



MINUTES of the Torpoint Town Partnership (TTP) meeting held on Wednesday 18th May 2022 at 6.00pm 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 (Cllr JT) BEM, Mrs Kelly-Jane Brown (KJB), Mrs Jenny Hughes (JH), Mrs Julie Morris (JM), Phil Griffiths - Torpoint Town Council Operations Manager (Ops Man), Richard Pymm (RP).

		ACTION
1.	Welcome - Chair The Chair welcomed all members to the meeting.	
2.	Apologies for absence Apologies received from Mrs Samm Bickle, Mrs Leanne Jones, Mrs Lyn Murray, and Andy Martin.	
3.	Minutes of the previous meeting held on Tuesday 19th April 2022 (as circulated) The minutes for the previous meeting were read and accepted as an accurate record.	
4.	Report from the Treasurer The Treasurer informed the meeting that the current balance in accounts was £4634.86. This figure included £3,272.25 set aside for defibrillator funding. Thus leaving a working balance of £1,362.61. Since the last meeting, the sum of £400.00 had been transferred to the Town Council account, and used as a deposit for the fireworks display at the end of the Platinum Jubilee Festival at Thanckes Park on Friday 3rd June. This amount will be reimbursed at a later date, via an invoice raised by the Treasurer. Cllr JM thought it would be a good idea for the TTP to purchase some Union Flags to sell on market day (Sunday 29th May). The Chair added that flags could be sold at the Platinum Jubilee Festival as well. Therefore it was agreed that the Treasurer and Cllr JT would together purchase 200 flags on behalf of the TTP, once Cllr JM had identified and notified them of a supplier. JH said that market day would also be an ideal opportunity to hand out leaflets with information about the forthcoming Festival.	Treasurer Treasurer Cllr JT Cllr JM
5.	Planned Events/Diary Dates i. The Queen's Platinum Jubilee Celebrations 2-5 June 2022. The Chair began by discussing arrangements for the Platinum Jubilee Beacon Lighting at Rendel Park, on Thursday 2nd June at 9.00pm:	

	<p>points elsewhere. Friends of Thanckes Park have previously requested an outside tap, so that is a possible quick fix. The Chair said she was satisfied that the mains drinking water requirement was sufficiently covered.</p> <ul style="list-style-type: none"> • Check that food vendor compliance compiled for gas safety and food hygiene etc. (Ops Man to send a link to this list to Cllr JM). • A subscription to the industry standard Purple Guide has been taken out, to assist with health and safety planning for future events. • St John Ambulance have been booked. Cllr JM asked if they were aware of the revised event timings, as they would now need to be available from midday, rather than 1.00pm. Ops Man replied that he would check to make sure. <p>The Treasurer asked about the free bunting, and Ops Man replied that it was due to be used to decorate the arena, stage, and other main areas e.g. entrance to the park.</p> <p>Cllr JM then listed the catering/refreshments arrangements:</p> <ul style="list-style-type: none"> • MJ Bars - licensed bar. • Town Fryer - burgers, hot dogs, and bacon baps. • Kerry's Kerbside Kitchen - chicken baps. • Ice Cream Van. • Amber Lau - hog roast, noodles, chips, and loaded nachos. • Friends of Thanckes Park - teas, coffees, soft drinks, and traditional cakes. • Zinns Coffee & Cake - speciality coffees and hot chocolates. • Lisa Chapman - cream teas. • Mrs Northy - sweets, candy floss etc. <p>Cllr JM mentioned that someone with an authentic Jamaican food trailer had contacted her asking if they could attend. It was agreed this extra choice, would be a good addition to the current catering/refreshments arrangements. Cllr JM said she would contact them, before adding that there was currently ten stalls booked, plus the bouncy castle, Painted Faces, Lisa Hocking with her rowing machine, Awenek Studio CIC, and the fire engine. Friends of Thanckes Park, Awenek Studio CIC, and fundraiser Lucas Walters, will not be charged. KJB said that she would publish a Facebook post notifying potential stallholders/activities providers, that space was still available. Cllr JM asked KJB to include the TTP email address in the post.</p> <p>Stallholders had been told to enter the site at Adele Road before midday, and would have to leave between 5.00-6.00pm, or stay until 11.00pm.</p> <p>The Chair asked about the location of the toilets, one toilet would be located behind the stage, with the remainder being located in the little copse of trees at the bottom.</p> <p>KJB gave members an entertainments update on current proposed running order:</p> <ul style="list-style-type: none"> • Ukulele Band (12.30pm). • The Coppola School of Performing Arts (Opening Ceremony). • Torpoint Lady Singers. • Karate Club. • Billy Whizz. 	<p>Ops Man</p> <p>Ops Man</p> <p>Cllr JM</p> <p>KJB</p> <p>KJB</p>
--	---	---

