



MINUTES of the Torpoint Town Partnership (TTP) meeting held on Wednesday 23rd February 2022 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 Jenny Hughes (JH), Miss Katie Martin (KM), Mrs Julie Morris (JM), Mrs Lyn Murray (LM), Phil Griffiths (Ops Man), Andy Martin (AM), Richard Pymm (RP).

		ACTION
1.	Welcome - Chair The Chair welcomed all members to the meeting.	
2.	Apologies for absence No apologies received.	
3.	Minutes of the previous meeting held on Tuesday 25th January 2022 (as circulated) The minutes for the previous meeting were read and accepted as an accurate record.	
4.	<p>Report from the Treasurer The Treasurer informed the meeting that the current balance in accounts was £5044.26. However, this includes £3,272.25 that has been set aside for defibrillator funding. Thus leaving a working balance of £1,772.01.</p> <p>The Chair then invited JH to update members regarding the defibrillator funding. JH replied that she had been in contact with Naval Estates, about locating a defibrillator on site, but unfortunately had not been able to progress the matter further. The Chair added that she was now liaising with the Commanding Officer at HMS Raleigh, but this was an ongoing action. It was agreed to keep this matter on the agenda, and review it just before The Queen's Platinum Jubilee in June.</p> <p>JH said that the funding was also for the purchase of a portable automatic defibrillator suitable for community events and costing a maximum of 1K. RP agreed to speak first with Rob White before identifying a suitable model to purchase.</p> <p>The Treasurer concluded by saying that Bénodet Park had been booked for the Dog Show and Doorstep Carols events to be held later in the year. And she was awaiting confirmation from the Friends of Thanckes Park regarding dates for opening the Tea Hut at the park in August on a shared basis. The Chair said that she would speak to Samm Bickle on Friday.</p>	<p>Chair</p> <p>RP</p> <p>Chair</p>

<p>5.</p>	<p>Planned Events/Diary Dates</p> <p>i. The Queen’s Platinum Jubilee - 2nd-5th June 2022. The Chair invited Cllr JM to update members. Cllr JM began with the planned aerial photo, captured by a drone, of local school children arranged within the boundaries of the number 70:</p> <ul style="list-style-type: none"> • KJB had contacted the schools, and was currently liaising with Torpoint Community College about using the sports field as the location. Photographer availability dates were being compared with sports field availability dates for a suitable date and time. • KJB felt that having the children waving small flags would hide their faces, plus be a potential H&S issue. Therefore, it was agreed that there would be no flags involved. • Cllr JM then added that the photo would be printed with appropriate wording and copies would be sent to the palace, council, archives, schools etc. A postcard size photo could also be given to the children involved. The Chair added that a cost per photo would need to be identified, so she would ask the Town Clerk & RFO to source quotes for 1,000 postcard size photos to be produced. Cllr JM mentioned that the printing of the main photos, plus the cost of frames, would also need to be considered for the main beneficiaries e.g. The Queen. <p>Cllr JM continued by saying that the town had registered its participation in the celebrations. On the Thursday, it was likely that the Town Crier’s location would be Sparrow Park, but a location was still to be decided for the piper. The Chair said that she would get together with the Treasurer to find a location for the piper, and Leanne Jones had spoken to a local bugler who was keen to take part, but unfortunately a choir was yet to be found. The Chair would speak with the Town Clerk & RFO on Monday to confirm if the Sea Cadets Band and other local uniformed organisations had been invited.</p> <p>The Treasurer wondered if the town could form its own community choir, and if so, they could perform on the Thursday, plus again at the opening of Friday’s main event. AM thought that this was a great idea. Cllr JM said that she was looking after the Facebook page with KJB, so she would publish a post asking for volunteers to form a choir, with more details to follow. Cllr CG mentioned that the Torpoint Twinning Association had some singers who might like to be involved.</p> <p>Cllr JM said that the the piper would play at 2135, the bugler at 2140, followed by the lighting of the beacon at 2145. Following this, the choir would then sing “A life lived with grace”. A decision was required regarding who would light the beacon.</p> <p>The Chair informed everyone that a decision would also need to be made as to whether the town would celebrate the event by planting a circle of seven trees. The Chair would once again get together with the Treasurer and speak to the Town Clerk & RFO.</p> <p>PG asked if Ray Skelly had volunteered to get the beacon, but Cllr JM said that she was not sure whether the Town Clerk & RFO had spoken with him. PG said he would speak to Ray Skelly himself.</p> <p>Cllr JM said that the free event on Friday would probably start at 1400, and finish no later than 2300. Everything was secured, but KJB was waiting for entertainments acts to confirm their participation. KJB mentioned the acts she had contacted:</p>	<p>KJB</p> <p>Chair</p> <p>Chair Treasurer</p> <p>Chair</p> <p>Cllr JM</p> <p>TTP Members</p> <p>Chair</p> <p>PG</p>
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- Born to Perform.
- Torpoint Players.
- Halfway Harmony.
- Ukulele Band.
- Torpoint YMCA (Sports).
- Rugby Club.
- Torpoint Lady Singers.
- Torpoint Silver Band.
- Janine Wright.
- The Coppola School of Performing Arts.
- Karate Club.
- Sarah Webber.
- Scouts.
- Schools.

The Treasurer asked if there was any other potential acts to contact, and suggested Reflections. RP agreed to pass an invitation to perform letter to them. JH mentioned that the Ferryboaters and Halfway Harmony were looking at getting together to sing a medley of songs spanning The Queen's reign, and would confirm their potential involvement to KJB ASAP.

