



**MINUTES** of the ANNUAL GENERAL MEETING of the Torpoint Town Partnership meeting held on Tuesday 18<sup>th</sup> June 2019 at 7.00pm Torpoint Library and Community Hub.

**PRESENT:** Cllr Mrs Chris Goodman, Cllr Mrs Kim Brownhill - Treasurer, Cllr Ms Rachel Tanner, Cllr Julie Martin, Cllr Marlon Spurling, Gaynor Spurling, Paul Smythe – Community Hub and Library Development Manager, Heather Stenning – Friends of Thanckes Park, Richard Pymm, Torpoint & Rame Peninsula Lions Club.

		<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, Cllr Lambert Keise, Matt Spurling, Andy Martin, Terry Moore, Mrs Jenny Hughes, Jules Cook, Lisa Matthews.	
<b>3.</b>	<b>Declarations of interest relating to items on the Agenda</b> None declared	
<b>4.</b>	<b>Appointment of Chairman</b> Members of the group referred to The Constitution: 1. MEMBERSHIP b ii) which states that the Chairman shall be the Town Mayor or his Deputy. (It was also noted that his should be changed hereafter to read their Deputy.) Cllr Goodman was proposed as Chair by Cllr Brownhill and seconded by Cllr Julie Martin. Cllr Goodman accepted the Chair.	
<b>5.</b>	<b>Appointment of Treasurer</b> The Chair called for nominations for the position of Treasurer. Cllr. Tanner proposed Cllr Kim Brownhill as Treasurer and this was seconded by Heather Stenning. There were no other nominations and Cllr Brownhill agreed to continue as Treasurer.	
<b>6.</b>	<b>Review of Constitution (as circulated).</b> It was noted that the Terms of Reference 1.and the Constitution 2. PARTNERSHIP POSITIONS a. refers to the secretariat for the TTP as being Torpoint Town Council officers. The Constitution MEMBERSHIP 1a refers to the core body as being 4 Torpoint Cllrs inclusive of Mayor and Deputy Mayor. The number of Cllrs on the TTP needs to be checked with the Town Clerk as presently this number of Cllrs is exceeded. It was noted by Cllr Brownhill that, from the list of the Community/Voluntary Sector Organisations, none were represented tonight. Cllr Tanner explained that Cllr Davis had previously suggested changes to the Constitution but those amendments had not been followed up on and were not forthcoming from Cllr Davis.	<b>Clerk</b>

	<p>Cllr Tanner said that she appreciated why the previous secretariat has not continued in role but the TTP is stuck without a secretariat. Cllr Tanner was of the opinion that the secretariat should still be an officer of the Torpoint Town Council, a link to the Council, as the TTP runs events on behalf of the Council. Cllr Martin agreed that a link with the Town Council is needed as, even as Cllrs within the TTP, we have no power. She referred to the fact that the Constitution makes reference to Torpoint Town Council's standing orders and financial regulations and Development Plan. Therefore, direct link with Torpoint Town Council officers is needed. Heather noted that although the Town Clerk was down to action points from the last meeting because she was not involved with the minutes these actions were not carried out. Cllr Spurling highlighted the difficulty in that the Clerk was setting the TTP agenda but not at the meetings. Cllr Martin pointed out that the role of minute taker could be separate.</p>	
<b>7.</b>	<p><b>Minutes of the previous meeting and matters arising</b> Minutes of previous meeting 7<sup>th</sup> May 2019 were approved. All other actions are included on this meeting agenda.</p>	
<b>8.</b>	<p><b>Financial Report</b> Cllr Brownhill explained that Lyn Murray and Jenny Hughes had volunteered to audit the accounts but have not done so yet. Therefore, Cllr Kim Brownhill, Treasurer, presented copies of the unaudited account for members of the group. Cllr Brownhill confirmed a working balance of £1715.99p. Two collecting tins have been collected in totaling £13.90p at the Post Office venue and £18.83p from the collecting tin situated at Spar which is the venue with the highest amount of money collected. Cllr Brownhill reminded the group that also £415.20p had been paid to cover the deposit for the Staging for the Field Day Festival.</p>	
<b>9.</b>	<p><b>Correspondence</b> Cllr Martin had put out plea for a minute taker but no one had responded to date. She will try again. Cllr Goodman thanked Heather Stenning for compiling the minutes for the previous meeting. Cllr Martin informed the meeting that Matt Spurling had been in communication with Rainbow Ghetto via the TTP website. They are Bubble Display 'entertainers' but are not free. Cllr Martin will find out their costs and report back to the next meeting. Cllr Brownhill mentioned that the Dragon costs £420. Heather Stenning mentioned that the University uses actors for entertainment as their fees are very reasonable.</p>	<p><b>Cllr Martin</b></p> <p><b>Cllr Martin</b></p>
<b>10.</b>	<p><b>Torpoint's Field Day Festival</b> Cllr Martin reported that there had been a meeting this morning with Joyce Walsh to discuss the stall holders who had confirmed their attendance. There will be a mixture of food outlets, arts and crafts, face painting and bouncy castle. The Mayor has agreed to open the event. The programme of events has been set with story time and the involvement of the Library staff, Dance, Drama, Yoga and bands Jack Bartlett, Lost Cousins and one other band. The F of TP are running a teas/refreshment stall and have a programme of events for the children including making bubbles, hedgehogs, bird feeders,</p>	

