



# TORPOINT TOWN PARTNERSHIP

**MINUTES** of the Torpoint Town Partnership Committee held on Tuesday 10<sup>th</sup> May 2016 at 7.00pm in the Committee Room, 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, A. Martin, Mrs J Martin, Mrs L Murray – CHAT, Mr R Skelly – Kernow Aerials, 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 S Morris – Lions, A. Glanville - Kernewek Link, T. Moore – RBL and Mrs R Pellew - Archives.

## 3. Minutes of the Meeting and matters arising (14<sup>th</sup> April 2016)

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

Matters Arising.

a) Reference content of the proposed circulation letter to organisations – The Chair did not include reference to this as it was his last press release as Mayor of the town.

b) Appointment of additional signatory – Mrs K Brownhill has obtained the forms to become a signatory on the bank account. Agreed that as the position of Treasurer is to be appointed next month, all the arrangements to make changes on the account would be undertaken together.

c) Beacon Lighting Ceremony – The Chair explained that it was a privilege to light the Beacon in honour of HM The Queen's actual 90<sup>th</sup> Birthday accompanied by children from the three schools in front of a great crowd of local residents. The Chair thanked all those who had been involved with ensuring the event was a great success. Particular thanks to Mr R Skelly from Kernow Aerials for supplying the gas for the Beacon.

d) The Queen's 90<sup>th</sup> Birthday celebrations

- Skip will be required, J Tivnan has ordered a closed skip, from Viridor and the DTC has raised a purchase order. DTC will liaise with Viridor about the delivery date and time, it is expected that delivery will take place on Friday 10<sup>th</sup> June.
- Two schools have confirmed attendance at the event. Programme of events is nearly completed, see Note 5.
- Ray Skelly explained that Carbeile Junior School have agreed to the loan of their trailer for the event.
- Volunteers to erect the tables, cover all with tablecloths and clips and then take down are still being sought. The Chair agreed to ask Terry Moore. Also the Sea Cadets, Army Cadets, Fire Brigade and Rugby club members could be asked to assist, particularly with the take down, as this is when volunteers are less likely to be available. **Action All.**
- Tablecoverings – the DTC will place the order as soon as possible for tablecoverings and table clips – **action DTC.**

- Update planned expenditure – the DTC to update the planned expenditure, being mindful of the budget amount set by Torpoint Town Council - £5,000 – **action DTC.**
- Opening of the ceremony – will be undertaken by the Mayor of Torpoint.
- Harry Kazzam – Children’s Entertainer is confirmed for two separate 45 minute shows, £130.00 per show, total cost £260.00.

e) Black Prince Procession – Millbrook and Kingsand/Cawsand – Mrs L Murray explained that the event had gone well and was well attended, unfortunately the weather was not so kind on the day.

f) Banners

- The Town Fryer have offered to sponsor a banner for the annual Carnival event in the town.
- Suggested that a banner is purchased, which can be displayed at future town events, saying “Supported by Torpoint Town Partnership”, displaying website details. DTC to obtain price for printed colour banner size 6’ x 2’ – **action DTC.**
- Suggested also, that a banner is requested to be purchased by Torpoint Town Council, which can be displayed at future town events, saying “Supported by Torpoint Town Council”, displaying website details – **action Chair to Torpoint Town Council.**

**4. Financial Report**

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

The Treasurer confirmed that the audit of accounts has been prepared, Stewart Dudman to undertake an official audit.

The four cheques which have not been presented for payment, from the following four payees:

- i) South Atlantic Medal Association
- ii) RSPB
- iii) Type 21 Association
- iv) Torpoint RBL

from the Armed Forces Day event last year, each value £15.00, total amount £60.00. Members asked if contact had been made with any of the organisations. Mr J Tivnan explained that he had not received the cheque which was issued to Torpoint RBL. It was agreed the Treasurer to write to these organisations, offering a replacement cheque once the original cheques are cancelled at the bank – **action Treasurer.**

b) Mrs K Brownhill to be added as a signatory, Mrs J Martin volunteered to also be a signatory on the bank account, which members approved.

