



# TORPOINT TOWN PARTNERSHIP

**MINUTES** of the Torpoint Town Partnership ANNUAL GENERAL MEETING held on Tuesday 20<sup>th</sup> June 2017 at 7.00pm in the Committee Room, York Road, Torpoint.

**PRESENT:** Town Mayor Cllr Lambert Keise (Chair), Cllr Kim Brownhill - Treasurer, Mr Andy Martin, Cllr Mrs Julie Martin, Mrs Lyn Murray – Community Health Around Torpoint (CHAT), Mr Mike Pearn MBE, Cllr Sara Ryder – Torpoint Chamber of Commerce/Torpoint Players/Torpoint Arts & Performance Society, Mr Ray Skelly, Cllr Ms R Tanner BEM, Cllr John Tivnan – Torpoint Community Events Co, Mrs Milly Southworth – Deputy Town Clerk (DTC).

		<b>ACTION</b>
<b>1.</b>	<b>Welcome – Chairman</b> The Chairman welcomed members to the meeting.	
<b>2.</b>	<b>Apologies</b> Apologies were submitted on behalf of Mr Andy Brownhill – Torpoint & Rame Peninsula Lions, Cllr G Davis, Mr T Moore – Royal British Legion, Mrs Odette Norreys and Mrs R Pellew – Torpoint Archives.	
<b>3.</b>	<b>Declarations of interest relating to items on the agenda</b> None.	
<b>4.</b>	<b>Appointment of Chairman and Treasurer</b> a) The Town Mayor called for nominations for the position of Chairman for the year 2017-18. Mr M Pearn MBE proposed that the Town Mayor is elected Chairman for the year 2017-18. There being no other nominations the Town Mayor was duly elected Chairman for the year 2017-18. b) The Town Mayor called for nominations for the position of Treasurer for the year 2017-18. Mr A Martin proposed that Cllr Mrs K Brownhill is elected Treasurer for the year 2017-18.	
<b>5.</b>	<b>Review of Constitution</b> Members reviewed the Constitution and the Town Mayor proposed and Cllr Mrs J Martin seconded that the existing document remains the same for the year 2017-18.	
<b>6.</b>	<b>Minutes of the Meeting and matters arising (16<sup>th</sup> May 2017)</b> The minutes of the previous meeting were confirmed as an accurate record. Matters Arising: a) Minute number 4 (b) Cllr J Tivnan highlighted that the skip and wheelie bins have been ordered from Viridor, with the invoice being made out to Torpoint Town Council. b) Minute number 4 (d) Cllr J Tivnan explained that he was under the impression that St John Ambulance were seeking donations for events that they participated in last year. Cllr Mrs J Martin supported the	

	<p>suggestion of giving the St John Ambulance a donation for attending the events, which included the Queen's 90<sup>th</sup> Birthday celebration, Town Carnival and the Christmas Lights switch on. The Treasurer reported that a donation of £200.00 was made to St John Ambulance for their support at Armed Forces Day and £50.00 for the Carnival in 2015. Members proposed and approved payment of £60.00 per session/event and with this in mind members agreed to pay a contribution of £180.00 to St John Ambulance, Torpoint for the events they attended in 2016.</p> <p><b>Action Treasurer.</b></p> <p>Members proposed and approved a payment of £120.00 to St John Ambulance, Torpoint for the events attended in 2017 (Torpoint Feel Good Festival, Carnival). <b>Action Treasurer.</b></p> <p>c) Minute number 5 (a) the Treasurer explained receiving £75.00 income from the ice-cream van and that the balance in the account at that point was £1,549.39.</p> <p>d) Minute number 6 (a) members that the Bowling Club will be opening on the afternoon of the Town event for people to experience a "taster" at the club. Members discussed cordoning off the top of the road/entrance to Benodet Park, however, it was agreed that this was not necessary.</p> <p>e) Minute number 6 (b) on behalf of Mrs O Norreys the Deputy Town Clerk reported that the proposed date for the Arts Festival is Saturday 25<sup>th</sup> November 2017 and if members considered this date unsuitable then please advise Mrs Norreys.</p>	<p>Treasurer</p> <p>Treasurer</p>
<p><b>7.</b></p>	<p><b>Financial Report – The Treasurer</b></p> <p><b>a) Accounts update</b></p> <ul style="list-style-type: none"> <li>➤ The Treasurer confirmed the current bank balance at £1,676.51 and with the additional stall fees and donations to deposit, this will bring the bank balance to £1,876.51.</li> <li>➤ The Deputy Town Clerk explained that the firework display company have not been paid a deposit for the forthcoming town event. Members approved the payment of a deposit of £200.00 to be paid by the Treasurer. <b>Action Treasurer</b></li> <li>➤ Liability Insurance for the town event – Cllr J Tivnan explained that there is an excess on the public liability insurance for the town event, which will not be charged to the TTP, adding that a donation is not required to cover the insurance cost at the moment.</li> <li>➤ The Treasurer explained that the accounts from 1<sup>st</sup> May 2016 to 30<sup>th</sup> April 2017 have very recently been internally audited by the Town Mayor and Mrs L Murray, during this period: Total Expenditure: £198.00 Total Income: £595.16 Closing balance as at 30<sup>th</sup> April 2017: £1,499.37.</li> <li>➤ Thanks were recorded to the Treasurer for preparing the accounts for internal audit.</li> </ul> <p><b>b) 24<sup>th</sup> June 2017 – Review budget for the town event</b></p> <ul style="list-style-type: none"> <li>➤ The Deputy Town Clerk explained that Atlas Graphics had sponsored the printing of a banner for the event and Sainsbury's had agreed to sponsor the event for £200.00. Also, Devonshire's Garage sponsored the event for £100.00. Thank you letters to be forwarded – <b>action DTC.</b></li> <li>➤ Members reviewed the proposed budget, acknowledging that should expenditure exceed the income generated, TTP funds are available to cover a shortfall.</li> </ul>	<p>Treasurer</p> <p>DTC</p>

