



MINUTES of the Torpoint Town Partnership (TTP) meeting held on Tuesday 18th October 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 BEM (Cllr JT), Clive O'Shaughnessy (CO), Richard Pymm (RP).

		ACTION
1.	Welcome - Chair The Chair welcomed all members to the meeting.	
2.	Apologies for absence No apologies for absence received.	
3.	Minutes of the previous meeting held on Tuesday 12th July 2022 (as circulated) The minutes for the previous meeting were read and accepted as an accurate record. The Chair added that discussions regarding the review of the Constitution would resume in the New Year, but did say that if the TTP did become an events only group, Mrs Lyn Murray would no longer wish to be a member.	
4.	Report from the Treasurer The Treasurer informed the meeting that the current balance in accounts was £3845.55. However this included £1,855.75 from the defibrillator fund. Therefore the actual balance available for the TTP was £1,989.80. Since the last meeting, the following transaction had taken place: <ul style="list-style-type: none"> • Payment for defibrillator training = £90.00. It is planned to locate a defibrillator at the fire station at a cost of £1483.50 minus VAT. The figure of £310.00 has also been set aside for monitoring. This would leave £62.25 in the defibrillator fund. The Treasurer recommended that the defibrillator funding currently held in the TTP account should be transferred to the Town Council account. All agreed.	Treasurer
5.	Planned Events/Diary Dates i. Lantern Making Workshop - Saturday 12th November The Chair said that willing volunteers would be greatly received, and she intended to post a message on the councillors WhatsApp group. Cllr Chris Still had offered his services, and Cllr CG volunteered to help out with teas and coffees.	Chair Cllr CG

	<p>The Treasurer said that Lesley Weeks had previously offered to help, and that she was due to check how much willow was available tomorrow. As it was still undecided whether those wanting to take part would have to register or just turn up, the Chair and Treasurer agreed that they would meet to finalise this and anything else outstanding.</p> <p>ii. Christmas Lights Switch On - Saturday 26th November</p> <p>The Chair said that two Christmas trees had been purchased, one for Sparrow Park and one for outside St James Church. Local Community Markets had provided the funding for one of the trees, and Cllr JT had provided the funding for the other. Local Community Markets had previously purchased coloured tree lights, but a decision needed to be made regarding who would fund the warm white lights for the tree at the church, as both Local Community Markets and Cllr JT had offered to do so. Cllr JT said that there should be plenty of warm white lights in the store, and Cllr JM said that she had a photo ready to be published on social media once given the go ahead to do so.</p> <p>The trees would be put up on Sunday 20th November, with Tartendown Nurseries and Mr Shaun Huggins and his team assisting the usual team. Electrical works costing approximately £150.00 was required, before lights could be used on the tree at the church. Cllr JT offered to provide the funding for this. Cllr JT also said that he would speak with the Torpoint Barber Shop manager and ask him if he would pull his window blinds down to better show off the reflection of the church Christmas tree and lights in his shop window.</p> <p>The Chair said that a call for stalls would need to be put out, and a poster would need to be created to promote the event. Cllr JM replied that her daughter Katie would create a poster, and it was agreed that the timing's for the event would be 3:00pm-6:00pm. The TTP email address would also be included in the poster so that potential stall holders could confirm their interest. The Chair and Cllr JM would regularly check the TTP mailbox for any messages received from stall holders. The Chair said that there would be no charge for stalls this year.</p> <p>Cllr JM said that her husband Andy was available, and Kelly and Katie were happy to coordinate entertainments and liaise with schools etc. Torpoint Community College were keen to take part and had been in touch with Kelly already. Cllr JM said that she was happy to donate chocolate lollies for Santa to hand out.</p> <p>CO reminded everyone about the lighting problems at Santa's Grotto last year, and Cllr JM assured CO that Andy was aware of this, and had everything in hand to prevent a repeat occurrence this year. CO and RP informed everyone that it was yet to be decided how Santa would get from Sparrow Park to Bob's Barn, as there was a few complications that needed to be resolved. Following a previous discussion between the Chair and Cllr JM, the latter proposed that Santa's Grotto should be open after the Christmas Lights Switch On, plus the following day when the library is open 10:00am-2:00pm to coincide with Street Market day. Everyone thought that this was a great idea.</p> <p>The Treasurer reminded everyone that the Doorstep Carols event was to be held on Wednesday 14th December at Bénodet Park, 5:00pm-8:00pm. The Chair added that she might ask Torpoint Community College to set up in the bandstand and lead everyone into a selection of traditional carols. Jenny Hughes had volunteered to serve hot chocolate from the tea hut, and mulled wine could also be available.</p>	<p>Treasurer</p> <p>Chair Treasurer</p> <p>Cllr JM</p> <p>Cllr JT Cllr JT</p> <p>Katie Martin</p> <p>Chair Cllr JM</p> <p>Kelly-Jane Brown Katie Martin Cllr JM</p> <p>Andy Martin</p> <p>CO RP</p> <p>CH&LDM</p> <p>Chair Jenny Hughes</p>
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6.	Any other Business There was no other business.	
7.	Date of next meeting Tuesday 21st February 2023 at 6:00pm in the Torpoint Library and Community Hub.	CH&LDM