

MINUTES of the Torpoint Town Partnership (TTP) meeting held on Wednesday 25th September 2019 at 7.00pm in the Torpoint Library and Community Hub.

PRESENT: Cllr Mrs Chris Goodman, Cllr Mrs Kim Brownhill - Treasurer, Paul Smythe - Community Hub and Library Development Manager, Cllr Julie Martin, Cllr Gary Davis, Mrs Gaynor Spurling, Mr Matt Spurling, Cllr Rachel Tanner

		ACTION
1.	Welcome - Chairman	
	The Chairman welcomed all members to the meeting.	
2.	Apologies for absence Apologies were submitted on behalf of Mrs Christine Roper, Cllr Lambert Keise, Cllr Marlon Spurling, Mr Andy Martin, Mr Richard Pym, Mrs Lyn Murray, Mrs Jenny Hughes and Mrs Heather Stenning.	
3.	Declarations of interest relating to items on the Agenda None declared.	
4.	Congratulations and Appreciations Cllr Chris Goodman stressed the importance of including congratulations and appreciations in the agenda, otherwise those who deserve praise and thanks for their efforts could miss out.	
5.	 Carnival reflections/debrief All those attending agreed that the Carnival was a great success. However, a few minor points were raised for consideration next year: Procession timings must be better publicised to ensure more shops stay open. Mr Andy Martin was left virtually on his own in Cambridge Field, due to everyone else being involved in the procession. This would have potentially made things difficult if an emergency had occurred. Therefore, this issue must be addressed and included in any future risk assessment. A key to be obtained for the Cambridge Field gate. A facility for rubbish removal to be provided, even though the area itself was left clean and tidy after the event. Cllr Julie Martin felt that stallholders should take their own rubbish with them. Cllr Kim Brownhill handed a financial comparison for the 2019 and 2018 Carnivals. Cllr Chris Goodman believed that payment for the stage had been paid. However, Cllr Kim Brownhill emphasised that this was not yet on record officially. 	

6.	Minutes of the previous meeting held on Wednesday 4 th September 2019	
	The minutes were read and accepted as an accurate record of the last meeting.	
7.	Update relating to the Secretariat for the TTP Cllr Chris Goodman thanked Paul Smythe for providing Secretariat support on behalf of Torpoint Town Council.	
8.	Bénodet Park 10th Year Anniversary Celebration Event. Cllr Chris Goodman stated that everything was on target for the Bénodet Park 10th Year Anniversary Celebration Event, and confirmed that the timings would be 2pm-4pm. A small party from France were intending to visit, and approximately 40 guests were expected to attend in total. A gazebo will be made available in case of inclement weather. The Mayor has been busy making the park area more presentable by adding some colour to combat the dreariness of Autumn plants and shrubs. The Town Clerk is to confirm the appearance of musician Mark Barnwell.	Town Clerk
9.	Christmas preparations/ Lights Switch On, Lantern making workshop	
	etc. Cllr Chris Goodman said she was due to look at potential Christmas trees on Wednesday 2nd October, and would be visiting the same supplier as last year, plus Tartendown Nurseries. Cllr Kim Brownhill advised that the price of delivery be taken into account when choosing the tree. Cllr Chris Goodman said she would speak to both the Church and Portal about there being only one Father Christmas on show when the Christmas lights are switched-on.	Cllr Chris Goodman
	Cllr Kim Brownhill emphasised the importance of promoting the Lantern Making Workshop on Saturday 23 rd November. In addition to Facebook, it was agreed to distribute flyers at the next Torpoint Street Market. Cllr Chris Goodman said she would contact the schools and arrange for the flyer to be included in their respective electronic newsletters.	Cllr Chris Goodman
	Cllr Chris Goodman asked about what acts would be booked. As last year's acts appeared to go down well, it was decided to approach them all once again:	
	 Carbeile Junior School Torpoint Nursery and Infant School The Samba Band Torpoint Lady Singers Reflections Choir 	
	Cllr Julie Martin said she would ask Mrs Lynn Murray to speak with the Torpoint Lady Singers and Reflections Choir, to check their availability. During a previous meeting, Mrs Heather Stenning had suggested the hiring of actors. This option would need to be further investigated.	CIIr Julie Martin Mrs Lyn Murray Mrs Heather
	Cllr Rachel Tanner felt that there was not enough to do while waiting for acts to begin last year. Mrs Gaynor Spurling was asked to contact Rowlands Fun Fair and Amusements, and obtain a price for their services. Cllr Kim Brownhill suggested that a site visit be arranged first, before asking for a quote to be provided, to ensure the location is suitable e.g. emergency access.	Stenning Mrs Gaynor Spurling

	Lynne Matthews suggested that stall holders should be encouraged to wear fancy dress, with prizes being awarded to those making the best efforts. Cllr Rachel Tanner said that the allocation of stalls must be done quickly. Cllr Julie Martin suggested using the street market plan as a template to capture the allocation and position of stalls. Cllr Chris Goodman said that because there are a number of new shops in the town, new shop owners will need to be told about event proceedings; including the best dressed window competition. The following provisional timings were decided: Midday - Road closure 3pm - Acts start performing 6pm - Switching-on of lights	Cllr Chris Goodman
	Cllr Kim Brownhill will book St John Ambulance from 3pm to 6pm. Cllr Julie Martin will confirm with Mr Andy Martin that these provisional timings are suitable, and give him sufficient time to dismantle equipment.	Cllr Kim Brownhill Cllr Julie Martin
	Cllr Kim Brownhill informed the meeting that historically, stall holders have never been charged. However, it was agreed by all to charge £5.00 for non-charity/community stall holders to have a stall. Charity/community groups will continue to have their stalls free of charge.	
	Cllr Rachel Tanner reminded everyone that stall holders would need a street market licence and public liability insurance. Cllr Rachel Tanner said that promoting the event must begin now, and Cllr Julie Martin responded by volunteering to arrange the creation of flyers.	CIIr Julie Martin
10.	Plotting the Torpoint Calendar of Events with specific note to action dates. Although there is a calendar of events online, there are no detailed actions included with each event. Therefore, key milestones essential to the successful organisation of events could be missed. Cllr Chris Goodman said that a system was required to ensure that deadlines were met. Cllr Julie Martin initially offered to investigate a possible solution, before Lynne Matthews kindly offered to provide a planner that would hopefully resolve the issue.	Lynne Matthews
11.	Any Other Business Cllr Kim Brownhill handed-out sheets detailing an unreconciled breakdown of current funds:	
	 £2843.30 total funds £59.16 set aside for defibrillator £85.00 received from Cost Cutter towards the Christmas lights. Stage money to return £47.00 for the road closure 	
12.	Date of the next TTP Meeting Wednesday 23 rd October 2019.	