



**MINUTES** of the Torpoint Town Partnership meeting held on Tuesday 24<sup>th</sup> July 2018 at 7.00pm in the Committee Room, York Road, Torpoint.

**PRESENT:** Cllr Lambert Keise (Chair), Deputy Mayor - Cllr Mrs Chris Goodman, Mrs Kim Brownhill - Treasurer, Lynn Stamp – CHAT, Vanessa and Benita – Greensails, Janine Lau – The Standard Inn, Lynne Matthews – Pricebusters, Mr Richard Pymm – Torpoint & Rame Peninsula Lions (arrived 19.11), Cornwall Councillor Gary Davis (arrived 19.14), Mr Andy Martin – Andy Martin Production Support (arrived 19.20), Cllr Mrs Julie Martin (arrived 19.20), Mrs Milly Southworth – Town Clerk (TC), Ms Tina Morris (Administration Assistant)

		<b>ACTION</b>
<b>1.</b>	<b>Welcome – Chairman</b> The Chairman welcomed all members to the meeting.	
<b>2.</b>	<b>Apologies</b> Apologies were submitted on behalf of Rosemary Pellew, Lyn Murray, Cllr Rachel Tanner BEM, Town Fryer, Portal, Jenny Hughes.	
<b>3.</b>	<b>Declarations of interest relating to items on the agenda</b> Mrs Brownhill declared an interest regarding the public liability insurance discussion.	
<b>4.</b>	<p><b>Minutes of the previous meeting and matters arising (date)</b></p> <p><b>6. Review of the Constitution</b> – This has been postponed until a full discussion can be carried out regarding required changes to the constitution.</p> <p><b>7.</b> Mrs Brownhill wished to have it noted that both she and Mr Tivnan had both agreed to contact the Fairground Rides representative and that this had now been done. She confirmed they were able to provide a Kids Ride, a 20 ft length of games which would include various traditional games , a candy floss machine, mini Dutch pancakes, etc.</p> <p>The Mayor confirmed he had sourced two options regarding the Town Christmas Tree.</p> <ol style="list-style-type: none"> <li>1. Christmas Tree Company Trevol Road, offer an all-inclusive service which sources the Tree (real cut or artificial), sites and decorates it, including lights. Different sizes and styles are available. A brochure is available</li> <li>2. Tamar Nurseries, Saltash offer real cut trees, various sizes, for example 3 x trees (5 ½ - 6m) would be £140. This option does not include lights or decorations.</li> </ol> <p>It was agreed that a shorter, denser tree than last year was preferable. The site of the current fixings for the Tree were discussed and the logistics of changing the location, power source for lights, etc. It was suggested that the existing tree</p>	

5.	<p>growing in the park could be used and decorated together with making other areas/ trees/ shrubs part of the display. There was a potential to site a Christmas Tree at the junction by the traffic lights. Mr Martin advised that the colour theme needed to be chosen carefully so as not to conflict with the traffic signals. It was agreed that The Mayor would carry out some further research.</p>	Mayor
	<p>Christmas Light Switch On. It was suggested the event should be extended in the hope of including older residents who were not keen to venture out after dark. It would also encourage more people to attend with more attractions. Richard Pymm confirmed he had acted as Father Christmas on behalf of the Lions and this would be the case this year.</p>	
	<p>The Town Clerk advised a number of performers had expressed an interest in event. Name all interested. It was agreed to contact Rame Peninsula Male Voice Choir, Halfway Harmony, Bell Ringers to extend the entertainment and the length of the event. There was a discussion regarding extending the road closures from 4pm to 2pm. The retailers present agreed with this proposal. Various ideas for additional attractions were suggested including Christmas Window competition, mulled wine, mince pies, hot chocolate, paying a professional band to play. It was suggested that whoever was running the coffee morning in the Cornerstone Church on the day of the switch on, should start it later in the day perhaps over the lunchtime period. The Town Clerk advised all the towns retailers had been invited to the meeting</p>	TC/AA
	<p><b>9. Correspondence – Mike Wood Armed Forces Day 2019.</b> Due to the large amount of organisation required, the close proximity of Torpoint to Plymouth with events clashing, and correspondence from the Armed Forces Bikers South West Rep, (Mr Mike Waters) and their intention to hold another event at Flambards as per last year, it was agreed to postpone involvement for 2019 and revisit this again in approximately 5 years. It was agreed The TC would respond to Col Bolitho, Mike Wood and Mike Waters.</p>	TC/AA
	<p><b>10. Forthcoming Events – Carnival – Road Marshalling Course.</b> The Town Clerk confirmed Streetworx had been contacted to arrange a suitable date for the course and that it would be held in Torpoint as approximately 10 attendees from various organisations would like to attend. Date to be confirmed.</p>	TC
	<p>Andy Martin - PA System. Jeremy Lock and Andy Southworth had both agreed to organise the PA system for the Carnival in Andy Martins absence. John Crago had volunteered to be MC. Mike Pearn had compiled the stall forms and class entries which needs to be put on the website. It was suggested the number of classes for the fancy dress competition should be reduced due to fewer entries last year. There was a discussion regarding potential performers for the Carnival e.g. Coppola School of Performing Arts, Sea Cadets, Torpoint Town Band, Punch &amp; Judy, Tug-of-War, Morris Dancers – The Wreckers, Port &amp; Maritime Regt.</p>	KB/TC/AA
	<p><b>11. Fundraising – TTP Quiz Night – TBC (Post Meeting Note – Quiz Night confirmed as 4<sup>th</sup> November 2018 in aid of Christmas Lights)</b></p>	
	<p><b>Financial Report – The Treasurer</b></p>	
	<p>The Treasurer reported the current bank balance was £2,258.97 unreconciled. It was confirmed the Road Closure costs of £47 were included. Mrs Brownhill advised that another signatory for the account was required (in addition to her and Mrs Martin) since Mr Tivnan was no longer a member of the committee. Mrs Goodman volunteered to become the third signatory.</p>	TC/AA
	<p>The Town Clerk confirmed 4 collecting tins (the Spar shop, Town Fryer, Costcutter and Kardkadia) had been returned and suggested each retail outlet should receive</p>	TC/AA