	<p>apple boats, completing scavenger hunts and the opportunity to play tennis. There will be a quiet area for children also.</p> <p>Gareth Foster and Explorer Scouts will be providing the security for Friday night. The Police are aware and will be a presence popping by from time to time.</p> <p>The toilets will be in Benodet Park as they can be locked away overnight. Cllr Tanner asked about disabled toilets. Ray Skelley will be available to ferry those in need to the disabled toilets at Benodet.</p> <p>There will be skips for recycling and there will be bags available on the plastic free stall for people to take their rubbish home. More information relating to the Plastic Free stall will be available after tomorrow's Steering Group meeting.</p> <p>There will be a lost children/ information point.</p> <p>Heather Stenning has some Diamond Jubilee Posters which can be adapted for use for advertising the Field Day.</p> <p>The Final Field Day meeting will be 2<sup>nd</sup> July.</p>	
<b>11.</b>	<p><b>Other TTP events and events the TTP is supporting</b></p> <p><b>Sunday 18<sup>th</sup> August 2019</b></p> <p><b>Dog Show</b></p> <p>The judge is already organised and St John Ambulance organised.</p> <p><b>Tea Hut</b></p> <p>Volunteers required Monday and Fridays.</p> <p>Cllr Martin has volunteered for 12<sup>th</sup> and 16<sup>th</sup> August. Cllrs Tanner and Goodman will let Cllr Brownhill know of their availability shortly.</p> <p>Cllr Brownhill said that we would need to spend money on activities to keep the children occupied. It was agreed that F of TP and TTP would consult and confirm the same 'tea' prices.</p> <p><b>Carnival</b></p> <p>Cllr Martin agreed to put a post on the community page for ideas from the community for the Carnival which could then feed into the 2<sup>nd</sup> July meeting. On that meeting night Carnival is to be the one item on the agenda. The Mayor has asked that all TTP members give Carnival some thought before that meeting as to how we might refresh the Carnival experience. Cllr Tanner has observed that the Fancy Dress Competition needs updating in some way. Cllr Goodman suggested maybe that one children's category could be 'plastic free/recycling theme'?</p> <p><b>Benodet Park 10<sup>th</sup> Anniversay Saturday, 28<sup>th</sup> September 2019</b></p> <p>Cllr Goodman suggested that we needed to invite people who were involved with the setting up of Benodet Park. It needs to be confirmed as to whether it would be a Town Council event or a TTP event?</p> <p><b>Christmas Lights/Lantern Making</b></p>	<b>Clerk</b>
<b>12.</b>	<p><b>Public Liability Insurance-replacement cover</b></p> <p>Cllr Brownhill distributed a paper on the insurance quotes from Access Insurers-Markel Insurance, Markel Insurance (via the website) and Secure Insurance, via Wassell's, Torpoint. The quotes were discussed and it was agreed that Cllr Brownhill should approach Secure Insurance again and ask for a new quote as the previous quote expired on 13<sup>th</sup> June. The insurance would be valid for one year and would cover 10 events at a cost of £213.91p.</p>	<b>Cllr Brownhill</b>
<b>13.</b>	<p><b>Additional fundraising/recruitment of TTP members</b></p> <p>It was confirmed that all members of the TTP were actively encouraging people to join the TTP.</p>	

<p><b>14.</b></p>	<p><b>Other Report(s) from any other organisations</b></p> <p><b>F of TP</b> F of T P have been asked to support the community clear up at the Thanckes Park Tennis Courts by the Town Clerk.</p> <p><b>Torpoint Library and Community Hub</b> Paul mentioned that this is the second meeting to be held in the Library Hub this week. The Library Forum was held earlier in the week. The TV monitor with laptop are ready to go for anyone wanting to use that facility for meetings.</p> <p>Friday is the Jo Cox, Big Get Together and Picnic at the Library. Paul has a meeting with Vicky (Dreckly's) tomorrow. It is hoped that this will become a regular get together to come up with promotions etc. Tuesday and Thursdays are still quiet days. Crochet Club is set to start on a Tuesday. Reading Challenge and Art works are planned for the summer for the younger age groups. Heather advised Paul to be mindful of clashes with other playgroup sessions in the town. Julie Martin advised that the Library Facebook page needs a higher profile and needs promoting. Gifts of orchids have been well received by the Library staff team.</p> <p><b>Torpoint &amp; Rame Peninsula Lions Club</b> Saturday,23<sup>rd</sup> June is the Family Day Walk- meet at Maker Church car park. Saturday,20<sup>th</sup> July is the Lions Summer Fayre. The Lions are struggling to find groups to entertain at the Fayre and rely on local youth groups. The annual amount of funds raised by the Lions is dropping e.g. there was not a daffodil pick this year as the daffodils were not blooming around Mothers' Day. Cllr Rachel Tanner suggested that maybe next year the Lions Summer Fayre and the Carnival should merge. Cllr Goodman suggested that we should run with the two events this summer and then reflect on those events before making any changes. Richard Pymm explained reasons why this merger might not be a good move.</p> <p><b>Torpoint Lady Singers</b> Cllr Kim Brownhill advertised the Ladies Singalong this weekend. 10-4pm in the Torpoint Bandhut.</p>	
<p><b>15.</b></p>	<p><b>Any other Business</b> None.</p>	
<p><b>16.</b></p>	<p><b>Dates of next meeting</b> <b>Tuesday 2<sup>nd</sup> July 2019 7.00pm at the Torpoint Library and Community Hub</b> <b>(Apologies in advance from Richard Pymm and Cllr Rachel Tanner.)</b></p> <p>The meeting closed at 8.30pm.</p>	