



MINUTES of the Torpoint Town Partnership (TTP) meeting held on Wednesday 3rd November 2021 at 7.00pm in the Torpoint Library and Community Hub.

PRESENT: Cllr Ms Rachel Evans BEM - The Mayor (Chair), Cllr Mrs Kim Brownhill - Treasurer, Paul Smythe - Community Hub and Library Development Manager (CH&LDM), Cllr Mrs Chris Goodman (Cllr CG), Cllr Mrs Julie Martin (Cllr JM), Cllr John Tivnan (Cllr JT) BEM, Mrs Kelly-Jane Brown (KJB), Mrs Julie Morris (JM), Mrs Lyn Murray (LM), Declan Kelf (DK), Richard Pymm (RP).

		ACTION
1.	Welcome - Chair The Chair welcomed all members to the meeting.	
2.	Apologies for absence Apologies received from Cllr Kate Ewert, Cllr Tony Walsh, Mrs Jenny Hughes, Andy Martin, Ray Skelly, and Friends of Thanckes Park.	
3.	Minutes of the previous meeting held on Tuesday 28th September 2021 (as previously circulated) There was two amendments required to the minutes of the previous meeting held on Tuesday 28th September 2021. On Page 3, under the heading 'Potential Entertainment Providers', it should have read Sea Cadets Band not Sea Scouts Band, and LM was to contact Halfway Harmony not KJB. Apart from those two amendments required, the minutes for the previous meeting were read and accepted as an accurate record.	CH&LDM
4.	Report from the Treasurer The Treasurer informed the meeting that the current balance in accounts was £5553.03. However, this includes £3,272.25 that has been set aside for defibrillator funding, plus £303.07 raised for the Mayor's charity fund, from the Dog Show (£251.20) and Tea Hut opening (£51.87). Thus leaving a working balance of £1,977.71. The Treasurer added that she currently had a problem with collecting pots. The pot that should be at the Spar was missing, and the Town Clerk & RFO was investigating its whereabouts. Also, Cost Cutter no longer wanted to collect donations, but had only returned one of their two collecting pots. Cllr JT asked if the pots were insured, and the Treasurer replied they were not. The Chair said that she would speak to the Town Clerk & RFO about the problem.	Town Clerk & RFO Chair

5.	<p>Torpoint Environmental Action (TEA)</p> <p>Cllr CG said that the group had met in the library earlier in the day, and had enjoyed a very productive meeting. The group was planning to have a week of environmentally focused events in the library during the February</p>	
	<p>2022 half-term period, plus be actively involved with coordinating local activities for the Great British Spring Clean in March 2022.</p> <p>The Town Council Support Officer was assisting with the creation of a group Facebook page, and high-vis vests worn when litter picking, would soon feature the TEA group logo. These two initiatives would help spread the word, and hopefully encourage new members to join. The TEA group intend to get together again on Tuesday 2nd December 2021.</p> <p>Cllr CG was planning to reengage with local schools, and generally keep things moving forward as best she can, with the aim of having everything pulled together by the Great British Spring Clean.</p>	

