



**MINUTES** of the Torpoint Town Partnership meeting held on Tuesday 26<sup>th</sup> February 2019 at 7.00pm in the Committee Room, York Road, Torpoint.

**PRESENT:** Cllr Lambert Keise -The Mayor (Chair), Cllr Mrs Chris Goodman, Mrs Kim Brownhill - Treasurer, Cllr Julie Martin, Cllr Rachel Tanner, Miss Katie-Marie Martin, Mrs. Lyn Murray (CHAT), Matt Spurling, Mrs Gaynor Spurling, Mrs Jenny Hughes (Torpoint Community Cinema & 2<sup>nd</sup> Torpoint Scouts), Cllr Lisa Hocking (Torpoint Rowers Club), Terrence Moore (Torpoint Branch RBL), Mrs Ann Sawyer (Antony, Clarence & Sydney Road Residents Association), Richard Pymm (Torpoint & Rame Peninsula Lions Club), Ms Tina Morris (TTC 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, Mrs Rosemary Pellew, Mrs Christine Roper, Andy Martin, Lynne Matthews, Heather Stenning, Cllr Marlon Spurling, Ray Skelly	
<b>3.</b>	<b>Declarations of interest relating to items on the agenda</b> None.	
<b>4.</b>	<b>Minutes of the previous meeting and matters arising</b> Item 4 Best Dressed Window Competition - The Judges of the competition should read, The Mayor, Councillor Lambert Keise, Cllr Mrs Chris Goodman and Mr Andy Brownhill.  Item 7. Noted The Mayflower 400 Celebrations are being organized by Plymouth City Council.  Christmas Lights – Cllr Julie Martin suggested the requirement to test the safety and suitability of the fixings raised by Ray Skelly should be kept on the Agenda to ensure it is dealt with prior to the Christmas Lights set up for 2019.  The Minutes of the previous meeting were approved by Cllr Julie Martin.	<b>AA</b>
<b>5.</b>	<b>Financial Report</b> Mrs Brownhill confirmed the current unreconciled bank account total was £3,123.48 which included £1,059.16 being held on behalf of the Defibrillator Fund Raising. Mrs Brownhill confirmed there had been an error of £3 by the Bank in favour of TTP and that she had contacted the Bank regarding this.	

6.	<p><b>Christmas Lights Switch-On Electricity Bill -</b>  Following correspondence from Western Power Distribution forwarded by John Tivnan of Torpoint Community Events, it was agreed that further investigation into the supply of electricity for the period 2018/ 2019 was needed in order to confirm supplier, billable amount and liability</p>	AA
7.	<p><b>Correspondence</b></p> <p>CHAT offer of funding for Christmas Tree for 2019 – Lyn Murray confirmed CHAT had kindly offered to fund the cost of the Town Christmas Tree for 2019 and that Marion Martin (a Trustee of CHAT) would like to be involved in the tree choosing and that their sponsorship be recognized over the Christmas period. It was agreed by all present to accept this kind offer.</p> <p>Boat Building Workshop Correspondence – The Admin Assistant confirmed receipt of details of a Children’s Boat Building Workshop and advised the details could be forwarded to anyone who was interested. This information was noted.</p>	
8.	<p><b>Media Strategy Progress –</b>  Matt Spurling advised he had researched a number of suitable domain names that were currently available. All present agreed to use <a href="http://www.torpointtownpartnership.co.uk">www.torpointtownpartnership.co.uk</a> at a cost of £12 per annum for the domain name and £30 per annum for web hosting. Matt offered to organize the set up and create the TTP website. Lyn Murray asked if there could be a proof-reading system in place prior to any posting on the website. Councillor Julie Martin offered to work with Matt Spurling to provide this checking. Matt was hopeful that he would have a basis of the website available for the TTP to see by the next meeting. He requested that details of any required email addresses would be forwarded to him to set up. Lyn Murray asked for clarification as to how changes could be made to the website to ensure that access can be maintained even if committee membership changed. The Admin Assistant agreed to forward a copy of the TTP logo for use on the website, Facebook page, etc. Cllr Keise thanked Matt for all his hard work in progressing the Social Media Strategy.</p>	AA
9.	<p><b>Plastic Free Torpoint – Getting Onboard</b></p>	

