

Cornwall's Armed Forces Day - 2015



Torpoint – 20th June 2015

ARMED FORCES DAY COMMITTEE

MINUTES of the Armed Forces Day Committee held on Thursday 21st July 2014 at 7.00pm in the Committee Room of the Torpoint Council Chambers, 4 York Road, Torpoint.

PRESENT: - Mike Pearn MBE, Julie Martin, Andy Martin, Rose Southworth, Colin Prideaux, Michael O'Mahony, Gary Davis, Jessica Kinsman, Terry Moore, John Tivnan, Kim Brownhill
Milly Southworth – Assistant Town Clerk

1. Welcome – Chairman

The Chairman welcomed all to the meeting and thanked the members for attending.

2. Apologies

Apologies were submitted on behalf of Eddie Andrews, Lambert Keise, John Rankin, Chris Rankin, Jan Creek.

2.a Minutes of the Previous Meeting held 30th June 2014

The minutes from the previous meeting were accepted as a true record of proceedings.

3. Sponsors/Funding/Grants

- Information has been emailed by Eddie Andrews to Julie Martin
- Kim Brownhill reported having made the following contacts and receiving some replies for funding :
 - Barclays Bank – no
 - Lloyds Bank – have indicated that they are unable to assist this year, willing to be approached for funding next year
 - Skinners Brewery – have asked for more information, Kim Brownhill will provide this
 - Camel Valley – no
 - Ginsters – Agree to provide 300 savoury pasties and sandwich products for those persons taking part, will need to ask them for this in April 2015. **Action for next year – Kim Brownhill**
 - Classic Cottages – no
- Mike Pearn explained that the form to apply for Community Covenant Scheme funding, via Cornwall Council, needs to be completed and submitted by 19 December 2014 **Action Julie Martin & Eddie Andrews**
- Kim Brownhill enquired where the Heartlands event had obtained their funding from, Mike Pearn responded that the community had help fund the event

- Gary Davis asked regarding the popularity of the Heartlands event. The group discussed that this event could attract anywhere between 2,000 to 5,000 people, with visitors travelling from across Cornwall and also Plymouth
- Gary Davis suggesting asking Babcock for sponsorship, Julie Martin and Gary Davis agreed to submit an appropriate request together, combining local photographs showing the location and encompassing Devonport in the background with appropriate wording compiled by Julie Martin. **Action Julie Martin & Gary Davis.**
- Agreed to contact Princess Yachts for sponsorship, Kim Brownhill agreed to write a letter, **action Kim Brownhill.**
- Mike Pearn explained that if there were any further suggestions for funding or sponsorship from organisations, please inform Kim Brownhill.
- Julie Martin enquired regarding a disk which contains funding information, **Rose Southworth agreed to action a copy of the disk to Julie Martin.**

4. Event Safety Plan

- The event safety plan, previously circulated by Mike Pearn was discussed. John Tivnan explained that he had a few queries with the plan, specifically electric regulations and PAT testing, also the plan mentions RIDDOR, however for this event, those participating and involved will not be working. John Tivnan agreed to ensure Mike Pearn was aware of any information which needs changing, before it is returned to the Lord Lieutenant for signature, **action John Tivnan.**
- The committee was reminded that organisations will be responsible for their own liability insurance including any sale of alcohol licence, where appropriate. **Action to be taken.**

5. Parade Details (time etc.)

- Colin Prideaux proposed the following:
Order of parade, to commence at 11am, from Albion Road
Veterans, Cadets, Band, Military Units (HMS Raleigh)
Suggest parade leave Albion Road, with Torpoint Nursery & Infant School Gates
Past Tamara House
Continue on Antony Road, to top car park/beside the top field, opposite the Torpoint & Rame Community Sports Centre, where the parade comes to a finish, **action School.**
- Gary Davies explained tide times: 8:50am/9:50pm, sunset 9:31, so unlikely to be able to have any river activities
- Mike Pearn has asked The Royal Marine Band to lead the procession in the morning Parade and also a Beat the Retreat march in the afternoon. He added that he is not expecting a reply until Autumn.