<p>6.</p>	<p>Planned Events</p> <p>i. Christmas Lights Switch On.</p> <p>The Chair began this item by confirming that the event would take place on Saturday 27th November 2021, 1530-1800. LM added that she had told stallholders to set up from 1500, and Cllr JT confirmed that a road closure application had been submitted. KJB then gave the following breakdown of planned entertainments, all taking place at Sparrow Park, unless stated otherwise:</p> <ul style="list-style-type: none"> • 1530 - Carbeile Junior School Nativity play in Cornerstone Church. • 1600 - Torpoint Nursery and Infant School. • 1620 - Torpoint Silver Band (awaiting confirmation). • 1640 - Torpoint Community College. • 1700 - Torpoint Ukulele Band. • 1720 - Halfway Harmony. • 1740 - The Coppola School of Performing Arts. • 1800 - Christmas Lights Switch On. <p>The Chair confirmed that the Torpoint Town Council gazebo would be erected at Sparrow Park. And Cllr JM informed everyone that Jeremy Lock would be looking after the technical side of things with Rowan Brown and Andy Southworth. Before adding that the Torpoint Town Council Operations (Ops) Manager will park the ops van at Sparrow Park, and this would be used as the event control centre. A generator will be required, and the hiring cost would be £110.00. Torpoint Town Council will book plus initially pay for the generator, and will invoice the TTP. The Chair said that hiring the generator was a necessity, and all agreed. The ops manager will pick the generator up. LM asked if other things could be plugged into the generator e.g. by entertainments providers, and DK said yes, up until the Christmas lights were due to be switched on. KJB said that she would send a letter to all entertainments providers, asking them if they had any electric power supply requirements.</p> <p>KJB then asked RP about his plans for Father Christmas. RP replied that current plans were to bring the cycle rickshaw down on his trailer, and park in the little lay-by where the bus stops on the main road opposite the flats. And then get it all set up with lights at about 1745, before approaching Sparrow Park from the end of the triangle, so that Father Christmas could take part in the switch on ceremony. Jim Hawks would probably be playing the part of Father Christmas, and once the lights had been switched on, he would travel from Sparrow Park and head down the street towards Santa's Grotto at the rear of the library. Children wanting to see Santa in his Grotto, would come in the front entrance and leave via the outside gate at the rear. The Lions would provide enough marshals to ensure that everything ran smoothly. The Chair added that a team of marshals would need to be recruited under the TTP umbrella, from as many organisations as possible, including The Lions. Extra marshals</p>	<p>Treasurer</p> <p>KJB</p>
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<p>would be particularly useful to have at the crossroads outside The Wheelers, as Tamar Street will not be closed.</p> <p>The Treasurer asked about the order of procession from Sparrow Park to Santa's Grotto, and after much discussion the Chair confirmed that the Town Crier would lead the procession, followed by the Lantern Parade and Father Christmas, in that order.</p> <p>The Chair said that Ray Skelly and DK would need their own little crew, to ensure there was no problems with the lights being switched on at 1800. DK replied that they had walkie-talkies available, and only four stations to worry about. Cllr JM mentioned that prior experience suggests that Ray Skelly would need plus four with him, and everyone would need to know exactly what to do. KJB suggested that Rowan Brown and Andy Southworth could be two of the four, once they were no longer required to help Jeremy Lock and herself with technical matters. The Chair stressed the importance of everyone involved having clearly identified roles and being comprehensively briefed on what those roles entailed e.g. who is turning on the lights, and what do they have to do.</p> <p>DK then asked RP if the Lions trailer was available for two hours, one week before on 21st November 2021, to transport the lights from Council Chambers to Fore Street. RP said he would confirm.</p> <p>As there was problems with the middle section of the Christmas lights last year, the Chair asked if they had been recently checked. DK replied that all lights had been checked and nothing was electrically wrong with them.</p> <p>The Chair then wanted to discuss arrangements for the actual switching on of the lights, and along with KJB proposed that Father Christmas would arrive five minutes before at 1755, the Town Crier would count down the last ten seconds, before Father Christmas pressed the button. Cllr CG informed everyone that it was normally the Citizen of the Year (Lisa Matthews) who pressed the button. So the Chair asked Cllr CG to contact her on behalf of the TTP with an invitation to press the button with Father Christmas. KJB said that anyone other than Father Christmas who was directly involved with the switching on, would need to meet her by the van at 1750. The Chair confirmed that she would be there, and would definitely say something, but she had no intention of being involved in the switching on. The Deputy Mayor's Deputy would also be in attendance.</p> <p>LM said that eleven stalls had been requested. CHAT would probably be staying open, and Hearts Café definitely staying open. DK added that Alternative Styles would also be staying open. DK asked if silly string could be banned from the event. The Chair said no, but she would expect marshals to be on the look out for anyone using it irresponsibly.</p> <p>LM said that she would shortly supply a list of stalls that had currently been booked, and asked if the offer of a stall at the event could again be promoted on Facebook. Cllr JM offered to do so.</p> <p>The Chair said that some of the local crafters had asked to come and LM added that everyone interested so far were local. Local traders with stalls were not being charged. The Treasurer questioned what would happen if outside traders turned up on the day. After a brief discussion, it was decided that any walk-in street trader would be charged a fee, collected by the Pink Ladies.</p>	<p>RP</p> <p>Cllr CG</p> <p>LM Cllr JM</p>
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<p>The Chair revealed that the Ideal Homes sponsored Christmas tree had been chosen, and would be delivered on Sunday 21 November 2021. DK will contact Shaun Huggins for assistance with its placement and erection. There will definitely not be a Christmas cake competition this year, and it was still undecided whether or not to have a Christmas card competition. However, the best dressed shop window competition will go ahead. Posters have been produced, and the Chair will deliver them to the shops this week. Cllr CG said that the judging criteria was on file. The Town Crier and Deputy Mayor's Deputy would be two of the judges, leaving two others still to find.</p>	<p>DK</p>
<p>Cllr JM mentioned she'd previously supplied sweets for Father Christmas and offered to do so again this year. RP confirmed that any donation would be appreciated.</p>	<p>Chair</p>
<p>Cllr JM said that a sub-meeting is due to be held involving all technicians. Once this meeting has been held, arrangements for the event could be finalised e.g. the time for volunteers to arrive.</p>	<p>Cllr JM</p>
<p>ii. Lantern Making Workshop. The Chair said that everything was all under control regarding the Lantern Making Workshop on Saturday 13 November 2021, 1000-1600. This year, those attending would be given timed slots, and would be making slightly smaller lanterns than previously. Cllr CG will be on teas, coffees and juice, and LM also offered her assistance on the day.</p>	
<p>iii. Christmas Tree Festival. The Chair said that St James Church would be holding their Christmas Tree Festival this year. Admission is free and people can donate to vote for the best tree. There would also be a raffle, plus teas and coffees. The dates and timings for the festival are:</p>	
<ul style="list-style-type: none"> • Saturday 27 November 2021, 1130-1600. • Monday 29 November 2021, 1500-1800. • Tuesday 30 November 2021, 1500-1800. • Wednesday 1 December 2021, 1500-1800. • Thursday 2 December 2021, 1500-1800. • Friday 3 December 2021, 1500-1800. (Presentation and raffle between 1700-1800). 	
<p>The Chair asked TTP members to contact the Town Council Support Officer, if they could spare some time to support the event. RP said that he would also see if any of The Lions members could help out. The Treasurer asked how many people would the Church like to help out at any one time, and the reply was the warden plus two volunteers.</p>	<p>TTP Members</p>
<p>As the Church have asked for a donation towards the electricity that will be used during the event, the Chair asked the Treasurer for her thoughts. The Treasurer suggested a donation of £100.00, and everyone agreed.</p>	<p>Treasurer</p>
<p>Cllr JM asked if the TTP was entering a tree, and the Chair asked the Treasurer if she would be happy to enter a tree on behalf of the TTP. The Treasurer replied that she would be.</p>	<p>Treasurer</p>
<p>Cllr JM then asked for confirmation of the 5 dates and timings when The</p>	

