



**MINUTES** of the Torpoint Town Partnership (TTP) meeting held on Wednesday 12th February 2020 at 7.00pm in the Torpoint Library and Community Hub.

**PRESENT:** Cllr Mrs Chris Goodman - The Mayor (Chair), Cllr Rachel Tanner BEM, Paul Smythe - Community Hub and Library Development Manager (CHLDM), Cllr Mrs Julie Martin, Mr Andy Martin, Mr Richard Pimm, Katie Martin, Jenny Hughes, Marcia Naylor.

		<b>ACTION</b>
<b>1.</b>	<b>Welcome - Chairman</b> The Chairman welcomed all members to the meeting.	
<b>2.</b>	<b>Apologies for absence</b> Apologies were submitted on behalf of Cllr Mrs Kim Brownhill - Treasurer, Heather Stenning.	
<b>3.</b>	<b>Declarations of interest relating to items on the Agenda</b> None declared.	
<b>4.</b>	<b>Congratulations and Appreciations</b> Cllr Chris Goodman congratulated all those involved in the recent pantomime production of Aladdin.	
<b>5.</b>	<b>Minutes of the previous meeting held on Wednesday 15th January 2020</b> The minutes for the previous meeting were read and accepted as an accurate record of the last meeting.	
<b>6.</b>	<b>Report from the Treasurer</b> On behalf of the Treasurer, Cllr Chris Goodman informed the meeting that current funds amounted to £3,205.09. One cheque had not been presented, and Cllr Kim Brownhill was due to chase this up. A sum of £371.08 continues to be ring-fenced for the defibrillator.	<b>Cllr Kim Brownhill</b>

