



**MINUTES** of the Torpoint Town Partnership (TTP) Annual General Meeting (AGM) held on Tuesday 14th June 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 Chris Goodman (Cllr CG), Cllr Mrs Julie Martin (Cllr JM), Cllr John Tivnan (Cllr JT) BEM, Mrs Jenny Hughes (JH), Miss Katie Martin (KM), Mrs Julie Morris (JM), Richard Pymm (RP).

		<b>ACTION</b>
<b>1.</b>	<b>Welcome - Chair</b> The Chair welcomed all members to the AGM.	
<b>2.</b>	<b>Apologies for absence</b> Apologies received from Mrs Samm Bickle and Mrs Lyn Murray.	
<b>3.</b>	<b>Election of Chairman, Vice Chairman and Treasurer for the year 2022/23</b> <b>Chair.</b> As per constitution, the current Mayor, Cllr Ms Rachel Evans BEM, will continue in her role as Chair. <b>Vice Chair.</b> As per constitution, in the absence of both the Chair and Deputy Mayor, another councillor will take on the role of Chair. <b>Treasurer.</b> Cllr JT proposed the current Treasurer, Cllr Kim Brownhill, and this was seconded by the Chair and unanimously agreed.	
<b>4.</b>	<b>Review constitution (as circulated)</b> The Chair began by saying that the constitution and terms of reference (ToRs) should be reviewed as they no longer aligned with how the TTP currently operated. The TTP over the years had evolved into a successful events organising group but that was not the original plan. "What do we see this group being now?"  Cllr JT stated it was 2018 when they were last reviewed and reminded members of the requirement for a written constitution to be in place, should the TTP ever need to apply for funding.  Cllr JM stated the Town Council is more proactive now with grant seeking and setting up partnership working groups to deliver specific projects. The Town Team Project Board is operating how it was envisaged the TTP might operate at its inception. This is why the TTP had moved more into events.  The TTP had lost its identity a little, with some members of the community believing it to be too council-centric.  The Chair agreed with the loss of identity remark made by Cllr JM, as people appeared to identify the TTP with the council. The	<b>TTP Members</b>

	<p>TTP logo as a perfect example, because it was very similar to that of the council. The TTP needed to regroup, rebrand, and reach out to other organisations. KM offered to look at the logo.</p> <p>Cllr CG said that the future TTP should be about local community groups working together, with Cllr JT added that the groups will not lose their individual identities.</p> <p>The Chair asked members to go away and read the constitution and ToRs again. Cllr JM said that she was happy to compile a list of suggestions for potential amendments, and asked everyone to send any suggestions to her by email to <a href="mailto:torpointtownpartnership@gmail.com">torpointtownpartnership@gmail.com</a> by Thursday 30th June.</p> <p>The Chair asked the CH&amp;LDM to action her to contact all TTP distribution list addressees, to update them on what the TTP was planning to do.</p>	<p><b>KM</b></p> <p><b>TTP Members Cllr JM</b></p> <p><b>Chair</b></p>
<p><b>5.</b></p>	<p><b>Minutes of the previous meeting held on Tuesday 18th May 2022 (as circulated)</b></p> <p>One amendment was required to the minutes for the previous meeting. “The fireworks providers will arrive at 7.00am, so the exclusion zone will start from that time as well”, should have read, “The fireworks providers will arrive at 7.00pm.</p>	<p><b>CH&amp;LDM</b></p>
<p><b>6.</b></p>	<p><b>Report from the Treasurer</b></p> <p>Before the Treasurer gave her report, Cllr JM asked that thanks be minuted to the Treasurer for compiling the yearly accounts, plus Cllr JT and JH for auditing them. Cllr JM proposed that the accounts were a true and accurate record, the Chair seconded the proposal, and they were unanimously agreed.</p> <p>The Treasurer began her report by giving the amounts taken from collection buckets, Union Jack flags sold and the coconut shy, during the Jubilee celebrations:</p> <ul style="list-style-type: none"> <li>• Collecting buckets and flags sold on the main day = £762.31</li> <li>• Flags sold at the market = £97.00</li> <li>• Flags sold in the Library = £38.50</li> <li>• Flags sold at the Beacon Lighting = £94.35</li> <li>• Coconut shy = £139.05</li> </ul> <p>The Treasurer thanked Cllr JT for donating the Union Jack flags that were sold, before mentioning the following:</p> <ul style="list-style-type: none"> <li>• The refund of the deposit for fireworks has not yet been received from the Town Council. This has now been added to the agenda for the next Town Council meeting.</li> <li>• Due to the Town Council not being able to invoice the TTP for 50% of the costs for the Beacon Safari, a donation of £265.00 will have to be made instead. This payment was agreed by all members attending.</li> <li>• The Public Liability Insurance is due for renewal on 19th June, and the cost for cover has increased from £445.00 to £458.44.</li> </ul> <p style="text-align: center;">2</p> <p>The Treasurer informed the meeting that the current balance in accounts was £5,589.49. This figure included £3,272.25 set aside for defibrillator</p>	<p><b>Treasurer</b></p> <p><b>Treasurer</b></p>

