



# TORPOINT TOWN PARTNERSHIP

**MINUTES** of the Torpoint Town Partnership Committee held on Monday 18<sup>th</sup> August 2014 at 7.00pm in the Committee Room of the Torpoint Council Chambers, 4 York Road, Torpoint.

**PRESENT:** - Cllr M.Pearn MBE – Chairman, Cllrs E. Andrews, L. Keise, G.Davis, J. Tivnan and Mrs K Brownhill – Torpoint Events Co., T. Moore, Mrs R Slee, Mrs J Fincher, Mrs B Brimacombe, Mr R Gibson Mrs C. Southworth - Assistant Town Clerk.

## 1. Welcome – Chairman

The Chairman welcomed all to the meeting and thanked the members for attending.

## 2. Apologies

Apologies were submitted on behalf of Mrs S Fraser, Mrs R Pellew, J. Creek – RNA, Mrs M Creek, Mrs K Jackson, Mrs L. Murray – CHAT, Mrs J Martin, A. Martin, M. Jeavons and Mrs L. Jeavons.

## 3. Gorsedh update – 6<sup>th</sup> September 2014

- Marquee will be erected on Saturday morning, the local Scouts are volunteering to help and will erect the marquee, any other volunteers are greatly appreciated
- The Bards will be responsible for the stage and any roping and fencing off in the Lawn area
- Kim Brownhill will be running the Benodet Park cream teas, in aid of the Christmas Lights funds.
- Posters detailing the events have been distributed to many local villages and towns, by a small team, who are very appreciated
- The programme of events has been received and was distributed to members at the meeting. Copies will be passed to the library in the next week, to be made available for local residents, **Action M Pearn & Assistant Town Clerk**
- Diary updates can be made to the Torpoint Town Council website, **Action Assistant Town Clerk**
- Church Concert - the event and programme order has now been confirmed as in included in the programme of events
- Schools have been informed, a reminder will be emailed to them on Monday 1 September, for pupils returning to school later that week, **Action Assistant Town Clerk**
- The visit to the school as made and it was most useful, due to the numbers tea will now be served in the Hall well and also around the top of the hall
- Still waiting for confirmation of numbers for top table for tea.
- Tea – cups, saucers and side plates are all required for the tea. HMS Raleigh are assisting with this, also some from the Council Chambers
- Prior to the tea event at 5.00pm, at 4.30pm the children will be provided with refreshments, MP explained there will be a maximum of 20 children to accommodate
- Dancers – Viv Smith from Hi-Kix Dance Centre has been practicing with the children
- Wet weather arrangements are in place, should the need arise

- Foldaway chairs are required, numbers likely now to be 200 for the main event on Saturday at the Lawn. Loans from the following are proposed: HMS Raleigh, Scout Hut, Council Chambers, Benodet Park. Lions have agreed to assist with collection and moving of chairs.
- One disabled award winner will require parking on the Lawn, near the stallholders, a notice will be placed where he can park and he will provide evidence to support this at the entrance to the park
- The ladies from the W.I. are now providing tea/coffee/refreshments whilst the Bards are changing into their robes from approximately 11.00am, which is appreciated
- John Tivnan has offered to collect and return the Bard's chair to and from Truro. A letter of authorisation will be required, **action M Pearn**
- The Old Cornwall Society will need chairs, numbers to be advised to Cllr M Pearn, approximately 15/18 required **action Ms J Downing**
- Additional teas and coffees will be made available in a marquee, erected outside. Jenny Hughes and the Scouts will be responsible for this.
- Start time amendment for Church Service on Sunday 7 September, it will commence at 3.30pm, programme concurs with this change
- Mrs R Pellew had suggested that the Carbeile Inn, Carbeile Road, Torpoint could be given advance notice regarding the event, apparently they are booked full with visitors.
- J Tivnan asked that a letter is distributed to the town shops, regarding the road closure, in advance, which he will action. He has priced up the cost of Cornish Flag banners, for the town, which can be erected on the Sunday prior to the event, cost £111.00. The treasurer proposed payment of this expense and all members agreed. **J Tivnan action letter and purchase/erection of banners**
- Amplifier for the Chambers events, J Tivnan reported that The Torpoint & Rame Peninsular Lions club have offered to loan their amplifier and a microphone, they will need details where and when it is needed – **action M Pearn**
- The Grace card has not been issued with tickets, Cllr M Pearn to action the printing – **action M Pearn**, it will be displayed during the serving of tea.
- Seven seats will be required on the stage, the stage is leaving Penzance at 6am on Saturday morning
- Flowers for the children's hair – this is all in hand

#### 4. Gorsedh Financial Report – The Treasurer

- The Treasurer provided a full report on ticket sales to date:
  - including 157 replies
  - 179 attending ceremony, including 24 VIPs (numbers to be confirmed)
  - 68 concert ticket sales
  - 16 have asked for use of the minibus
  - 142, including 24 VIPs, have confirmed they are attending the tea event – originally there was a limit on the number who could attend (120), however, as Bards have continued to write in, beyond the last date, the school care-taker has agreed for tea to be served around the top of the main hall. Access has now been given to the staff room within the school.
- The breakdown of Meat and Vegetarian option (for pasties): 125 meat/17 vegetarian
- Gorsedh mugs have been ordered: 65 to date, although it is likely that some will be sold on the ceremonial day
- Mrs R Slee asked if a float could be made available, for advance purchases, receipts would be kept. The Treasurer proposed a float of £150.00 and all members approved this. Tablecloths, flowers, heating of pasties was all discussed, Mrs R Slee agreed to meet with the Assistant Town Clerk the next day to provide assistance if needed, **action Mrs R Slee and Assistant Town Clerk**
- The shops have been encouraged to display posters and distribute leaflets in advance
- E Andrews reported that tickets have been issued to all those who have submitted their forms already.

