



TORPOINT TOWN PARTNERSHIP

MINUTES of the Torpoint Town Partnership Committee held on Thursday 10th November 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, A. Brownhill – Lions, Cllrs. J. Tivnan and Mrs K Brownhill – Torpoint Community Events Co., Mrs J Martin, T. Moore - RBL, , Mrs C. Southworth - Assistant Town Clerk (ATC).

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 Mrs K Brown – Coppola School of Performing Arts, Cllr. G. Davis, Mr C Goodman – St. Columba and Torpoint RFC, 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 (8th October 2015)

The minutes of the previous meeting were confirmed as accurate with the following changes: an omission for a charge to be made to the Torpoint Neighbourhood Plan for a stall, see item (b) below. Also, removal of the name Nick Fox (Item 5) offering assistance with the cherry picker.

Matters Arising.

a) Barclays Bank Torpoint branch closure – The Chairman explained that after the closure of Barclays Bank Torpoint Town Partnership will endeavour to be kept informed regarding the planned use of the building.

b) Carnival – Following a question from Mrs K. Brownhill the Treasurer confirmed a payment of £25.00 had been received from the licensed bar stall holders and a charge of £25.00 had been made (and paid) to the Torpoint Neighbourhood Development Plan for their stall. (This had been omitted from the Minutes of the last meeting.) The Treasurer confirmed that all other donations had been paid, except the payment of £300.00 (maximum amount) to Torpoint Community Events Company, for replacement of electrical sockets etc., subject to invoices/receipts being submitted and subsequent approval for payment.

4. Financial Report

- The Treasurer detailed the Financial Report for the accounts to date.
- Any outstanding invoices from Armed Forces Day now exceeds 90 days.
- Members discussed the current bank balance: £1,779.17. The Carnival event had made a total of £404.00 donation to the bank account. The Armed Forces Day had made a total of £153.67 donation to the bank account.
- Planned expenditure for the Christmas Light's Switch On, will include:
 - Chocolate lollies for the children
 - Children's Entertainer (approximately £150.00 to £200.00)
- Members discussed organising a children's Christmas party and it was suggested that a float would need to be made available to purchase food, drink, children's gifts. Members proposed and agreed a maximum float of £500.00 be made available for this event – **action Treasurer.**

5. Updates on projects in and around the Town

Saturday 28th November – Christmas Light's Switch On, Fore Street

John Tivnan reported that the Christmas tree is due to arrive on Saturday 21st November. The Chairman highlighted that the Torpoint Fire Service have offered to assist with putting up lights on the main tree on Monday 23rd November, their assistance will be greatly appreciated. Members felt, if budget permitted, that Christmas Lights should be put on the tree already growing in Sparrow Park – **action J Tivnan, who agreed to investigate.**

Kelly Brown will switch on the Christmas Lights. Andy Brownhill expects the Lions Santa's sleigh to be parked outside the old Health Centre, ready to be driven up Fore Street.

The proposed programme of events, see attachment, prepared by Mrs K Brown was agreed by Members, this will now be circulated and posters displayed around the town – **action Mrs K Brown & the Assistant Town Clerk.**

Mrs J Martin reported the chocolate lollies have been purchased for the children, re-imburement will be made when presented for payment.

6. Fund Raising

- Casino Night/Murder Mystery evening – the Chairman reported having recently spoken to a member of public who had run a very successful Murder Mystery event in the town, which had raised a large amount of funds, the Chairman agreed to pursue this matter further and check availability of the Council Chambers with the ATC – **Action Chair.** It was agreed therefore to postpone further investigation into a possible Casino night.
- Children's Christmas Party plans progressing, proposed date of Wednesday 23rd December 2015 remains. Mrs K Brown will investigate availability of a children's entertainer, children will be given a small gift from Father Christmas and a snack and a drink, ticket prices will be charged accordingly – **action Mrs K Brown.** Mrs K Brownhill, Mrs J Martin and the ATC volunteered to assist at this event.
- St. Piran's Day - Saturday 5th March 2016, the Chairman explained that he understood the Comrades club were organising an event for this day, members therefore felt that it would be unwise to run similar events on the same day.
- The Queen's 90th birthday celebrations – Sunday 12th June 2016, the cost of hiring tables will need to be investigated, Mrs K Brownhill has already looked at one hire firm, prices quoted for 6' x 2' 6" length table for one weeks' hire is £2.10 each excluding VAT.
- Carnival 2016 – the Chairman will contact A. Martin for his availability, in order that a Carnival date for 2016 can be set – **action Chair.**

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, along with the programme of events posters.

8. Diary Dates 2015/2016

These will be updated and circulated. No other diary dates to add currently.

9. Reports from any organisations

None.

10. A.O.B.

- J. Tivnan suggested sending a letter to all organisations in the town, it could include a New Year message to groups and invite them to send a representative to future Torpoint Town Partnership meetings. Members felt this was a very useful idea and J. Tivnan agreed to draft a letter, for the Chairman to sign, which would be emailed by the ATC. **Action J. Tivnan, Chair and ATC.**

11. Date of next meeting

The date of the next Torpoint Town Partnership is set for Thursday 14th January 2016, 7pm, Committee Room, Council Chambers.

Meeting closed 8.15pm.....Chairman