



# TORPOINT TOWN PARTNERSHIP

**MINUTES** of the Torpoint Town Partnership meeting held on Tuesday 19<sup>th</sup> September 2017 at 7.00pm in the Committee Room, York Road, Torpoint.

**PRESENT:** Town Mayor Cllr Lambert Keise (Chair), Cllr Kim Brownhill - Treasurer, Mr Andy Brownhill – Torpoint & Rame Peninsula Lions, Jenny Hughes, Cornwall Cllr G Davis, Mr Andy Martin, Cllr Mrs Julie Martin, Mr Mike Pearn MBE, Cllr Sara Ryder – Torpoint Chamber of Commerce/Torpoint Players/Torpoint Arts & Performance Society, Cllr Ms Rachel Tanner BEM, Cllr John Tivnan BEM – 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 Mrs Lyn Murray – Community Health Around Torpoint (CHAT), Mrs Odette Norreys and Mrs Rosemary Pellew – Torpoint Archives.	
<b>3.</b>	<b>Declarations of interest relating to items on the agenda</b> None.	
<b>4.</b>	<b>Minutes of the Meeting and matters arising (18<sup>th</sup> July 2017)</b> The minutes of the previous meeting were confirmed as an accurate record with the addition under 5. Financial Report – “Cllr J Tivnan commented that the fire trolley was not needed, as we could have taken the fire extinguisher out of the tea hut, which would have saved money.” Matters Arising: a) Minute number 7, Correspondence, The Deputy Town Clerk indicated that a response has been actioned. b) Minute number 8, Cream teas at Bénodet Park, refreshments and snacks were served at the tea hut all except one day during the August weekends. c) Minute number 12, The Deputy Town Clerk explained that Torpoint Town Council had corresponded with the Lord-Lieutenant of Cornwall over the possibility of Torpoint hosting Cornwall Armed Forces Day and a Royal visit. The DTC explained that a reply had been received, which has been circulated to Councillors. The reply was read out at the meeting and members discussed the Lord-Lieutenant’s comments and were unsure that the request to host a <i>Cornwall</i> Armed Forces Day had been understood. Members sought clarification on this via Torpoint Town Council.	Chair
<b>5.</b>	<b>Financial Report – The Treasurer</b> <b>a) Accounts update</b> ➤ The Treasurer confirmed the current bank balance at £1,938.27.	

	<ul style="list-style-type: none"> <li>➤ The Treasurer confirmed the following sponsorship income had been generated from the Feel Good Festival and paid to the TTP account: <ul style="list-style-type: none"> <li>i) Huggins Marine £200.00</li> <li>ii) Devonshire’s Garage £100.00</li> <li>iii) Sainsbury’s £200.00</li> <li>iv) M R Bars £200.00 and all had now been received.</li> </ul> Members were mindful that it would be beneficial to see the final statement for the Feel Good Festival and asked for it to be distributed and included in the next meeting agenda. </li> <li>➤ The profit from the opening of the tea hut during August was £130.95, with a total of six openings and one cancellation due to bad weather. Members commented that this was a great fundraising activity. The DTC agreed to circulate this information on the local Torpoint Community Facebook page.</li> <li>➤ The Treasurer summarised the carnival stall payments received to date: £70.00 total with more expected.</li> <li>➤ The Treasurer sought authorisation to pay an invoice for £54.00 (inc VAT) to Atlas Graphics (SW) Ltd for a Torpoint Carnival banner – members approved this payment.</li> </ul>	<p style="text-align: center;">DTC</p> <p style="text-align: center;">DTC</p>
<p><b>6.</b></p>	<p><b>Correspondence</b></p> <p>a) Torpoint and District Twinning Association (via email)  The Chair read out the correspondence from the Secretary of the Torpoint and District Twinning Association, and were asking about jointly participating in a possible town event, should the decision to hold a town event be made. The request to use the facilities at Bénodet Park were discussed. Members added that they felt it would be beneficial for a representative of the Torpoint and District Twinning Association to attend meetings of the Torpoint Town Partnership, due to the inclusivity of the organisation – action DTC. Members were mindful that any organisation who had been part of the Feel Good Festival had been charged to attend.  Cllr Gary Davis indicated that this correspondence should be submitted to Torpoint Town Council – action DTC.</p>	<p style="text-align: center;">DTC</p> <p style="text-align: center;">DTC</p>
<p><b>7.</b></p>	<p><b>Forthcoming Events and Projects</b></p> <p>a) Torpoint Carnival Saturday 30<sup>th</sup> September 2017</p> <ul style="list-style-type: none"> <li>➤ Members were asked to take posters away to display around the town and local area.</li> <li>➤ Mike Pearn MBE was pleased to show a copy of the latest Cornish Times which had published a page advertising the forthcoming Carnival.</li> <li>➤ Mike Pearn MBE referred to an email requesting cash to be withdrawn from the bank account in advance of the Carnival for the prizewinners – Members approved the amount of £400.00 is withdrawn for this purpose.</li> <li>➤ Mike Pearn MBE sought four volunteers to sit at the entrance gates to sell raffle tickets, Cllrs Julie Martin and Rachel Tanner BEM agreed to assist, all were reminded that raffle prizes would be greatly appreciated.</li> <li>➤ Cllr John Tivnan BEM explained that he has a shortage of road marshalls for the Carnival procession and sought additional volunteers. He explained that a rolling road block would be operated for the procession adding that all future road closures in the town would benefit from having additional warning signs giving advanced notice of the road closure. He explained that an approximate price for the signs was £70.00, due to having the frames for the signs already. Members</li> </ul>	<p style="text-align: center;">Treasurer</p>

