

**MINUTES** of the Torpoint Town Partnership meeting held on Tuesday 14<sup>th</sup> November 2017 at 7.00pm in the Committee Room, York Road, Torpoint.

**PRESENT:** Town Mayor Cllr Lambert Keise (Chair), Cllr Kim Brownhill - Treasurer, Mr Andy Brownhill - Torpoint & Rame Peninsula Lions, Cllr Mrs Chris Goodman (for part of the meeting), Mrs Jenny Hughes (late arrival), Mr Andy Martin, Cllr Mrs Julie Martin, Mrs Lyn Murray - Community Health Around Torpoint (CHAT), Mrs Odette Norreys, Mr Mike Pearn MBE, Cllr Sara Ryder - Torpoint Chamber of Commerce/Torpoint Players/Torpoint Arts & Performance Society, Cllr Ms Rachel Tanner BEM, Cllr John Tivnan BEM - Torpoint Community Events Co, Mrs Milly Southworth - Deputy Town Clerk (DTC).

		ACTION
1.	Welcome – Chairman	
	The Chairman welcomed members to the meeting.	
2.	Apologies	
	Apologies were submitted on behalf of Cornwall Cllr Gary Davis, Terry Moore – Royal	
	British Legion, Mrs Rosemary Pellew – Torpoint Archives.	
3.	Declarations of interest relating to items on the agenda	
	None.	
4	Forth consider Businests	
4.	Forthcoming Projects Torpoint Arts Festival – Saturday 25 <sup>th</sup> November	
	Odette Norreys summarised the arrangements/schedule for the forthcoming event and	
	sought volunteers to assist with set up on Friday 24 <sup>th</sup> November, from 9.30am,	
	explaining that access to the Committee Room to set up was available from 3pm on	
	Friday. The list of activities was presented accompanied by a room plan. Odette	
	Norreys explained that it is hoped for families to attend and stay at the Festival all	
	day, families have been encouraged to bring packed lunches along. Display boards	
	are being borrowed from Kingsand Community Hall and local schools have been	
	invited to display their pupils' artwork. Andy Martin volunteered to assist with setting	
	up the PA and the "tea ladies" will organise refreshments. All funds received at the	
	event will be donated to the TTP, and collecting tins will be at the event for any	
	additional donations.	
	Odette Norreys left the meeting at this point.	
5.	Minutes of the Meeting and matters arising (17 <sup>th</sup> October 2017)	
<b>J.</b>	The minutes of the previous meeting were confirmed as an accurate record.	
	Matters Arising:	
	a) Clarification has been obtained from the Lord-Lieutenant about hosting	
	Cornwall Armed Forces Day, agreed to correspond with Rear Admiral Mike	DTC
	Wood and arrange a meeting to progress the proposal further.	
	b) Minutes of the September meeting AED Training, Lyn Murrary (LM) explained	LM
	that CHAT are hoping now to arrange this training in the New Year and as	
	soon as more information is available this will be circulated.	