	<p>It was advised following a recent presentation by pupils from Torpoint Nursery and Infant School highlighting the importance of reducing single use plastics, the Town Council had agreed to assist the children in their proposal. Cllr Chris Goodman had been appointed to head up the Council's input. Cllr Goodman advised she had made some progress having liaised with Surfers Against Sewage (SAS) and had registered Torpoint with the organisation. It was confirmed there are a number of procedural points that need to be followed which include creation of a Steering Group, Organisation of at least 2 events per calendar year. Cllr Goodman had created a short PowerPoint presentation to illustrate the key features of the process which she would be happy to show at the next meeting. She advised the key to success was ensuring communication and liaison between Businesses, Schools and Community Groups. Lyn Murray suggested that as WO Alex Orr had offered assistance with Navy personnel the organisation of such events would benefit from their input.</p> <p>Cllr Lisa Hocking advised she was aware of a project which utilized empty plastic bottles filled with single use plastic as bricks for building projects in Developing Countries and this could be a potential idea for a Torpoint event. It was suggested that providing a presence at the upcoming Street Markets would be advantageous, as would asking the children to take their presentation to various other organisations e.g. other schools, HMS Raleigh ratings, etc. It was agreed by all to consider additional proposals and ideas prior to the next meeting.</p>	<b>CG</b>
<p><b>10.</b></p>	<p><b>Public Liability Insurance – Replacement Quote</b></p> <p>It was confirmed the current Public Liability Insurance was provided by John Tivnan T/A Torpoint Community Events and had been agreed upon at the meeting of 24<sup>th</sup> July 2018. Mr Tivnan had kindly offered to provide this cover at a reduced cost of £200 for a period of 12 months. There was some discussion as to when this cover would cease with Cllr Tanner confirming she had had a recent conversation with Mr Tivnan who had advised it would need to be replaced by the end of June 2019. Mr Tivnan had contacted the existing broker and requested a quote on behalf of the TTP. There was some discussion as to the suitability of the new quote and if it would cover all the events as required by the TTP. Cllr Tanner suggested that as Torpoint Community Events had always in the past secured adequate insurance cover for TTP events, there was no reason to think the information provided was not adequate for all future TTP events. It was agreed to use these details to secure additional comparative quotes. Lynn Murray suggested contacting Rowett Insurance (the insurance broker used by CHAT) to secure an alternative quote. The Admin Assistant agreed to research further quotes whilst ensuring the correct number of attendees at events was covered. There was a further discussion regarding provision of the required Risk Assessments for future TTP events and who would provide these. It was confirmed that Mr Tivnan had agreed to continue to provide the assessments up until the end of June 2019, but any events after this time would need to be dealt with by another party. It was agreed this should be discussed with the Town Clerk.</p>	<b>AA</b>

<p><b>11.</b></p>	<p><b>Diary Dates – Any Additions</b></p> <p>The Admin Assistant advised that although the previous minutes indicated she would be taking over the organisation and publication of the 'Diary Dates' which was currently dealt with by Mr Mike Pearn, due to working hours time constraints, this would not be possible until after 1<sup>st</sup> April 2019. The Diary dates referred to on the agenda were those indicated in the previous minutes which had been collated by the Admin Assistant purely for the purposes of the minutes. 'Any Additions' referred to any further events news from the organisations of the TTP.</p> <p>Mrs Hughes confirmed details of film screenings and would provide a copy to the Administration Assistance. (The information was not available at the time of circulation of the minutes). Mrs Hughes requested her further news should be dealt with at this point in the meeting as she had to leave shortly to attend another meeting. Mrs Hughes advised Lisa Griggs representing the Community Chest and corresponded with Mrs Hughes and confirmed they would be making available to the Defibrillator Fund Raising the sum of £1,000. She also confirmed that permission was pending from Costcutters to site a new Defibrillator on the outside of their building. Mrs Hughes advised the 2nd Torpoint Scouts had secured funding from the Community Chest in the sum of £500 which meant they could replace the Scout Huts faulty boiler. Mrs Hughes confirmed the Community Cinema was now renting a room for storage in the Council Chambers and the group had moved the majority of their equipment in already. Mrs Hughes left the meeting at 7.58pm</p> <p>Cllr Hocking advised the Torpoint Rowers Club was hoping to organise a small regatta in the town on 14<sup>th</sup> April 2019. It was hoped this would consist of 2 x men's races, 2 x women's races and 1 x junior race and would be limited to rowing clubs on the River Tamar. It is hoped the base of the event can be held in Rendell Park with various stalls and fund-raising ideas. Cllr Hocking has been made aware by the Town Clerk that she will need to contact Cornwall Council for permission to stage an event and the Torpoint Ferry office regarding use of the Park. Cllr Hocking would keep the TTP posted of a definite date and location with a view to assistance in the planning.</p> <p>Mrs Ann Sawyer advised the Antony, Clarence &amp; Sydney Roads Residence Association were organising a clean up of the Adela Road area on either 13<sup>th</sup> or 14<sup>th</sup> April to improve pedestrian access to The Lawns and had already liaised with Cornwall Council. Cllr Tanner suggested contacting the Torpoint Volunteer Service who would be able to provide signs and various tools etc to assist. It was also suggested that WO Alex Orr might be able to assist on the day. Cllr Tanner confirmed she would provide Mrs Sawyer with their contact details.</p> <p>Mrs Brownhill suggested that the Park Event planned for 6<sup>th</sup> July 2019, a collaboration between Friends of Thanckes Park and the TTP should have been on the Agenda as it needs to be discussed. It was suggested that a Working Party be formed to plan the event in more detail. Cllr Martin, Cllr Tanner and Cllr Goodman all agreed to form the Working Party. Cllr Martin confirmed Andy Martin would be happy to assist. Cllr Tanner confirmed she would contact Mrs Stenning to join the working party.</p> <p><b>TTP Opening Evening –</b></p> <p>It was confirmed the next meeting would be run as an Open Evening to encourage new organisations to come along and join the TTP. Miss Martin</p>	<p><b>JH/RT</b></p> <p><b>LH</b></p> <p><b>RT</b></p> <p><b>RT</b></p>
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	<p>volunteered to create a poster for this and Cllr Martin volunteered to advertise this on the Community Facebook page</p> <p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Tuesday 2<sup>nd</sup> April 2019 7pm at the Council Chambers</li> </ul>	<p><b>KM/JM</b></p>
	<p>Meeting closed at 8.23pm</p>	