



**MINUTES** of the Torpoint Town Partnership (TTP) meeting held virtually on Tuesday 22nd June 2021 at 7.00pm.

**PRESENT:** Cllr Ms Rachel Evans BEM - The Mayor (Chair), Cllr Mrs Kim Brownhill - Treasurer, Paul Smythe - Community Hub and Library Development Manager (CH&LDM), Cllr Mrs Lizeta Fellows, Cllr Mrs Chris Goodman, Cllr Mrs Julie Martin, Cllr John Tivnan BEM, Cllr Tony Walsh, Richard Pymm.

		<b>ACTION</b>
1.	<b>Welcome - Chairman</b> The Chairman welcomed all members to the meeting.	
2.	<b>Apologies for absence</b> There were no apologies for absence.	
3.	<b>Declarations of interest relating to items on the agenda</b> None declared.	
4.	<b>Appointment of Chair</b> Cllr Chris Goodman proposed that Cllr Rachel Evans BEM be elected as Chair. This proposal was seconded by Cllr Julie Martin and all those attending were in favour.	
5.	<b>Appointment of Treasurer</b> Cllr Rachel Evans BEM proposed that Cllr Kim Brownhill be re-elected as Treasurer. This proposal was seconded by Cllr Julie Martin and all those attending were in favour.	
6.	<b>Review of Constitution (as circulated)</b> Cllr Rachel Evans BEM asked those members attending if they had been able to look at the Constitution, and if so, whether they had any comments, suggestions, or amendments. Cllr Chris Goodman stressed how important it was for TTP membership to be representative of the whole community. Cllr Julie Martin added that due to the pandemic, things had obviously been quiet, so the Terms of Reference were probably fit-for-purpose at the moment. Cllr Rachel Evans BEM said the Constitution states that up to eight members should come from Torpoint based Community/Voluntary Sector Organisations, but felt there was no need to be so specific as to where the TTP recruits new members. Cllr Kim Brownhill agreed and added that the TTP should be encouraging more community groups to join, so they could see what the TTP was all about, and therefore everyone could then help each other. The TTP should not be all about the Carnival and Christmas lights switch-on events. Cllr John Tivnan said that right from the beginning the idea was for the TTP to provide a pool of knowledge and experience, so they could help those who wanted to organise an event achieve their aim, with TTP membership	

	<p>providing guidance as and when it was needed.</p> <p>Cllr Rachel Evans BEM concluded this item by saying that if everyone was happy with the Constitution as it stands, and they were, then no changes were needed for now. But it was clear that a recruitment drive was needed to attract new members, plus a short little spiel on what a hard working organisation the TTP was, and how it can benefit the local community.</p>	
7.	<p><b>Minutes of the previous virtual meeting held on Tuesday 18th May 2021</b></p> <p>The minutes of the previous meeting were read and accepted as an accurate record of the last meeting.</p>	
8.	<p><b>Report from the Treasurer including an update on the insurance</b></p> <p>Cllr Kim Brownhill informed the meeting that the current balance in accounts was the same as last month, £3,801.73; of which £1,179.08 was set aside for defibrillator fund money. Leaving a total of £2,622.65 available.</p> <p>Cllr Kim Brownhill then said that she hoped members had seen the TTP accounts that were emailed to all for the period 1st May 2020 to 30th April 2021. These end of year accounts had been audited by Cllr John Tivnan BEM and Mrs Jenny Hughes. All those attending had no issues with the accounts. Cllr Julie Martin thanked Cllr Kim Brownhill for all her hard work as treasurer, plus those who audited the end of year accounts.</p> <p>Cllr Kim Brownhill then informed everyone that the insurance was overdue. The cheapest quote received for a similar policy was for £445.00, and all members were happy with this quote. Richard Pymm asked what the public liability cover was, and Cllr Kim Brownhill replied that she thought it was £5M.</p> <p>Cllr Kim Brownhill said that she had also received an early reminder from Cornwall Council regarding the lottery licence, as it was due for renewal on 25th July 2021 at a cost of £20.00. This figure will double to £40.00 in the future if payment was not made on time. Cllr Julie Martin advised Cllr Kim Brownhill to renew it just to keep things “ticking over”. Cllr Kim Brownhill concluded by saying that it may come in handy next year.</p>	Cllr Kim Brownhill
9.	<p><b>Torpoint Environmental Action (TEA)</b></p> <p>Cllr Chris Goodman said that the litter-picking event at Thanckes Park and adjoining beach on Saturday 29th May 2021, in support of the Great British Spring Clean initiative, went very well. Local schools and scouts also pledged their support undertaking separate activities. The next step was to set a date for the next litter picking event.</p> <p>Cllr Chris Goodman asked the CH&amp;LDM for an update regarding the competition for school children to design a logo for TEA. The CH&amp;LDM replied that he would speak to the Town Clerk and RFO, as the Terms and Conditions still needed to be finalised.</p> <p>Cllr Chris Goodman said that everything plastics related was moving forward well, and more people in Torpoint were getting behind the scheme. Cllr Rachel Evans BEM added that that the poster competition would add further momentum, and that people wanted to be involved in such environmental initiatives.</p> <p>Cllr Chris Goodman closed this item by saying that these initiatives were also another way of getting people involved with the TTP.</p>	CH&LDM