6.	Financial Report – The Treasurer	
0.	a) Accounts update	
	The Treasurer confirmed the current bank balance at £2,112.60.	
	> The Treasurer explained additional expenditure from the account:	
	i) St John Ambulance (Carnival) £60.00	
	ii) Purchase of five collecting tins (which are to be located around the town)	
	ii) Re-imbursement to Mike Pearn who made a contribution towards the open	
	top bus (Carnival).	
7.	Correspondence	
	None.	
8.	Forthcoming Events and Projects	
	a) Saturday 2 <sup>nd</sup> December Christmas Lights Switch on	
	<ul> <li>Cllr John Tivnan explained the Christmas tree is being collected and delivered</li> </ul>	
	on Saturday 25 <sup>th</sup> November. Members of the St. Columba and Torpoint Rugby	
	Club will assist, additional volunteers are sought to assist with the erection of	
	the tree.	
	➤ Cllr John Tivnan and Cllr Kim Brownhill displayed a lantern which they have	
	made and anticipate making a dozen for this event. Volunteers to carry are	
	sought.	
	Cllr John Tivnan is expecting delivery of the Christmas Lights on Tuesday	
	morning (21st November).	
	Sara Ryder (SR) reported having liaised with the retailers, of whom 12 have	
	currently indicated that they plan to open their shop for the event and most	
	will have a stall outside. Jenny Hughes indicated that she plans to set up a	
	stall/table in Fore Street. SR explained that Pricebusters are likely to sell	
	coloured flashing wands, although this is not confirmed. Additionally SR spoke	
	to Hearts Kitchen who offered to contribute towards the cost of the Christmas	
	lights in the future (should this be a way forward). Lynn Murray asked for	
	CHAT to be added to the list. Members confirmed that external traders/non-	
	local businesses have not been invited to participate in the event.	
	➤ The citizen of the year Chris Still has confirmed his availability to switch on the	
	lights.	
	Best dressed window competition, windows stickers to be issued to the	MP/SR
	retailers planning to enter. Judging will need to be undertaken from 12 noon	
	on Saturday 2 <sup>nd</sup> December, the panel will include the Town Mayor and other	Mayor et al
	distinguished guests. The 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> prize winners will be announced and	,
	presented with certificates (in frames), during the evening event.	
	The Town Crier is unfortunately unavailable for publicity and cannot attend.	
	Santa's Sleigh is organised.	
	> Programme of Entertainment: Torpoint Nursery and Infant School have	
	confirmed their availability for singing on the stage and Carbeile Junior School	
	will be performing a Christmas Play in Cornerstone Church. Waiting for final	DTC
	confirmation from Torpoint Community College (DTC to chase). As soon as	DIC
	Andy Martin has information on the performers available he will compile the	AM
	programme of entertainment.	
	The Torpoint Players and Ferryboat Entertainers are unavailable to perform.	
	> Lynn Murray indicated that the Torpoint Lady Singers may be interested to	
	perform at this event in the future, members would welcome a representative	
	to attend future TTP meetings.	
	Street closures have been approved – Fore Street will be closed from	DTC
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	approximately 4.00pm, notices informing residents to be put up. Suggested that notices could be placed on cars parked in Fore Street the Saturday prior to	
	the event, to give advance notice of the road closure.	
	Other Projects:	
	<ul> <li>b) Torpoint Community Cinema Project (TCCP)</li> <li>Jenny Hughes (JH) was pleased to inform members that the TCCP has been selected by the Co-op to be one of three charities to receive their community funding from November 2017 for a one year period.</li> <li>JH is planning a Christmas Bazaar and Craft Fayre, to raise funds for the TCCP and the TTP. Stalls are available to book. Free of charge usage forms to be completed and forwarded to the Town Council for this event and the proposed film showing in December.</li> <li>JH is hoping to raise sufficient funds to show a children's film on Saturday 23<sup>rd</sup> December in the Committee Room of the Council Chambers. JH has contacted the Licensing Officer from Cornwall Council who states: "no licence is require for a 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 hours on any day provided that the audience does not exceed 500</li> </ul>	JH
	and the organiser:  a) gets consent to the screening from a person who is responsible for the premises; and	
	<ul> <li>b) ensures that each screening abides by age classification ratings. Therefore, no licence or TEN is required to show films at the Council Chambers, Benodét Gardens, providing the above conditions are met. No licence or TEN required for food or drink, providing it isn't sold between the hours of 23:00 and 05:00 hours. If you decide to sell alcohol at any of the cinema events, then you will need to apply for a TEN." This detail will need to be forwarded to Torpoint Town Council.</li> <li>Members were supportive of this project.</li> <li>JH explained that currently the TCCP does not have a bank account and asked members whether any funds raised could be banked with the TTP for an interim period, until an account is set up. Members were in agreement with this proposal, suggesting any amount raised would be set aside for the TCCP.</li> </ul>	DTC
9.	Fund raising None discussed.	
10.	Diary Dates 2017/2018  ➤ Updated dairy dates to be circulated.	
11.	Report(s) from other organisations  CHAT – Wednesday 6 <sup>th</sup> December CHAT are planning an afternoon Christmas celebration event at the Council Chambers, this will be open to the public, refreshments will be served and Plymouth Dock Ukulele will be providing some entertainment.	
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12.	<ul> <li>A.O.B.</li> <li>Cllr Sara Ryder suggested any advertising posters for Christmas Lights switch on event could highlight "please come to support your local businesses".</li> </ul>	
13.	Date of Next meeting The date of the next Torpoint Town Partnership meeting is set for Tuesday 9 <sup>th</sup> January 2018, 7.00pm Committee Room of the Council Chambers.	
Meetin	ng closed 8.15pmCha	irman