



# TORPOINT TOWN PARTNERSHIP

**MINUTES** of the Torpoint Town Partnership Committee held on Thursday 8<sup>th</sup> October 2015 at 7.00pm in the Committee Room of the Torpoint Council Chambers, 4 York Road, Torpoint.

**PRESENT:** - Cllr M.N. Pearn MBE – Chairman, Cllr E. Andrews, Cllr G. Davis, J. Tivnan and Mrs K Brownhill – Torpoint Community Events Co., Mrs J Martin, T. Moore - RBL, Mrs K Brown – Coppola School of Performing Arts, Mrs C. Southworth - Assistant Town Clerk.

## **1. Welcome – Chairman**

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

## **2. Apologies**

Apologies were submitted on behalf of A. Martin, S Morris – Lions, Mrs J Fincher – Torpoint Twinning Association and Mrs R Pellew – Torpoint Archives.

## **3. Minutes of the Meeting and matters arising (3<sup>rd</sup> September 2015)**

The minutes of the previous meeting were confirmed as accurate, with the exception of a typing correction under item 4. Carnival – Captain Trevor Gulley and his wife Priscilla to attend.

Matters Arising.

a) Barclays Bank Torpoint branch closure – The Chairman explained that Barclays Bank plan to keep the town informed regarding the planned use of the building once it becomes empty, following the closure of the branch on the 27<sup>th</sup> November 2015.

b) Carnival – The Chairman expressed thanks to all those involved, who had worked very hard to make the Town Carnival a great success.

Agreed to invoice the licensed bar stallholders for £25.00 – **action Treasurer.**

Lizard Stallion horses were unfortunately unable to attend and have returned their deposit payment made to them of £200.00.

Marketing and Publicity – agreed that next year a banner across the entrance to Fore Street should be erected in the week leading up the Carnival event, to encourage attendance.

Insurance was met by Torpoint Community Events Ltd.

Thanks to the Rugby Club for their support in the morning, it was very much appreciated.

## **4. Financial Report**

- The Treasurer presented the Financial Report for the accounts to date.
- There are still several invoices outstanding from Armed Forces Day, which have not yet been presented for payment, including generator hire and other items. As the period of time since the event has exceeded 90 days, members agreed that if these invoices were presented then they would be processed accordingly.
- Members discussed the current bank balance on account and referred to the expenditure incurred by Torpoint Town Council for Armed Forces Day (AFD). Members approved to make a reimbursement to the Town Council, in the form of donation the net sum of £2,923.55, which would leave £153.67 allocated to AFD in the accounts, which could be absorbed under the TTP allocation – **action Treasurer.** (Post meeting note, this has been actioned.)

- Carnival takings were discussed, the Treasurer was pleased to report a profit had made at this event.
- Members discussed making a contribution to Torpoint Community Events Company Ltd. to cover the insurance expenditure, members approved payment of £300.00 – **action Treasurer.**
- Members proposed and agreed donations to the following organisations for providing support at the Carnival – St John Ambulance - £50.00, Royal Marine Volunteer Cadet Band - £100.00 – **action Treasurer.**
- The Christmas Lights Switch on event - John Tivnan highlighted that various electric sockets will need replacing this year, he agreed to investigate costs for labour and materials – **action JT.** Members sought clarification over who is responsible for the payment of this expenditure and agreed to seek advice from the Town Council.
- The Chairman gave thanks to the Treasurer for the accounts presented.

## 5. Updates on projects in and around the Town

Saturday 28<sup>th</sup> November – Christmas Light's Switch On, Fore Street

John Tivnan reported that the Christmas lights are due to arrive on Thursday 19<sup>th</sup> November and the Christmas tree is due to arrive on Saturday 21<sup>st</sup> November. The Chairman highlighted that the Torpoint Fire Service have offered to assist with putting up the main tree on Monday 23<sup>rd</sup> November and Nick Fox may offer assistance with the cherry picker on Sunday to assist. Volunteers for assistance with putting up the lights on Sunday 22<sup>nd</sup> November are sought. The Lights will be switched on by the recipient of the Citizen of the Year award, which is to be announced at the Mayor's Civic Service on Sunday. (Post meeting note, this will now be Mrs Kelly Brown.)

Mrs K Brownhill enquired over possible locations for the Lions Santa's sleigh prior to the event , possibility of using the Police Station.

Mrs K Brown plans to run a nativity with some of the Coppola School of Performing Arts children in Cornerstone Church.

Mrs K Brown agreed to meet with A Martin and then to prepare a programme of events for the event – **action Mrs K Brown & A Martin.**

Mrs J Martin agreed to organise the chocolate lollies for the children and will be re-imbursed the expenditure accordingly – **action Mrs J Martin.**

## 6. Fund Raising

- Casino Night proposed to be held in the Council Chambers – details of the event were provided, for approximately 2 and a half hours to 3 hours, including a bottle of bubbly for the winner, cost is £365.00, subject to availability. ATC agreed to check the availability of the Council Chambers for Friday 26<sup>th</sup> February 2016 – **action ATC.** (Post meeting note the Council Chambers is not available on this date, however it is available on Friday 12<sup>th</sup> February, Saturday 20<sup>th</sup> February or Friday 4<sup>th</sup> March 2016.)
- Children's Christmas Party proposed to be held in the Council Chambers – Mrs K Brown agreed to investigate costings for a children's entertainer, a small gift and a snack and a drink, to then charge ticket prices accordingly – **action Mrs K Brown.** Suggested date Wednesday 23<sup>rd</sup> December 2015.
- St. Piran's Day - Saturday 5<sup>th</sup> March 2016, members suggested that a Cornish Themed Event could be run on this day, which could include some children from the Coppola School of Performing Arts, a Cornish market and perhaps a Cornish themed band/music.
- The Queen's 90<sup>th</sup> birthday celebrations – Sunday 12<sup>th</sup> June 2016, members agreed that the TTP should be involved with organising a party to celebrate this momentous occasion with Thanckes Park as the venue. The Chairman reported Cornwall Council have offered the use of Thanckes Park for this event free of charge.

**7. News Letter / Advertising**

A banner for the Christmas Light’s switch on will be put up on the fence at the end of North Road. The Chairman will publish details in the Mayor’s Column in the Advertiser.

**8. Torpoint & Rame Youth Project Report**

Nothing to report.

**9. Diary Dates 2015/2016**

These will be updated and circulated. Include: 11<sup>th</sup> November, 11am at Sparrow Park.  
Sunday 15<sup>th</sup> November Tapathon at the Council Chambers, plan to raise additional funds selling cakes and holding a raffle.

**10. Any Other Business**

- John Tivnan sought marshalling volunteers for the Mayor’s Civic Service on Sunday 11<sup>th</sup> October, Kelly Brown agreed to seek help via social media.
- A reminder of forthcoming events: Lions Senior Citizen Council at the Council Chambers on Friday 16<sup>th</sup> October and the RBL Poppy Appeal Launch Concert on Thursday 22<sup>nd</sup> October 2015, tickets are still available.

**11. Date of next meeting**

The date of the next Torpoint Town Partnership is set for 7pm, Tuesday 10<sup>th</sup> November, Committee Room, Council Chambers.

Meeting closed 8.45pm.....Chairman