



Torpoint Town Partnership

MINUTES of the Torpoint Town Partnership meeting held on Tuesday 2nd April 2019 at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: Cllr Lambert Keise -The Mayor (Chair), Cllr Mrs Chris Goodman, Mrs Kim Brownhill - Treasurer, Cllr Mrs Julie Martin, Cllr Ms Rachel Tanner, Paul Smythe – Community Hub and Library Development Manager, Andy Martin, Cllr Gary Davis, Mrs. Lyn Murray (CHAT), Matt Spurling, Mrs Gaynor Spurling, Mrs Jenny Hughes (Torpoint Community Cinema & 2nd Torpoint Scouts), Cllr Marlon Spurling, Cllr Lisa Hocking (Torpoint Rowers Club), Terry Moore (Torpoint Branch RBL), Heather Stenning – Friends of Thanckes Park, Mrs Milly Southworth (TTC Town Clerk).

		ACTION
1.	Welcome – Chairman The Chairman welcomed all members to the meeting.	
2.	Apologies Apologies were submitted on behalf of Mrs Rosemary Pellew, Mrs Ann Sawyer (Antony, Clarence & Sydney Road Residents Association), Richard Pymm (Torpoint & Rame Peninsula Lions Club), Mrs Christine Roper, Lynne Matthews, Ray Skelly. The Town Clerk explained the Administration Assistant from Torpoint Town Council will not be providing the Secretariat for the Torpoint Town Partnership in the future.	
3.	Declarations of interest relating to items on the agenda Cllr Lisa Hocking - Torpoint Rowers Club.	
4.	Minutes of the previous meeting and matters arising Minutes of previous meeting 26 th February 2019 were approved by Cllr Mrs Julie Martin. CHAT – members have been invited to the Liaison lunch. All other actions are included on this meeting agenda. The Mayor highlighted the importance of recruiting more volunteers to the TTP. The Town Event working party has met two times already to progress the project. Poster to advertise the TTP Open Evening not actioned and this event will now be postponed until further notice and a new date agreed.	
5.	Financial Report Mrs Brownhill confirmed the current unreconciled bank account total was £3,120.48 which included £1,059.16 being held on behalf of the Defibrillator Fund Raising. Mrs Brownhill added she has taken receipt of £1,000 cheque payment for the defibrillator fund. No collection tins have been collected and	

	emptied. The Mayor sought clarification of the number of collecting tins located in the town.	
6.	<p>Christmas Lights Switch-On Electricity Bill -</p> <p>The Town Clerk reported having contacted EDF Energy about the previous electricity supply costs for the town and had been able to establish the following amounts had been paid (all on 13th November 2018)</p> <p>For 2015/16 - £78.50 For 2016/17 - £59.60 For 2017/18 - £76.80</p> <p>The Clerk explained that having now received this information on the electricity payments, it was assumed this had been paid by Torpoint Community Events Ltd. Cllr Mrs Julie Martin explained the TTP had fundraised for the Christmas Lights and therefore it is appropriate for the TTP for fund the electricity charge for the 2018/19 period. Members all agreed with this proposal and the Clerk was tasked with obtaining an invoice for the electricity for the period 2018/19. Mrs Kim Brownhill explained the electricity for the last three years had been paid for by the TTP.</p>	Clerk
7.	<p>Correspondence</p> <p>None.</p>	
8.	<p>Media Strategy Progress</p> <p>Matt Spurling explained the website and Facebook page are nearly ready to go live. The media strategy requires a final proof read, from Cllr Mrs. Julie Martin, it will also then be made available on the website. The web address will be www.torpointtownpartnership.co.uk at a cost of £12 per annum for the domain name and £30 per annum for web hosting.</p> <p>Cllr Mrs Julie Martin will add all events to the Facebook page – all members are invited to email to her to upload. Email address is online@torpointtownpartnership.co.uk – it is hoped the site will be launched before Easter. Caution is advised about uploading any photographs of children to the website or Facebook.</p> <p>Cllr Mrs Chris Goodman thanked Matt Spurling for his work on this matter.</p>	<p>Cllr Martin</p> <p>All</p>
9.	<p>Plastic Free Torpoint</p> <p>Cllr Mrs Chris Goodman provided an update on Plastic Free Torpoint.</p> <ul style="list-style-type: none"> ➤ Following a meeting with the Head Teacher from Torpoint Nursery and Infant School (TNIS), Year 2 children have now given their plastic presentation to the joint group of pupils from Carbeile Junior School and Torpoint Community College and it is hoped all three schools will combine their efforts to progress this further and raise awareness. ➤ A planned weekend event with Surfers Against Sewerage was subsequently cancelled as it was oversubscribed. ➤ A date for the first steering group meeting will be arranged shortly. ➤ It is hoped a table sharing information about Plastic Free will be showcased at the forthcoming event at Thanckes Park on Saturday 6th July and it is understood all food and drink providers have been requested to be “single-use plastic free”. <p>Following a question from Lyn Murray a debate about the opportunities for recycling crisp packets ensued.</p>	

