TORPOINT TOWN COUNCIL

NOTICE is hereby given that meeting of Torpoint Town Council will be held on Thursday 19th November 2026 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) PA26/07473 Internal Refurbishment, single storey rear extension and loft converson with dormer windows front and rear. 18 Chapeldown Road, Torpoint PL11 2HT.
https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TNK2BOFGN2900

b) PA26/07142 Erection of a rear single-storey studio flat (Use Class C3). Back Flat 30 Wellington Street, Torpoint.
https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TMUJ26FGMEX00

4. Cornwall Council Reports (one report attached).

5. Police Activity (as circulated).

6. Minutes of the previous meeting.

a) Minutes of the Meeting held on Thursday 15th October 2026 (as circulated).

7. Matters arising from the minutes.

a) To update: Questions submitted to Councillor Parsonage regarding the Torpoint Ferry service (minute number 127-26 (a) refers).

b) To confirm action: Correspond with Torpoint Community College on the consulation on Proposed Reducton of the Published Admission Number (PAN) (minute number 134-26 (b) refers).

c) To confirm action: Correspond with Mr L Allen (L & L Diverse Solutions Ltd.) (minute number 135-26 (b) refers).

8. Mayor's communications.

9. Personnel Committee.

Minutes of the meeting held on Tuesday 27th October 2026 and to consider the recommendations in the minutes:
16-26Pers (a) The Operations Manager completes the RPII Two Day Operational Training course, plus travel & expenses, plus examination at a cost of £535.00 plus additional expenditure,
16-26Pers (a) The Town Council Support Officer / Assistant to the Town Clerk & RFO commences the CiLCA Level 3 qualificaiton in January/February 2027, with expenditure split over 26/27 and 27/28 financial years, cost of £990.00 split over two financial years,
18-26Pers (i) Use a predicted budget expenditure of £404,792 in the budget discussions for 27/28,

18-26Pers (ii) Regarding the Town Clerk & RFO

i) A review of the Job Description for the Town Clerk & RFO is undertaken;

ii) Subject to the Job Description review, the Town Clerk & RFO spinal point range is extended from the existing range of 37 – 43, to 37 – 48, to allow growth in the position for the next 3 – 4 years, as circulated.

10. Finance and Operations Committee.

Minutes of the meeting held on Tuesday 3rd November 2026 and to consider the recommendations in the minutes:

88-26F&O To consider the Hiring and Letting Charges for the 2027-28 financial year (see Appendix 1)

89-26F&O To consider the Council Budget for the 2027-28, 2028-29 and 2029-30 financial years (see Appendix 2), as circulated. (THIS IS SUBJECT TO CHANGE, AS TAX BASE IS NOW KNOWN.)

100-26F&O (g) Reply to the proposed changes to Council Tax Support (Cornwall Council), indicating a response of 'no comment', as circulated.

(Members to be asked by the Town Clerk: Under Section 106 of the Local Government Act, any Member who has unpaid council tax over 2 months old, must declare the fact at the meeting and is not allowed to vote on budget/council tax setting agenda item.)

11. Development and Localism Committee.

Minutes of the meeting held on Thursday 5th November and to consider the recommendations in the minutes, to follow.

a) To update on discussions held and any next steps regarding Torpoint Community College's 3G Pitch Project.

It is anticipated 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.**

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

13. Torpoint Ferry Statistics. (to follow).

14. Meetings Schedule 2027 (as circulated).

15. Financial Information. October 2026 Budget Variance (to follow).

16. Accounts for payment.

PAYEE	Invoice /Reference No.	GROSS (£)	(VAT)(£)	NETT (£)	REASON
Cornwall Council - Bus Rate Chambers	802311466	1,503.00	0.00	1,503.00	Cornwall Council - Bus Rate Chambers December
Cornwall Council - Bus Rate Library	802715760	657.00	0.00	657.00	Cornwall council - Bus Rate Library December
Cornwall Council - Bus Rate Tennis Courts	802923069	51.00	0.00	51.00	Cornwall Council - Bus Rate Tennis Courts December
Cornwall Council Bus Rates Room 4	802980235	63.00	0.00	63.00	Cornwall Council Bus Rates Room 4 December
Coastal Linen Care	INVOICE-049	116.00	0.00	116.00	Laundry Services
Itec	1239554	61.94	10.32	51.62	Meter Readings Photocopier
SJ SLC	20261004	665.87	110.98	554.89	Stage 4 of Commissioning Invoice - 3G Pitch Project
Cornish Tea & Coffee Ltd	SL121206	134.35	0.00	134.35	Café Supplies Library
Cornish Tea & Coffee Ltd	SL123196	140.56	0.00	140.56	Café Supplies Library
Chatlink	Oct-26	340.00	0.00	340.00	Provision of Community Groups - Library (As per SLA)
TOTAL		**3,732.72**	**121.30**	**3,611.42**	

17. Correspondence.

a) To note: Planning News for Local Councils and Agents - Autumn 2026 now published - Planning News for Local Councils – Autumn 2026 (as circulated).
b) To note: CALC Training & Development Bulletin November '26 to January '27 – CALC (as circulated).
c) To consider: Correspondence re Parking issues at Penntorr Surgery – Mr R Vanstone (as circulated).
d) To note: Small Business Saturday 5th December 2026 - Free Parking – Cornwall Council (as circulated).
e) To consider: Parish and Town Council Precepts for the 2027/28 Financial Year and Taxbase 2027/28 with 2026/27 comparison (as circulated).
f) To note: Copy of correspondence from Huggins Marine to Councillor Parsonage, regarding CIL Charge and the 'Torpoint welcomes careful drivers' sign (as circulated).
g) To note: Notification of repair works: BT subsea cable across River Tamar – BT (as circulated).
h) To note: Correspondence from Dr J Plumb, Headteacher at Torpoint Community College, on his decision to retire from Torpoint Community College at the end of this Academic Year (as circulated).

18. Reports.

a) To receive: Torpoint Town Partnership (TTP) update.
b) To receive: Town Team Project Board (TTPB) update.
c) To receive: Reports from delegates to outside bodies.
i) Torpoint Archives & Heritage Centre – October 2026, also information regarding family of Dr John Langdon Down and bi-centenary plans for November 2028 (as circulated).

19. Date of next meeting.

Thursday 17th December 2026.

C F Southworth

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

Friday 13th November 2026