



# TORPOINT TOWN PARTNERSHIP

**MINUTES** of the Torpoint Town Partnership Committee held on Thursday 14<sup>th</sup> April 2016 at 7.30pm in the Mayor's Parlour, 1 – 3 Buller 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, S Morris – Lions, A. Martin, Mrs J Martin, T. Moore – RBL, Mr R Skelly – Kernow Aerials, A. Glanville - Kernewek Link, Mrs C Southworth – Deputy Town Clerk (DTC).

## 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 L Murray – CHAT and Mrs R Pellew - Archives.

## 3. Minutes of the Meeting and matters arising (10<sup>th</sup> March 2016)

The minutes of the previous meeting were confirmed as an accurate record.

Matters Arising.

a) Proposed circulation letter to organisations – J Tivnan gave a brief summary of the contents of the letter and the reasons behind it. The Chair agreed to include reference to the contents of the draft letter in the Mayor's Column in the next edition of the Advertiser – **action Chair**.

b) Members agreed to discuss the following matters arising after receiving the Financial Report from the Treasurer:

- Appointment of Auditor
- Appointment of additional signatories for the bank account

## 4. Financial Report

a) The Treasurer, confirmed the current bank balance in the account at £1,102.21, with the figures reconciling.

b) The Treasurer confirmed that a document detailing the planned expenditure (to date) for the Queen's 90<sup>th</sup> Birthday celebrations in the town, planned for June 2016, had been submitted to Torpoint Town Council. The Treasurer explained that the council has approved the planned expenditure and subsequently delegated authority to the officers of the council, to expend finances on this event provided that

- i) The expenditure is demonstrated as being within the budget presented.
- ii) That the expenditure has been approved within the normal decision process of the TTP.

Therefore, purchase orders will need to be approved by TTP, forwarded to the DTC to place the order, within the budget amounts already agreed by Council.

c) Further to discussions held at the last meeting, the Treasurer explained that a request had been made to Torpoint Town Council to undertake an audit of the TTP accounts. The request was discussed at the March Council meeting, where it was felt that it was not appropriate for the Town Clerk to undertake an audit of the TTP accounts. The Treasurer reported that Stewart Dudman is employed at HMS Raleigh in the cash office and had been recommended to him, so the Treasurer made contact with him to ask him

to "look over" the accounts. The Treasurer explained that he is also the Treasurer at St. Columba and Torpoint RFC and has no interest with the TTP. Presenting the accounts to Stuart Dudman to "look over" them, he made the following observations:

- A couple of items within the accounts need to be cross referenced
- There are four cheques which have not been presented for payment, from the Armed Forces Day event last year, each value £15.00, total amount £60.00. Members discussed the various reasons why the cheques could not have been presented and it was agreed for the Treasurer to establish the payees. Later in the meeting, the Treasurer identified the following four payees:
  - i) South Atlantic Medal Association
  - ii) RSPB
  - iii) Type 21 Association
  - iv) Torpoint RBL

Members felt that as these are all charitable organisations, then an opportunity to follow up why they had not been presented for payment should be made, the Treasurer agreed to action – **action Treasurer.**

The following recommendations were made by Stuart Dudman:

- Copies of meeting minutes are held in the file for referencing
- Total value of the funds is broken down into sub headings

Members thanked the Treasurer for arranging the "look over" of the accounts and debated the formal appointment of an auditor. Mrs J Martin expressed her disappointment that Torpoint Town Council had not agreed to assist with the organisation of the audit of the TTP accounts, referring to the Constitution which states the accounts are under the auspices of the Torpoint Town Council. Cllr. G Davis replied to Mrs J Martin indicating that he had disputed the involvement of the Council in the audit of the TTP accounts, due to the fact that authority had been delegated to the officers of the Council for the forthcoming Queen's 90<sup>th</sup> Birthday celebrations, to undertake approved purchases for the event. The Treasurer concurred with Mrs J Martin, saying he felt "let down". In order to ensure the audit of the accounts is formally undertaken members agreed to ask the Treasurer to ask Stewart Dudman to formally audit the set of accounts – **action Treasurer.**

Mrs J Martin minuted a vote of thanks to Cllr. E Andrews for all the work he has undertaken as Treasurer of the TTP; members minuted a vote of thanks to Stewart Dudman for the work he has undertaken.

d) Due to the impending resignation of the Treasurer, a volunteer to take over this role will be sought at the June AGM.

e) Mrs K Brownhill volunteered to become a signatory on the bank account, which members approved, and will seek advice from the bank on how to progress this forward – **action Mrs K Brownhill.**

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

a) The Queen's 90<sup>th</sup> Birthday celebrations - Beacon Lighting Ceremony Thursday 21<sup>st</sup> April 2016.

Members discussed the following points:

- Two children have been invited from each of the local schools to be part of the lighting ceremony, actioned
- The Tamar Bridge and Torpoint Ferry Joint Committee have agreed for Rendel Park to be the town venue, on condition that
- All Health and Safety considerations/documentation is in place
- The Town Band will be part of the programme of events
- PA system – Andy Martin is available
- Short press release has been circulated, and will be promoted further on social media
- Fencing repairs discussed – **action Chair**
- The Jetty have been reminded of the event, Cllr. G Davis to email and have approved use of power supply for the PA system.

