



TORPOINT TOWN PARTNERSHIP

MINUTES of the Torpoint Town Partnership Committee held on Thursday 9th June at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: - Cllr. M.N. Pearn MBE, Cllr. E Andrews, Cllr. G Davis, Cllr. Ms R Tanner BEM, J Tivnan – Torpoint Community Events Co, A. Martin, Mrs J Martin (late arrival), Mr R Skelly – Kernow Aerials, Mrs C Southworth – Deputy Town Clerk (DTC).

1. Welcome – Chairman

In the absence of Cllr. M J. Crago Town Mayor, Cllr. M N Pearn MBE agreed to Chair the meeting. On behalf of all members of the Torpoint Town Partnership he sent best wishes to Mrs K Bownhill, members sent their kind wishes too. The Chairman thanked those members for attending.

2. Apologies

Apologies were submitted on behalf of Mrs K Brownhill, Cllr. M J Crago – Town Mayor, S Morris – Lions, T. Moore – RBL, Mrs L Murray – CHAT and Mrs R Pellew - Archives.

3. Minutes of the Meeting and matters arising (10th May 2016)

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

Matters Arising.

a) Purchase of banner for the Torpoint Town Partnership, cost £48.00 plus VAT, which can be displayed at future town events, members approved this purchase. The order will be placed by Torpoint Town Council and an invoice to the TTP will be issued – **action DTC.**

b) Unbanked cheques which have not been presented for payment are now out of date.

c) Bank signatory – J Tivnan explained that the form to add Mrs K Brownhill as a bank signatory was completed and ready to be submitted last month; however at the meeting it was agreed to delay until a new Treasurer had been appointed, when all the paperwork/forms could be submitted at the same time.

d) Carnival

- Cllr. G Davis confirmed availability of his parents' car
- Tom and Fi's car – to be confirmed
- Insurance – to be confirmed
- Barn dance opportunity after the Carnival – Dave Mashford is not available

4. Financial Report

a) The Treasurer, presented the following:

- Financial Audit Report 2016 summary
- Letter from Stewart Dudman giving observations and recommendations following Audit of TTP Accounts (dated 12 April 2016)

- Letter from Stewart Dudman content that all necessary actions have been taken with regard to the observations made (dated 7 June 2016)
- Balance Sheet as at 18.05.16
- Financial Account record from 31.12.13 to 18.05.16
- TTP Summary showing balance at £1,102.21
- Gorsedh Kernow 2014 Summary
- Armed Forces Day 2015 Summary
- Torpoint Carnival 2015 Summary

Members approved the accounts; the Chair agreed to write a letter of thanks to Stewart Dudman – **action Chair**. Members agreed that a formal auditor will need to be appointed in the future.

b) Appointment of new Treasurer and Bank signatories

Agreed to suspend the appointment of a new Treasurer. Cllr. Ms R Tanner BEM volunteered to support the newly appointed Treasurer when in post. Bank signatories will be: Mrs K Brownhill, Mrs J Martin and T Moore; the current Treasurer will remain a signatory until a replacement is found.

Cllr. E Andrews left the meeting at this point.

5. Review of Constitution

Members agreed that in the absence of a new Chairman this item would be deferred until the next meeting.

6. Forthcoming events and projects

a) The Queen's 90th Birthday celebrations

Members discussed the following points:

- Flags for Fore Street – volunteers were sought to assist J Tivnan with the erection of flags in Fore Street, Mr R Skelly, Cllr, G Davis volunteered
- Napkins for birthday cake, J Tivnan agreed to source. Knife for the cake, Mrs J Martin agreed to source
- Grass cutting of Thanckes Park – the Chairman is endeavouring to ensure the grass is cut in advance of the event
- Marshalling / volunteers – the probation service will be available in the morning to assist with putting up tables
- Andy Martin explained that he had met with the DTC to run through the activities leading up to Sunday morning and is willing to meet the delivery drivers on Friday (skip delivery/table delivery/toilets & barriers/generator etc.
- St John Ambulance caravan location discussed and agreed
- It is anticipated that the Park will be open at 1.00pm
- Stalls, MR Bars and bouncy castle confirmed
- Lions – tea tent and delivery of dust bins confirmed
- Cake been made by HMS Raleigh Cookery school
- As much publicity as possible is required. DTC to post regular updates on Facebook (Torpoint Diamond Jubilee Page) on the Sunday morning – action DTC
- The Chairman agreed to compile a programme of events – action Chairman

Entertainment programme

- 1.30pm Music from The Torpoint Silver Band
 - 2.00pm Welcome and opening by the Town Crier and Town Mayor
 - 2.05pm Torpoint Nursery and Infant School
 - 2.30pm Harry Kazzam Magic and Fun
 - 3.15pm Carbeile Junior School
 - 3.45pm Janine Wright
 - 4.05pm Torpoint Community College
 - 4.35pm Harry Kazzam Magic and Fun
 - 5.15pm Coppola School of Performing Arts
 - 5.35pm Music from The Dulcet Tones
 - 7.00pm Close by the Town Mayor
- Although times are subject to change.*

b) The Carnival – Saturday 24th September

- J Tivnan has completed the road closure application and agreed for Torpoint Community Events Ltd. to provide the insurance. DTC to submit the application and Mr J Tivnan agreed to pay the road closure fee via card payment and then will arrange reimbursement for this fee – **action J Tivnan/DTC**

7. Fund Raising

Forthcoming table top sale at the end of the month to be cancelled and removed from the diary of events - **action Chair/DTC.**

8. News Letter / Advertising

- Posters and social media publicity to advertise the Queen's 90th birthday celebrations – **action Chair/DTC**
- Kernewek Link
- Advertiser

9. Diary Dates 2016

These will be updated and circulated.

10. Reports from any organisations

None

11. A.O.B.

None.

12. Date of next meeting

The date of the next Torpoint Town Partnership meeting is set for **Thursday 14th July, 7.00pm, this will be the Annual General Meeting** Committee Room, Council Chambers.

Meeting closed 8.20pm.....Chairman