



**MINUTES** of the Torpoint Town Partnership meeting held on Wednesday 5<sup>th</sup> September 2018 at 7.00pm in the Committee Room, York Road, Torpoint.

**PRESENT:** Cllr Lambert Keise (Chair), Cllr Mrs Chris Goodman, Mrs Kim Brownhill - Treasurer, Cllr Rachel Tanner BEM, Cornwall Councillor Gary Davis, Mr Richard Pymm – Torpoint & Rame Peninsula Lions, Mrs Heather Stenning (Friends of Thanckes Park), Mrs Milly Southworth – Town Clerk (TC), Ms Tina Morris (Administration Assistant)

		<b>ACTION</b>
<b>1.</b>	<b>Welcome – Chairman</b> The Chairman welcomed all members to the meeting.	
<b>2.</b>	<b>Apologies</b> Apologies were submitted on behalf of Cllr Julie Martin, Mr Andy Martin, Mr Mike Pearn MBE, Mrs Jenny Hughes, Mrs Lyn Murray	
<b>3.</b>	<b>Declarations of interest relating to items on the agenda</b> None.	
<b>4.</b>	<p><b>Minutes of the previous meeting and matters arising (date)</b></p> <p><b>Apologies</b> – Mrs Kim Brownhill noted an error in the minutes advising Mrs Lyn Murray was recorded as being present and having forwarded her apologies. This was amended to show just apologies.</p> <p><b>Forthcoming Events</b> - Mrs Brownhill advised she had spoken to the Fairground Ride organiser and confirmed he is available to attend. It will be necessary to confirm with him the time for him to set up.</p> <p>The Mayor advised he was completing further research on the supply/provision of a Christmas Tree/ Trees and Christmas Lights.</p> <p>The Town Clerk advised she was in the process of confirming performers for the Christmas Light Switch on.</p> <p>The Town Clerk confirmed all relevant parties had been contacted regarding Armed Forces Day 2019.</p> <p><b>Financial Report</b> – Mrs Kim Brownhill confirmed the addition of Mrs Chris Goodman as a signatory of the bank account was in hand.</p>	<p>KB</p> <p>The Mayor</p> <p>TC/AA</p> <p>KB/CG</p>
<b>5.</b>	<b>Financial Report – Treasurer</b>	

Mrs Kim Brownhill confirmed the current unreconciled bank account total was £2082.67 which included £151.80 being held on behalf of the Defibrillator Fund Raising. The recent Dog Show and opening of the Tea Hut had produced a gross figure of £141.13, with supplies costing £88.12, there was a net amount raised of £53.01, however a number of excess to requirement ice-creams and drinks had been passed to the Torpoint Community Cinema who would reimburse the TTP at cost price. Any cans/bottles of soft drinks that were left over would be used at the forthcoming Carnival.

**6. Correspondence - None**

**7. Forthcoming Events**

**Road Marshalling Training Course.**

The Town Clerk confirmed the course would take place in the Council Chambers on Friday 14<sup>th</sup> September and there was a minimum of 8 attendees required. The Town Clerk advised the following attendees had been confirmed:

Torpoint Town Council x 3  
J D Events x 2

Mr Richard Pymm advised that The Lions would fund the cost of Mr Chris Goodman and Mr Chris Mackie. TTP members approved payment of £35.00 for a delegate to attend on behalf of the TTP. There was a further discussion regarding the TTP paying for one person to complete the course and the Town Clerk advised she would try to secure a further attendee.

**Carnival 15<sup>th</sup> September 2018**

The Mayor advised he had received confirmation from the TS Ramehead Sea Cadets that they are able to perform at the Carnival.

The Town Clerk confirmed the following:

- Mr Martin Walsh and Mr Chris Goodman are going to lead the parade and co-ordinate the Road Marshall team
- Declan Kelf of Armada Electrical would be checking the safety of the electrics
- St Johns Ambulance would be attending at a cost of £110.40 inc VAT with 2 First Aid Members, (this includes a discount on the original quote of 20%) Cllr Marlon Spurling has offered to tow the St John's Ambulance caravan to Cambridge Field on the morning of the event. **(Post Meeting Note: The Admin Assistant has offered to return the caravan at the end of the event)**
- The Naval Out-Reach Officer has confirmed he would be able to assist with providing someone for the event.
- The Fire Brigade are hoping to attend with a vehicle of some description depending on availability. **(Post Meeting Note: Confirmed they will attend from 3pm)**
- The Police are hoping to attend with a vehicle of some description depending on availability.
- The following acts were confirmed: Torpoint Silver Band, Janine Wright, Torpoint Nursery & Infant School, TS Ramehead Sea cadets, Megan Crago, Coppola School of Performing Arts. **(Post meeting note: Carbeile Junior School Field Gun Crew cancelled)**
- A Street Collection Licence would need to be applied for via Cornwall Council