10.	<p><b>Town Events to confirm or add to the Diary</b></p> <p>Cllr Julie Martin informed the meeting that the list of events she had hoped to compile and circulate had been put on hold due to the roadmap out of lockdown social contact restrictions being extended to Monday 19th July 2021. However, now that date was known she will draft a list and send it out shortly. Cllr Rachel Evans BEM thought it likely that everyone would know beforehand whether social contact restrictions would cease on Monday 19th July 2021. Once known for sure, the TTP would really be able to get going.</p> <p>Richard Pymm said that The Lions were happy for a joint Carnival/Autumn Charity Event to go ahead on Saturday 11th September 2021. The Lions had already submitted their Management Plan to meet the 12 week deadline imposed. Cllr Kim Brownhill thought that the idea of a joint event had only been muted at the last meeting, and that nothing officially had been agreed. Richard Pymm reiterated their willingness to work together with the TTP via a joint committee. Cllr Rachel Evans BEM asked TTP members to confirm whether this was what they wanted or not. Cllr John Tivnan BEM said that as TTP members had a date to work to, and knew what The Lions intended to do, the TTP could then add their own activities. Richard Pymm mentioned once again that the Autumn Charity Event was not a replacement for the Summer Fair, cancelled due to the pandemic. Calling the event a Summer Fair would have been inappropriate, as there was no arena type events planned e.g. no field gun crew. Practicality was key, so the events on offer had to be different, and cited how Cambridge Field used to be as an example.</p> <p>Cllr Chris Goodman commented that she was sure the community would be happy under the circumstances, and that everyone concerned just needed to work together and make it happen. Cllr Julie Martin asked if Mrs Kelly-Jane Brown had been asked to take part. Cllr John Tivnan BEM said that Mrs Kelly-Jane Brown had contacted him, and he had informed her of the date. Cllr Rachel Evans BEM concluded this item by saying that there was obviously the beginnings of a plan in place, and asked everyone to go away and have some thoughts about potential events.</p> <p>Cllr John Tivnan BEM asked about the Freedom of the Town Ceremony. Cllr Rachel Evans BEM replied that this was not a TTP event. Cllr John Tivnan BEM acknowledged this, but felt that the TTP should at least be “pushing” it.</p>	Cllr Julie Martin
11.	<p><b>Any other Business</b></p> <p>Cllr Julie Martin informed everyone that Torpoint Town Council had asked the TTP about the celebrations to mark Her Majesty The Queen’s Platinum Jubilee on Friday 3rd June 2022 at Thanckes Park. Nationally, the lighting of Platinum Jubilee Beacons is due to go ahead the day before, so maybe Rendel Park could be a good location for that in Torpoint. Cllr Julie Martin said that she would research further. Cllr Kim Brownhill said that The Queen’s Birthday Parade (Trooping the Colour) was due to be held on Thursday 2nd June, the Platinum Party at the Palace on Saturday 4th June, and Sunday 5th June was the date for The Big Jubilee Lunch.</p> <p>Cllr Rachel Evans BEM mentioned that some arrangements for next years big event, such as bands being booked, had already been made. So the immediate priority was for everyone to go away and think about how the TTP can contribute towards the Carnival/Autumn Charity Event.</p> <p>Cllr John Tivnan BEM suggested that TTP members start looking at general things such as portaloos and tables etc. this side of September. Cllr Rachel Evans BEM thanked Cllr John Tivnan BEM for his suggestion,</p>	<p>Cllr Julie Martin</p> <p>All TTP members</p> <p>Cllr John Tivnan BEM</p>

	and added that she had a checklist of things to do. But did ask Cllr John Tivnan BEM to contact the Town Clerk and RFO about portaloo hire.	
<b>12.</b>	<b>Date of Next Meeting</b> Monday 26th July 2021 at 7:00pm (virtual meeting).	