6. Afternoon Entertainment

This will be military driven. Suggestions for entertainment include Local Children's Field Gun Crew, RAF Air Force Cadets, could also involve local choirs. Also proposed to have a fly past, Mike Pearn has established the following fees:

£800 for a Spitfire

£2,000 for a Typhoon

7. Evening Entertainment

- Andy Martin has knowledge of a band called Company B, who would suit performing at this event, although he is aware that their hire cost can be approximately £1,000, **action Andy Martin**
- Local organisations, for example the RNLI and Coastguard would be invited to be part of the event

- Fireworks – Andy and Julie Martin agreed to research details of fireworks company used previously, obtain prices and bring details to a future meeting, **action Andy and Julie Martin**
- It was agreed by all members for all to investigate any individuals or organisations who could provide suitable entertainment for either the afternoon or evening on the day, **action All.**

8. Site Meeting Date with all interested Units from Cornwall

- Mike Pearn explained that at the Heartlands wash up meeting, consideration of the timing of the parade should have been given, for all members of the parade including the standard bearers, as it was at midday when all were stood to attention and it was exceedingly hot. The group agreed that this needs to be remembered in future plans.
- Mike Pearn proposed arranging a site meeting which would include representatives from the following organisations:
The following dates were suggested, Tuesday 9th, Wednesday 10th, Thursday 11th September, 10.00am start. Site visit would start at the top car park where the group would then walk to the Park and then return to the Council Chambers for a follow up discussion. Mike Pearn agreed to arrange meeting and then inform the team, **action Mike Pearn.**
- Rose Southworth highlighted that the event could be publicised to organisations as a way of either saving money or raising money
- John Tivnan asked if stall-holders would be needed at the site meeting, not at this stage of organisation.
- Andy Martin commented that where the stage is likely to be located, there is a huge area behind it, which could be used for stall-holders
- Rose Southworth asked if the standards would be lowered at sunset, still to be agreed by the committee
- Gary Davis asked regarding availability of food and explained that it would be preferable to talk to local firms before approaching food suppliers outside of Torpoint, who would wish to sell food at the event
- Charges for stall-holders – usually charities are charged £5.00 and organisations are expected to give 10% of their takings from the event.

9. Treasurers Report

Mike Pearn explained that currently the Armed Forces Committee has zero funds.

10. Any other Business

- Gary Davis explained he is planning to talk to the local radio stations, including Heart FM and also the local press, to ask if they are willing to sponsor the event. Gary Davis agreed to include Kim Brownhill, as Secretary, in any email correspondence, **action Gary Davis.** The Tyhee Times will also be used to market the event and it has already been noted in previous editions.
- Colin Prideaux reported that he has spoken to the Sports Centre Manager, who has agreed for their facilities to be used for changing, also their car par. A letter to confirm this was requested to be sent to him, addressed to Mr Karl Curtis, **action Kim Brownhill.** The letter is to be passed back to Colin who will then arrange delivery.
- Colin Prideaux has contacted MOD Police to ask regarding availability of the Dog Demonstration Team, a letter to be sent to the Senior Police Office, Chief Inspector Claire Pitcher, MOD Police, HM Naval Base, Devonport, again to be **actioned by Kim Brownhill** and then passed to Colin who will arrange delivery.
- Gary Davis commented that the grass would need to be cut at the Lawn in advance and trees be pruned or lopped well in advance of the event, so that the area would be pleasant and not left until the

last minute to be “tidied up”. Mike Pearn indicated that Cormac would be informed well in advance of the event taking place next year.

- John Tivnan highlighted issues with Adela Road, with the general public walking down it.
- John Tivnan commented that parking will be at a premium in the town and suggested that the local schools and also possibly the rugby club could be asked to provide parking for visitors. Kim Brownhill offered to discuss with Chris Goodman, who would be the most appropriate person to ask to gain access to the field at the rear of Torpoint Community College, **action Kim Brownhill.**
- Rose Southworth suggested talking to the local bus companies, as at other events they have offered free bus travel to service personnel in uniform, and they may be willing to offer travel free of charge.
- Gary Davis suggested that the Torpoint Ferry would need to be advised regarding the event.
- Jess Kinsman offered to investigate the possibility of any aircraft being available free of charge, on the day, **action Jess Kinsman.**
- Kim Brownhill reported that a letter had been posted to the Lord Lieutenant of Cornwall, asking if a Royal would like to be present.
- Julie Martin asked for the contact details, from the Lions Club, of where their generator was hired from, **John Tivnan agreed to action this.**
- It was proposed that Rob Clifford be approached to sponsor the fuel required for the generator.
- Julie Martin reported that a timeline would be very useful for all members of the Committee to be able to monitor actions and deadlines, in advance of next year.

11. Date of Next Meeting

Thursday 11th September, 7.00pm, Committee Room. Notice will be given by Mike Pearn, once a site meeting has been organised.

12. Meeting closed at 8.30pm