



MINUTES of the Torpoint Town Partnership (TTP) meeting held on Tuesday 8th April 2025, 7.00pm, Mayor’s Parlour, Council Chambers.

PRESENT: Cllr Gary Davis Town Mayor (GD) - (Chairman), Cllr John Tivnan BEM (JT), Cllr Julie Martin (JM) – Markets and Cinema, Richard Pymm (RP) – Torpoint & Rame Peninsula Lions Club, Cllr Chris Goodman (CG) – Torpoint Environmental Action, Katie-Marie Martin (KMM) – Torpoint Scouts (KM), Milly Southworth (MSo) – Town Clerk and RFO (taking the minutes).

	<p>Welcome - Chair Cllr and Mayor Gary Davis welcomed all members to the meeting.</p>
1.	<p>Apologies for absence Cllr and Deputy Mayor of Torpoint Kim Brownhill (KB) – Treasurer, Cllr Marlon Spurling (MS), Cllr Rachel Evans (RE) Markets, Cllr Samm Bickle (SB) – FoTP, Jenny Hughes (JH) – Scouts and Cinema.</p>
2.	<p>Minutes of the previous meeting held on Tuesday 11th March 2025 (as circulated). All read, agreed minutes.</p>
3.	<p>Report from the Treasurer (On behalf of KB) - Balance in account, £1,380.73. The first invoice for the bank account fee has been paid, £4.25 per month. The QR code has been circulated, no income generated to date. KB plans to collect the collection pots in soon and then will upload them with the Festival information, plus the QR code – Action KB.</p>
4.	<p>Planned Events/Diary Dates - see attached Diary Dates Additional diary dates are: CG – Torpoint Environmental Action group is meeting this week and will set dates for:</p> <ul style="list-style-type: none"> ➤ ‘Rebel Botanists’ to come to Torpoint (their aim is to engage with the public about wildflowers and other native plants. They do this by writing on the pavement, with chalk, pointing out wildflowers along roadsides/verges etc. They aim to tackle plant blindness by bringing attention back to the nature that is around us.) ➤ Sewing Machine tutorial @ the Library and Community Hub <p>MSo – A reminder that on Monday 14th April, Devon and Cornwall Police Cyber Security Awareness Sessions are at 2.30pm & 7.00pm in the committee room.</p> <p>MSo – VE Day 80th Anniversary Thursday 8th May, the schedule of events is now complete and will be shared on social media the following day.</p>

	<p>This prompted a suggestion from JT to plan and organise a VJ Day 80th Anniversary event in August, following discussion it is agreed for JT to email the town council requesting a VJ 80 event to be organised – Action JT.</p> <p>JM – highlighted HMS Raleigh exercising its right to the Freedom of Torpoint Parade is now being scheduled for Sunday 28th September – Action MSo add to the diary dates.</p> <p>MSo to ask RE whether the over 70's Christmas lunch is to be publicised in the diary dates (also confirm the December date) – Action MSo.</p>
<p>5.</p>	<p>Tourism event 2025. JM updated members on all activities to progress the event.</p> <p>Eight stalls have been booked, with the possibility of another two - a charge of £30 per stall will be made. Five caterers are booked, also now contact from Unleashed Pizza, JM to forward details will be forwarded to them. Coffee van opportunity – JM to forward details to be forwarded to them. The bouncy castle is booked. The ice cream van is booked. Painty Faces is booked. The Fireworks are booked. Awenek CIC has provided information for a craft activity. Torpoint Artists Collective CIC has offered to run a craft activity (will ensure that they do not duplicate their offer).</p> <p>Torpoint Community Fire Station – Action MSo.</p> <p>Community entertainment: -</p> <ul style="list-style-type: none"> ➤ Karate club 'demonstration' booked ➤ The Coppola School of Performing Arts booked ➤ Torpoint Sea Cadets Band booked. ➤ Three local schools all contacted. ➤ Silver Band contacted. ➤ Ukulele Band contacted. ➤ Wilcove Hand Bell ringers contacted. ➤ GraceNotes Acapella contacted. <p>JM to contact Torpoint Ladies Singers.</p> <p>JM explained having suggested (at the recent Development and Localism committee meeting) a stall, plus GD's coconut shy, could be run to fundraise for the council's accessible play equipment project – GD to check his availability. Additional support has been offered from Jacqui Reeves.</p> <p>The Tyrns band have unfortunately had to pull out, another band is being sought.</p> <p>JM suggested the Town Crier could perhaps be included, MSo action to contact.</p> <p>Infrastructure to be confirmed:</p> <ol style="list-style-type: none"> 1. Brandon Hire – will reduce the cost of hire by £620, by arranging for collection of all the equipment and toilets on Monday 16th June, after the event, instead

of at the weekend. The Operations Team will put heras fencing and barriers around the toilets – all agreed. **Action MSo.**

2. Insurance – quotation provided, MSo detailed the cost £832.74 including Insurance Premium Tax and detailed what is included in the cancellation cover, all agreed to proceed with quotation – **Action MSo.**
3. First Aid cover – St. John Ambulance quotation was reviewed again, including the requirement for an ambulance, all agreed to proceed with quotation, £1,278.00 + VAT - **Action MSo**

Please note that this quote is valid for 14 days unless otherwise agreed.

Quote Description	Unit Cost:	Vat %
2 x First Aiders @ £171.60 each		20.00
2 x Emergency Ambulance Crew @ £308,40 each		
1 x Ambulance @ £499,20		
1 x First Aid Post (Gazebo) @ £162,00		
Full Price = £1621,20 + VAT	£1,278,00	
First Aiders to be provided free of charge in support of your Community event		
Reduced Total = £1278,00 + VAT		
	Quote Net:	£1,278,00
	VAT Value @ 20.00%:	£255,60
	Quote Total:	£1,533,60

Yours sincerely,

Volunteers will be sought nearer the event date.
Sponsorship/funding opportunities are being looked into.

6.	Any other Business None.
7.	Next Meeting Tuesday 20 th May 2025 7.00pm - 8.00pm, Mayor's Parlour, Buller Road.

Meeting closed at 7.32pm.