



**MINUTES** of the Torpoint Town Partnership (TTP) meeting held on Tuesday 21st February 2023 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), Phil Griffiths - Torpoint Town Council Operations Manager (Ops Man), Samm Bickle (SB), Jenny Hughes (JH), Richard Pymm (RP).

		<b>ACTION</b>
<b>1.</b>	<b>Welcome - Chair</b> The Chair welcomed all members to the meeting.	
<b>2.</b>	<b>Apologies for absence</b> Apologies for absence was received from Cllr Mrs Julie Martin, Cllr John Tivnan BEM, and Mrs Annette Evans (Lion President).	
<b>3.</b>	<p><b>Minutes of the previous meeting held on Tuesday 18th October 2022 (as circulated), and feedback from Ops Man about the Christmas Lights.</b></p> <p><b>i. Minutes of the previous meeting held on Tuesday 18th October 2022 (as circulated)</b> The minutes of the previous meeting were read and accepted as an accurate record.</p> <p><b>ii. Feedback from Ops Man about the Christmas Lights</b></p> <p>Feedback from the community suggested that the tree located at St James Church was a great success. Although the decision to not have barriers enclosing the tree, did result in the bumpers of some vehicles getting caught up in the lower branches. JH recalled that pallets had been previously used to prevent vehicles getting too close to the tree, and the Treasurer added that if these pallets were painted, it would make them far more visible. Regarding the size of the tree in Sparrow Park it was too big and the cherry picker had not been fit for purpose.</p> <p>At the last meeting of the Finance &amp; Operations Committee, the potential expenditure for this years' Christmas lights was discussed, and the number of Christmas trees required was questioned.</p> <p>The lights used on both Christmas trees last year, and the 10-12 small angular Christmas trees/fixings used in Fore Street, all needed to be replaced. The cost of a tree complete with replacement lights for St James Church would be approximately £524.00. While it is estimated that it would cost £111.00 to replace each small tree in Fore Street. Cherry</p>	

	<p>picker hire would be an additional £480.00.</p> <p>The Chair recognised the need to purchase new lights and replacement trees/fixings, and asked Ops Man to further research, identify, and cost suitable trees/fixings plus any alternative options. The Treasurer gave Ops Man the name of a person to contact regarding the hiring of a cherry picker.</p> <p>A discussion regarding the number of trees required followed, and it was agreed to have one large attractively decorated Christmas tree outside St James Church and the a lighting feature could be made out of the newly refurbished Sparrow Park to include the trees and shrubs already in situ. The creative use of festive lighting would really enhance the park.</p> <p>The Chair said that this agreed plan of action would be included in the next newsletter, along with a call for sponsorship and support. The Chair would approach the Markets for help with funding, and JH offered to organise fund raising events solely for the Christmas lights.</p>	<p><b>Ops Man</b></p> <p><b>JH</b></p>
<p><b>4.</b></p>	<p><b>Report from the Treasurer</b>  The Treasurer informed the meeting that the current balance in accounts was £1796.23.</p>	
<p><b>5.</b></p>	<p><b>Planned Events/Diary Dates - see attached Diary Dates</b></p> <p><b>i. Coronation Events</b>  The Chair did not think it was feasible to celebrate the Coronation with a big town event similar to the one held last year, due to the cost involved and difficulty recruiting the number of volunteers required. One alternative option was a Picnic in the Park event at Benodet Park on Monday 8 May, 1200-1600. Billy Wiz could be booked to perform a couple of shows, with a bit of music before, in-between, and after the shows. The tea hut could be open and maybe a few games could be played. The Chair asked members if they would be happy for the TTP to fund up to £200.00 to pay for Billy Wiz. All members agreed the funding, and also decided that no external catering businesses would be present.</p> <p>The Treasurer mentioned that an event notification form would need to be submitted, and RP added that this would need to be done promptly. The Chair asked Ops Man to complete and submit the form, plus provide a relevant risk assessment. The Chair would speak to Katie Martin about designing a poster to promote the event.</p> <p>CG suggested that the next newsletter should include information on how the community could organise their own big lunches and street parties. Everyone thought this a very good idea.</p> <p><b>ii. Forward Plan for 2023</b></p> <p>RP thought it was an appropriate time to mention that The Lions were having issues with insurance cover, having recently been told that their cover does not include events that impacts the public highway. So as the TTP had public liability insurance, could The Lions come under the TTP 'umbrella'. The Chair asked members if they would be in agreement providing the TTP insurer was agreeable. The members were in agreement, and the Treasurer said that she would contact the insurer to seek confirmation or not. RP thanked everyone for their consideration.</p> <p>The Chair asked members for their thoughts about having a carnival, and if so, when would it take place and what would the format be. One option was to combine a carnival element into The Lions Summer Fair on</p>	<p><b>Ops Man</b> <b>Chair</b></p> <p><b>Treasurer</b></p>

	<p>Saturday 15 July, and RP said that he could put this to the Board of Directors at the next meeting of The Lions. But it was decided that the TTP would organise a carnival type event one week later on Saturday 22 July at Cambridge Field. Event name, timings and format, would be further discussed at the next meeting.</p> <p>The following dates were confirmed:</p> <ul style="list-style-type: none"> <li>• Sunday 26 March - Repair Café.</li> <li>• Sunday 20 August - Dog Show.</li> <li>• Saturday 4 November - Lantern Making.</li> <li>• Saturday 25 November - Christmas Lights Switch-On/Santas Grotto.</li> <li>• Sunday 26 November - Santas Grotto.</li> <li>• Saturday 9 December - Carols in the Park.</li> </ul> <p>JH said that she was available to raise money for the Christmas lights by working in the tea hut on Friday 4 August and Friday 18 August. The Chair said that she would be available to join her.</p>	<b>JH Chair</b>
<b>6.</b>	<p><b>Publicity</b> The Chair said that all dates recently confirmed would be added to the Diary. Future newsletters would include key dates and are delivered to every household, plus there are a number of members who can design posters/flyers.</p>	<b>Chair</b>
<b>7.</b>	<p><b>Any other Business</b> There was no other business.</p>	
<b>8.</b>	<p><b>Date of next meeting</b> Tuesday 21st March 2023 at 6:00pm in the Torpoint Library and Community Hub.</p>	