



# TORPOINT TOWN PARTNERSHIP

**MINUTES** of the Torpoint Town Partnership Committee held on Tuesday 16<sup>th</sup> May 2017 at 7.00pm in the Committee Room, York Road, Torpoint.

Lambert Keise chaired the meeting.

**PRESENT:** Mr Lambert Keise, Mrs Kim Brownhill, Mr Andy Brownhill – Torpoint & Rame Peninsula Lions, Mr Andy Martin, Mrs Julie Martin, Mrs Lyn Murray – Community Health Around Torpoint (CHAT), Mrs Odette Norreys, Mr Mike Pearn MBE, Mrs Sara Ryder – Torpoint Chamber of Commerce/Torpoint Players/Torpoint Arts & Performance Society, Mr John Tivnan – Torpoint Community Events Co, Mrs Milly Southworth – Deputy Town Clerk (DTC).

		<b>ACTION</b>
<b>1.</b>	<b>Welcome – Chairman</b> The Chairman welcomed members to the meeting, including new members Mrs Sara Ryder and Mrs Odette Norreys.	
<b>2.</b>	<b>Apologies</b> Apologies were submitted on behalf of Mr G Davis, Mr T Moore – Royal British Legion and Mrs R Pellew – Torpoint Archives.	
<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 (18<sup>th</sup> April 2017)</b> The minutes of the previous meeting were confirmed as an accurate record. Matters Arising: a) Gazebo is available for hire/use by outside organisations. Mr A Martin requested the use of the gazebo for the town event and also the switching on of the Christmas Lights in December – action DTC. b) Virodor (skip hire) – JT has not received a reply to his email, he will chase it up. c) Publicity/Advertising June event – Cllr J Tivnan has emailed Debra Chinn at the Link 2U magazine. Social media and the Cornish Times have been used to publicise the forthcoming Feel Good Festival event. d) St John Ambulance – Cllr J Tivnan re-iterated the future fundraising concerns with St John Ambulance, who may be required to charge for attendance at community events in the future. Adding that it may be appropriate to make a donation to the organisation for attending the forthcoming Feel Good Festival event. e) Collecting tins – the three collecting tins have been placed at local businesses in the town. A comment was made that other local premises have unfortunately had their tins stolen recently, therefore it may be appropriate to empty them and also check they are securely fixed.	DTC  JT         DTC

<p><b>5.</b></p>	<p><b>Financial Report</b></p> <p>a) Accounts update - The Treasurer confirmed receipt of the following income for the Feel Good Festival event:  £70.00 Ice cream Van  £20.00 Another stallholder  Therefore, the current bank account balance with these amounts included is £1589.37.</p> <p>b) i) The DTC drew attention to the proposed budget and the subsequent request to Torpoint Town Council to seek additional funding of £2,000.00 for the Feel Good Festival event. Mrs J Martin explained that although the Council had initial reservations about the request, they have agreed to allocate the surplus which was underspent from the event held in 2016, this amount totals £1,358.93.</p> <p>ii) The DTC reported that sponsorship from the following local businesses has been obtained:  Huggins Marine Ltd - £200.00  Polhawn Fort - £200.00  Print Options – leaflet printing free of charge  Letters to thank these organisations to be forwarded – action DTC.</p> <p>Suggested further sponsorship letters could be sent to businesses in Enterprise Court, Devonshire’s Garage, Whitsand Bay Hotel, R W Carter Excavations.</p> <p>Members identified that with the financial benefit of the allocation from 2016/17 unspent funds and the already agreed sponsorship, there is likely to still be a shortfall in the budget for the town event. Mrs J Martin suggested that the expenditure currently allocated for the firework display (£2,000.00) could be decreased, by say £500.00, this would shorten the length of time for the display and its impact, however this will help to ensure the event is kept within budget. Members agreed with this proposal, and asked the DTC to liaise with the firework display company, on the assumption that no further sponsorship is obtained.</p> <p>Mr A Martin explained there is a possibility that the Morris Dancers charge may be reduced, he is looking into this.</p> <p>c) Audit of the Accounts  Members were reminded that last year an annual internal audit of the accounts by two persons within the TTP would take place, Mrs L Murray and Mr L Keise volunteered to undertake the internal audit.</p>	<p>DTC</p> <p>DTC</p> <p>DTC</p> <p>AM</p> <p>LM/LK</p>
<p><b>6.</b></p>	<p><b>Forthcoming events and projects</b></p> <p>a) <b>Saturday 24<sup>th</sup> June 2017</b> additional discussions:  The programme for the day was explained by Mr A Martin, all were pleased with the variety and number of acts planning to perform. Members agreed the incoming Mayor to open the event at 2.00pm.</p> <p>Mr J Tivnan sought clarification that the Bowling Club had been informed of the event and also that they did not have an event planned on the same day – members confirmed no event planned and that they have been informed. Mr J Tivnan highlighted that access to Thanckes Park</p>	