	<p>a certificate confirming the amount they had collected. Janine Lau advised she would be happy to have a collecting tin in The Standard.</p> <p><b>Public Liability Insurance- (at this point Mrs Brownhill left the room)</b> The Town Clerk confirmed that since the previous meeting various quotes had been secured ranging between £500-£600 per annum. Mr Tivnan of Torpoint Community Events Ltd (TCEL) had then proposed the TTP use his existing cover at a discounted cost of £200. The cover would be for 12 months. There was a discussion regarding underwriting and claim process as the policy holder was TCEL. It was agreed that the idea in principle was acceptable provided clarification on the points was ascertained.</p> <p><b>6. Correspondence</b> – an email from Bruno Peek Pageant Master, had been received regarding Battle’s Over a Nation’s Tribute 11<sup>th</sup> November 2018 100 Years of Remembrance. The email included a request for a public collection at any town event to support the 4 charities involved in The Battle’s Over. A decision on this is required at a future meeting.</p> <p><b>7. Forthcoming Events</b>  <b>Bénodet Park Dog Show</b> – Sunday 29<sup>th</sup> July.  Mrs Brownhill confirmed The Lions would be providing a number of gazebos for shelter from the sun. Andy Martin would be setting up the PA system in the Park on the Saturday ready for the event on Sunday.</p> <p><b>TTP Bénodet Park Tea Hut Openings</b>  Mrs Brownhill confirmed the TTP would be opening the tea hut for refreshments on 5<sup>th</sup>, 11<sup>th</sup>,12<sup>th</sup>,18<sup>th</sup>,19<sup>th</sup> August from 2pm to 4pm.</p> <p><b>Lantern Making Workshops</b> – The Town Clerk confirmed provisional bookings of the committee room had been made to accommodate the Lantern making on 17<sup>th</sup> and 24<sup>th</sup> November with the 17<sup>th</sup> November meeting having to be slightly shorter due to the room being needed for a subsequent booking. It was confirmed the room use would be free of charge for the Lantern Workshops.</p> <p><b>8. Fund Raising</b> – The Treasurer confirmed the Collecting Tins were proving successful and the TTP was in a reasonable place financially gathering funds for the carnival, Christmas Lights, Lanterns etc.</p> <p><b>9. Diary Dates 2018/2019</b>  <b>Julie’s Challenge -Keg Push -</b>  Starting from Torpoint by The Mayor on 24<sup>th</sup> August 2019 at 10pm in aid of Cornwall Hospice Care and Royal British Legion.</p> <p><b>Defibrillator Training/Fund Raising 22<sup>nd</sup> September</b>  Organised by the Martin Family and to be held in the Town Council Hall 10am – 1pm.</p> <p><b>The Lions Fayre</b> – Next years date confirmed by Mr Pymm as 20<sup>th</sup> July 2019</p> <p><b>10. Reports from any other organisations</b>  <b>The Lions Summer Fair</b> –  Mr Pymm confirmed the fair had been a great success, but noted that a number of volunteer attractions had pulled out at the last minute, whereas the professional acts had all turned up. He thought this would be worth bearing in mind whilst</p>	<p>TC</p>
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	<p>arranging contributors to the Carnival and Christmas Lights Switch On. The next big event for the Lions will be the Santa Sleigh Ride at the Christmas Lights Switch On.</p> <p><b>A.O.B</b></p> <p>Cllr Davis advised Friends of Thanckes Park (FoTP) had arranged their National Field Day for 6<sup>th</sup> July 2019. It was suggested that the TTP consider working with FoTP to arrange a joint venture. There was a general discussion regarding the possibility of an event either the week before or the week after the Civic Service on 14<sup>th</sup> July 2019. Andy Martin advised that he would potentially be available on the 29<sup>th</sup> June 2019 to assist with the organisation.</p> <p>The Battles Over 2018 – Mrs Brownhill opened the discussion regarding plans for involvement in The Battle’s Over Commemoration. The Mayor suggested contacting Kathy Gillespie of the Royal Navy and Royal Marine Riding Stables regarding the attendance of a horse. In addition, the Mayor also suggested individuals dressed in WW1 uniforms, and that he would contact Hidden Heritage to discuss. The Town Clerk suggested a joint Church Bell peel from St James Church and St Mary &amp; St Julian Church, Maker, and would contact Rev Lynne Parker to discuss.</p> <p><b>Next Meeting</b>  Carnival Committee Meeting Thursday 2<sup>nd</sup> August 7.30pm  TTP Meeting Wednesday 5<sup>th</sup> September 7pm</p> <p><b>Meeting closed at 8.45pm</b></p>	<p>The Mayor</p> <p>TC</p>