



**MINUTES** of the Torpoint Town Partnership (TTP) meeting held on Tuesday 20<sup>th</sup> May 2025, 7.00pm, Mayor's Parlour, Council Chambers.

**PRESENT:** Cllr Julie Martin Town Mayor (JM) (Markets and Cinema) - Chairman, Cllr Kim Brownhill (KB) – Treasurer, Cllr Chris Goodman (CG) – Torpoint Environmental Action, Cllr Jacqui Reeves (JR), Marlon Spurling (MS) – Friends of Thanckes Park, Cllr John Tivnan BEM (JT), Jenny Hughes (JH) – Scouts and Cinema, Richard Pymm (RP) – Torpoint & Rame Peninsula Lions Club, Katie-Marie Martin (KMM) – Torpoint Scouts (KM), Andy Martin - Festival, Jeremy Lock – Festival, Rachael Ellis and Natalie Griffin (Action for Children), Milly Southworth (MSo) – Town Clerk and RFO (taking the minutes).

	<b>Welcome - Chair</b> Cllr Julie Martin welcomed all members to the meeting.
1.	<b>Election of Chairman for the civic year 2025/26</b> Following a proposal put, which was seconded, Councillor Julie Martin, Town Mayor was elected Chairman for the civic year 2025/26.
2.	<b>Apologies for absence</b> Samm Bickle (SB) – Friends of Thanckes Park.
3.	<b>Minutes of the previous meeting held on Tuesday 11<sup>th</sup> March 2025 (as circulated).</b> Following a question from JT, regarding VJ Day 80 commemorations, the Clerk clarified that an email is needed to be forwarded to the council for information/consideration for this event. All read, agreed minutes.
4.	<b>Report from the Treasurer</b> Balance in account, £1,372.23. The invoice for the Christmas lights switch on road closure is still awaited. The insurance renewal is due next month, quotations will be presented at next month's meeting.
5	<b>Planned Events/Diary Dates - see attached Diary Dates</b> Additional diary dates are: JH – will email the council office to update the Torpoint Community Cinema dates for 2025. The September film is changing.  Friday 15 <sup>th</sup> August – VJ 80 Commemorations, plans for this event are moving forward, being undertaken by JT.  Sunday 3 <sup>rd</sup> August – proposed date for Family Dog Show at Bénodet Park. It is acknowledged this is the Mt. Edgcumbe Car Festival weekend/event on the same day.

	<p>Friday 5<sup>th</sup> December – Christmas Carols in the park – tentative date.</p> <p>Saturday 13<sup>th</sup> September – Sewing machine essentials at the library and community hub, CG will confirm in due course.</p> <p>Thursday 25<sup>th</sup> September – Community Fashion Show. Action for Children is arranging a collaboration with their young people and other organisations, more details to follow once a venue has been found and the date agreed.</p> <p>Sunday 29<sup>th</sup> June – Fore Street market is having a Sea Princess and Spidey Hero.</p>
6.	<p><b>Tourism event 2025.</b></p> <p>JM updated members on all activities to progress the event.</p> <p>Fourteen stalls have been booked - a charge of £30 per stall will be made.</p> <p>Seven caterers are booked.</p> <p>The Town Council (JR) is organising a fundraising raffle for the Accessible Play Equipment project, any donations are gratefully received. Also Cllr Gary Davis and Victoria are running their coconut shy.</p> <p>Face painting (Painty Faces), at the event there will be signs asking for a minimum donation of £1 per child for face painting.</p> <p>The FEAST funding of £1,000 for creative activities at the event has been approved, Awenek CIC will be running a mural activity, remaining funds will support the Spangles the Clown and face painting.</p> <p>Torpoint and Rame Peninsula Lions will be also be asked to financially support the event, as well as provide volunteer support.</p> <p>Andy Martin gave a detailed summary of the programme schedule, the event will start at midday.</p> <p>Following a clarification question regarding safeguarding at the event, the Mayor summarised the safeguarding arrangements: -</p> <ul style="list-style-type: none"> <li>i) The council information gazebo is the Lost Children point; also coloured flags around the park will highlight 'zones'.</li> <li>ii) Parents' will be able to give their child/children a wristband and write their number on the wristband, encouraging children if they are lost to head to a coloured flag, where volunteers will be observing and watching for lost children at the zones.</li> <li>iii) A number of volunteers all have DBS in place.</li> </ul> <p>The programme schedule will this year be printed onto A2 sized notices, and displayed on the flag poles, limiting the number of paper copies available.</p> <p>Black refuse sacks are being made available and it is hoped the TEA litter picking group will litter pick in the park, during the event.</p>

	<p>The Friends of Thanckes Park tent is being put on Friday, volunteer support is welcomed with this, RALEIGH are supporting. Also, assistance to take down at the end of the event would be greatly appreciated.</p> <p>Torpoint Ramps Forum have been asked to run an event in the skate park.</p> <p>Feather flags – consideration to purchase 2 x TTP Feather flags, quotation is £140 each, plus artwork cost, all approved the purchase.</p> <p>Letters’ to local residents are being delivered tomorrow.</p> <p>Following a question, yes volunteers are definitely needed for the event. JM will co-ordinate who and when volunteers are needed.</p> <p>JM clarified overall responsibility for the event is Torpoint Town Council, with the Operations Manager overseeing all vehicle movement in the park, times are strict on this and are not subject to change, with the exception of emergency vehicles and acts/performers.</p> <p>Following a question regarding any requests for the Firework display, perhaps corporate colours, any festival ‘flowers/hearts’ displays would be welcomed.</p> <p>Donation buckets will be printed with the event information and the QR donation code. Also, these are being included on the lanyards for the back stage crew to further encourage donations.</p>
<b>7.</b>	<p><b>Any other Business</b></p> <ul style="list-style-type: none"> <li>➤ JH advised for the PSA Prostate testing event, 48 are currently booked in.</li> <li>➤ JH explained that some bank accounts are charging bank fees to pay in income.</li> <li>➤ JH will delay setting up a Just Giving page for the next [Scouts] fireworks event, until after the Festival.</li> </ul>
<b>8.</b>	<p><b>Next Meeting</b></p> <p>Tuesday 17<sup>th</sup> June 2025 7.00pm - 8.00pm, Mayor’s Parlour, Buller Road.</p>

Meeting closed at 8.01pm.