



TORPOINT TOWN PARTNERSHIP

MINUTES of the Torpoint Town Partnership Committee held on Tuesday 21st February 2017 at 7.00pm in the Committee Room, York Road, Torpoint.

In the absence of the Mayor and Deputy Mayor, members elected Cllr Mrs J Martin to Chair the meeting.

PRESENT: - Cllr Mrs J Martin - Chairman, Cllr. E Andrews, Cllr. Mrs K Brownhill, Cllr. G Davis, Mr A. Martin, Mrs L Murray – Community Health Around Torpoint (CHAT), Cllr. J Tivnan – Torpoint Community Events Co, Mrs C Southworth – Deputy Town Clerk (DTC).

		ACTION
1.	Welcome – Chairman Cllr. Mrs J Martin welcomed members to the meeting.	
2.	Apologies Apologies were submitted on behalf of Cllr. M J. Crago Town Mayor, Mr A Brownhill – Torpoint & Rame Peninsula Lions, Cllr. A Glanville – Link 2u, Cllr. L Keise Deputy Mayor, Mr T Moore – Royal British Legion, Cllr. M.N. Pearn MBE and Mrs R Pellew – Torpoint Archives.	
3.	Declarations of interest relating to items on the agenda None.	
4.	Minutes of the Meeting and matters arising (10th January 2017) The minutes of the previous meeting were confirmed as an accurate record. Matters Arising: a) Pursuant to item 4a) enquiry into purchasing a gazebo – this has now been brought to the attention of the town council. It has now been forwarded to the next meeting of the Asset Management and Operations Committee (AMandOC); Cllr J Tivnan agreed to investigate the cost to add the town logo to the gazebo and bring to this the next AMandOC meeting.	Cllr J Tivnan
5.	Financial Report a) Accounts update - The Treasurer confirmed the current accounts and sought authorisation to reimburse Cllr M Pearn MBE, who had paid the deposit payment to the Arrow Barrow display team - £50.00 was authorised for payment. The DTC identified a rogue invoice which had been forwarded from Harry Kazam – this is not for payment. The DTC to action follow up. b) Update on bank signatories/ Treasurer – all signatories are now confirmed.	Treasurer DTC

	<p>The Treasurer indicated that Cllr Mrs K Brownhill was now willing to take on the role of Treasurer for the TTP and handed over all financial documentation to Cllr Mrs K Brownhill. The Chair and members gave a vote of thanks to Cllr E Andrews for all his efforts in this role and welcomed Cllr Mrs K Brownhill to the role of Treasurer. Cllr E Andrews agreed to forward the Excel spreadsheet to Cllr Mrs K Brownhill for use.</p> <p>Members discussed the planned forthcoming closure of Lloyds Bank in the town and the impact on the organisation; the Treasurer highlighted alternative banking organisations which he understood accepted Treasurer accounts. It was agreed to review the current banking situation in due course.</p> <p>Cllr E Andrews left the meeting at this point.</p>	Cllr E Andrews
<p>6.</p>	<p>Forthcoming events and projects</p> <p>Saturday 24th June 2017 predicted budget was discussed in detail, see budget document appended to these minutes.</p> <p>Entertainment planned (in no particular order): Torpoint Town Band – play at the beginning of the event Town Crier – provide a welcome and open the day Torpoint Nursery and Infant School Carbeile Junior School Torpoint Community College Function Band (to be confirmed) Chameleon Dulcet Tones Firework Display – confirmed</p> <p>Members were advised by the DTC that the Town Crier would be willing to promote the event in Torpoint town centre earlier the same day if required. This prompted Mrs L Murray to explain having seen the Town Crier run a Town Crier competition for children. Members discussed this and felt it would be a worthwhile addition to the programme of activities, giving it the name "Torpoint's Tiny Town Crier". DTC to discuss with the Town Crier.</p> <p>Insurance – Cllr J Tivnan confirmed Barriers/toilets – same as last year, to be hired Generator – need additional power compared to last years' event, Andy Martin to liaise with the DTC Staging – confirmed Light Years Light and Sound</p> <p>Bar arrangements – confirmed MR Bars</p> <p>Food/catering vendors – Town Fryer to be confirmed; other vendors were discussed, including inviting the Cornish Pod and previous vendors who have attended past events. Members highlighted the importance of ensuring that food vendors do not duplicate the same food for sale.</p>	<p>Cllr M N Pearn DTC</p> <p>DTC</p> <p>DTC</p> <p>DTC DTC</p> <p>Cllr M N Pearn /Cllr J Tivnan</p>