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

a) 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:

- Mrs L Murray – volunteered to assist with marshalling of the Bouncy Castles if needed. Bouncy Castle will not be charged for use
- Fancy dress will be optional for all
- Mrs L Murray suggested James Franklin could be asked to provide Circus Skills – all agreed too late to ask
- VIP tables not required
- Programme of events to be emailed to DTC by Andy Martin – **action A Martin**
- MC Bars will be providing a bar
- Tables ordered, deposit paid
- Safety barriers (number and size agreed), toilets (4 toilets, 1 disabled and 1 urinal unit), silent generator (16amp), purchase order placed – DTC to confirm delivery date and time - **action DTC.**

- The Lions will run a tea tent
- Hot food providers: Phil Newcombe will be supplying two hot food stands, The Chair and DTC to clarify set up details – **action Chair/DTC**
- Ice cream vans (two) – booked (income £100)
- Discussed asking for donations from MC Bars and Phil Newcombe, which will then be offset against the budget received from TTC – **action Chair/DTC**
- Lions can provide litter bins
- Emptying of litter bins, Caretaker from TTC, overtime to be added to expenditure – **action DTC**
- Large birthday cake – The Chair and DTC to follow up with HMS Raleigh – **action Chair/DTC**
- Grass cut – The Chair has organised for the grass to be cut prior to the event by Cornwall Council
- Marshalling/Volunteers – already noted
- Mr A Martin will be there from 7.30am in the park to set up.

### **Proposed entertainment**

The Torpoint Town Band play before the official opening

2pm Official opening of the event – Town Mayor

Children's Entertainer – Harry Kazam confirmed two separate shows

The local schools

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

Janine Wright

Coppola School of Performing Arts – Singing group

Full running programme is being completed by Mr A Martin

b) The Carnival – Saturday 24<sup>th</sup> September

- Road closure required, Mr J Tivnan agreed to action – **action J Tivnan**
- Mrs K Brownhill has taken enquiries for stalls already
- Agreed for Carnival to take the same format as previous years
- Ask Tom and Fiona for use of their open top car – **action G Davis**
- G Davis to ask relative for use of car – **action G Davis**
- Liability insurance, Chair to check previous years' cover – **action Chair.**

### **6. Fund Raising**

Discussed the possibility of running a fundraising event on the evening of the Carnival day – possibility of an Barn dance style event at the Council Chambers, DTC agreed to check availability of Dave Mashford – **action DTC.**

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

- Posters to advertise the Queen's 90<sup>th</sup> birthday celebrations – **action Chair**
- Mayor's Column as previously noted.
- Kernewek Link
- Advertiser
- Social media

### **8. Diary Dates 2016**

These will be updated and circulated.

- Thursday 4<sup>th</sup> August, Benodet Park - Band of HM Royal Marines Concert

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

a) CHAT (Mrs. L Murray).

- Health Day with Healthwatch: 1<sup>st</sup> June
- The CHAT Directory is being updated in the Autumn, so any details which have changed or new organisations to be added, please contact CHAT. It is possible that the directory will include some

advertising. It will be delivered to all postcodes in PL10 and PL11 areas, which includes Donderry, St. Germans and all areas of the Rame Peninsula.

- 25<sup>th</sup> Anniversary event of CHAT starting – there will be an event in November this year

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

- Members agreed to review the TTP Constitution at the next meeting, which will be the AGM of the TTP. Mrs J Martin will forward an electronic copy of the Constitution, DTC to circulate with the Minutes, so that members can come to the meeting with proposals to update – **Action Mrs J Martin/DTC.**
- The DTC sought clarification that as a new Mayor and Deputy Mayor are due to be elected before the next meeting this will be the current Chair's last meeting.

**11. Date of next meeting**

The date of the next Torpoint Town Partnership meeting is set for **Thursday 9<sup>th</sup> June, 7.00pm** Committee Room, Council Chambers.

Meeting closed 8.30pm.....Chairman