



Torpoint Town Partnership

MINUTES of the Torpoint Town Partnership meeting held on Tuesday 22nd May 2018 at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: Deputy Mayor - Cllr Mrs Chris Goodman (Chair), Mrs Kim Brownhill - Treasurer, Mr Andy Brownhill – Torpoint & Rame Peninsula Lions, Cornwall Councillor Gary Davis, Mr Andy Martin – Andy Martin Production Support, Cllr Mrs Julie Martin, Mrs Lyn Murray – CHAT, Mr John Tivnan BEM – Torpoint Community Events Co, Mrs Christine Martin and Mr Steve Martin, Mrs Milly Southworth – Deputy Town Clerk (DTC).

		ACTION
1.	Welcome – Chairman The Chairman welcomed all members to the meeting and introductions were made.	
2.	Apologies Apologies were submitted on behalf of Town Mayor Cllr Lambert Keise, Mr Mike Pearn MBE, Lynnie Matthews, Mr Terry Moore – Royal British Legion, Mrs Rosemary Pellew – Torpoint Archives, Cllr Ms Rachel Tanner BEM.	
3.	Declarations of interest relating to items on the agenda None.	
4.	<p>Minutes of the fact-finding session with local traders (17th April 2018) The minutes of the fact-finding session were confirmed as an accurate record</p> <ul style="list-style-type: none"> ➤ Build-up – lantern making workshops, resources will be required, Treasurer will source resources to be funded by the TTP. ➤ Liaise with the Church about the Christmas tree festival ➤ Further fundraising – quiz event? ➤ Fore Street traders Christmas Party – Janine Lau has agreed to organise – could possibly invite TTP members ➤ Consider extending the activities into the afternoon ➤ Road closure will need to be submitted beforehand ➤ Stallholders/letter has been issued for the forthcoming road closure for the next street market ➤ Town Crier to be booked for the countdown ➤ Christmas Festival of Events leaflet (including Church activities), could be included in the November Advertiser instead of the regular diary dates slot. Opportunity for businesses to advertise, prefer to list the acts that are due to perform. Additional advertising opportunities include the “Courier” which is distributed on the Rame Peninsula and Discover Cornwall which is now being delivered free to addresses in the local area. Cllr Gary Davis volunteered to compile the leaflet, once all information/detail is agreed. ➤ Stage location – Andy Martin explained currently reviewing logistics for 	<p>Treasurer</p> <p>DTC</p> <p>GD</p>

	<p>power for an additional stage and is considering a transmitter system.</p> <ul style="list-style-type: none"> ➤ Fairground rides – there have been problems in the past when rides have been permitted at the event. Suggested more old-fashioned games, e.g. hoopla etc. instead. John Tivnan and Treasurer agreed to look into possible alternatives. ➤ Silly string – additional bins – ask the Fire Brigade to consider hosing water on Fore Street after the event. ➤ Window dressing competition, needs more advertising (in the Festival of Events leaflet), posters, Facebook. Consider awarding a certificate to all entrants, award Highly Commended etc. Include judging date in the leaflet. ➤ Lantern parade – ensure this happens, as the workshop will be run in November, those who make a lantern should carry them in the parade which will start at the lower end of Fore Street and finish at Sparrow Park. ➤ Christmas tree – £75.00 already donated towards a Christmas tree from the WI. Mayor is looking at alternative options. ➤ Christmas lights – final year for the current contractor – if continuing with the same, then a trip to select the lights is recommended for January/February 2019. ➤ Collecting tins – to be distributed. ➤ Rickshaw – Lions will endeavor to make the rickshaw more visible and slower. ➤ Entertainment – make contact with a variety of acts now, as many groups become booked up quickly. ➤ Involve the local traders, especially those who attended the meeting plus those who gave comments. <p>Following a question from Lyn Murray about the possibility of siting two Christmas trees in the town, (instead of one) John Tivnan explained that a minimum of 800/1,000 lights would be needed for a tree on Eliot Square. Additionally, the power supply at this site in front of St James Church, would need to be checked. Parking at this location would be affected for the time the tree is up, which could cause complaints. Additionally, as the tree is on the route home from the local pubs, this location could be more prone to vandalism, even if the tree is fenced off. A suggestion to light up the existing tree at Sparrow Park instead of having an additional Christmas tree was also put forward.</p>	<p>JT/Treasurer</p> <p>DTC</p> <p>MNP/GD</p> <p>Mayor</p> <p>DTC</p>
<p>5.</p>	<p>Minutes of the Meeting and matters arising (17th April 2018)</p> <p>The minutes of the previous meeting were confirmed as an accurate record.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> ➤ Proposed entertainment could include: <ol style="list-style-type: none"> 1. Torpoint Lady Singers 2. Halfway Harmony 3. Rame Peninsula Male Voice Choir 4. Torpoint Silver Band 5. Deviock Community Band 6. Torpoint Ukulele Band 7. All three local schools 8. Coppola School of Performing Arts 9. Hi-Kix Dance 10. Ferryboaters 11. Wilcove hand bells 12. Reflections <p>DTC to make contact with acts to check availability to perform.</p> <ul style="list-style-type: none"> ➤ Colouring competition <p>Agreed this was a great suggestion and proposed the library could be involved. Judging to take place in November, set up suitable age groups for the competition.</p>	<p>DTC</p>

