



# TORPOINT TOWN PARTNERSHIP

**MINUTES** of the Torpoint Town Partnership Committee held on Tuesday 21<sup>st</sup> March 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, Mr A Brownhill – Torpoint & Rame Peninsula Lions, Cllr G Davis, Cllr M.N. Pearn MBE, Cllr J Tivnan – Torpoint Community Events Co, Mrs L White and Mr D White – Town Fryer, Mrs C Southworth – Deputy Town Clerk (DTC).

		<b>ACTION</b>
<b>1.</b>	<b>Welcome – Chairman</b> Cllr Mrs J Martin welcomed members to the meeting, including new members Mrs L White and Mr D White – Town Fryer.	
<b>2.</b>	<b>Apologies</b> Apologies were submitted on behalf of Cllr. M J. Crago Town Mayor, Cllr. A Glanville – Link 2u, Cllr. L Keise Deputy Mayor, Mr A. Martin, Mrs L Murray – Community Health Around Torpoint (CHAT), Mr T Moore – Royal British Legion, and Mrs R Pellew – Torpoint Archives, Clare Shrimpton – Torpoint Speeding Awareness Group and Sara Ryder – Torpoint Community Theatre Company/Torpoint Chamber of Commerce (two new member enquiries).	
<b>3.</b>	<b>Declarations of interest relating to items on the agenda</b> None.	
<b>4.</b>	<b>Minutes of the Meeting and matters arising (21<sup>st</sup> February 2017)</b> The minutes of the previous meeting were confirmed as an accurate record. Matters Arising: a) Purchasing a gazebo – the DTC explained the town council has approved the purchase of a gazebo for use by residents/organisations in the town. The DTC will seek clarification from the council whether charges are to be applied for the hire/use of the gazebo. b) Cllr M Pearn MBE has received reimbursement for the advance payment. c) Harry Kazam – rogue invoice, DTC has contacted Harry Kazam who has apologies for the error d) Excel spreadsheet not yet forwarded Cllr E Andrews – actioned noted, now not outstanding. e) Town Band – booked for the June event f) Mini town crier competition – DTC has spoken to the Town Crier who is delighted with this idea and is very keen to offer this as part of the	DTC

	<p>programme of events</p> <p>g) All schools participation – DTC has received confirmation from all the schools in the town. Cllr M Pearn MBE explained that if the schools performed a variety of different activities on the day (i.e. not all singing), similar to the Queen’s 90<sup>th</sup> birthday event organised last year, then this would only enhance the programme. Clarification is sought whether the Carbeile School Field Gun crew will be attending – DTC to check.</p> <p>h) Barriers/toilets – DTC has ordered similar numbers of barriers and toilets to last years’ event</p> <p>i) Skip/wheelie bins – Cllr J Tivnan added these have been ordered</p> <p>j) Vendors – The Town Fryer had not yet been asked to attend, however at the meeting the Town Fryer confirmed they would be very keen to provide food (burgers, hot dogs, tea/coffee/kids drinks) at the event. Members discussed contacting other food vendors, including the Cornish Pod – Mr A Brownhill volunteered to check the availability of the Cornish Pod for the event, members re-iterated the importance of vendors not selling the same food.</p> <p>k) Cllr M Pearn MBE reported the bouncy castle is booked.</p> <p>l) Stallholder form – Cllr Mrs K Brownhill has located a previous stallholder application form, and agreed to update the form and then forward to the DTC to share with enquirers. Charges were discussed, suggested:</p> <ul style="list-style-type: none"> <li>i. Charity - £10</li> <li>ii. Business - £20 (members will confirm the charges at the next meeting)</li> </ul> <p>m) M R Bars will provide a mobile bar, no other stallholders will be permitted to sell alcoholic beverages – a donation after the event will be sought from M R Bars</p> <p>n) Ice-cream vans – Cllr M Pearn MBE agreed to book the ice-cream vans which have been used in the past.</p> <p>o) Manpower – The chair, on behalf of Mr A Martin, was pleased to confirm that Mr A Martin hopes to have sourced sufficient manpower for the Friday stage install and Saturday night set down, although the Chair added that extra volunteers for “lifting and shifting” would be welcomed at either of these times.</p> <p>p) Friday night security - Cllr J Tivnan confirmed that security for Friday night was sorted, when questioned Cllr J Tivnan added that currently there is not expected to be a charge for this service.</p> <p>q) Marketing/publicity – Link 2U invitation to businesses to sponsor a page – Cllr G Davis to contact Cllr A Glanville</p>	<p>DTC</p> <p>A Brownhill</p> <p>Cllr Mrs K Brownhill</p> <p>All</p> <p>Cllr M Pearn MBE</p> <p>Cllr G Davis</p>
<p><b>5.</b></p>	<p><b>Financial Report</b></p> <p>a) Accounts update - The Treasurer confirmed the current accounts are up to date and statement of balance is £1,499.37.</p>	
<p><b>6.</b></p>	<p><b>Forthcoming events and projects</b></p> <p>a) Event for 2018: Battle’s Over – A Nation’s Tribute and WWI Beacons of Light 11th November 2018, the DTC explained that the town has already registered an interest in participating. Members discussed possible</p>	

