



MINUTES of the Torpoint Town Partnership meeting held on Tuesday 26th June 2018 at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: Deputy Mayor - Cllr Mrs Chris Goodman (Chair), Mrs Kim Brownhill - Treasurer, Cornwall Councillor Gary Davis, Mr Andy Martin – Andy Martin Production Support, Cllr Mrs Julie Martin, Mrs Jenny Hughes (Torpoint Community Cinema), Mrs Milly Southworth –Town Clerk (TC) Ms Tina Morris - (Administration Assistant TTC (AA)).

		ACTION
1.	Welcome – Chairman The Chairman welcomed all members to the meeting and introductions were made.	
2.	Apologies Apologies were submitted on behalf of Town Mayor Cllr Lambert Keise, Mr Mike Pearn MBE, Lyn Murray, Cllr Ms Rachel Tanner BEM.	
3.	Declarations of interest relating to items on the agenda None.	
4.	Appointment of Chairman Cllr Julie Martin proposed The Town Mayor to remain as Chairman. Unanimous vote in favour	
5.	Appointment of Treasurer The Chair thanked The Treasurer for all her work as Treasurer and she agreed to remain as Treasurer. Andy Martin proposed. Unanimous vote in favour	
6.	Review of Constitution A copy of the Constitution was circulated and a discussion regarding various amendments took place <ol style="list-style-type: none"> 1. Define Membership 2. Partnership Positions 3. Meetings 4. Dissolution of TTP and how/when this should occur? 5. What constitutes a Quorum? (As nothing was resolved nor agreed this item should be discussed in detail at a future meeting)	

<p>7.</p>	<p>Minutes of the Meeting and Matters Arising 22nd May 2018 The Chair went through the previous minutes</p> <ul style="list-style-type: none"> • Fairground Rides – The Treasurer advised John Tivnan had not contacted the fairground rides as per previous minutes and so she would now take responsibility for this • The Mayor had yet to confirm any progress on the provision of the Christmas Tree • Christmas Tree Lights –The Town Council advised one of the lights is not working and 2 quotes had been provided. One to repair the filament £180 and one to replace all lights with LED bulbs £640. Andy Martin advised the second option was better rather than repair, as it was more cost effective in the long run and more economical to run. There was a discussion regarding storage of the lights by Festive Lighting and it was suggested that TTC take back storage of all the lights after their next use. • Availability of performers- Torpoint ladies Singers – Interested Torpoint Silver band – yes TNIS and Carbeile Junior Schools – yes Coppola School of Performing of Arts - yes Ferryboaters – No Torpoint Ukelele Band – Jenny Hughes will contact The rest of the proposed list would need chasing • End of Year Accounts Audit was completed by Cllr Goodman and Cllr Martin. It was confirmed that although Cllr Martin is an authorised signatory she had not signed any financial payments in the previous year accounts. • Cllr Davis asked for clarification as to what the surplus funds were to be used for and that the TTP were not unintentionally building a nest egg. It was confirmed they would be used to fund future projects. • Correspondence – Insurance Quotes – TC confirmed she had secured two insurance quotes for Public Liability cover from Markel Insurance and UK general. As these were very differing amounts it was agreed to double check the cover each provided before making a decision. The Treasurer advised Torpoint Community Events quote for previous cover was somewhere in the order of £300-£400 per year. It was agreed to ensure any new policy would cover the carnival, Dog Show, Beacon Lighting, Christmas Lights etc. It was suggested to contact TTC current insurance provider 	<p>KB Mayor</p> <p>TC/AA</p> <p>TC</p>
<p>8.</p>	<p>Financial Report Account Update – The Treasurer</p> <ul style="list-style-type: none"> • The Treasurer reported the current bank balance as £2154.17 unreconciled. • Collecting tins – TC confirmed a number of new collecting tins had been distributed to local retailers and advised these were collected on an adhoc basis when they were full. 	

9.	<p>Correspondence Mike Wood- Torpoint Armed Forces Day 2019 The TC confirmed there had been no instruction from The Town Mayor. There was a discussion regarding whether the TTP wished to be involved due to dwindling numbers, conflict with Plymouth based events, difficulty in working with the services regarding organisation. A possible date would be 29th June 2019. It was agreed that a decision would be deferred until The Mayor and Torpoint Town Council are consulted.</p>	Mayor
10.	<p>Forthcoming Events and Projects</p> <p>Dog Show – The Treasurer confirmed the arrangements for the Dog Show, to be held on 29th July 2018 at Bénodet Park, were well underway and had provided posters to the TC for distribution. She had also sourced some Rosettes to be presented to Class winners on the day. It was confirmed there was no requirement for a Market Licence as there would not be more than 5 stalls. The Treasurer requested use of the Council PA system and Gazebo and Andy Martin agreed to set this up.</p> <p>Tea Hut Dates – The Treasurer confirmed the dates for opening the tea hut and that volunteers would be required to serve refreshments on these days. Dates are as follows: 4th,5th, 11th, 12th, 18th, 19th, 25th and 26th August.</p> <p>Carnival – The TC confirmed Mike Pearn had circulated details and an entry form. The Treasurer was asked to contact John Tivnan to ask if the TTP can use his previous Risk Assessments. Jenny Hughes confirmed she would be arranging the refreshments and marshalling. The Treasurer asked if any people had been trained for Road Marshalling. The TC confirmed Streetworx run 1x day training courses in Landrake, however if enough attendees were available they would run the course at the Council Chambers. The cost would be £70 per person, however for community groups Cornwall Council would subsidise this by 50%. There was a discussion regarding potential trainees, including TTC staff members, TTP members, Torpoint Lions members and it was agreed that the TC would contact the various organisations to gauge interest. It would then be decided who would lead the Parade for the Carnival.</p>	TC/JH
11.	<p>Fundraising</p> <p>Quiz Night – Jenny advised there would be one held in October with the date TBC.</p> <p>Christmas Market – Dates TBC</p> <p>Bazaar – Date TBC</p>	<p>JH</p> <p>JH</p> <p>JH</p>
12.	<p>Diary Dates 2018 The dairy dates will be updated and circulated and also shared with the Advertiser.</p>	

13.	Report(s) from other organisations <ul style="list-style-type: none"> • Friends of Thanckes Park – Taster day confirmed as Saturday 7th July between 10am-4pm and the details have been shared on Facebook. • Community Cinema – Jenny Hughes advised the group had purchased a new projector and DVD player at a cost of £200+ and they were hoping to replace other equipment. It was their intention, if possible to show Grease in Bénodet Park in the evening of 15th September, to celebrate 40 years of the film’s release. TBC 	
14.	A.O.B. - None	
15.	Date of Next meeting The date of the next Torpoint Town Partnership meeting is set for Tuesday 24th July 2018, 7.00pm Committee Room of the Council Chambers. It was agreed that the Torpoint traders should be invited to attend in the hope they would become more involved.	TC/AA

Meeting closed at 8.22pm..... Chairman