



**MINUTES** of the Torpoint Town Partnership (TTP) meeting held on Tuesday 30<sup>th</sup> July 2024 at 6pm in the Mayor’s Parlour.

**PRESENT:**, Cllr and Deputy Mayor Mrs Kim Brownhill (KB) – acting Chair and Treasurer, Cllr Mr John Tivnan BEM (JT) – CC/TTC, Cllr Mr Marlon Spurling (MS), Mr Richard Pymm (RP) Torpoint & Rame Peninsula Lions, Milly Southworth – Town Clerk & RFO (MSo)

	<p><b>Welcome - Chair</b> Cllr and Deputy Mayor Mrs Kim Brownhill welcomed all members to the meeting.</p>
1.	<p><b>Apologies for absence</b> Apologies for absence was received from; Cllr and Mayor of Torpoint Mr Gary Davis (GD), Cllr Mrs Julie Martin (JM), Cllr Rachel Evans (RE) – Markets and Cinema, Cllr Chris Goodman (CG), Mrs Jenny Hughes (JH) - Markets and Cinema, Katie-Marie Martin– Sea Scouts (KM), Cllr Samm Bickle (SM) - FoTP, Cllr Kate Ewert – CC.</p>
2.	<p><b>Minutes of the previous meeting held on Tuesday 18<sup>th</sup> June 2024 (as circulated).</b> Read and agreed</p>
3.	<p><b>Report from the Treasurer</b> KB - Balance in account £1,406.06, £210.03 of this figure is ring fenced for Christmas fayre fundraising for Christmas lights - £1,196.03 is the working balance available.</p>
4.	<p><b>Planned Events/Diary Dates - see attached Diary Dates</b> <b>November</b> MSo – Saturday 7<sup>th</sup> September Torpoint Community Fire Station annual open day (add to the diary dates).  RP – Lions Santa’s sleigh will commence prior to the Christmas lights switch on event on Saturday 30<sup>th</sup> November.  KB – TTP Dog Show at Bénodet Park, set up from midday, registration from 1.00pm, the poster has been shared and will be put up on council noticeboards. Any volunteers available to assist on the day would be welcome, also donations for raffle prizes, suggested buying some ‘doggie raffle prizes’ from say Trago Mills, also could contact ‘Pets at Home’ for any raffle prizes. Council gazebo may be required, to provide shade for the dogs, dependant on the weather conditions. (Action MSo)  MSo gave a verbal update from the Scouts regarding the Fireworks event Friday 1<sup>st</sup> November, Thanks Park– Bonfire and Fireworks event, ➤ ‘Just Giving’ page going live soon. The priority has been raising funds for summer camp, as now this is done attention can shift to this event.</p>

- Permission sought from Public Open Space Officer Cornwall Council prior to event notification form being sent. Deadline for submitting this is looming fast.
- Scouts Public Liability covers Fireworks and Bonfires.
- Fire safety being double checked with Andy Jones (Watch Manager, Fire Safety Inspection Officer, Cornwall Fire and Rescue Service).
- Lions are on-board with support for the night, crowd control etc.
- Support from Town Council Operations team may be needed, this will be requested officially after the next scouts planning meeting.
- Phil Griffiths and Gareth Foster will complete risk assessment and event notification form.
- A team of volunteers/ scout leaders and explorer scouts will be asked to provide security once the bonfire is built, to prevent arson. A request for parent support was made at the AGM this month.
- Food hygiene certificates are being updated for the catering on the night. If anyone can loan a gas BBQ for the evening, this would be appreciated.

Donations already expected: Markets team; £500, Cinema team; £500, TTP £300, plus donations from JT. JT has booked Celebration Pyrotechnics and has paid the deposit payment. JT asked for all the donations to be passed to him and then he will arrange final payment of the fireworks invoice in advance. KB will message JH to give her an update following this meeting.

**5. Request from Torpoint Town Council to organise a Tourism event, likely to be in June 2025.**

TTP agrees to organise the event on behalf of the Town Council.

Updates **in red following this meeting** following issue of the initial paper from JM.

**TORPOINT'S FAMILY FESTIVAL – "LAWNSBURY"**

**Decision on a name is needed, should the council decide? Torfest/Lawnfest suggested**

Saturday 14 June 2025, Thanckes Park **time needed**

**Infrastructure**

- Outerstage – Mobile Stage - Delivery and set up Friday, collection Saturday after the event – in hand
- AVLX – Lighting Package, Sound Production, Generator – in hand
- Brandon Hire – Barriers, Toilets, Fire Trolley – Delivery Friday, Collection Sunday – £1,221.24 +VAT
- Biffa – Skip, recycling bins, delivery and collection – to be arranged
- Caradon Plant Hire – Tower Lights x 3 – to be arranged

**Entertainment**

- Spangles the Clown – 45 minute show and 90 minute circus workshop £325 – approval sought - **JT sponsoring £325**
- The Tyrns - £360 – approval sought **JT sponsoring £360**
- Painty Faces – emailed
- Celebration Pyrotechnics – provisional booking made £480 deposit required **JT to pay the deposit £480**
- Other bands being sought **Gavin & Gordon?**
- Community Entertainers being sought **Gracenotes Accapella they sang at the Jubilee?**
- Bouncy Castle to be arranged

**Food and Drink**

- MR Bars and Town Fryer on board

	<ul style="list-style-type: none"> <li>➤ Ice Cream van to be arranged</li> <li>➤ Other suggestions needed <b>MS to ask FOTP if they could run a tea tent or similar</b></li> </ul> <p><b>Stalls</b></p> <ul style="list-style-type: none"> <li>➤ Local Community Markets to coordinate</li> </ul> <p><b>Funding</b></p> <ul style="list-style-type: none"> <li>➤ Council budget to be advised</li> <li>➤ PID required</li> <li>➤ Awards for All grant to be sought</li> <li>➤ Sponsorship from businesses to be sought</li> <li>➤ Collecting Buckets on the day – collecting licence required, proactive collecting required : voluntary donations at gate, bouncy castle, face painting, stage and park collectors</li> <li>➤ TTP given proceeds from collecting buckets from last event totalling £762.31 – maybe TTP could sponsor something at next year’s event, just a suggestion <b>to be decided at a future date when we have more idea of how much we have in the bank, bearing in mind TTP insurance costs increased this year and we do not have many fundraising events. KB to check this donation was made to the TTP at the conclusion of the Jubilee event in 2022.</b></li> <li>➤ TTP should consider getting a sum up machine to make donations easier <b>TTP have one already</b></li> </ul> <p><b>Other thoughts</b></p> <ul style="list-style-type: none"> <li>➤ Contact Miss Ivy Events to ensure no clash of dates</li> <li>➤ Council insurance for event</li> <li>➤ Landowner permissions – MSo to email JT</li> <li>➤ Grass cutting, bearing in mind we will be coming out of no mow May</li> <li>➤ First Aid coverage – Richard stated that several Lions have just completed First aid training, would ask if they would be prepared to help</li> <li>➤ JT will buy some banners to advertise the event next year.</li> <li>➤ WhatsApp group – John &amp; Kim prepared to be included, but suggested that perhaps it’s kept to a minimum initially ie Julie Andy Milly Gary? Must have a progress report to TTP at each meeting.</li> <li>➤ Save the date poster will be actioned in the next month and then circulated on social media and in the next council newsletter.</li> </ul>
6.	<p><b>Any other Business</b> None.</p>
7.	<p><b>Next Meeting</b> <b>Tuesday 10<sup>th</sup> September, 6.00pm in the Mayor’s Parlour.</b></p>

Meeting closed at 6.51pm.