	<p>funding. Thus leaving a working balance of £2,317.24.</p> <p>The Chair asked if there was any updates regarding the defibrillator money, and JH asked Cllr JT if he had received a reply from the fire station. Cllr JT replied that he thought the Town Clerk &amp; RFO had received a reply and would ask her to forward to JH.</p> <p>JH said that she was hoping to arrange to meet with Michael Roberts from Torpoint Athletic Football Club, to present him with a cheque for over £400.00 to pay for their unit. Plus there was approximately £1,000.00 put aside for a portable defibrillator, and she was waiting to hear from the fire station.</p> <p>Cllr JM said that this was very good publicity for the TTP, as they were helping to provide the funding so that all this can happen. Plus it was a great example of organisations working together. JH replied that she intended to maximise opportunities for publicity, and that all key stakeholders would be included.</p>	<p><b>Cllr JT</b></p> <p><b>JH</b></p> <p><b>JH</b></p>
<p><b>7.</b></p>	<p><b>Planned Events/Diary Dates (as circulated)</b></p> <p>The Chair confirmed that the Beat4Autism Community Fun Day on 23rd July was an additional date for the diary. The Chair had also emailed the church to find out what their Christmas calendar of events was looking like.</p> <p>The Chair said that the next big TTP event would be the Dog Show at Bénodet Park on Sunday 21st August. The Treasurer added that previous judge wanted to come back and suggested more categories and had donated rosettes.</p> <p>Cllr JT said that the Event Notification Form had been done, and the risk assessment just needed a quick check to ensure it was current regs wise. He requested a copy of the PL insurance cert when it was reviewed. Cllr CG offered to help out in the tea hut on the day, and the Chair said that a few volunteers for the gate etc would be needed. The Chair will sort out the entrants as and when they come in.</p> <p>The Chair said that the Lantern Making Workshop on Saturday 12th November at Council Chambers would be the next big TTP event after the Dog Show, but planning arrangements for this did not need to be discussed until September. RP said that The Lions would also need to submit their Event Management Plan for Santa's Sleigh during the first week of September.</p> <p>Cllr CG said that the Library was hosting a Summer Craft Fair on Friday 1st July, and this event could be a good opportunity to recruit volunteers to help with the Lantern Making Workshop.</p>	<p><b>Cllr JT</b></p> <p><b>Treasurer</b></p> <p><b>Chair</b></p>
<p><b>8.</b></p>	<p><b>Any other Business</b></p> <p>The Chair gave a huge, huge thank you, to everyone that was so heavily involved in making sure that The Queen's Platinum Jubilee Celebrations was such a phenomenal success. It was a great weekend, and the town has been 'buzzing 'ever since. The Chair said that she had particularly enjoyed the Jubilee Big Lunch on Sunday 5th June, and will look to do</p>	

	<p>something similar in the future.</p> <p>KM showed members a video that she had put together showcasing the day. Once the video had finished, all applauded, and the Chair thanked KM and her dad Andy for producing the video. Cllr JM said the video would be a great addition to the Torpoint Archives &amp; Heritage Centre collection.</p> <p>The Treasurer said that there was a few pick-up points to be aware of following the main event on Friday 3rd June. In particular, lost children. Both the Chair and Cllr JT agreed that a few operational procedural changes needed to be tightened up for future large events. KM offered to look into options for improvement regarding lost children.</p> <p>Cllr JM added that a light above the Information Tent would have been helpful, and the Treasurer remarked that the Town Clerk &amp; RFO and PC Steve Wilson had also discussed the lighting issues on the top road towards Adela Road.</p> <p>JM informed everyone that she was no longer President of The Lions. The Chair thanked JM for all her support for the TTP during her one year term in office. The new President of the Lions is Clive O'Shaughnessy, and he will be attending all future TTP meetings.</p>	<p><b>TTP Members KM</b></p>
<p><b>9.</b></p>	<p><b>Date of next meeting</b> Tuesday 12th July 2022 at 6:00pm in the Torpoint Library and Community Hub.</p>	