7.	<p><b>VE Day 75 Friday 8th May 2020 (Bank Holiday) – Feedback relating to action points from the last meeting</b></p> <p>Cllr Julie Martin mentioned that she had sent a list of requirements to the Town Clerk. The Town Council had put a budget in place, but additional expenditure was needed for entertainments. The Strydes have already been booked to perform, and the intention is to look for a couple more bands to join them.</p> <p>Marcia Naylor suggested that the Torpoint Players could dress in character costumes to add to the atmosphere, and Cllr Rachel Tanner thought this a great idea.</p> <p>Children’s entertainment was discussed, and Cllr Rachel Tanner considered this an essential requirement, as it would help attract children to the event, plus give them something to do during what will be a long day.</p> <p>A bouncy castle and face painting were potential options, and Cllr Julie Martin stressed the need to book any entertainments soon. As the events duration was 2.00-8.00pm, Cllr Rachel Tanner felt that 3-6pm would be good timings for the bouncy castle.</p> <p>Cllr Julie Martin summarised the provision of entertainments by saying that there would be three bands, a bouncy castle and face painting. Cllr Julie Martin and Cllr Rachel Tanner agreed to arrange the face painter.</p> <p>Cllr Julie Martin said the Town Council have agreed to purchase new bunting and Union Flags, and the Town Clerk is in the process of ordering them.</p> <p>Cllr Chris Goodman updated the meeting on Cllr Kim Brownhill’s actions from the previous meeting. The road closure application for the period 10.00am-10.00pm had been completed and handed to the Town Clerk. The Town Council no longer had any table cloths, and contact had been made with a Piper, but no reply had been received.</p> <p>Cllr Julie Martin said that table cloths needed to be sourced, plus the clips to hold them down. She also mentioned that Katie Martin has found some useful resources online, and was creating a draft poster/flyer to advertise the event. In the meantime, Cllr Rachel Tanner asked if a save the date could be posted.</p> <p>Mr Andy Martin said that an area needed to be reserved solely for the residents of Care Homes. He also said it would be advantageous if the numbers of those attending could be confirmed beforehand. Volunteers would be required to help with the staging and sound system.</p> <p>Cllr Rachel Tanner has spoken to a few publicans and they are all on board. As it was a Bank Holiday, Cllr Julie Martin said that traders needed to be told of the celebrations, especially the food outlets, as they might want to open for business. Cllrs Chis Goodman and Rachel Tanner will deliver the finished poster/flyer, once they’ve been told by Katie Martin that it’s finished.</p> <p>Cllr Rachel Tanner said that people should be encouraged to bring their own food. Drinks wise, all alcohol will be sold in plastic glasses.</p>	<p><b>Marcia Naylor</b></p> <p><b>Cllr Julie Martin</b> <b>Cllr Rachel Tanner</b> <b>Town Clerk</b></p> <p><b>Town Clerk</b></p> <p><b>Cllr Chris Goodman</b> <b>Cllr Rachel Taner</b> <b>Katie Martin</b></p>
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	<p>Cllr Julie Martin said that toilets would be located near the Library and Community Hub.</p>	
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	<p>Mr Andy Martin considered manpower to be his biggest concern, as three Event Marshals were needed to be on duty at all times to handle any emergencies. Putting the tables and chairs out in the morning, and then away in the evening would also require considerable manpower. It was decided that a working party would meet at 10.00am in the morning and 7.30pm in the evening. HMS Raleigh and the Torpoint Athletic Youth Football Club would hopefully be able to provide volunteers for the working parties, and the company supplying the tables and chairs would both deliver and collect on the day.</p>	
<p><b>8.</b></p>	<p><b>Town Events to add to the Diary</b></p> <p>Cllr Rachel Tanner said that the Torpoint and Rame District Chronicle and other promotional channels needed to be provided with an update on future planned events. Cllr Tanner also mentioned that the TTP web page was not working effectively enough.</p> <p>Cllr Julie Martin mentioned that the web page was not user friendly, and will source a previously used pro forma for a potential short term solution.</p> <p>Cllr Rachel Tanner agreed that the current system needed to be reviewed, before reminding everyone that all future events must be promoted via traditional channels e.g. publications and posters/flyers, in addition to social media. This will ensure that a wider age range of people in the local community are reached. Cllr Tanner continued by saying that all entries in the Chronicle needed to be submitted by the 10th day of every month.</p> <p>Cllr Julie Martin offered to send a couple of posts to encourage other organisations to notify the TTP of their upcoming events. Cllr Martin would also warn Matt Spurling to expect extra traffic.</p> <p>Cllr Chris Goodman said that she would be promoting The Great British Spring Clean, due to be held 20th March-13th April, by asking organisations such as Torpoint Brownies, Carbeile Junior School, Torpoint Sea Scouts, and Torpoint Nursery and Infant School to take part, plus responsibility for their surrounding areas; ideally before the planned Friends of Thanckes Park clean up on 21st March at midday.</p>	<p><b>Cllr Julie Martin</b></p> <p><b>Cllr Julie Martin</b></p> <p><b>Cllr Chris Goodman</b></p>

<p><b>9</b></p>	<p><b>Any other Business</b></p> <p>The CHLDM mentioned that the Library and Community Hub would be participating in the Fun Paces weekend planned for 3rd &amp; 4th October. This cultural weekend of action would be created by, for and with the local community.</p> <p>Marcia Naylor informed the meeting that The Torpoint Players have recently received very positive and encouraging comments from the National Operatic and Dramatic Association. As a result, all members are understandably extremely happy.</p> <p>Cllr Rachel Tanner said that the theme for this years' Carnival would need to be decided by the next meeting. Mr Andy Martin suggested that it should be Olympics related, as the opening ceremony for the 2020 Summer Olympics in Japan was due to be held the day before the Carnival itself. Cllr Chris Goodman agreed that it was a good and relevant theme, so therefore, Olympics it would be.</p> <p>Mr Andy Martin proposed that the Christmas Lights Switch-On event be combined with the Christmas Market on Sunday 29th November, rather than being held on its own the day before as was originally planned. Mr Martin also proposed that the switching-on of the lights be brought forward one hour to 5.00pm.</p>	
	<p>All those attending liked and agreed to both proposals.</p>	
<p><b>10.</b></p>	<p><b>Date of Next Meeting</b> Tuesday 10th March 2020 at 7.00pm.</p>	