



MINUTES of the Torpoint Town Partnership (TTP) meeting held virtually on Wednesday 11th November 2020 at 7.00pm.

PRESENT: Cllr Mrs Chris Goodman - The Mayor (Chair), Cllr Ms Rachel Evans BEM, Cllr Mrs Kim Brownhill - Treasurer, Paul Smythe - Community Hub and Library Development Manager (CH&LDM), Cllr Mrs Julie Martin, Cllr Gary Davis, Cllr Marlon Spurling, Mrs Jenny Hughes, Mrs Becky Lingard, Mrs Kelly-Jane Brown, Miss Katie Martin, Richard Pymm, Ray Skelly.

		ACTION
1.	Welcome - Chairman The Chairman welcomed all members to the meeting.	
2.	Apologies for absence Apologies were submitted on behalf of Friends of Thanckes Park.	
3.	Declarations of interest relating to items on the agenda None declared.	
4.	Minutes of the previous virtual meeting held on Wednesday 14th October 2020 The minutes for the previous meeting were read and accepted as an accurate record of the last meeting.	
5.	<p>Finance update Cllr Kim Brownhill informed the meeting that the balance in accounts was £2,773.27, of which £179.08 was set aside for defibrillator fund money. Cllr Julie Martin questioned why money was still allocated to the defibrillator when one had already been installed outside the Costco supermarket. Cllr Kim Brownhill replied that it was for the annual maintenance fee.</p> <p>Jenny Hughes said that this annual fee covered ongoing costs after its initial installation; monitoring and checking, plus batteries and replacement parts, such as pads. Community Health Around Torpoint had agreed to fund next years annual fee. Cllr Gary Davis suggested contacting Torpoint Town Council now that it was installed, and ask if they could take over the maintenance of it.</p> <p>Cllr Julie Martin suggested that Jenny Hughes email Torpoint Town Council on behalf of the TTP with this proposal, and she agreed to do so.</p> <p>Jenny Hughes then went on to say that external costs amounted to £2,000, and if this could be found, a defibrillator could be located in Wilcove or on the Royal Navy estate. Richard Pymm mentioned that the Lions could possibly provide future funding if approached.</p>	Jenny Hughes

