



**MINUTES** of the Torpoint Town Partnership meeting held on Tuesday 7<sup>th</sup> May 2019 at 7.00pm in the Committee Room, York Road, Torpoint.

**PRESENT:** Cllr Mrs Chris Goodman, Mrs Kim Brownhill - Treasurer, Cllr Ms Rachel Tanner, Paul Smythe – Community Hub and Library Development Manager, Mrs. Lyn Murray (CHAT), Mrs Jenny Hughes (Torpoint Community Cinema & 2<sup>nd</sup> Torpoint Scouts), Heather Stenning – Friends of Thanckes Park.

		<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, Chris Still, Richard Pymm (Torpoint & Rame Peninsula Lions Club), Mrs Christine Roper, Cllr Lambert Keise, Matt Spurling, Gaylord Spurling, Cllr Marlon Spurling, Cllr Julie Martin, Andy Martin, Terry Moore	
<b>3.</b>	<b>Declarations of interest relating to items on the Agenda</b> None declared	
<b>4.</b>	<b>Minutes of the previous meeting and matters arising</b> Minutes of previous meeting 2 <sup>nd</sup> April 2019 were approved All other actions are included on this meeting agenda.	
<b>5.</b>	<b>Financial Report</b> Mrs Brownhill confirmed the current unreconciled bank account total was £4,657.62 which included £2,559.16 being held on behalf of the Defibrillator Fund Raising, leaving a working fund of £2098.46. Mrs Brownhill added that there are 9 collecting tins, all of which she has emptied they totaled £99.14, this means an annual income from the collecting tins of £387.27. The accounts need to be audited for next months AGM, Lyn Murray and Jenny Hughes had volunteered.	
<b>6.</b>	<b>Christmas Lights Switch-On Electricity Bill -</b> It was updated by Cllr Goodman that the Town Clerk has sent two emails to the electricity supplier but is now waiting on some technical information from Dec Kelf.	Clerk
<b>7.</b>	<b>Correspondence</b> 1. Email received from a Fore Street trader who was disappointed that their commitment to the Christmas lights had not been acknowledged.	

	<p>The Town Clerk responded with details of the article in the Advertiser which acknowledged the support.</p> <p>2. A funding application had been made for improvements to Sparrow Park, the Town Clerk received notice that we had not been successful on this occasion.</p>	
<b>8.</b>	<p><b>Media Strategy Progress</b> Please see attached report from Matt Spurling</p> <p>Heather Stenning noted that FoTP had a slight issue with the Diary Dates function, which creates facebook events prior to the Community Group issuing details. However, Heather and Ferry Boaters are really pleased with Matt's responsive attitude in rectifying any problems.</p> <p>Cllr Goodman raised the issue that one of the photos being used was actually of Antony which is outside of our area, requested that it be changed.</p>	
<b>9.</b>	<p><b>Plastic Free Torpoint</b> Cllr Mrs Chris Goodman provided an update on Plastic Free Torpoint.</p> <ul style="list-style-type: none"> <li>➤ All 3 Schools will be attending a Student Council Plastic Free Forum on Wednesday 22<sup>nd</sup> May 12.30-2pm</li> <li>➤ Outcomes from this meeting will feed into the Steering Group.</li> </ul>	
<b>10.</b>	<p><b>6<sup>th</sup> July – Torpoint's Field Day Festival</b> Heather Stenning provided a brief update on this:</p> <ul style="list-style-type: none"> <li>➤ The working party has now met three times to co-ordinate the event.</li> <li>➤ Provided a brief outline of the planned events leading into 3 possibly 4 bands in the evening.</li> <li>➤ Infrastructure has been organised with the exception of the stage which is due to be booked within next few days.</li> <li>➤ Insurance has been approved by TTC.</li> </ul> <p>Mrs Brownhill asked about waste provision, at previous events they have had a skip parked at Benodet car park. Heather advised currently 2 x 1000L waste bins with 4 x 250L recycling bins. Heather will advise the working group of concerns. Suggestion that biodegradable rubbish bags are provided for people to take their rubbish home.</p> <p>Lyn Murray gave apologies but due to other commitments is unlikely to be able to help for too long on the day.</p> <p>Mrs Brownhill asked if street licence had been applied for, this is done as part of event planning application.</p> <p>Mrs Brownhill asked whether there would be any cost to TTP for the event, Heather explained that the stall holders would be charged £20 each in cash on the day, this would then be sufficient to pay anyone that needs a cash payment on the day. At present there is no plan for their to be a cost to the TTP.</p>	
<b>11.</b>	<p><b>Other TTP events and events the TTP is supporting:</b></p> <ul style="list-style-type: none"> <li>➤ Dog Show 18<sup>th</sup> August</li> <li>➤ Summer Benodet Tea Hut - Mrs Brownhill identified that the TTP could invest in some activities for the children when they open.</li> <li>➤ Carnival – Saturday 14<sup>th</sup> September</li> <li>➤ Torpoint Community Cinema - outdoor screening at Bénodet Park Saturday 25<sup>th</sup> May Mamma Mia II</li> <li>➤ Friends of Thanckes Park Saturday 25<sup>th</sup> May Playground equipment opening 10-11am. The project day on the 11<sup>th</sup> May has been cancelled.</li> </ul>	<p>Jenny Hughes Kim Brownhill</p>

