

## TORPOINT TOWN COUNCIL

MINUTES of an Extra-ordinary meeting of Torpoint Town Council held on Monday 1<sup>st</sup> September 2015 at 6.30pm in the Committee Room, 4 York Road, Torpoint.

**PRESENT:-** Town Mayor (Councillor M N Pearn MBE), Councillors E H Andrews, Mrs. K Brownhill, G J Davis, P R Edwards, Mrs. A I Johnson, L E Keise, Mrs. J M Martin, Mrs. R A Southworth and J Tivnan plus the Assistant Town Clerk.

### **69-15 Apologies for absence:-**

Apologies for absence were submitted on behalf of Deputy Town Mayor (Councillor M J Crago), Councillors J F Creek Mrs. C E Goodman and Mrs. C A Jackson.

### **70-15 Declaration of Interest relating to items on the Agenda**

None.

### **71-15 To adopt the Coastal Community Team (CCT) as a Steering Group/Working Party/Advisory Committee of the Council – Councillor G J Davis.**

Councillor G J Davis briefed members on the history of the Coastal Community Team and the proposals and aspirations of the participating members and the consolidated group. Councillor Davis explained the funding arrangements in that the finances were managed by Cornwall Council who were charged to oversee the arrangements. Councillor Davis informed the meeting that Cornwall Council did not have the capacity and infrastructure to manage the project and indicated that the principal authority wished for the Town Council to undertake this role and also manage the finances. Councillor Davis suggested that an alternative could be a Community Interest Company (CIC) but there were no local organisations available. Councillor Davis suggested that an Advisory Committee or Steering Group could be set up within the Town Council organisational structure to oversee the work and be subject to this Council's terms of reference for Committees or steering groups, procedures and protocols. Councillor Mrs. R A Southworth enquired as to the current composition of the CCT. Councillor Davis explained the current position whereby organisations were invited rather than named individuals with exceptions such as Cornwall Councillors. The Clerk explained the protocols for those on Committees and Steering Groups of this Council and suggested that if substitutions are to be permitted (as in the Committee terms of reference) then the membership should consist of named individuals if a Committee was formed. Councillor Mrs. K Brownhill raised the subject of secretariat for this organisation and Councillor E H Andrews reminded members that the Clerk and Assistant Town Clerk were both working to capacity and additional hours would be required. It was suggested that additional temporary clerical support might be considered but that this would be evaluated by the current staff when the requirements of the group are fully understood. Councillor Mrs. J M Martin sought to understand the group itself, the terms of reference and fundamentally what is in it for the town and how Torpoint would benefit. Councillor Davis reminded the meeting that he had been appointed as this Council's representative and detailed some of the projects and aspirations of the group. Councillor Davis also confirmed the specific links with other projects and plans and that additional funding could be accessed as a result of the feasibility study. Councillor Mrs. Martin sought to understand if there were any options should this

Council say no. Councillor Davis suggested that the Cornwall Council would be consulted with the possibility of a CIC group or similar being established to take the project forward. After further discussion it was **resolved** (with 9 votes in favour and 1 abstention) that this Council establishes an appropriate Advisory Committee or Steering Group to accommodate the current CCT. (This would be subject to compliance with this Council's policies, procedures and protocols and that appropriate capacity being made available for a secretariat to be created). In conclusion Councillor Mrs. J M Martin reminded the Council of the protocols in place for papers to be circulated prior to a meeting by those presenting proposals to the Council. Councillor Davis apologised explaining that he had created notes but had not been able to circulate the finished document.

#### **72-15 Inclusion of a web page on the TTC website – Councillor G Davis**

Councillor Davis suggested that the now redundant Armed Forces page is used to this effect. It was conceded that the group would be officially incorporated into this Council's procedures and therefore it was duly **resolved** that the web page would be included on the Torpoint Town Council website to replace the redundant Armed Forces Day page and any cost would be charged to the CCT cost centre.

#### **73-15 Undertake a tendering exercise to appoint a consultant to support the CCT with the development of an economic plan for the peninsula – Councillor G J Davis.**

Following a presentation and discussion on this matter, it was **resolved** that the Council would undertake this exercise subject to

- i) The CCT would draw up tender specifications for approval by the Town Council
- ii) The CCT would provide a list of possible consultants for the specifications to be sent
- iii) The tender specifications would be opened and the contract approved and let (if appropriate) in line with the Town Council Financial Regulations and Best Value Statement.
- iv) Delegated approval is given to officers to undertake the assessment and submit the application.

#### **74-15 To consider applying to the Coast Revival Fund to complete a feasibility study and business case for a jetty in the town. (Closing date of 17<sup>th</sup> September) - Councillor G J Davis.**

Councillor Davis addressed members by speaking on the project and in particular drawing attention to the strict timescale in submitting the application. Councillor Davis detailed the proposals for the jetty and the benefits that would accrue if the project progressed. Councillor Davis then disclosed the processes involved with the feasibility study estimating that it would cost in the region of £30,000. Preparation of a business case would then follow that could then give access to additional funding. Councillor J Tivnan questioned the type of jetty that was being proposed. Councillor Davis responded by referring to the outputs from the feasibility study and used the analogy of the landing stage at Cremyll suggesting that a similar study would probably have to be undertaken at this location. The subject of staff capacity was again raised and attention was drawn, as previously noted, to the possibility that if staff had no further capacity to undertake the additional work then possibly a temporary administrative person could be engaged. The Clerk suggested that this would have to be evaluated with the Assistant Town Clerk. Councillor E H Andrews sought to understand how the finances would be administered and a supplementary question from Councillor Mrs. R A Southworth asked if the responsibility would be with Cornwall Council. Councillor Davis responded that although the initial funding would be paid to the principal authority, after the application of due

diligence it is understood that the local council would manage the funds. Councillor Mrs. J M Martin voiced concern that currently Councillor Davis was shouldering the majority of the work and suggested that the workload is spread amongst other members. Importance was also acknowledged that minutes, notes and papers relating to the business to be discussed must be circulated prior to the meeting for members to gain an understanding of what had been discussed or what was going to be discussed. It was acknowledged that with the formation of a structured secretariat this should improve in the future. After discussion it was **resolved** that the council would submit an application to the Coastal Revival Fund to complete a feasibility study and business case for a jetty in the town. It was further **resolved** and acknowledged that as the timeframe was very short in which to submit the application, delegation is given to the Town Clerk and Assistant Town Clerk to assist with facilitating and submitting the application.

Meeting closed at 7.30pm.....Town Mayor