



MINUTES of the Torpoint Town Partnership (TTP) meeting held on Tuesday 29th March 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 Julie Martin (Cllr JM), Cllr John Tivnan BEM (Cllr JT), Andy Martin (AM), Richard Pymm (RP).

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| 1. | Welcome - Chair The Chair welcomed all members to the meeting. | |
| 2. | Apologies for absence Apologies received from Cllr Mrs Chris Goodman, Mrs Kelly-Jane Brown, Mrs Jenny Hughes, Mrs Julie Morris, Mrs Lyn Murray, and Phil Griffiths. | |
| 3. | Minutes of the previous meeting held on Wednesday 23rd February 2022 (as circulated) The following amendments were required to the minutes of the previous meeting held on Wednesday 23rd February 2022: <ul style="list-style-type: none"> • Present. Mrs Samm Bickle was not present. • Item 5(i) p.3. Should have read 'Cornish Groove Collective'. • Item 5(i) p.4. Should have read 'permission to hold an off road event would not be required'. • Item 5(i) p.4. Richard Pymm was not asked to check the availability of the Saltash burger van. <p>Apart from the above four amendments required, the minutes for the previous meeting were read and accepted as an accurate record.</p> | CH&LDM |
| 4. | Report from the Treasurer The Treasurer informed the meeting that the current balance in accounts was £5024.26. However this includes £3,272.25 that has been set aside for defibrillator funding. Thus leaving a working balance of £1,752.01. A recent expenditure of £20.00 was an admin fee payment to the Town Council for a free of charge use application. The Chair updated members regarding the defibrillator funding, by saying that Jenny Hughes is now in contact with the Commanding Officer at HMS Raleigh, regarding the location of a defibrillator on the Naval Estates site. Plus she has also approached Mr Shaun Huggins, regarding the location of the other defibrillator. Jenny Hughes planned to submit an update in writing to TTP members soon. Cllr JT said that he intended to speak with the Town Clerk & RFO about the annual maintenance and servicing of the defibrillator that was located | Jenny Hughes Cllr JT |

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| | at the Esso Garage. | |
| 5. | <p>Planned Events/Diary Dates</p> <p>i. The Queen’s Platinum Jubilee - 2nd-5th June 2022. The Chair said that the aerial photo captured by a drone on Wednesday 23rd March, of local school children arranged within the boundaries of the number 70, had been a great success. Cllr JM then gave a detailed update on behalf of Kelly-Jane Brown:</p> <ul style="list-style-type: none"> • Currently waiting for edited photos and videos, and will give the finished products to the Town Clerk & RFO. • Select Drone Services gave their services for free, in exchange for reviews and references. • Intended to speak to the Town Clerk & RFO about sending an official letter of thanks from the Town Council. • Encouraged TTP members to like and share the Select Drone Services Facebook page. • Asked TTP members to consider Select Drone Services for future paid projects. • Although The Lawn is a no-fly zone, Select Drone Services would be able to get permission to fly over the area, and capture imagery on Friday 3rd June. • Now that the aerial photo is done, she would be contacting Community Acts to get a final yes/no this week. <p>The Chair thanked everyone involved with the planning and execution of the aerial photo, before asking the Treasurer to update members on plans for the Thursday 2nd June Beacon Lighting event. The Treasurer began with event timings, before continuing with other relevant information, that included input from other members:</p> <ul style="list-style-type: none"> • 2100-2130: Torpoint Sea Cadets Band playing in Rendel Park. • 2135: Piper. Cllr JT was still waiting for a reply from the piper, so would try to contact him again. • 2140: Bugler. Leanne Jones has contacted a local bugler who was keen to take part. • 2145: Lighting of the Jubilee Beacon, followed by the community choir. <p>Lighting of the Jubilee Beacon. The Mayor would light the beacon, and would hopefully be accompanied by a member of the community who was born on the same day as The Queen’s Coronation (or as close to). Finding someone who meets the criteria could be achieved by advertising on social media and in the next Town Council newsletter.</p> <p>Community Choir. The Treasurer still needed to speak with Sylvia Fraser about helping to form a community choir, and RP offered to mention it to Sylvia on her behalf. Cllr JM said that she would wait for any further developments, before using social media to ask for volunteers to come forward and form a community choir.</p> <p>Jubilee Beacon Tart. It was still to be decided if a Jubilee Beacon Tart, baked with ingredients from all four UK countries, would be provided for the occasion. Library Information Assistants, Kate Jackson and Gwenda Hunt, are due to test the recipe to check whether it would be feasible or not.</p> <p>Lights. The Town Council Operations Manager, Phil Griffiths, has offered some lights for the occasion, but a generator would be required. AM said that one of the two generators required for the main event the following day could be used. But the Operations Manager would need to transport it</p> | <p>Kelly-Jane Brown</p> <p>Kelly-Jane Brown TTP Members TTP Members</p> <p>Kelly-Jane Brown</p> <p>Cllr JT</p> <p>RP</p> <p>Kate Jackson Gwenda Hunt</p> <p>Operations Manager</p> |

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| | <p>Town Council Caravan. The Chair informed members that although the caravan was watertight, nobody would be comfortable towing it, due to its poor condition. Therefore a recommendation to council was planned, offering the caravan up as storage to Torpoint Football Club. The Town Council would then dispose of the asset and purchase a gazebo as a replacement. AM said that a glamping site might be interested in buying the caravan, as this kind of holiday accommodation was currently very popular. The Chair thought that this was a really good idea, and would feed it back to the Town Clerk & RFO tomorrow.</p> <p>The Treasurer said that the TTP would probably need to borrow at least one more gazebo, and Cllr JT replied that the RBL had a couple available. It was decided that it would be best to use the Town Council gazebo as the Information Point. Cllr JT asked about DBS checks, and Cllr JM replied that all was in hand.</p> <p>Marshals. The Treasurer mentioned about the need to recruit volunteers as marshals, and AM said that sufficient marshals was particularly important at the end of the event. The Chair said that she would be putting something out to council members shortly, in the hope that some would come forward and volunteer their services.</p> <p>After informing members that Saturday 4th June would be a day off, the Chair then moved on to Sunday 5th June, with the possibility of hosting a buffet lunch at Council Chambers for 70 x 70+ year olds. It would be a ticket only event, on a first come, first served basis. This was agreed by all. Cllr JM said that she would contact Andy Painter and ask him if he would be available to provide some entertainment. The Treasurer said that someone would be needed to provide catering services, and both the Chair and Cllr JM said that they would speak to Julie Elworthy when they saw her at the weekend.</p> <p>ii. Forward Plan for 2022. The Chair said that a decision was needed as to whether there would be a town carnival this year. It had been proposed that the carnival would be held jointly with The Lions Annual Charity Event (LACE) on Saturday 10th September. But LACE has now been cancelled. Therefore a confirmed date would need to be agreed soon, if there was to be a carnival this year.</p> | <p>Chair</p> <p>Chair</p> <p>Cllr JM</p> <p>Chair Cllr JM</p> <p>TTP Members</p> |
| 6. | <p>Any other Business There was no other business.</p> | |
| 7. | <p>Date of next meeting Tuesday 19th April 2022 at 7:00pm in the Torpoint Library and Community Hub.</p> | |