	<p>Help publicise via the Festival of events leaflet and via the schools.</p> <ul style="list-style-type: none"> ➤ Donation offered from local business – see this as an opportunity for local businesses to give a small donation which may encourage Fore Street traders' participation in the Christmas Lights switch on event. 	
6.	<p>Financial Report – The Treasurer</p> <p>a) Accounts update</p> <ul style="list-style-type: none"> ➤ The Treasurer reported the current bank balance as at £2,155.17, with a cheque signed. A collecting tin from the Spar Shop has recently been emptied, the amount of £25.64 was collected. End of year accounts are ready for audit, Cllrs Mrs Chris Goodman and Mrs Julie Martin volunteered to undertake an internal audit in June. 	CG/JM/Treasurer
7.	<p>Correspondence</p> <p>a) Transitional arrangements for the withdrawal of Torpoint Community Events from the TTP. The Chair recorded thanks to John Tivnan for the support he has given to the planning and organisation of events in the town. Members highlighted the requirement to seek quotations for public liability insurance, of a minimum £5 million. To enable the events forms to be submitted in time to Cornwall Council for the road closure for the Carnival, insurance quotations need to be sought asap. Suggestions: BJP Insurance Brokers; Rowetts Insurance St. Austell; Right Sure, Markel, the Chair agreed to assist the DTC in this matter. Members agreed that should a suitable insurance quotation be obtained, then this could be purchased in advance of the next TTP meeting, up to a ceiling limit of £500.00.</p>	CG/DTC
8.	<p>Forthcoming Events and Projects</p> <p>a) Fundraising for a defibrillator in the town – Mrs Christine Martin and Steve Martin: - Mrs Christine Martin detailed the circumstances where Steve Martin had drowned in a canal lock and his life subsequently saved; as a result the family are hoping to fundraise to purchase a defibrillator in the town. Some members had attended a fundraising quiz for the defibrillator, the Treasurer explained that funds from this event could be banked by the TTP and then ring fenced for this project. Members were supportive of the project to assist the Martin family with fundraising for a defibrillator in the town. Mrs Christine Martin plans to organise a coffee-morning, at which there would be an opportunity to undertake defibrillator training. It was suggested that FLEET (Front Line Emergency Equipment Trust Ltd) could offer the training free of charge at the coffee morning, albeit after September (due to Norman Trebilcock's availability). Discussed possible locations for the defibrillator and also the various options available. The DTC agreed to contact Jenny Hughes, who had organised the quiz, to ascertain her availability to assist with the organisation of the coffee morning and further fundraising events.</p> <p>b) Remembrance Service: - All plans are in place for the RBL Remembrance Service.</p> <p>c) Beacon Lighting Ceremony: - John Tivnan clarified the RBL are fully aware of the Beacon Lighting Service and do not wish to take an active part in the organisation of the event. It was agreed to correspond with Torpoint Town Council to seek their permission to use the Millennium Beacon and Rendle Park, for this event. Town Crier to be invited to attend. Ray Skelly has confirmed his availability to assist. Discussed who would light the Beacon, will be agreed nearer the time, suggested representatives from the schools, along with Mayor and the Rev Canon Lynn Parker.</p>	<p>DTC</p> <p>DTC</p>

	<p>d) Dog Show at Bénodet Park: - The Treasurer detailed the plans/arrangements for the Dog show, with two organisations currently confirming their attendance: Gables and Refuge for Pets. Suggested to make contact with the Guide Dogs. PA system will be required, can utilise the Torpoint Town Council system, which is available for use at Bénodet Park, the Town Council gazebo is also available for use. Cobbles ice-cream has advised they are unavailable to attend.</p> <p>e) Carnival: - Mike Pearn has volunteered to assist with the Carnival organisation. Cllr Mrs Julie Martin suggested a small working party of members could meet to plan the carnival, next meeting to be arranged.</p>	DTC
9.	<p>Fund raising</p> <ul style="list-style-type: none"> ➤ Various fundraising events are being planned in the town 	
10.	<p>Diary Dates 2018</p> <ul style="list-style-type: none"> ➤ The dairy dates will be updated and circulated and also shared with the Advertiser. 	
11.	<p>Report(s) from other organisations</p> <ul style="list-style-type: none"> ➤ Torpoint and Rame Peninsula Lions – Andy Brownhill tendered his resignation from this Committee as his position as Lions President ceases at the end of June, advising that Richard Pymm will take up the post as Lions President from the beginning of July. The Chair thanked Andy Brownhill for his continued support to the TTP. ➤ CHAT– Mrs Lyn Murray detailed the CHAT AGM is planned for early July. 	
12.	<p>A.O.B.</p> <ul style="list-style-type: none"> ➤ The DTC was pleased to advise that Torpoint Town Council has now appointed a part time Administration Assistant, who in time will take up the Secretariat duties to the TTP; it is hoped that Tina Morris will be available to attend the next meeting in June. 	
13.	<p>Date of Next meeting The date of the next Torpoint Town Partnership meeting is set for Tuesday 26th June 2018, 7.00pm Committee Room of the Council Chambers.</p>	

Meeting closed at 8.40pm.....Chairman