- Beacon / gas burner for the ceremony - Ray Skelly provided the gas inspection certificate and arranged to meet the DTC in advance of the event to ensure all parts of the Beacon are together. The Chair will ask for assistance to lift the basket onto the tripod. Ray Skelly will sponsor the gas bottles. Site and set up meeting arranged for 10am Thursday 21<sup>st</sup> April.
- 14 chairs for the Town Band to be delivered to the site.
- Insurance – Torpoint Town Council has resolved to be responsible for this event and this would include the insurance element. Minimum insurance recommendations are stipulated.
- Risk assessment documentation done.
- Lighting time confirmed as 7.30pm.
- Programme for the event agreed, to be circulated by DTC.

b) The Queen's 90<sup>th</sup> Birthday celebrations – Town celebration in Thanckes Park Sunday 12<sup>th</sup> June 2016. Members discussed the following points:

- Timing 2 – 7pm
- Tables, pricing discussed, 6ft x 2' 6" - quotes obtained £906.63 best price, 30% deposit payment to be approved for payment - £271.99 APPROVED
- VIP tables (3) and chairs to be borrowed and brought up from the Council Chambers
- Residents to bring their own chairs and provide food/refreshments themselves
- MC Bars will be providing a bar
- Layout of tables, facing the stage, will be 176 x 6' long tables, which will seat 1,056 at these tables – there are additional areas of the Park where the public will be able to sit on picnic blankets and watch the entertainment
- Brandon hire required: Safety barriers (number and size agreed), toilets (4 toilets, 1 disabled and 1 urinal unit), silent generator (16amp), J Tivnan to establish exact prices, liaise with DTC and then place the order – **action J Tivnan/DTC**
- Union Flag tablecovering and table clips, approximate cost £440 plus £50, Mrs K Brownhill to liaise with DTC then place the order – **action Mrs K Brownhill/DTC**
- Mr Bounce prices agreed (£250.00 20' x 20' Bouncy Castle + £350.00 50' Assault Course) all booked, will make a decision on charging for use nearer the time.
- The Lions will run a tea tent
- Hot food providers: as the Town Fryer are unable to supply, Phil Newcome has asked if he is able to supply two hot food stands, members agreed. J Tivnan agreed to liaise with him – **action J Tivnan**
- Ice cream vans (two) – booked (income £100)
- Hiring of a van may be required to transport tables from Benodet Park to the Lawn. A Martin explained that his van, once emptied in the morning, would be available for this. The Chair added that a trailer is available for use, Ray Skelly volunteered to tow the trailer
- Litter bins – Lions can provide litter bins
- Emptying of litter bins – **to be discussed**
- Skip will be required, J Tivnan agreed to look into (Viridor) – **action J Tivnan**
- Local schools participation, Torpoint Nursery & Infant School and Carbeile Junior School have confirmed they wish to be part of the event. Waiting to hear from Torpoint Community College.
- Sound system, stage set up – Andy Martin to co-ordinate with his team, may be a requirement for an additional sound system from the park.
- Large birthday cake – The Chair and S Morris to follow up with HMS Raleigh
- Marshalling/Volunteers – T Moore has raised this at the recent RBL meeting. The Chair will contact HMS Raleigh for assistance from Naval trainees. Further volunteers are going to be needed for this event.
- The Planned Expenditure sheet to be updated

### **Proposed entertainment**

The Torpoint Town Band play before the official opening

2pm Official opening of the event – Sir Richard Carew-Pole has been asked

Children's Entertainer – Harry Kazam confirmed (charge approx. £140)

The local schools

5 – 7pm Dulcet Tones – (expenditure of £100)

Janine Wright has confirmed

## **6. Fund Raising**

Table top sale on Saturday 30<sup>th</sup> April (general fundraising being organised by Mrs K Brownhill).

## **7. News Letter / Advertising**

- Mayor's Column as previously noted.
- Kernewek Link
- Advertiser
- Social media
- Cornish Times
- Local churches

## **8. Diary Dates 2016**

These will be updated and circulated.

## **9. Reports from any organisations**

a) Lions (S Morris)

Ran a successful beach clean with students from Torpoint Community College on the seafront alongside Chapeldown Road

Black Prince procession (Bank Holiday Monday)

b) Beach and Park Clean (Chair)

Report from local resident who has undertaken a beach and park clean in Thanckes Park, a variety of rubbish was gathered

c) CHAT (Mrs. L Murray – report given by the Chair).

Diary dates:

Health Day with Healthwatch: 1<sup>st</sup> June

Torpoint Lady Singers Barn Dance and Pasty Supper: Friday 22<sup>nd</sup> April (tickets £6 from Choir members)

The CHAT Directory is being updated in the Autumn, so any details which have changed or new organisations to be added, please contact CHAT

d) Community Events Co. (J Tivnan)

Volunteers to accompany J Tivnan to Taunton to view Christmas Lights for this year will be sought at the next Council meeting.

## **10. A.O.B.**

A Martin suggested that the Council and/or the TTP could invest in banners to advertise themselves at future events in the town. Members felt this was a useful suggestion, the Chair agreed to discuss further with the DTC. **action Chair/DTC.**

## **11. Date of next meeting**

The date of the next Torpoint Town Partnership is set for **Tuesday 10<sup>th</sup> May, 7.00pm** Committee Room, Council Chambers.

Meeting closed 8.45pm.....Chairman