	<p>Discussed inviting stallholders, agreed that this was a useful opportunity for local businesses and could also provide additional income to the budget. Cllr Mrs K Brownhill will seek out the previous stallholder application.</p> <p>Other possible income opportunities:</p> <ul style="list-style-type: none"> ➤ Big Lottery Grant ➤ Carew Pole Charitable Trust Grant – (check when last applied for) ➤ Business sponsorship funding ➤ Raffle – will make a decision on this nearer to the event. <p>“Manpower” – Mr A Martin highlighted the importance of having sufficient manpower available at the event, for set up and more importantly for set down. He explained that the take-down is likely to take up to 5 hours and therefore volunteers would not be finished until 4am in the morning, adding that volunteers need to be advised that lifting will be involved. Mr A Martin agreed to check the exact number of volunteers already available and then the necessary number of extras would need to be sought.</p> <p>Security – Cllr J Tivnan explained that security and patrol of Thanckes Park has been organised for the Friday night, as the stage is being erected on Friday. Cllr J Tivnan will confirm the security arrangements at the next meeting.</p> <p>Marketing/Publicity – Cllr G Davis suggested Link 2U may be able to invite businesses to sponsor their support for the event in a forthcoming edition of the publication, and volunteered to discuss with Cllr A Glanville. Posters, Facebook and further social media advertising will be required nearer the time of the event. Suggested adding a “save the date” to the Diamond Jubilee Facebook page – the Chair volunteered to action this, with members adding that mentioning the “free bouncy castle, beer and entertainment” may help with publicity.</p>	<p>Cllr Mrs K Brownhill</p> <p>Mr A Martin</p> <p>Cllr John Tivnan</p> <p>Cllr Gary Davis</p> <p>Cllr Mrs J Martin</p>
7.	<p>Fund Raising</p> <ul style="list-style-type: none"> ➤ Advertising opportunity ➤ Possibility of a raffle at the town event. 	
8.	<p>News Letter / Advertising</p> <ul style="list-style-type: none"> ➤ Link 2U is available to run a press release along with social media. 	
9.	<p>Diary Dates 2017</p> <p>Will be updated and circulated with the minutes.</p>	<p>Cllr M N Pearn/DTC</p>
10.	<p>Report(s) from other organisations</p> <ul style="list-style-type: none"> ➤ CHAT – Mrs L Murray explained that a few details are incorrect on the printed CHAT Directory, including the Torpoint Ferry departure times. CHAT are planning their 25 years celebration event at the Council Chambers on Friday 3rd March 2017, which will include afternoon tea and entertainment, all are welcome to attend. The extension to the CHAT 	

	<p>community shop has now been opened by the Town Mayor and Mayoress.</p> <p>➤ Cllr John Tivnan detailed the Police Cadets, Rame Peninsula Lions and local Guides/Brownies re planning to undertake various clean-up activities for the Great British Spring Clean event, March 3rd to 5th adding that the cleaning trailer has been booked.</p>	
11.	A.O.B. None.	
12.	Date of Next meeting The date of the next Torpoint Town Partnership meeting is set for Tuesday 21st March 2017, 7.00pm Committee Room of the Council Chambers.	

Meeting closed 8.10pm.....Chairman