	<p>The Mayor advised that Cathie Gillespie would be able to bring 2x horses to the event, however she was unable to allow members of the public to ride them as previously proposed. It was agreed as the venue had limited space the horses would not be needed. The Mayor advised he would contact Cathie to confirm.</p> <p><b>11<sup>th</sup> November 2018 – Beacon Lighting</b></p> <p>There was a general discussion regarding how the evening would proceed and various activities that could be included:</p> <ul style="list-style-type: none"> <li>• Ringing of Bells -to include church bells and hand bells</li> <li>• Community Singing of songs, with the possibility of using the Torpoint Community Cinema Screen to project the words, rather than having them in printed form. Possibly contact David Mashford for a source of appropriate music. Mrs Brownhill offered to lead the singing.</li> <li>• Contact the Old Rowing Club to request access to power and if they would also like to open their facilities to sell hot drinks, snacks, etc.</li> <li>• Ukulele Players</li> <li>• Bugle Player for the last post</li> <li>• The Town Crier to read the names of the Fallen and 'A Cry for Peace Around the World'</li> <li>• Mr John Tivnan to provide a Power Point Presentation used by the Royal British Legion at a previous event</li> <li>• Torpoint Archives to provide a collection of appropriate photos and memorabilia</li> <li>• Steve Lewis to be asked to read the Tribute to the Millions (contact number 07737 458 708 <b>(Post meeting Note: Steve has confirmed he will do the reading)</b>)</li> <li>• Collection Buckets for donations <b>(Post Meeting Note: Charities supported by the Tribute to the Millions event: ABF The Soldier's Charity, Royal Naval Association, Royal Air Force Benevolent Fund, The Merchant Navy Association)</b></li> <li>• Provide Publicity Leaflets at the Carnival</li> <li>• Write to Schools to ask if they would like to be involved</li> </ul> <p>These items can be further discussed and settled after the Carnival.</p> <p><b>Friends of Thanckes Park (FoTP) – Mrs Heather Stenning confirmed the following</b></p> <ul style="list-style-type: none"> <li>• FoTP had raised £200.71 from the opening of the Tea Hut in Bénodet Park over the month of August, and there had been a number of requests from the public to extend this service.</li> <li>• Run in the Park – 14<sup>th</sup> October 2018 – both 2 and 3 mile runs to encourage use of the park and running for fitness. It was hoped this could become a regular event</li> <li>• Christmas Grotto 15<sup>th</sup> December 2018 – Bénodet Park. The FoTP are proposing to decorate the park and Band Stand and have a Father Christmas present. Pre-selling tickets</li> <li>• Project Day 29<sup>th</sup> September – Bénodet Park</li> </ul> <p><b>National Field Day – Discussion regarding combining FoTP and TTP event and including various Bands performing in the evening, how to fund it. It was agreed this is being discussed at the next Council Development and Localism Meeting. TTP to include this on the next meeting Agenda</b></p>	<p>The Mayor</p> <p>RT</p> <p>TC</p> <p>KB</p> <p>TC</p> <p>TC/AA TC/AA</p> <p>AA</p>
<p><b>8.</b></p>	<p><b>Fund Raising Suggestions –</b></p>	

	<p>Noted the Collection Tins at various locations around the town were being very successful and another 3 full ones had been collected in.</p> <p>Proposed to have collecting buckets at the Carnival and run a '£1 per Square Game' with the jackpot prize of £50.</p> <p><b>9. Diary Dates</b></p> <p><b>Lantern Making Workshop Days prior to Christmas Lights Switch On –</b></p> <p>There was a discussion regarding use of the hall on the proposed date of 17<sup>th</sup> November. The Town Clerk confirmed the room had been pre-booked for a birthday party in the afternoon. It was agreed that if the workshop was only run in the morning it would limit the number of people able to attend as a large number of children had existing clubs they regularly attend on a Saturday morning. <b>(Post Meeting Note: It was agreed to run one day on 24<sup>th</sup> November from approx. 10am to 4pm.)</b> Mrs Brownhill agreed that she would source all the required materials and carry out some preparation work prior to the workshop. It was suggested that Teas and Coffees were provided with a request for donations to fund raise.</p> <p><b>Torpoint Street Markets – 30<sup>th</sup> September</b> Need to be added to the Diary Dates, contact Mike Pearn to arrange.</p> <p><b>Christmas Lights Switch On – 1<sup>st</sup> December 2018</b></p> <ul style="list-style-type: none"> <li>• Need to contact Festive Lighting to arrange delivery of Christmas lights they are storing.</li> <li>• Collection of Christmas Trees from Mrs Brownhill's garage and decide on an alternative place to store them after Christmas.</li> <li>• The Mayor to arrange ordering of the centrepiece Christmas Tree</li> <li>• Arrange for lights to be hung in the town, together with the individual Christmas Trees outside shops in Fore Street. Ensure brackets are safe and secure</li> </ul> <p><b>10. Report from any other organisations</b></p> <p>Cllr Tanner advised the Torpoint Community Cinema is proving to be very successful and popular. Donations are collected with the funds going towards future events, including a showing of Grease on 15<sup>th</sup> September to mark the 40<sup>th</sup> anniversary of the film. They are also proposing to show suitable Halloween and Christmas films.</p> <p><b>11. AOB – None</b></p> <p><b>12. Date of the Next Meeting – Thursday 11<sup>th</sup> October 2018 (Post meeting note – Date changed to Tuesday 16<sup>th</sup> October 2018)</b></p> <p><b>Meeting Closed at 8.27pm</b></p>	<p>KB</p> <p>AA</p> <p>TC/AA</p> <p>KB/TC/AA The Mayor</p> <p>TC/AA</p>