<p><b>8.</b></p>	<p><b>Forthcoming events and projects</b></p> <p>a) Cllr J Tivnan detailed an event the following evening: Plymouth Symphony Orchestra, playing at the Plymouth Guildhall – tickets priced at £17.50 each</p> <p>b) Saturday 24<sup>th</sup> June 2017 Feel Good Festival final discussions:</p> <ul style="list-style-type: none"> <li>➤ The Deputy Town Clerk drew attention to a local fun fair organisation that had enquired about attending the town event and who would be charging for their rides, explaining that no further contact from the organisation had been received. Members were of the opinion that as we had not heard from this organisation, there was now insufficient time to include them in the planning of the event.</li> <li>➤ Mr A Martin explained his programme commencing Friday 23<sup>rd</sup> June, with the set-up of the stages and the sound and lighting infrastructure.</li> <li>➤ Toilets, generators, barriers are all arriving on Friday 23<sup>rd</sup> June.</li> <li>➤ Security is in place for overnight Friday.</li> <li>➤ St John Ambulance caravan will be collected and then returned by Mr R Skelly on Saturday 24<sup>th</sup> June.</li> <li>➤ Tables, chairs, parasols can be borrowed (if needed).</li> <li>➤ Gazebo being used from the town council by Mr A Martin.</li> <li>➤ Cllr J Tivnan will take responsibility for the stallholders, entry and exit to the Park, stallholders to be advised to arrive before midday and then they will need to leave between 5.30pm/6.00pm, to ensure the safe set up for the fireworks. <b>Action DTC.</b></li> <li>➤ The DTC advised that the Town Crier was willing to promote the event in the town on the morning of the event.</li> <li>➤ Mr A Martin explained that at the close of the event, 11.00pm, then anyone available to assist with the pack/close down would be appreciated. This would include a litter pick of the park.</li> <li>➤ The DTC confirmed that Bénodet Park would remain locked until all hired items were returned.</li> </ul> <p>c) Switching on of the Christmas Lights</p> <p>Mr R Skelly highlighted concerns about the lighting system in Fore Street, which led to discussion about the Christmas Lights switch on event in Torpoint. The discussion highlighted the importance of including the local traders in the event. Cllr Mrs S Ryder explained that the recently formed Chamber of Commerce is keen to support the event and along with Cllr Ms R Tanner agreed to investigate the trading restrictions placed on traders in Fore Street. <b>Action Cllrs S Ryder and R Tanner.</b></p>	<p>DTC</p> <p>S Ryder/R Tanner</p>
<p><b>9.</b></p>	<p><b>Fund Raising</b></p> <ul style="list-style-type: none"> <li>➤ Cllr K Brownhill confirmed that a free of charge application to use Bénodet Park during the weekends in August, to fund raise for future town events has been submitted. Volunteers for the following dates would be required: Sat 5<sup>th</sup>/Sun 6<sup>th</sup>/Sat 12<sup>th</sup>/Sun 13<sup>th</sup>/Sun 20<sup>th</sup>/Sat 26<sup>th</sup> and Sun 27<sup>th</sup> August – volunteers will be sought via social media.</li> <li>➤ Donation buckets at the town event will be circulated, along with the collecting tins that have been placed around the town.</li> </ul>	
<p><b>10.</b></p>	<p><b>News Letter / Advertising</b></p> <ul style="list-style-type: none"> <li>➤ As discussed previously – remove from future agendas.</li> </ul>	<p>DTC</p>

<b>11.</b>	<b>Diary Dates 2017/2018</b> <ul style="list-style-type: none"> <li>➤ Friday 22<sup>nd</sup> December 2017, Rame Peninsula Male Voice Choir /Torpoint Lady Singers event.</li> <li>➤ Updated 2017/2018 diary dates will be circulated with the minutes.</li> </ul>	
<b>12.</b>	<b>Report(s) from other organisations</b> <ul style="list-style-type: none"> <li>➤ CHAT – building work to take down the ceiling is being undertaken in the shop and a new stair lift is being purchased.</li> <li>➤ Torpoint Chamber of Commerce – a couple of local organisations have expressed an interest in the lottery.</li> </ul>	
<b>13.</b>	<b>A.O.B.</b> <ul style="list-style-type: none"> <li>➤ Mr Mike Pearn detailed the following which has been booked for the Carnival: Royal Marine Band, Judges, Mr A Martin, entertainment and the bouncy castle.</li> </ul>	
<b>14.</b>	<b>Date of Next meeting</b> The date of the next Torpoint Town Partnership meeting is set for <b>Tuesday 18<sup>th</sup> July 2017, 7.00pm Committee Room</b> of the Council Chambers.	

Meeting closed 8.20pm.....Chairman