	<p>will need to be made available via Adela Road/Sidney Road, with access for some via the Bowling Club entrance. Mr J Tivnan volunteered to prepare a site plan, with the bouncy castle being located near the Arena, confirming that confirmed security for the Friday night is arranged. An event programme will need to be compiled. Mrs L Murray volunteered to assist at the event and will hand out programmes. Mr A Martin indicated that manpower at the close of the event is sorted, however any assistance with the clearance / litter picking will be sought. Signs about the event to be placed around Thanckes Park.</p> <p>b) Mrs O Norreys highlighted her proposal to organise a Small Arts Festival event in the town next year, over a weekend, at various venues at the lower end of the town, possibly including the library. Explaining that this would be an opportunity for local groups to promote/highlight what they do, with workshops and the idea is to be able to move freely amongst the festival/workshops. Citing examples such as photography, storytelling, scrap making, using resources already available. Mrs L Murray mentioned the forthcoming Art Exhibition at Wilcove, which it is understood is popular, adding that in her experience the library have always been willing to assist as a venue. Members supported the proposal and it was agreed that Mrs O Norreys will check the 2018 diary dates before proceeding and then keep the TTP informed of progress.</p> <p>c) Mrs S Ryder enquired about the reasons why the carnival procession does not travel down Fore Street; members explained that the speed hump at the entrance to Fore Street is a hazard to walkers and also to vehicle floats.</p> <p>d) Mrs S Ryder highlighted the possibility of a community/business event being organised by the Torpoint and Rame Chamber of Commerce group. Mr J Tivnan offered the services of Torpoint Community Events to assist with undertaking any paperwork needed for this proposal (for example: risk assessment/road closure applications), highlighting this as the reason for setting up the company. Mrs L Murray asked if all the local shops had been invited to join the Torpoint and Rame Chamber of Commerce group; Mrs S Ryder explained that the organisation is currently in a hiatus, hoping that a business evening is hopefully being arranged in the very near future. Mr J Tivnan made reference to the previous Chamber of Commerce organisation in the town, explaining that a Chain of Office and cash in a bank account are both available.</p>	<p>JT</p> <p>DTC</p> <p>DTC</p>
<p><b>7.</b></p>	<p><b>Fund Raising</b></p> <p>➤ Mrs K Brownhill suggested serving cream teas and ice-creams at Bénodet Park during the weekends in August, to fund raise for future town events. Members suggested that volunteers for the following dates would be required: 5<sup>th</sup>/6<sup>th</sup>/12<sup>th</sup>/13<sup>th</sup>/19<sup>th</sup>/20<sup>th</sup>/26<sup>th</sup> and 27<sup>th</sup> August – Mrs K Brownhill will seek volunteers via social media. The DTC reminded members to apply to the town council for free of charge use, if this fundraising suggestion proceeds. Mrs S Ryder highlighted this as a perfect opportunity for the newly formed Torpoint Arts &amp; Performance Society group to perform at.</p>	<p>KB</p>

	<ul style="list-style-type: none"> <li>➤ Torpoint Lottery was suggested, agreed to delay considering this.</li> <li>➤ Donation buckets was suggested</li> </ul>	
<b>8.</b>	<p><b>News Letter / Advertising</b></p> <ul style="list-style-type: none"> <li>➤ As discussed previously.</li> <li>➤ More information to be uploaded to social media nearer to the date, particularly seeking additional stallholders.</li> </ul>	DTC
<b>9.</b>	<p><b>Diary Dates 2017/2018</b></p> <p>Mr J Tivnan commented about the impact on the events when diary dates clash. Mrs S Ryder added that since the carnival date was changed, an event that was booked with another local organisation had subsequently had to change their planned event date to accommodate the change in carnival date.</p> <p>Updated 2017/2018 diary dates will be circulated with the minutes.</p>	
<b>10.</b>	<p><b>Report(s) from other organisations</b></p> <p>None.</p>	
<b>11.</b>	<p><b>A.O.B.</b></p> <p>The DTC reminded members that the June meeting will be the AGM. Members asked for the TTP Terms of Reference/Constitution to be circulated with the minutes.</p>	DTC
<b>12.</b>	<p><b>Date of Next meeting</b></p> <p>The date of the next Torpoint Town Partnership meeting is set for <b>Tuesday 20<sup>th</sup> June 2017, 7.00pm Mayor's Parlour</b> of the Council Chambers.</p>	

Meeting closed 8.55pm.....Chairman