	<ul style="list-style-type: none"> <li>➤ Torpoint Library and Community Hub Launch – Saturday 11<sup>th</sup> May 11.00am – refreshments will be served</li> </ul>	
<b>12.</b>	<p><b>Public Liability Insurance – Replacement Quote</b></p> <p>The TTP need to provide public liability insurance for events they are organising in the town. It has been agreed by Torpoint Town Council that they will add an addendum to their policy to cover larger events, to include the Field Day and Christmas Lights switch on – TTP asked for confirmation whether this would also cover the Carnival?</p> <p>If the Carnival is also covered then it was recognized a much smaller policy would be required. Mrs Brownhill to investigate with the potential of contacting Wassell's Insurance for a quote.</p>	Town Clerk
<b>13.</b>	<p><b>Additional fundraising/recruitment of TTP members</b></p> <ul style="list-style-type: none"> <li>➤ Fundraising – discussion about opening the tea hut at Bénodet Park about the financial benefit ensued. It was agreed to submit an application for Free of Charge usage to Torpoint Town Council for the tea hut for the following dates: 5<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, 16<sup>th</sup>, 19<sup>th</sup> and 23<sup>rd</sup> August 2019 and for TTP volunteers to share out the opening. A volunteer rota would be compiled.</li> </ul>	Mrs Brownhill
<b>14.</b>	<p><b>Other Report(s) form any other organisations</b></p> <p>CHAT – opening an employment room called CLEAR working with Paul and Jenny to deliver CV writing sessions / customer service training / telephone skills etc. Also provides access to computer with the introduction of Universal Credit which is all managed online.</p> <p>Shmoozing Lunch on the 25<sup>th</sup> June 12pm-2pm in the Conservative club, if you cannot go then please advise as there was a cost to CHAT last time for non-attendees.</p> <p>Ladies Singers – 6 hour Sing along on the 22<sup>nd</sup> June 10am-4pm in the Bandhut, the Ukele Band, Halfway Harmony and Reflections will all be there and proceeds go to the Air Ambulance – Jenny advised that donations in excess of £100 currently secure the name of your group on the new air ambulance.</p> <p>Defibrillator fund – Now have the full funding that is needed for the new machine, they are going with Dutchy Defib as they offer a better package.</p>	

	<p>CHAT will be funding the first year of maintenance, hopefully different community group each year. The new machine will be at Costcutter who are going to pay for the electricity supply and wifi. The housing will also have the logos of the different organisations that have donated. Will have an opening with fizz and nibbles.</p> <p>Paul Library and Community Hub – Books are all in, the Archive area is looking great – Cllr Goodman noted that Rosemary Pellew was very pleased with the area. Rubbish should all be gone this week and the IT issues all resolved. The café is ready and machines have all been installed. Grand opening on Saturday 11<sup>th</sup> at 11am, where there will be a display from Torpoint Archives and Heritage. Cllr Goodman and TTP wish Paul well for Saturday.</p> <p>Community Cinema – Last film did not see as many people present but there were more donations than usual. Outdoor cinema on the 25<sup>th</sup> May 8pm Benodet Park – weather permitting. Next movies include Lego Movie 2 and the Fishermans Friend on the 20<sup>th</sup> July. Also going out to one of the Care Homes to provide a showing, where residents from surrounding homes can attend.</p> <p>Friends of Thanckes Park – Heather advised that the Project Day would not be going ahead on the 11<sup>th</sup> May, this will be re-scheduled. Playground Opening on the 25<sup>th</sup> May 10am-11am.</p> <p>Mrs Brownhill – Carnival and Christmas lights, do we want to book an entertainer / rides etc. if so we need to do so ASAP.</p> <p>Christmas Switch on – one sided Christmas Market and encouraging community groups to do something engaging to get away from the carboot feel. Rachel and Kim to look at which stall holders they would like to attend.</p> <p>TTP would like the doughnut lady to attend so asked Town Clerk to email.</p>	<p>All present to gather quotes</p> <p>Town Clerk</p>
<p><b>15.</b></p>	<p><b>Any other Business</b> None.</p>	
<p><b>16.</b></p>	<p><b>Dates of next three meetings (including AGM)</b></p> <ul style="list-style-type: none"> <li>➤ Tuesday 4<sup>th</sup> June 2019 7.00pm at the Council Chambers (AGM) (apologies in advance from Andy Martin and Mrs Kim Brownhill, Heather Stenning and Lyn Murray)</li> <li>➤ Tuesday 2<sup>nd</sup> July 2019 7.00pm at the Council Chambers.</li> </ul> <p>The meeting closed at 8.10pm.</p>	