Cllr JT asked if the Bowling Club had been contacted regarding access to the site. AM replied that this came under logistics, before updating members about the following provisional plans/arrangements:

- The event would start at 1400, and would have to finish by 2300 by Law. However he estimated that he would not be finished until about 0100 on Saturday morning.
- The fireworks finale would last no more than five minutes, and ideally would need to start no later than 2250.
- Three bands had been booked and confirmed; Compilations, Cornish Groove Collective, and Stone River Band.
- Billy Whizz will do two shows, plus who ever else confirms to KJB.
- Ideally, acts rotating continuously between stage and arena would be best. Janine Wright would be perfect between bands setting-up in the evening.
- Two large official flags (Union and Jubilee) will be located on the stage. And the Torpoint Silver Band could possibly be involved with the national anthem.
- It would be good if Carbeile Junior School could do a field gun display in the arena.

Cllr JM asked who would be opening the event, as for the previous big celebration it was Sir Richard Carew Pole and the Mayor. The CH&LDM was asked to action the Town Clerk & RFO to write to Sir Richard.

Cllr JM would compile a list of stalls, and asked members to tell anyone they knew who was interested in having a stall, to message her on Facebook. Stall space allocated so far included:

- Town Fryer.
- Zinns Coffee & Cake.
- Bouncy Castle.
- Painted Faces.
- Emma Bars.
- Town Fryer.
- Ice cream van.
- Big's Brownies & Cakes.

**Town Clerk
& RFO**

**TTP
Members**

	<ul style="list-style-type: none"> • Lisa Hocking was due to bring a rowing machine. • Friends of Thanckes Park planned on having a tea tent. • It has yet to be decided whether the Library and Community Hub will erect a pop-up library. <p>The Chair said that she would speak to Louise Slee at Cornish Pod. LM asked about a burger van, and RP confirmed that Saltash had one. KJB said that she would push out a Facebook post inviting people to apply to be involved. Cllr CG said that some of the local markets stall holders might be interested, and the Treasurer said that the TTP would need need to agree what the payment for a stall would be. The Chair thought it would be best to charge a set rate, and AM reminded everyone that for previous events there was no charge for locals. Calling on previous experience, Cllr JM stressed the importance of being restrictive on what stalls were allowed to take part.</p> <p>Cllr JM continued by saying:</p> <ul style="list-style-type: none"> • That the Town Clerk & RFO had ordered bunting, banners and flags. • A letter would need to be sent to residents about the fireworks approximately one month before, and one week before. Plus Adela Road would need to be free of parked vehicles on the Thursday and Friday. • If TTP members wanted the event recorded, did they want her to get a price. Members said they did, so the Chair asked Cllr JM to find out what the cost would be. <p>AM reminded everyone that the gate at the top of Adela Road caused an access problem, and Cllr JT said that creating more of a clearance was required. AM agreed, especially for the portaloos etc. Cllr JT also confirmed that permission to hold an off road event would not be required.</p> <p>First Aid cover was then discussed, and Cllr JT suggested that town council employees could provide the cover, as they were all emergency first aid qualified. PG said that this had not been discussed, and would have implications regarding overtime. RP said that there would be costs involved for St John Ambulance to provide first aid cover. But the Chair recommended that the TTP get a quote from St John Ambulance first, and she would ask the Town Clerk & RFO to do so by sending a letter to them. To help coordinate all volunteers, whatever their role was on the day, the Treasurer suggested that a TTP Gmail account be set up. Cllr JM agreed to do this.</p> <p>The Chair asked Ops Man if the town council still had the support van, to which he replied yes.</p> <p>Cllr JM said that another job would be to decorate the park e.g. bunting at the entrance. The Treasurer added that a local organisation called 'Decorate a Tree', might be willing to help out. Before adding that permission to do so would need to be given by Cornwall Council first. PG said that he would check with Cornwall Council. Cllr JM wondered whether the Town Council Ops Team could provide some form of decoration. Ops Man replied that he could not currently commit to anything such as that, because it would have to be agreed that staff would receive overtime first.</p> <p>Cllr JM said that signage such as 'Dogs must be kept on a lead at all times' would also be required, and AM said that three people would be needed for general marshalling.</p>	<p>CH&LDM</p> <p>Chair KJB</p> <p>TTP Members</p> <p>Cllr JM</p> <p>Chair</p> <p>Cllr JM</p> <p>PG</p>
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	<p>KJB asked about recycling bins, and Ops Man replied that lockable bins would be provided; both dry mix recycling and waste.</p> <p>Cllr JM wondered whether on Sunday 5th June, a 'Big Lunch' would be held at the Town Council building.</p> <p>ii. Forward Plan for 2022. The Chair said that diary dates had been updated. This included the decision by The Lions to cancel their Autumn Charity Event.</p>	
6.	<p>Any other Business</p> <p>LM mentioned that CHAT had recently started up some new groups, and asked the CHLDM to display some posters promoting these groups in the Library and Community Hub. LM continued by encouraging members to promote their food and wellbeing boxes, as these were difficult times for some, and the CHAT website could be accessed by anyone needing help. Regarding the new website, LM said that any constructive comments/ feedback would be much appreciated, and links to the Town Council and Town Partnership websites will be added shortly. LM finished by saying that CHAT would be celebrating their 30 years birthday this year.</p>	<p>CH&LDM TTP Members</p>
7.	<p>Date of next meeting</p> <p>Wednesday 23rd March 2022 at 7:00pm in the Torpoint Library and Community Hub.</p>	