

## TORPOINT TOWN COUNCIL

MINUTES of the annual meeting of Torpoint Town Council held on Thursday 21<sup>st</sup> May 2015 at 7.00 p.m. in the Council Committee Room, 4 York Road, Torpoint.

**Present:** - Town Mayor (Councillor M N Pearn MBE), Deputy Town Mayor (Councillor M J Crago), Councillors E H Andrews, Mrs K Brownhill, J F Creek, G J Davis, Mrs C E Goodman, Mrs. C A Jackson, Mrs A I Johnson, L E Keise, Mrs J M Martin and Mrs R A Southworth and J Tivnan plus the Town Clerk with the Assistant Town Clerk in attendance.

### **16-15 Election of Town Mayor for the Civic Year 2015-16:-**

The retiring Town Mayor Councillor M N Pearn MBE called for proposals and nominations for the office of Town Mayor for the civic year 2015/16. Councillor E H Andrews proposed that minute number 118-14FGP of the Finance and Personnel Committee is confirmed and adopted by the Council and that Councillor M N Pearn MBE is elected to serve as Town Mayor for the civic year 2015/16. Councillor Mrs C A Jackson seconded the proposition. The retiring Town Mayor called for any other nominations and proposals there being none the motion was put and **resolved** that Councillor M N Pearn be duly elected to serve as Town Mayor for the Civic Year 2015/16. The Town Mayor signed the declaration of Acceptance of Office. The Town Mayor then delivered his acceptance speech and introduced the Mayoress Mrs Val Pearn and the Mayor's Chaplain the Reverend Lyn Parker.

### **17-15 Apologies for Absence:-**

Apologies for absence were submitted on behalf of Councillors B Hobbs and Miss J L Kinsman.

### **18-15 Election of Deputy Town Mayor for the Civic Year 2015-16:-**

The Town Mayor called for proposals and nominations for the office of Deputy Town Mayor for the Civic Year 2015/16. Councillor Mrs J M Martin proposed that minute number 119-14FGP of the Finance and Personnel Committee meeting is confirmed and adopted by the Council and that Councillor M J Crago is elected to serve as Deputy Town Mayor for the civic year 2015/16. Councillor J Tivnan seconded the proposition. The Town Mayor called for any other proposals and nominations and there being none the motion was put and **resolved** that Councillor M J Crago be duly elected to serve as Deputy Town Mayor for the civic year 2015/16. The Deputy Town Mayor then delivered his acceptance speech and introduced the Deputy Town Mayoress Mrs Tina Crago.

(It was **resolved** the meeting stand temporarily adjourned for 5 minutes to allow publicity photographs of the newly elected Town Mayor and Deputy Town Mayor and then reconvened).

### **19-15 Appointment of Committees for the Civic Year 2015-16:-**

The Town Mayor called for nominations for members to serve on Committees and Working Parties. Councillor G J Davis proposed that minute 120-14FGP of the Finance and Personnel Committee meeting is adopted and implemented by the Council and that the members listed in Appendix "A" to the minute are appointed to serve on the respective Committees and Steering Group. Councillor Mrs K Brownhill seconded the proposal. The Town Mayor called for any other proposals and there being none the motion was put and the Council **resolved** to adopt and implement minute 120-14FGP of the Finance and Personnel Committee meeting.

### **20-15 Appointment of Delegates to Outside Bodies for the Civic Year 2015-16:-**

The called for proposals and nominations for members to serve on Outside Bodies. Councillor J F Creek proposed that minute 121-14FGP of the Finance and Personnel Committee is adopted and implemented by the Council and those members so listed in Appendix "B" to the minute are appointed to serve on the

respective Outside Bodies. Councillor Mrs A I Johnson seconded the proposal. The Town Mayor called for any other proposals and there being none the motion was put and it was **resolved** that the Council will adopt and implement minute 121-14FGP of the Finance and General Purposes Committee meeting.