	<p>commented that as there are other town events, including those organised by the Town Council, which could utilise these road closure signs to be used, it was agreed the Chair would bring this to the attention of the Town Council. Cllr John Tivnan BEM was mindful of the urgency of time before the Carnival was held.</p> <ul style="list-style-type: none"> <li>➤ Mike Pearn MBE reported St James Church are providing lunch from 11.30 am on the Carnival day.</li> <li>➤ Cllr Gary Davis explained the Neighbourhood Plan steering group are running a stall and sought availability of the Town Council gazebo – no other organisation has submitted a request for the use of the gazebo, therefore it is available for the steering group. The Treasurer sought clarification on charging the Neighbourhood Plan steering group for their stall, it was agreed that the Town Council should be invoiced – action Treasurer.</li> <li>➤ Mike Pearn MBE showed Members a shield which he had been given, originally donated by Torpoint Town Council and awarded to the winners of the Adult Fancy Dress group – the shield was handed back to the Chair.</li> </ul> <p>b) AED Training Cllr John Tivnan BEM advised that he had arranged AED training for one hour in the Committee Room of the Council Chambers for Wednesday 27<sup>th</sup> September.</p> <p>c) Maasai Warriors St James Church – Tuesday 3<sup>rd</sup> October 2017 at 7.30pm</p> <p>d) Thursday 19<sup>th</sup> October RBL Poppy Appeal Launch Cllr John Tivnan BEM reported that the date of concert was too early for poppies to be sold and therefore 400 Union flags would be available and 6 large Union flags would be at the back of the Church.</p> <p>e) Sunday 12<sup>th</sup> November Eliot Square RBL Remembrance Service</p> <ul style="list-style-type: none"> <li>➤ Cllr John Tivnan BEM explained possible problems with Policing for this event, however, he is liaising with PS Jo Williams from Devon and Cornwall Police to resolve the issues.</li> <li>➤ Andy Martin asked whether his services were required at this event – Cllr John Tivnan BEM responded affirming the requirement for him to be there. Cllr Julie Martin highlighted the need to increase the amount of publicity that the service is broadcast inside the church as it appears many residents are not informed about this.</li> </ul> <p>f) Saturday 25<sup>th</sup> November Arts Festival – Council Chambers The DTC had been asked by Mrs Odette Norreys to seek volunteers to help with refreshments, from 11am – 4pm, Cllr Julie Martin and Jenny Hughes volunteered to assist.</p> <p>g) Saturday 2<sup>nd</sup> December Christmas Lights Switch on</p> <ul style="list-style-type: none"> <li>➤ Cllr John Tivnan BEM explained the Christmas Lights will be going up on Sunday 26 November.</li> <li>➤ Cllr John Tivnan BEM detailed a visit, with Cllr Kim Brownhill to Truro to attend a lantern making workshop and anticipates making lanterns in time for this years’ Christmas Lights switch-on event.</li> </ul> <p>h) Proposed Project – Community Cinema (Jenny Hughes)</p> <ul style="list-style-type: none"> <li>➤ Jenny Hughes explained her proposals for a Community outdoor cinema</li> </ul>	<p>Chair</p> <p>Treasurer</p> <p>Chair</p>
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	<p>in the town, adding that she had already submitted an application for external funding. Detailing the many uses of the equipment and also the local events at which it could be used, the following costs are being investigated: equipment, licence fees and public liability insurance.</p> <ul style="list-style-type: none"> <li>➤ Members were supported on her proposed project, Cllr G Davis agreed to forward details of Cornwall Council Community Chest Grants and it was highlighted that an application for grant funding could be made to Torpoint Town Council.</li> <li>➤ Cllr Sara Ryder detailed information about Carbeile Junior School PTFA which run cinema evenings at the school.</li> <li>➤ The Chair sought clarification on whether this project would conflict with the cinema evenings being organised by St James Church – Jenny Hughes replied that she had contacted the Church to discuss these proposals.</li> </ul>	Cllr G Davis
<b>8.</b>	<b>Fund raising</b> None discussed.	
<b>9.</b>	<b>Diary Dates 2017/2018</b> <ul style="list-style-type: none"> <li>➤ Penntorr Youth and Family activity day – 23<sup>rd</sup> September – Cllr John Tivnan BEM explained that unfortunately this event has been postponed – it is hoped that the event will run again on Saturday 21<sup>st</sup> April 2018.</li> <li>➤ Cllr Sara Ryder reported that the Torpoint &amp; Rame Chamber of Commerce welcomes new members and sought assistance from Cllr John Tivnan BEM about organising a street market, to which he agreed. Cllr Kim Brownhill explained that the Farmers Market Association are a useful resource.</li> <li>➤ Updated 2017/2018 diary dates have been circulated.</li> </ul>	
<b>10.</b>	<b>Report(s) from other organisations</b> The Chair thanked all the representatives from the local organisations for attending the Mayor’s Civic Service, adding that he and his family members had been overwhelmed by the community spirit at such a prestigious event in the town.	
<b>11.</b>	<b>A.O.B.</b> The Chair reported receipt of an email from a local resident who expressed concern about the “state of the town” and what could be done to “tidy up Torpoint”. Members considered the comments and Cllr G Davis explained how he was working with Cornwall Council for the benefit of the town. Cllr J Tivnan BEM summarised some suggestions for bringing colour to the town by adding planting and hanging baskets on Fore Street, highlighting that volunteers would be sought. Jenny Hughes added her concerns about the current condition of the site around the old fire station / health centre. The Chair thanked members for their comments.	
<b>12.</b>	<b>Date of Next meeting</b> The date of the next Torpoint Town Partnership meeting is set for <b>Tuesday 17<sup>th</sup> October 2017, 7.00pm Committee Room</b> of the Council Chambers.	

Meeting closed 8.45pm.....Chairman