<p>10.</p>	<p>6th July – Tourism Festival Cllr Mrs Julie Martin provided a brief update on this:</p> <ul style="list-style-type: none"> ➤ The working party has now met twice to co-ordinate the event. ➤ It is being organised in partnership with the Friends of Thanckes Park as it is National Field in Trust Day on 6th July. ➤ There will be a variety of activities being undertaken in an Arena, as well as live acts performing on the stage in the evening. Examples of the activities were given. ➤ It is anticipated the event will finish whilst it is light and there will not be any fireworks. ➤ Infrastructure for the event is being ordered. ➤ Various activities will be available for children and it is expected the bouncy castles and face painting will be offered free of charge. ➤ Stallholders are being invited to attend, this will also be publicised on the posters – this is being co-ordinated by Joyce Walsh, who co-ordinates the street markets in Fore Street. ➤ Event notification and risk assessment documentation is being completed and will be circulated to Cornwall Council. ➤ The Friends of Thanckes Park are investigating various possibilities for providing the insurance cover for the event. ➤ Any-one else who wishes to volunteer either to help with the organisation prior to or on the day would be welcome to join the working party. ➤ It is hoped for a plan of activities to be available by the next TTP meeting. 	
<p>11.</p>	<p>Other TTP events and events the TTP is supporting:</p> <ul style="list-style-type: none"> ➤ Cllr Lisa Hocking from the Torpoint Rowers Club highlighted that a mini Gig Regatta is being organised on 14th April, with between 8 to 10 Gig clubs competing at the event. The event times are from 11.30am – 4.00pm; requesting any support from the TTP for hot food to be supplied – unfortunately the TTP do not have any equipment available to be able to supply food. Various other alternatives were offered to Cllr Hocking – including the possibility of asking Torpoint and Rame Peninsula Lions Club to use their jacket potato oven. ➤ Carnival – Saturday 14th September ➤ Bénodet Park – there is the likelihood of a small event to celebrate the 10th Anniversary of the park opening – Saturday 28th September ➤ Torpoint Community Cinema – 14th April – showing BFG and A Star Is Born; 28th April – Mary Poppins; Saturday 4th May – Star Wars double bill; outdoor screening at Bénodet Park Saturday 25th May Mamma Mia II ➤ Friends of Thanckes Park Saturday 25th May Playground equipment opening and pocket park funding 10-11am ➤ Torpoint Library and Community Hub Launch – Saturday 11th May 11.00am – refreshments will be served ➤ TTP agreed to organise a Dog Show in Bénodet Park on Sunday 18th August. 	
<p>12.</p>	<p>Public Liability Insurance – Replacement Quote The TTP need to provide public liability insurance for events they are organising in the town. Cllr Gary Davis proposed correspondence is forwarded to Torpoint Town Council to suggest the Town Council provides the public liability</p>	

	<p>insurance for the larger events held in the town. The proposal was seconded by Cllr Mrs. Chris Goodman. Prior to the vote being taken the Clerk reminded the Councillors of the 'roles' as Town Councillors as well as members on the TTP. The vote was taken and it was agreed to correspond with Torpoint Town Council on this matter.</p> <p>It was suggested the TTP to take out separate insurance cover for smaller activities, such as holding a Dog Show as well as selling refreshments and cake from Bénodet tea hut – this insurance would be similar to the cover held by the Friends of Thanckes Park.</p> <p>The Clerk referred to the minutes of the TTP meeting held Tuesday 24th July 2018 (item 5) at which Public Liability Insurance was discussed. The minutes stated:- <i>"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."</i> Furthermore, a meeting had been held with TCEL to clarify the points raised.</p>	Cllr Martin
13.	<p>Diary Dates for 2019/Secretariat</p> <ul style="list-style-type: none"> ➤ Diary dates – Cllr Mrs Julie Martin and Matt Spurling agreed to take on the co-ordination of the Diary Dates, explaining primarily all events will be uploaded to Facebook for sharing. A template with the 2019 diary dates on will be prepared and circulated. ➤ Secretariat – The Clerk highlighted a request to provide an alternative to the Secretariat currently provided by the Town Council and it was agreed that for the time being a volunteer to take the minutes and then type back would be sought at each meeting. Cllr Mrs Chris Goodman volunteered to undertake this role at the next meeting. 	Cllr Martin
14.	<p>Additional fundraising/recruitment of TTP members</p> <ul style="list-style-type: none"> ➤ Mrs Lyn Murray highlighted the "schmoozing lunch" recently held, adding that approximately 30 people attended from Torpoint and the Rame Peninsula – as well as Paul Smythe. It is hoped this will be organised quarterly and the event can be used to help advertise events and ask for volunteers. The date for the next event is 25th June 12 noon – 2.30pm, Pirates restaurant. ➤ Fundraising – discussion about opening the tea hut at Bénodet Park about the financial benefit ensued. It was agreed to submit an application for Free of Charge usage to Torpoint Town Council for the tea hut for the following dates: 5th, 9th, 12th, 16th, 19th and 23rd August 2019 and for TTP volunteers to share out the opening. A volunteer rota would be compiled. 	Mrs Brownhill
15.	<p>Other Report(s) form any other organisations</p> <p>CHAT – The latest CHAT directory will be going to print at the end of April and it is anticipated distribution will be in late May.</p> <p>Torpoint Community Cinema – recent screenings have been very popular, including Bohemian Rhapsody with 96 people attending.</p>	

	<p>Defibrillator fund – thank you to Cornwall Councillors Gary Davis and John Crago for the donations via the Community Chest Funding of £500.00 each. Approval has been given from the Manager/Landlord at Costcutter on Trevithick Avenue to site the defibrillator there. The specific details of the location and the defibrillator are currently being investigated.</p> <p>Friends of Thanckes Park – Easter Egg Hunt – Saturday 20th April 12 noon – 3.00pm £2.50 each, tickets are for sale at The Emporium.</p>	
16.	<p>Any other Business None.</p>	
17.	<p>Dates of next three meetings (including AGM)</p> <ul style="list-style-type: none"> ➤ Tuesday 7th May April 2019 7.00pm at the Council Chambers (apologies in advance from Cllr Mrs Julie Martin and Andy Martin) ➤ Tuesday 4th June 2019 7.00pm at the Council Chambers (AGM) (apologies in advance from Andy Martin and Mrs Kim Brownhill) ➤ Tuesday 2nd July 2019 7.00pm at the Council Chambers. <p>The meeting closed at 8.35pm.</p>	