

Cornwall's Armed Forces Day

Honouring Britain's Armed Forces, Past, Present & Future



20th June 2015 - Torpoint

ARMED FORCES DAY COMMITTEE

Minutes of the Armed Forces Day Committee held on Tuesday 17th February at 7.00pm in the Committee Room of Torpoint Council Chamber.

Present: Mike Pearn MBE, Mike Wood, Nicki Dunwell, Natalie Dunwell, Maggie Cardew, Steve Murray, Terry Moore, Colin Prideaux, Jan Creek, Nikki Woodards, Eddie Andrews, Jenny Woodards, Allan Glanville, Debrah Chinn, Roger Cook, Paul Diamond, Jim Courtier, Lambert Keise, Jon Lord, Mike Trace, Mike Symonds, Elwyn Clark, Andy Martin, Julie Martin and Kim Brownhill

1. The Chairman welcomed everyone to the meeting and thanked them for attending.
2. Apologies were received from John Tivnan, Len Hawke, Gary Davis, Steve Morris, Louise Wooller, Rosemary Pellew and Angela Crow
3. The minutes of the last meeting were read.
4. Matters arising
 - a) Jon Lord reported there was the possibility of 29 Commando mounting a beach assault on the day and that the parachute team is booked with just the aircraft to be organised.
 - b) The facebook page from the Diamond Jubilee can't be altered or transferred – see item 7
5. Reports -
 - a) Mike Wood reported that he had been speaking with the Captain of HMS Raleigh (Capt. Bellfield) who is very keen for HMS Raleigh to be involved. To that end a project officer is to be appointed to act as a liaison between the committee and as a single point of contact for all military units apart from those units coming under Mike Traces' umbrella. The confirmation of RM Band will be in April, but it is pretty certain that we will have a band. He confirmed that we will have the backdrop of a warship dressed overall for the day and floodlit during the evening. He stressed the following points:
 - 1) The need to look after the serving military and the veterans.
 - 2) Funding and/or sponsorship needs to be addressed
 - 3) Marketing, communication and media engagement need to be focussed.
 - b) Mike Trace listed the units who will hopefully be attending.
 - c) Mike Symons reported that the ATC will be bringing a simulator, marquees and other displays.

6. Sponsorship/Funding/Grants –
The list of predicted expenditure continues to grow. The MOD funding application needs to be submitted by the end of March, still awaiting the return of Simon Coy to assist in this. Julie Martin has a meeting shortly with managers of Babcock to discuss sponsorship of the event.
7. Publicity –
One press release has so far been released with a fair amount of response. We were shown the facebook page for AFD which has been created and urged to “share” if a user of social media. A twitter feed has also been created. Nicki reported that the seamanship school at HMS Raleigh are in the process of making 4 publicity banners for the event. It was noted that any major funders may require their logo/brand to appear on these. A programme created for the HMS Raleigh open day was shown and discussed and it was decided to use this type of programme. Deltor printers had been approached and may just charge the cost of materials to produce this. The graphics department of HMS Raleigh will create the layout. It is hoped to create a brand for the day by taking a photo of members of all 4 services who come from Torpoint – 7th March 11.00 at the Council Chambers – names of any known personnel to Nicki please.
8. Site Report –
John Tivnan has measured up the site in preparation for the allocation of stalls. Andy Martin stressed the need to have a person responsible for each sector of the park. Terry Moore volunteered to help if possible.
9. Kim Brownhill reported that a visit had been made to Antony House to discuss the parking arrangements. The National Trust contact showed where 500-600 cars could be parked. There will probably be a charge for using the field as yet unknown, but a possible deal had been suggested, free use in exchange for free publicity in the programme, we shall have to wait and see on this. A further 65 spaces are available on the school site, but these will have to be kept for VIP’s and disabled badge holders. More parking will probably be needed. Spickernell site was suggested, Nicki Dunwell to follow up on this in the absence of Raleigh liaison officer. A meeting had also taken place with the security company and the quotation was passed around for all to see. Further meetings would be required as details of the day become clearer.
10. Veterans Parade –
Timing of the parade confirmed as 11.00 start as there had been some confusion. Reported positive feedback although exact numbers would only be known on the day. Colin was asked to try and gain some numbers so that car parking passes could be issued.
11. Afternoon/Evening Entertainment Programme –
Andy has started putting the programme together, but facing difficulties as timing and availability of flypast and parachute display not yet known.
12. Displays –
A flypast is possible above 2000ft and the application has to be made by March. It was decided to look into having a static aircraft – costing approx £500 (A Static Spitfire has been booked - £300) Jon Lord to action this.

13. Treasurers Report –

First payment for stall had been received - £15

14. AOB

ESS based at HMS Raleigh would like to provide a service for the day – as yet unknown.

St. John Ambulance have booked a 4x4 for the day and would like to have a site meeting and perform a dummy run with the caravan when the weather improves. There may be a charge for their services on the day, not locally controlled.

All risk assessments for the military equipment/displays to be forwarded to John Tivnan.

15. Date of next meeting – Tuesday 17th March 7pm