### **21-15 To consider the Committee Terms of Reference for the 2015-16 Financial Year.**

The Council considered the terms of reference for the three Standing Committees (Development and Localism, Finance and Personnel and Asset Management and Operations) for 2015-16 Civic Year (as circulated). After considering the terms it was **resolved** that the Terms of Reference for each Committee are adopted and implemented for the each Committee and appended to these minutes.

### **22-15 Declarations of interest relating to items on the agenda:-**

Non-Registerable Interests (NRI) were declared by the following:-

Deputy Town Mayor – Agenda item 13(c) (as being related the applicant).

Councillor E H Andrews – Agenda item 13(c) (as being a member of the club).

Councillor Mrs R A Southworth – Agenda item 15 (as being Treasurer of the Torpoint Archives Committee).

### **23-15 Police Report:-**

In the absence of the police representative, the crime statistics for Torpoint (as circulated) are replicated below:-

**33 crimes** in the town consisting of

- 12** thefts (including 1 of making off without payment)
- 9** assaults (all categories including sexual and domestic incidents)
- 2** burglaries (1 dwelling, 1 non-dwelling)
- 6** criminal damage
- 1** harassments
- 1** public order type offence
- 1** communication offences
- 1** animal related offence

### **24-15 Minutes of the previous meeting:-**

The minutes of the meeting held on Thursday 16<sup>th</sup> April 2015 were taken as read, confirmed and signed by the Mayor subject to the deletion of the words "related to" in minute 02-15 referring to Councillor Mrs R A Southworth, the substitution of the abbreviation ATC to replace AST in minute 07-15 and deletion of the word survey and insertion of the word exercise in minute 13-15 (d)).

### **25-15 Matters arising from the Minutes:-**

a) Accounts for Payment:-

Pursuant to minute 11-15 the Assistant Town Clerk reported that contact had been established with the Cornwall Council Non-Domestic rate team but the officer dealing with this has been off sick and this will be pursued when the officer returns to work.

### **26-15 Mayors Communications**

#### **Mayors Report**

**Friday 24<sup>th</sup> April** - St John Ambulance Presentation of Cups and Certificate to the Cadets.

**Sunday 26<sup>th</sup> April** – Scouts St Georges Parade at Menheniot.

**Thursday 30<sup>th</sup> April** – Affiliates Day on board HMS Argyll and HMS Courageous – Devonport Dockyard.

**Friday 1<sup>st</sup> May** - Mayors Ball. A very enjoyable evening thank you to all who attended.

**Sunday 3<sup>rd</sup> May** - Cornwall International Male Choral Festival with choirs from Wales, Pelynt and Rame Male Voice Choir at the Community College.

**Saturday 9<sup>th</sup> May** – Council Chambers for Food Revelation Day.

**Sunday 10<sup>th</sup> May** – VE Celebration Service at Sparrow Park.

**Wednesday 13<sup>th</sup> May** - Filming with the Torpoint Nursery & Infant School at the Council Chambers/Mayors Parlour. Sparrow Park for a service with the RBL.

**Wednesday 13<sup>th</sup> May** –Torpoint Nursery & Infant School to see their refurbished weather vane before and after it was erected.

**Friday 15<sup>th</sup> May** – Torpoint Community College Food Revelation day with the Students.

**Sunday 17<sup>th</sup> May** - Callington Civic Service with the Portreeve Andrew Long.

Congratulations to Torpoint Nursery and Infant School who achieved “Outstanding” result from their Ofsted Report and also on raising £3,1106 for Shelterbox and the Nepal Earthquake. Well done to you all!! Well done to all Community College students who took part in the Ten Tors Challenge. The Mayor also reported receipt of a letter from Debbie Thorpe thanking the Council for use of the Council Chambers for Food Revolution Day. The letter was noted.

### **27-15 Planning Applications:-**

a) PA15/03457 – Abbeyfield, 60, York Road, Torpoint – Vacant residential building into six flats including demolition and extension works. Changing from a Class C2 to C3 use.

