



**MINUTES** of the Torpoint Town Partnership meeting held on Tuesday 16<sup>th</sup> October 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, Cllr Julie Martin, Mrs Lyn Murray (CHAT), Mr Richard Pymm – Torpoint & Rame Peninsula Lions, Mrs Heather Stenning (Friends of Thanckes Park), Mr Jules Cook, Cllr Marlon Spurling, Mrs Jenny Hughes, Miss Katie Martin, 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, Mr Andy Martin, Cornwall Councillor Gary Davis, Mr Terry Moore, WO Alex Orr	
<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</b></p> <p><b>Christmas Tree</b> – Cllr Keise confirmed he had spoken with Tamar Nurseries, Saltash and they can provide a Christmas Tree in excess of 15ft for £50 with delivery charged at £15 which would include help with the setting up of the tree. There was a discussion regarding whether 15ft would be tall enough. It was agreed that Cllr Keise would contact Tamar Nurseries again to secure a quote for a tree in excess of 20ft. it was agreed that Cllr Keise would be joined by Cllr Goodman, Cllr Tanner and Cllr Martin to choose the tree. Cllr Keise would confirm the date for choosing.</p> <p><b>Performers at Christmas Lights Switch On</b> – Ms Morris advised the performers who were able to take part in the event had been confirmed and she would email the list to Cllr Martin to enable Mr Andy Martin to compile the running order.</p> <p><b>Financial Report</b> – Mrs Brownhill confirmed the addition of Cllr Goodman as a signatory of the bank account was in hand and that a previous signatory, Mr Malcolm Jeavons had been removed. Mrs Brownhill advised that Cllr Goodman Cllr Martin and herself would be signatories of the TTP Bank Account.</p> <p>There being no other matters arising that were not being dealt with under following agenda items.</p>	<p>LK</p> <p>AA</p> <p>KB/CG</p>
<b>5.</b>	<b>Financial Report – Treasurer</b>	

Mrs Brownhill confirmed the current unreconciled bank account total was £2701.80 which included £536.71 being held on behalf of the Defibrillator Fund Raising. Mrs Brownhill confirmed the Carnival had shown a current profit of £43.69 (awaiting a donation from the Bar organisers), with last year profits being noted as £143.87. There was a discussion regarding the drop in income. Mr Pymm confirmed Lions events had experienced a similar drop in income. Cllr Tanner noted the Carnival had been very well supported with a good turnout. Cllr Martin questioned whether there was a need to make a profit, or it was enough that events broke even.

The provision of the St John's Ambulance was discussed as the cost had increased and whether an alternative First Aider could be used instead. Cllr Goodman noted that it was important for event organisers to feel confident in providing First Aid Cover for their events and safe guarding attendees and a professional body such as St John's Ambulance provided this.

**6. Correspondence -**

Signing for Santas – Ms Morris confirmed this correspondence had been circulated purely for information purposes. There was a discussion regarding researching this independently to save money for anyone who was interested.

Battle's Over – Circulated an update provided by organisers of National Event for information purposes and discussion.

WW1 Centenary Commemorations – Circulated for information purposes regarding the Battle's Over Event

**7. Forthcoming Events**

**Beacon Lighting/ Battle's Over - 11<sup>th</sup> November 2018 – Rendel Park**

- Ray Skelly had agreed to liaise with Cllr Peter Edwards to arrange the gas safety check required for the Gas Beacon. Cllr Tanner was concerned this would be completed in time for the event. Cllr Julie Martin advised she would ensure this was dealt with. There was a discussion regarding the schedule of the event and it was agreed on the following – 6.30pm gather at Rendel Park for a Community Singalong, 6.50pm Reading of Tribute to Millions by Steve Lewis, 6.55pm Playing of The Last Post, 7.00pm Lighting of the Beacon, 7.05pm Ringing of the Bells/ Cry for Peace Around the World.
- It was agreed to advertise the event to secure a relative of one of The Fallen (from Torpoint) to light the Beacon on the night. Cllr Julie Martin agreed to make a suitable poster and put on Social Media to gain feedback. If there was more than 1 person that came forward the names would be put into a hat and the winner would be randomly selected. AA to email TTP Logo to Cllr Martin
- Mrs Kim Brownhill and Cllr Rachel Tanner offered to select suitable songs for the Singalong. In addition to the song words they would produce a Power Point presentation to include the names of the Fallen. (Cllr Julie Martin raised the question of who would organise the screen as Mr Andy Martin would not be available.) **Post Meeting Note: Jeremy Lock volunteered to set up the screen and sound system**
- A Bugler would be required to play the Last Post and Cllr Keise agreed to contact the Torpoint Silver Band Leader, John Dryden, to arrange.
- Ringing of St James Church Bells. Lambert will contact Rev Lynn Parker to arrange