	<p>suitable locations for lighting a Beacon and it was felt that Rendel Park, which has been used before, was the most appropriate location. The Chair agreed to contact Ray Skelly to give advance notice of this event. In due course, a decision on whether this will be a town council or a TTP event will be need to be discussed and agreed, for public liability and insurance purposes.</p> <p>b) <b>Saturday 24<sup>th</sup> June 2017</b> additional discussions:</p> <p>i) Morris Dancers in the Arena, charge of £150.00 for 2 x 30 minute slots, were discussed and agreed</p> <p>ii) An acoustic stage for busking opportunities – members agreed this was a great idea.</p> <p>iii) Advertising for stallholders, including face painting and glitter tattooist.</p> <p>iv) Stallholders to be booked via Cllr Mrs K Bownhill or DTC.</p> <p>c) Carnival – date to be re-arranged, action Chair/Mr A Martin.</p>	<p>Cllr Mrs J Martin DTC  Chair/A Martin Chair/A Martin  All  Chair/Mr A Martin</p>
<b>7.</b>	<p><b>Fund Raising</b></p> <ul style="list-style-type: none"> <li>➤ Advertising opportunity</li> <li>➤ Big Lottery funding opportunity has now closed</li> <li>➤ Grassroots was discussed</li> <li>➤ Collection tins in local shops – Mr and Mrs D White from the Town Fryer offered to hold collection tins at their fish and chip shop in the town, Cllr J Tivnan/Cllr Mrs K Brownhill agreed to source the tins and DTC will add TTP event logos and distribute.</li> </ul>	<p>Cllrs J Tivnan &amp; Mrs K Brownhill, DTC</p>
<b>8.</b>	<p><b>News Letter / Advertising</b></p> <ul style="list-style-type: none"> <li>➤ Cllr G Davis to discuss with Link 2U running a sponsored business page</li> <li>➤ Social media, save the date to be posted on Facebook.</li> </ul>	<p>DTC</p>
<b>9.</b>	<p><b>Diary Dates 2017</b> Will be updated and circulated with the minutes.</p>	<p>Cllr M N Pearn/DTC</p>
<b>10.</b>	<p><b>Report(s) from other organisations</b> Cllr John Tivnan detailed:</p> <ul style="list-style-type: none"> <li>➤ Sunday 4<sup>th</sup> June – RBL Blessing of the Standard – all local organisations are being invited to take part, adding that he is hoping that Streetworks will agree a rolling road closure, who are apparently deliberating about this request.</li> </ul>	

<p><b>11.</b></p>	<p><b>A.O.B.</b>  Cllr John Tivnan reported:</p> <ul style="list-style-type: none"> <li>➤ Clean-up weekend, although the weather was not great for outdoor cleaning, the local Police Cadets cleared an area within Sennen Woods and unfortunately the Torpoint and Rame Peninsula Lions group cancelled their planned clean-up of the street-signs.</li> <li>➤ St John Ambulance vehicle has been booked for forthcoming town events, the DTC added that the town council has asked for a list of these event for their records.</li> <li>➤ Risk assessments for the June event and carnival will be reviewed in advance of the events and should not be a problem.</li> <li>➤ Invites are being issued to the RBL presentation evening Wednesday 10<sup>th</sup> May, including the Mayor.</li> <li>➤ Work will be starting shortly on Antony Road hill to strip bushes and remove debris, Cormac have been arranged to remove the waste from the site.</li> <li>➤ Speedwatch – a group of local volunteers are getting together to address the issue of speeding vehicles along Antony Road and Trevol Road. Currently nine volunteers have signed up for the training, which is being co-ordinated with the Police. The group have organised to purchase car stickers for onward sale at a cost of £2.50 each. Having visited the Tolvaddonn critical control centre, J Tivnan explained he is emailing Alison Hernandez, who is the elected police and crime commissioner for Devon, Cornwall and the Isles of Scilly to seek any possible funding for solar powered speed signs, which cost up to £8K each. Cllr G Davis added that at the forthcoming town council meeting with Cormac these solar signs could be discussed.</li> <li>➤ Possibility of Torpoint hosting the Bike race, Cllr J Tivnan asked if there was an update on this.</li> </ul>	<p>Cllr J Tivnan</p>
<p><b>12.</b></p>	<p><b>Date of Next meeting</b>  The date of the next Torpoint Town Partnership meeting is set for <b>Tuesday 18<sup>th</sup> April 2017, 7.00pm</b> Committee Room of the Council Chambers.</p>	

Meeting closed 8.00pm.....Chairman