No objections or observations.

(It was suggested that the Council maintain a register of planning approvals as this would then reduce the number of outstanding units to be built as part of the Local Plan).

b) PA15/03484 – Carew Wharf, Marine Drive, Torpoint – First floor extension to dwelling.

No objections or observations.

c) PA15/03633 – Torpoint Unionist Club, Torpoint – Proposed replacement of 4 no windows.

No objections or observations

(The Deputy Town Mayor declared a non-registerable interest and left the Chamber when this application was discussed (minute 22-15 refers)).

### **28-15 Minutes of the Development and Localism Committee:-**

It was **resolved** that the minutes of the meeting held on Thursday 24<sup>th</sup> April 2014 are received the recommendations in minutes 8-15DL (b) (Pre-Development Plan Appraisal) and 10–5DL (Any Business that has been disclosed to the Chairman and members prior to the meeting) are adopted and implemented. Pursuant to minute 8-15DL (a) (To discuss the Awards for All Grant), the Chairman Councillor G J Davis informed the meeting that this minute was no longer relevant and an alternative recommendation will be forthcoming from the Neighbourhood Plan Steering Group.

### **29-15 Minutes of the Finance and Personnel Committee**

It was **resolved** that the minutes of the meeting held on Tuesday 5<sup>th</sup> May 2015 (as circulated) and to consider the recommendations in minute's 8-15F&P (a) (Torpoint Archives– Request to use facilities at no cost), 8 15F&P (c) (Mount Edgcumbe Girl Guiding – Request to use Council facilities at no cost), 8-15F&P (e) (Torpoint Ferryboat Entertainers – Request for Financial Assistance), 8-15F&P (f) (CHICKS – Request for Financial Assistance) and 11-15F&P (Accounts for payment) are adopted and implemented. Pursuant to minute 8-15F&P (a) (Torpoint Archives– Request to use facilities at no cost) Councillor Mrs R A Southworth declared a non-registerable interest as the Treasurer of this organisation and left the room (minute 22-15 refers) Pursuant to minute 9-15F&P (Caretaking and Staffing Structure [Confidential Minute]) it was

**resolved** to consider this matter with the public and press excluded as matters related to staff and staffing contracts (Public Bodies (Admission to Meetings) Act 1960). The minute is contained in the confidential minute appended to these minutes.

### **30-15 Minutes of the Asset Management Committee Meeting**

It was **resolved** that the minutes of the meeting held on Thursday 7<sup>th</sup> May 2015 (as circulated) and to consider the recommendations in minutes 4-15 AMO (a) (Salt Bins), 5-15 AMO (f) (Hall Heating), 5-15 AMO (h) (Kitchen Area) 5-15 AMO (j) (Defibrillator), 11-15 AMO (Park in Rowe Street) and 12-15 AMO (Parish Lengthsman Scheme – both recommendations) are adopted and implemented. Pursuant to minute 144 - 14FP (a) (Publicity Policy) the Town Clerk commented that he is working with the SLCC to obtain model protocols and best practice in the use of Social media for use by the Council. Pursuant to minute 149-14FP (a) (CALC – Annual Subscription) the Clerk reported that he is working with SLCC and a major town council on a skills audit and training requirements and also assessing a bench marking exercise against similar sized Councils. Pursuant to minute 149-14FP (b) (CORY – Contract Renewal) it was recognised that this Council can only encourage hirers of the facility to engage in re-cycling and it was not mandatory.

### **31-15 To approve the Financial Accounts for 2014-2015 and the Statement of Assurance.**

The Council considered the financial accounts, statement of assurance and internal auditors report for the financial year 2014-15. The Clerk briefed members on the Internal Auditors report and it was **resolved** that the points raised would be referred to the Finance and Personnel Committee for further consideration. After considering the documents during which the Clerk answered any questions that members raised, it was proposed by Councillor E H Andrews and seconded by Councillor Mrs. J M Martin and **resolved** that the Financial Accounts, Statement of Assurance and Internal Auditors report as presented are approved and adopted by the Council. It was confirmed that the Awards for All grant is also known as the Big Lottery Fund Grant for purposes of the funding body. The Clerk was thanked for his stewardship of the Council finances.