	<ul style="list-style-type: none"> • Reflections. • Rugby Club. • GraceNotes. • Billy Whizz. • Cornish Groove Collective. • Sarah Webber. • Stone River Band. • The Compilations. • Fireworks (10.50pm) <p>KJB said she was intending to put together a poster that would be suitable for both Facebook and printing. But after much discussion about content, it was decided that:</p> <ul style="list-style-type: none"> • Two posters would be needed because of the amount of information to be communicated. • One poster would advertise the Jubilee Beacon Lighting and Jubilee Festival events, but not the Jubilee Big Lunch event. • The other poster would include a list of acts performing at the Jubilee Festival, but apart from Billy Whizz and the fireworks, all timings would be approximate only. <p>KJB would also source a cost-effective supplier to print 1,000 copies of the running order, and post her findings on the WhatsApp group.</p> <p>Cllr JM said she had recently spoken to the Town Clerk & RFO about collection buckets, because extra buckets were definitely needed close to Mr Bounce, and on the front of the stage. The Treasurer said that she had sorted the money collection licence, and Cllr JT added that the Poppy Appeal collection buckets could be adapted for use.</p> <p>RP asked about how many volunteers would be needed from The Lions, who would coordinate them, and what would they be doing. The Chair replied that Ops Man would coordinate all volunteers, so once The Lions volunteers were known, to contact the Town Council Support Officer by email with names, times when able to volunteer, plus what they were able to do and not do. The wearing of Hi-Vis jackets would be required by all volunteers.</p> <p>The Treasurer said that times when volunteers would be most needed were likely to be when the majority of vehicles arrived and departed. Cllr JM added that marshals would be required at the top of Adele Road, at the gate, and bottom of the slope minimum. Ops Man said that he would prefer his staff to be kept for responding to any incidents or occurrences.</p> <p>Saturday would be clear-up day, and members discussed the idea of those attending the previous evening being encouraged to take rubbish home with them using supplied recyclable bin bags (Ops Man to check stock). Or alternatively, depositing their collected rubbish in the large recycling and general waste containers provided.</p> <p>The Chair informed everyone that arrangements for the Jubilee Big Lunch on Sunday 5th June had gone well. Approximately 40 guests had so far applied for tickets, and it was hoped that this number would be increased once the Town Council leaflets had been distributed from Saturday. The Town Clerk & RFO does not want anything posted on Facebook until all the leaflets have been delivered. KJB asked that she be sent a copy of the leaflet in PDF format as soon as possible, so that she could promote it on Facebook.</p>	<p>KJB</p> <p>KJB</p> <p>RP</p> <p>Ops Man</p>
--	---	--

	<p>Cllr JM said that Andy Painter had confirmed his availability to provide entertainment, and had sent her a list of classic sing-a-long songs for approval. It was decided to ask Andy to choose 9-10 of the liveliest songs provided, and that his performance would last for approximately half-an-hour, starting at 1.00pm. No song sheets would be required. Cllr JM said that she would contact Andy and inform him of what had been decided. The Chair added that hosts had been nominated for all the tables.</p> <p>KJB said that she had regular Facebooks posts scheduled leading up to the start of the celebrations, and asked members to share these posts if they can. KJB also asked about the official Platinum Jubilee Pudding, and whether it was something extra that the TTP should take onboard. But after much discussion, members thought that the recipe was too much involved. Especially as the TTP was already providing seven Jubilee Tarts for the Jubilee Big Lunch. However, the Chair said that she would contact someone outside the TTP who might be interested in making a Jubilee Pudding.</p> <p>The Treasurer then asked if there was going to be a competition for the best decorative shop window, and suggested that voting could take place in the library on the Monday, Tuesday and Wednesday, prior to the start of the celebrations.</p> <p>KJB said that she could also do a poll on Facebook whereby voters could only vote once. These votes could then be added to those collected in the library.</p> <p>The Treasurer said that she would arrange for a letter to be written and delivered to the shops, informing them of the competition and voting options.</p>	<p>Cllr JM</p> <p>TTP Members</p> <p>Chair</p> <p>Treasurer</p>
<p>6.</p>	<p>Any other Business</p> <p>JH informed the Treasurer that the Town Council had contacted Duchy Defibrillators about purchasing a portable defibrillator for £850.00 plus VAT, and a resus kit for £8.50 plus VAT. So the Treasurer would shortly be receiving an invoice from Duchy Defibrillators for the two items. On receipt of the items, JH thought it would be good to promote the fact that the town has acquired them, by including those who donated the money, along with some Town Councillors and TTP members in a social media post.</p> <p>JH had also received an invoice from Michael Roberts, representing the Torpoint Athletic Football Club. And asked if the Treasurer was happy to send them a cheque for £468.00 to cover their defibrillator installation and first year fees. As the Co-op donated some of that amount, JH thought it would be good to include them along with some Town Councillors and TTP members in a social media post. JH said that she would email the Treasurer the invoice supplied by Michael Roberts.</p>	<p>Treasurer</p> <p>Treasurer</p> <p>JH</p>
<p>7.</p>	<p>Date of next meeting Tuesday 14th June 2022 at 6:00pm in the Torpoint Library and Community Hub. This meeting will be the AGM.</p>	