JM

AA

KB/RT

LK

LK

	<ul style="list-style-type: none"> <li>• Town Crier is available for the Cry for Peace</li> <li>• The Old Rowing Club has agreed to open for refreshments and to provide electricity for the screen</li> <li>• Collection buckets would be provided to collect funds for RBL</li> <li>• Marlon Spurling offered to set up some outside lights in the park.</li> </ul> <p><b>Lantern Making Workshop -24<sup>th</sup> November 10am – 4pm</b></p> <ul style="list-style-type: none"> <li>• Kim confirmed that people are required to sign up for the workshop in advance. Kim confirmed that she would need some volunteers to show the attendees how to put the lanterns together. Rachel Tanner and Heather Stenning both volunteered to help. Kim confirmed she would be arranging for all the materials required.</li> </ul> <p><b>Christmas Lights Switch On 1<sup>st</sup> December 2018</b></p> <ul style="list-style-type: none"> <li>• Andy Martin requires a list of all the performers who have agreed to take part in the event in order to create a schedule. TM agreed to send details to Andy Martin.</li> <li>• Road Closure – Confirmed as from 14.00 to 20.00 on 1<sup>st</sup> December 2018</li> <li>• Volunteers required to be around for unloading the lights which are due to be delivered by Festive Lighting on 19<sup>th</sup> November. Marlon Spurling advised he would ask his wife Gaynor is she would be available to help.</li> <li>• Post meeting Note Jo at Hearts Café had been contacted and confirmed it would be fine to store the lights in her garage prior to the Christmas Lights install planned for Sunday 25<sup>th</sup> November. Lambert would arrange for the Christmas Tree to be delivered on 24<sup>th</sup> November in time for the set up.</li> <li>• There was a discussion regarding whether the TTP would like to enter their own Christmas tree in the Christmas Tree Festival Competition. AA confirmed Lambert has the entry form for this. Marlon Spurling volunteered to decorate a tree for the competition. It was confirmed he entry cost is £6.00</li> <li>• There was a discussion regarding storing of the mini Christmas trees at the council offices after they are taken down in January. <b>Post Meeting Note: The Town Clerk will arrange for storage at the Copuncil Offices</b></li> <li>• It was proposed that a Best Dressed Christmas Window Competition was organised. Rachel Tanner offered to promote this and take the relevant leaflets to all retail outlets in the town. It was agreed to provide an entry card that retailers would display in their windows if they which to be included in the judging. It was agreed to purchase a Cup (budget of £20) as a prize for the winning entry which would be announced at the Christmas Light Switch on. Kim Brownhill would source this.</li> </ul> <p><b>Festival of Events Leaflet –</b></p> <ul style="list-style-type: none"> <li>• It was agreed Gary Davis need to be reminded to produce a festival of Events Leaflet for 2019</li> </ul>	<p>MS</p> <p>AA</p> <p>MS</p> <p>MS</p> <p>RT</p> <p>KM</p> <p>GD</p>
<p><b>8.</b></p>	<p><b>Fund Raising Ideas</b></p> <ul style="list-style-type: none"> <li>• It was noted the collection tins are a great success especially at the Spar shop, which needs emptying approximately every 4 weeks.</li> <li>• Jenny Hughes confirmed there would be a Quiz at The Torpoint Conservative Club on 4<sup>th</sup> November with all funds going towards the Christmas Lights</li> </ul>	
<p><b>9.</b></p>	<p><b>Diary Dates-</b></p> <ul style="list-style-type: none"> <li>• <b>6<sup>th</sup> December -Free Christmas Concert –</b> Ferry Boat Entertainers present 'Christmas Cheer' at the Cornerstone Church 7.30pm</li> </ul>	

<p><b>10.</b></p> <p><b>11.</b></p> <p><b>12.</b></p>	<p><b>Reports-</b></p> <ul style="list-style-type: none"> <li>• Friends of Thanckes Park – Heather Stenning advised the Run in the Park on 14<sup>th</sup> October had been a great success and well supported. It was their intention to run it fortnightly on a Sunday until Christmas. The first one had raised £50</li> <li>• The Torpoint Allotment Association had donated all their funds raised from the Flower Show to the Defibrillator Fund</li> </ul> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• There was a discussion regarding the provision of litter grabbers for the TTP. Kim Brownhill advised she would ask John Tivnan to speak to John Debenham and Heather Stenning advised she would contact Biffa to see if they could provide something suitable</li> </ul> <p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• It was agreed there would be an extra meeting on Thursday 8<sup>th</sup> November to discuss any outstanding requirements for the Beacon Lighting/Battle’s Over Event. Venue to be confirmed</li> <li>• <b>Post meeting note: meeting was held at Link into Learning offices kindly provided by Jenny Hughes.</b></li> <li>• <b>Next full meeting – Monday 19<sup>th</sup> November 2018 7pm Council Chambers</b></li> </ul> <p>Meeting closed at 8.45pm</p>	<p>KB/HS</p>