



**MINUTES** of the Torpoint Town Partnership meeting held on Wednesday 4<sup>th</sup> September 2019 at 7.00pm Torpoint Library and Community Hub.

**PRESENT:** Cllr Mrs Chris Goodman, Cllr Mrs Kim Brownhill - Treasurer, Paul Smythe – Community Hub and Library Development Manager, Richard Pymm, Torpoint & Rame Peninsula Lions, Cllr Gary Davis, Matt Spurling, Mrs Lyn Murray, CHAT and Laura, Volunteer Cornwall.

		<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 Christine Roper, Marlon and Gaynor Spurling, Cllr Julie Martin, Mr Andy Martin and Cllr Rachel Tanner joined the meeting on speakerphone, Mrs Jenny Hughes and Heather Stenning.	
<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 held on 6<sup>th</sup> August 2019</b> The minutes were read and accepted as an accurate record of the last meeting.	
<b>5.</b>	<b>Discussion relating to the Secretariat for the TTP going forward and confirmation of organizational matters relating to the TTP.</b> It was noted by members that the Secretariat role is laid down in the TTP Terms of Reference as being the responsibility of the Torpoint Town Council officers. The Chair confirmed that the issue of Secretariat will be discussed shortly with the Town Clerk. Cllr Julie Martin clarified that the position of Secretariat is very different to that of minute taker. Cllr Chris Goodman said that the TTP is a very important group and that it has to be run properly in order that deadlines are met for the organizing of events etc.	
<b>6.</b>	<b>Carnival Checklist</b> Mr Chris Goodman has agreed to lead with Road Marshalls for the day. Chris and Andy Southworth will pick up the road closure signs from the Council Chambers. Chairs and tables need to be transported to Cambridge Field. It was agreed that they could be stored in the Scout Hut and then moved on the day. Andy Martin will need to finish with staging etc promptly. Power needs to be checked by Declan. Roger needs the St John Ambulance to be towed to Cambridge Field. Julie Martin will action this.	<b>Mr Chris Goodman</b> <b>Mr Andy Southworth</b>  <b>Cllr Julie Martin</b>

	<p>The Storytime Chair needs to be transported from the Library to Cambridge Field but Paul Smythe will look into transporting it.</p> <p>Kim and Julie will look into putting in a Community Chest Application for funding. The Sea Cadets will cost £100 and also we need to cover the St John Ambulance cost.</p> <p>Cllr Kim Brownhill asked Rachel Tanner how many stalls were planning on attending. Rachel said that the plan for previous years would be adapted for this year. The Twinners has requested an application form today and Cllr Martin would check with Rowan Brown as to his availability.</p> <p>Chris Goodman will request assistance from the Rugby Club.</p> <p>Rachel Tanner mentioned the possibility of the Fire Cadets attending.</p> <p>Cllr Julie Martin ran through the timings for the Arena performances.</p>	<p><b>Mr Paul Smythe</b>  <b>Cllr Kim Brownhill</b>  <b>Cllr Julie Martin</b></p> <p><b>Cllr Chris Goodman</b></p>
<p><b>7.</b></p>	<p><b>Benodet Park 10<sup>th</sup> Year Anniversary Celebration event.</b></p> <p>The event notice has been submitted. Mark Barnwell was suggested as a possible performer for the event at a cost of £150. Andy Martin confirmed that he would be available to support the performer on the day.</p> <p>The start time for the event is 2pm and finishing at 4pm.</p> <p>The Twinners will provide catering, crepes and scones and teas/coffees.</p> <p>The guestlist has yet to be confirmed.</p> <p>Cllr Julie Martin will be speaking with the Town Clerk this Friday and the guests can be confirmed at this meeting.</p>	<p><b>Cllr Julie Martin</b></p>
<p><b>8.</b></p>	<p><b>Christmas preparations/Lights switch on, Lantern Making etc</b></p> <p>Mr Richard Pym confirmed that the Road Closure/Event application etc had been submitted. Discussion ensued relating to Father Christmas. Richard expressed the view that the Lions did not have the franchise on Father Christmas. There needs to be a separation by time of Lions Father Christmas and the Grotto (Portal) and St James Grotto. There followed discussion relating to the 'Professional' Father Christmas who was suggested by Cllr Rachel Tanner. Richard asked if this person requires payment and Cllr Tanner confirmed that no payment is required. Cllr Tanner will pass his details to Richard Pymm and the Lions.</p> <p>Richard confirmed that the Lions will proceed with Father Christmas as normal but will bear in mind the support offered.</p> <p>It was noted that there might be a need for a future conversation between The Portal and St James relating to Grotto's.</p> <p>Cllr Tanner has spoken to the Torpoint Traders about the Lights Switch On. The Window displays have been well supported to date. New traders need to be informed of the competition and the Lights Switch on event.</p> <p>Do we need a Christmas TTP meeting with the traders?</p> <p>Marlon, Gaynor and Matt to investigate Children's rides for the Switch on.</p> <p>Heather Stenning had previously mentioned using Student Actors from the University. These will be discussed post Carnival.</p> <p>Market/ Christmas lights?</p> <p>Follow up required relating to the stage payment which is still outstanding.</p> <p>Cllr Brownhill will speak to the Town Clerk.</p> <p>St John Ambulance needs to be booked as soon as the schedule for the day/evening is confirmed.</p> <p>It was agreed that the acts were good last year.</p> <p>Thought needs to be given to the schedule...start earlier? Entertainment?</p> <p>Concern about time for setting up with the middle stage...</p> <p>All of these issues will be considered at the next meeting.</p>	<p><b>Cllr Rachel Tanner</b></p> <p><b>Cllr Chris Goodman</b></p> <p><b>Cllr Spurling, Gaynor and Matt.</b></p> <p><b>Cllr Kim Brownhill</b></p>

<p><b>9.</b></p>	<p><b>Any Other Business</b>  Friday 6<sup>th</sup> December 2019- Craft Fayre in the Library  CHAT-Newquay Volunteer Lunch  CLEAR Working Consultation  Lions Beach Clean 22<sup>nd</sup> September 2019  The Lions also cleared the path behind the College through the woods.  Paul Smythe-Display in the Library.</p>	
<p><b>10.</b></p>	<p><b>Date of the next TTP Meeting</b>  Wednesday 25<sup>th</sup> September 2019.</p>	