### **32-15 Financial Comparison**

It was **resolved** that the April 2015 financial comparison (as circulated) is received and adopted. It was reported that the Assistant Town Clerk has reviewed the income and expenditure and confirmed the financial comparison as being accurate. The Clerk advised that the vired budgets (minute 11-15F&P refers) are now operable and illustrated in the comparison.

### **33-15 Accounts for payment**

| PAYEE                 | REASON                           | GROSS    | (VAT) | NETT     |
|-----------------------|----------------------------------|----------|-------|----------|
| Cornwall Council      | Rates (Council Chambers) June    | 1,018.00 | 0.00  | 1,018.00 |
| Cornwall Council      | Rates (Public Cons) June         | 114.00   | 0.00  | 114.00   |
| ITEC                  | Photocopies                      | 40.14    | 6.69  | 33.45    |
| Hudson Accounting Ltd | Internal Audit                   | 450.00   | 0.00  | 450.00   |
| M Acton               | Laundry                          | 126.00   | 0.00  | 126.00   |
| British Telecom       | Phone Bill                       | 28.92    | 4.82  | 24.10    |
| Don Benson            | Clock Winding                    | 35.00    | 0.00  | 35.00    |
| Cornwall Council      | Garage Rent 04/05-30/06          | 47.76    | 7.96  | 39.80    |
| BUNZL                 | Cleaning/Sanitary Supplies       | 51.98    | 8.66  | 43.32    |
| NDF Civils & Property | Cutting - St John Ambulance Hall | 30.00    | 0.00  | 30.00    |
| AMS Fabrications      | Steel Cabinet, Benodet Park      | 384.00   | 64.00 | 320.00   |
| CHCKS                 | Grant Assistance                 | 450.00   | 0.00  | 450.00   |
| EE/T Mobile           | Telephone                        | 61.02    | 10.17 | 50.85    |

The Assistant Town Clerk reported that a credit note was awaited from BUNZL and advised against paying the invoice for £40.02. Members concurred with the advice and the invoice was omitted from the schedule for payment.

### **34-15 Correspondence**

a) NHS – Peninsula News.  
Noted.

b) St Columba and Torpoint RFC – Request for financial assistance.  
Noted. Referred to the Finance and Personnel Committee for further consideration.

c) Mrs O’Conner – Staff Commendation.  
Noted. It was **resolved** to respond to Mrs O’Connor to thank her for her letter and taking the time to convey appreciation of the staff member.

### **35-15 Reports**

a) Neighbourhood Plan Steering Group.

i) To receive the report from the Steering Group -

The report (as circulated) was received and noted and the Chairman Councillor Mrs. A I Johnson presented the report to the Council. Councillor Mrs. Johnson expanded on points within the report and in particular highlighted the response to the consultation questionnaire. Councillor Mrs. Johnson voiced disappointment at the low response rate of submissions by the under 30’s age group accounting for around 2% of the replies although this group make up 34% of the population. In response to this low return the on-line consultation has been extended by another week and the response rate from this group has increased to 10%. Councillor Mrs. Johnson was confident that the response rate will top 1,000 and expressed satisfaction at this level of return. On other matters it was noted that delegation had been given to officers to approve expenditure subject to Town Council financial regulations and budgetary controls. Any expenditure had to be reported to the next meeting of the Council. Councillor G J Davis raised the matter of appointing a consultant to work in tandem with the Council on developing the vision for the town after analysing the Neighbourhood Plan consultations. Councillor Davis also reminded members of the lack of time to undertake this piece of work given the reply by this Council that the process would be underway by the 1<sup>st</sup> July 2015. After considering the matter further it was **resolved**:-