	<p>Lions would be using Bob’s Barn at the library as a Santa’s Grotto. RP replied:</p> <ul style="list-style-type: none"> • Saturday 27 November 2021, 1800 onwards. • Saturday 18 December 2021, 0930-1130. • Sunday 19 December 2021, 1300-1500. <p>iv. Forward Plan for 2022. The Chair said that this item would be covered at the next meeting.</p> <p>v. The Queen’s Platinum Jubilee - 2nd-5th June 2022. Cllr JM said that this item was comprehensively covered in the minutes of the previous meeting, so there was currently nothing further to report.</p>	
<p>7.</p>	<p>Any other Business The Chair mentioned that as The Queen’s Platinum Jubilee was a Town Council event, discussions had already taken place regarding how best to send Her Majesty The Queen, the Town’s congratulations and best wishes. Initial thoughts was a card that incorporated an aerial photo of local school children arranged within the boundaries of the number 70, and holding up flags etc.</p> <p>Cllr JM said that she would update and publish the diary dates on social media, plus ensure that posters are put on notice boards etc. KJB suggested that the design would look much better if the formatting was amended. Cllr JM undertook to speak to the Town Council Support Assistant.</p>	<p>Cllr JM</p>
<p>8.</p>	<p>Date of next meeting TBD.</p>	