6.	<p>Christmas lights switch on event (feedback from Cllr Julie Martin) When asked by Cllr Chris Goodman to provide feedback, Cllr Julie Martin invited Mrs Kelly-Jane Brown to update those attending the meeting.</p> <p>Kelly-Jane began by saying that so far only one post had been published on the Facebook page promoting the event, out of respect to Remembrance Sunday and Armistice Day.</p> <p>A recording from GraceNotes Acapella had been received, but due to the second national lockdown the Torpoint Silver Band are unable to meet, and therefore would not be submitting a recording. Recordings from both Torpoint Nursery and Infant School and Carbeille School, have yet to be received. Kelly-Jane was unsure whether Torpoint Community College wanted to take part, but would contact the Headteacher Dr Plumb to confirm one way or the other.</p> <p>Competitions to be held would include a best Christmas card, most festive street, and home bake-off. Cllr Chris Goodman said that she would personally canvas interest amongst local traders for the best shop window display competition. Cllr Kim Brownhill wondered whether it would be best to delay the judging of this particular competition until some time after the lights have been switched on. Cllr Chris Goodman agreed that this was a good idea</p> <p>The discussions then moved on to the logistics on the night, and Ray Skelly confirmed to Kelly-Jane that he would be turning on the lights. Kelly-Jane will be filming herself with the aid of a selfie-stick, with her husband coordinating the filming from home. Kelly-Jane also planned to talk to Katie Martin at the most festive street location. Kelly-Jane asked if there was a Santa, and Richard Pymm replied that it was still work in progress, and continued by saying that if there were any problems finding a Santa, he would do it himself.</p> <p>Kelly-Jane said that the whole switch on procedure would be the same as normal, including the countdown, but without people. A camera would be positioned to include the street and tree. Ray Skelly asked if you can link two cameras into the live stream. Kelly-Jane replied that they could link as many cameras as required, with her husband controlling the live video from each camera, including zooming-in, before transmitting via Facebook.</p> <p>Ray Skelly said that he would not be able to use a phone himself because he will be switching on the lights. But he did suggest that three good camera angles for the tree would be looking up the street, the tree itself, and looking down the street. Kelly-Jane said that this would require three extra people with phones, all socially distanced. Cllr Gary Davis volunteered his services, as did Cllr Rachel Evans and Jenny Hughes (with the aid of a tripod).</p> <p>Ray Skelly asked if radios were available for the three switch on points, and Cllr Chris Goodman replied that there was.</p> <p>Jenny Hughes asked if Andy Martin would be helping with decorating the Santa's Grotto, and Cllr Julie Martin said that he would be. Jenny Hughes also asked if Ray Skelly needed any help, but Ray said no as the six people due to help out would be enough. However, he would come back to her should anything change. Cllr Chris Goodman said that her husband Chris, was also available to help out if required.</p>	<p>Kelly-Jane Brown</p> <p>Cllr Chris Goodman</p> <p>Richard Pymm</p> <p>Cllr Rachel Evans Cllr Gary Davis Jenny Hughes</p>
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<p>Richard Pymm said that due to lockdown, the planned appearance by Santa at the library on 29th November, has had to be cancelled. Revised dates and timings are now:</p> <ul style="list-style-type: none"> • Saturday 12th December, 0930-1130. • Sunday 13th December, 1300-1500. • Saturday 19th December, 0930-1130. • Sunday 20th December, 1300-1500. <p>Paul Smythe said that the public would enter through the front door as there was a QR Code and hand sanitiser dispenser were already in place. A member of staff would also be on site for all dates.</p> <p>Ray Skelly said that Shaun Huggins will be supplying equipment to put up the tree mechanically, and the decorations are due to arrive Monday 16th November. Cllr Marlon Spurling volunteered his family's help if for any reason the tree had to be put up manually. This would resolve any social distancing challenges. Ray Skelly said thank you but he was confident that a manual lift would not be required, and that it was planned to put the decorations up on Sunday 22nd November. Once up, Declan Kelf would help him to decorate it.</p> <p>Cllr Julie Martin asked if Santa would be doing any virtual messages, to which Richard Pymm replied that he had asked Lions members for volunteers, but no interest so far. Kelly-Jane said that if she could get someone to act as Santa, would there be any objection to her putting messages out. Richard Pymm replied that the Lions did not have a monopoly on Santa, but it was something that needed to be controlled if possible.</p> <p>Cllr Julie Martin said that Local Community Markets were funding the new Christmas tree lights and NHS sign, that would be placed on the tree.</p> <p>Cllr Rachel Evans said there had been offers of help with the virtual Santa e.g. virtual WhatsApp messages. Whether they will be free or monies charged would all go back to the Lions was still to be finalised. Cllr Rachel Evans, Kelly-Jane and Richard Pymm, will discuss the matter further offline.</p> <p>Cllr Chris Goodman informed the meeting that ITV News West Country were visiting Torpoint on Friday 13th November, to find out the challenges faced when planning Christmas events in a COVID-19 environment. Cllr Rachel Evans said that it was amazing that they were visiting Torpoint, and a great opportunity to promote the Christmas plans.</p> <p>Katie Martin suggested that similar to the NHS doorstep clapping, residents could be encouraged to sing a Christmas song on their door steps, so that Torpoint was lit up by sound as well as lights.</p> <p>Richard Pymm asked Ray Skelly if he needed the Lions trailer, and was told that it was needed if available for Sunday 22nd November.</p> <p>Kelly-Jane asked if there were prizes for any of the competitions, and it was agreed that there would be for the Christmas card competition. Cllr Julie Martin suggested that a selection box would be a suitable prize.</p> <p>Kelly-Jane asked Katie Martin that if she was designing a poster, could she also create some certificates as well. Cllr Kim Brownhill reminded everyone of her previous suggestion to use the winning Christmas card next year.</p>	<p>Kelly-Jane Brown</p> <p>Cllr Rachel Evans Kelly-Jane Brown Richard Pymm</p> <p>Richard Pymm</p> <p>Katie Martin</p>
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	<p>Cllr Julie Martin said that the best decorated Christmas tree and shop window display would be after the Christmas lights switch on. Photos of both could be uploaded on the Facebook page.</p> <p>Jenny Hughes then mentioned about uploading photos of the Christmas tree and donating £1.00, because St James Church, the Lions and Cornerstone Church will all be losing money this Christmas due to coronavirus. Kelly-Jane replied that a GoFundMe page could be used to collect donations and share between organisations. Cllr Rachel Evans said that this was a great idea to split donations equally.</p> <p>Kelly-Jane then mentioned about about having a virtual advent calendar that promotes a local business every day, in return for a donation. Cllr Rachel Evans and Cllr Julie Martin jointly offered to take that on, plus the organising of a GoFundMe page. However, Cllr Kim Brownhill suggested that as Treasurer, it would be best if she set up the page on behalf of the TTP. Everyone considered this a good and sensible suggestion, and Cllr Rachel Evans offered her support.</p> <p>Kelly-Jane suggested that Saturday 19th December would be a good date for “wrapping-up” proceedings.</p>	<p>Cllr Kim Brownhill Cllr Rachel Evans</p>
7.	<p>Christmas Market</p> <p>Cllr Chris Goodman reiterated that the Christmas Market was cancelled due to the national lockdown. Cllr Julie Martin said that they were looking to hold a virtual market instead. Cllr Rachel Evans explained that traders would place adverts on the virtual market and then deliver items to those who had placed orders for their goods.</p>	
8.	<p>Any other Business</p> <p>Cllr Chris Goodman promoted the Home Alone Festive Doostep Visit event and asked those at the meeting to share this if they knew of someone who would benefit.</p> <p>Looking forward to next year, Cllr Chris Goodman said that there was to be a County Royal British Legion Rally on Saturday 17th July 2021, to celebrate Legion 100. This is one of the events that would have featured in the TTP Diary of Events. However, due to COVID-19, there has been no need to have one. It was hoped that the diary will resume once things improve. Richard Pymm mentioned that the annual Lions Summer Fair was planned to be held that weekend, and he would speak with Andy Brownhill to see if they needed to change the date.</p> <p>Cllr Julie Martin mentioned about a message on the TTP Facebook page regarding Western Power making £250k of funding available to support vulnerable people most affected by the coronavirus pandemic and its restrictions. Cllr Chris Goodman said she was disappointed to find out at such short notice, as it did not give groups enough time to form a bid. (Closing date for applications Sunday 15th November). Cllr Rachel Evans agreed, and said that it was not acceptable.</p> <p>Cllr Chris Goodman concluded this agenda item by saying that she will meet with the Town Clerk and RFO tomorrow about the forthcoming ITV News West Country visit.</p>	<p>Richard Pymm</p> <p>Cllr Chris Goodman</p>
9.	<p>Date of next meeting</p> <p>Wednesday 25th November 2020 at 7.00pm (virtual meeting). To include a rehearsal with those operating their phones as cameras when video recording the Christmas lights switch on event.</p>	