The Council would delegate to the Finance and Personnel Committee to approve the terms of reference and specifications for appointing the consultant to work with the Neighbourhood Plan Steering Group at the 1<sup>st</sup> June meeting of this Committee. This would also be subject to all members of the Council being invited to attend and participate on this matter and that the proposed terms of reference and specifications are circulated to all members at least three clear days before the Committee meets. It was also suggested that the Neighbourhood Plan Steering Group should consider the terms of reference and suggestions would be included in the document circulated to the Finance and Personnel Committee.

ii) Terms of Reference –

Following referral of this item from the previous meeting of the Council it was **resolved** that the Neighbourhood Plan Steering Group terms of reference (as circulated) are adopted and implemented by the Council.

b) Cornwall Council:-

Cornwall Councillor M N Pearn advised members that a pre-planning application for 21 apartments on the site of the former Health Centre in Hooper Street has been submitted. There is very little further information on this application. Councillor Mrs A I Johnson posited the question if the application will affect the Neighbourhood Plan. Councillor M N Pearn presented the ferry report that is replicated below:-

| DATE                       | EFFICIENCY %    | CROSSINGS                                 |
|----------------------------|-----------------|---|
| w/c 13 <sup>th</sup> April | 99.3% efficient | 2 crossings lost (Lynher refit)           |
| w/c 20 <sup>th</sup> April | 99% efficient   | 6 crossings lost (Sheave change)          |
| w/c 27 <sup>th</sup> April | 100% efficient  | 0 crossings lost                          |
| w/c 4 <sup>th</sup> May    | 100% efficient  | 0 crossings lost                          |
| w/c 11 <sup>th</sup> May   | 99.3% 3fficient | 2 crossings lost (Lynher back from refit) |

Target is 99% Average since the last report – 99.5%. Average during last rolling 12 month period – 99.5%

c) Torpoint Town Partnership (TTP):-

The Mayor reported that there was nothing to further to report.

d) Cornwall Armed Forces Day:-

Councillor J Tivnan announced that preparations are well advanced for the day and he was looking forward to a very successful event. Councillor Tivnan explained that one inappropriate stall had been refused an allocated spot and explained the criteria for having a pitch at the event. It was announced that a recorder for the event was being sought and that any interested persons should contact Councillor Tivnan. Councillor E H Andrews informed the meeting that the MOD has granted £6,000 toward the event and that the projected income budget now stood at £19,000.

e) Coastal Community Initiative:-

Councillor G J Davis led the debate and speaking to the report (as circulated). Councillor Davis spoke on economic and other opportunities that were available and suggested that this Council should take the lead and involve possibly parishes on the Rame peninsula and also other organisations in the town and area. Councillor Davis did not foresee a major administrative burden falling on the administrative staff of the Council. It was suggested that an initial meeting is set up with possible interested parties to gauge the level of interest and support and submit an initial funding bid. A report would be made available to the Council. Councillor Davis suggested that at this time possibly only one Town Councillor should become involved. The proposal received support from Councillor E H Andrews and Councillor Tivnan who went on to highlight the economic regeneration of South Yard and possible links to this initiative. Councillor Mrs. R A Southworth voiced caution pointing to the number of initiatives already in progress and suggested that members might be "spreading themselves too thinly". After further discussion it was **resolved** to pursue this project further on the lines of the proposal from Councillor Davis and contained in the report.

### 36-15 Date of the next meeting.

Thursday 18<sup>th</sup> June 2015.

### 37-15 Adjournment of the Meeting

It was **resolved** that the meeting stand adjourned until after the Parish Meeting. It was further **resolved** to exclude the Public and Press as items to be discussed involved staff and staff contracts. (Public Bodies (Admission to Meetings) Act 1960). The minute is listed as confidential and appended to these minutes

Meeting closed at 8.56p.m. ....Town Mayor

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