e) To note: Outcomes from the Formal Representation Period – Sustainable Education in Torpoint Consultation – Sustainable Education in Torpoint Consultation Let's Talk Cornwall: Noted. Cornwall Council will be making a decision at a meeting scheduled for 15th July 2026. f) To consider: ‘South West Water failures’ - the Dowr Glan campaign: - Noted. g) To note: Update regarding the water supply at Horson Cemetery – CORMAC: - Noted. h) To note: Eliot Square Lantern update – Cornwall Council: - Noted. Clerk is directed to ascertain when the works are being scheduled to the lantern as it is currently on 24hours per day. i) To note: Employer Newsletter May 2026 & SCAPE Rate Change Cornwall Pension Fund: - Noted. j) To consider and note: Focus on Fore Street – Torpoint Artists Collective CIC Noted.	All Clerk
67-26 Reports: a) To receive: Torpoint Town Partnership (TTP) update. Deputy Mayor (Councillor Mrs. C E Goodman) gave a summary of the recent meeting, held on Tuesday 9th June. The Town Mayor was re-elected as Chairman in her absence. A report from the Treasurer was given. Thank you to Councillor Fellows who has spoken to Mrs. Brown regarding the ‘decorating a gingerbread house competition’. Regarding erecting garlands on the lamp posts, more research is being done, it is anticipated this could be arranged for the same day as the lantern making workshop and held in the committee room. Cornerstone Church will run a Christmas Fayre on the afternoon of the Christmas lights switch on and permission has been given for an ‘open mic’ to be run in the church. Members’ of HM Royal Marine Band have been asked to perform in Cornerstone Church, once the Christmas lights have been turned on at 6.00pm. Also, the Sea Cadets Band are scheduled to perform at Sparrow Park on Saturday 19th December. The next meeting is scheduled for Tuesday 14th July, 7.00pm, all are invited to attend. b) To receive: Town Team Project Board (TTPB) update. No further update. c) To receive: Reports from delegates to outside bodies. i) Torpoint Archives & Heritage Centre – May 2026: - Noted. Thank you to Torpoint Archives	

and Heritage Centre for the report. ii) Councillor C R Still, on behalf of Friends of Thanckes Park, explained several students' from Torpoint Community College had been undertaking work experience at Thanckes Park. On Monday 27th July, from 10.30am – 12.30pm is the Summertime in the Park event, and on 6th August, from 7.00pm, a Quiz night is being planned, to be held at Torpoint AFC. iii) Councillor C R Still is continuing to pursue the questions asked regarding the local Pubwatch scheme. iv) Councillor L Fellows, Councillor C R Still and Councillor K J Moon are meeting with members of Torpoint Artists Collective tomorrow afternoon, to consider next steps with the Arts and Culture Strategy.	
68-26 Date of next Meeting: Thursday 16th July 2026.	
Meeting closed at 8:54pm Town Mayor	