The Chairman asked if anyone had any other questions or queries relating to the Gorsedh events, all present indicated that all had been discussed.

#### 5. Minutes of the meeting and matters arising from the TTP meeting held on 10<sup>th</sup> July 2014

Minutes of the meeting held on the 10<sup>th</sup> July 2014 were taken as read, with the following amendment: Item 3: Final bullet point: Mrs R Pellew suggested that the Carbeile Inn could be given advance notice regarding the event.

## **6. Update on projects in and around the Town**

- Cllr M Pearn attended the sponsored Head shave event held at Sainsbury's, undertaken by a local 15 year old girl, in aid of Cancer Research UK, funding totals to be announced
- G. Davis reported a donation from the Coconut Shy stall of £77.86
- The King's Troop RHA are visiting the town on Wednesday 17<sup>th</sup> September, a parade of 6 horses will ride up Fore Street from the Police Station, leaving at 6.00pm, then up Antony Road, for a Welcoming ceremony in Thanckes Park, concluding with a dismount in Thanckes Car Park at 7.00pm, where the public will be invited to meet the troop and horses. Cllr M Pearn reminded those present who had not replied to his invitation to attend the Bowling club for a reception afterwards, to reply as soon as possible, the invitation is for invitee, plus one guest, **action invitees to reply.**

## **7. News letter / Advertising**

- G. Davis indicated the 'Tyhee Times' news-letter deadline is Monday 18<sup>th</sup> August (same day), suggestions for articles in the newsletter were welcomed: G Davis is proposing using a piece from the Friends of Thanckes Park. J Tivnan highlighted the original plan to road-sweep the town, during Cornwall Clean-up week (Saturday 13<sup>th</sup> to Sunday 21<sup>st</sup> September) and although the date can be moved forward, it was agreed that this is postponed, due to other activities which are taking place during the same week. R Gibson explained that Millbrook undertake this regularly and use local children to assist with the clean-up. He continued that via CATS (Community Action Through Sport) volunteers from the school are sought, who are signed up to the scheme, any volunteering undertaken is then signed off and the school collects rewards and also the Lions club benefit from the volunteering. It was suggested that J Tivnan could contact Mrs C Goodman for more information regarding this.
- J Tivnan made suggestions regarding the current war memorial, in the town. Cllr M Pearn explained that if these proposals would need to be made at a Full Council meeting, therefore J Tivnan agreed to write to the Town Clerk if he wishes to pursue these proposals further.

## **8. Torpoint & Rame Youth Project Report**

No report

## **9. Diary Dates for 2014/15**

- Diary dates were distributed with the agenda, Gorsedh dates are all printed in red. These have been uploaded to the Council website.
- Friday 19<sup>th</sup> September – Drake Volunteer Band Concert
- Saturday 27<sup>th</sup> September – Murder Mystery Event – tickets not been advertised for sale yet

## **10. Armed Forces Day 2015**

A site meeting for this event has been arranged Tuesday 9<sup>th</sup> September, meeting at the top field of Thanckes Park, at 10am. The next meeting of the Committee is scheduled for Thursday 11<sup>th</sup> September, 7pm, Committee Room at the Chambers.

## **11. Paint the Town Gold Fund raising – Cornwall's Paint the Town Gold Campaign – September**

It was agreed to hold a table top sale on Saturday 27<sup>th</sup> September 2014, volunteers for this event are appreciated. Stallholders will ideally donate their proceeds to the charity – the law relating to this was discussed - proposed to do a raffle and also sell bacon butties. The proposal of tying a gold ribbon and a bow around the external walls of St. James' Church was agreed to be undertaken on the same day, Mrs K Brownhill has sourced the ribbon and will need assistance from a man with a ladder for this event, **action J Tivnan.** The Torpoint ferry has indicated that they are happy for a collection to be held on the ferries on this date, a letter requesting this is needed, **J Tivnan** agreed to action. Will need a team of volunteers for collecting, must be aged over 16, ideally for two ferries, 8 volunteers are needed, **Action any volunteers?** Mrs K

Brownhill has been supplied with collecting buckets and tins and will forward the publicity template to M Pearn, **action Mrs K Brownhill.**

## **12. Financial Report – The Treasurer**

a. Account report - E. Andrews informed members that the balance to date is £3,020.74; of which the following is allocated:

£1,447.75 TTP

£1,572.99 Gorsedh allocation

b. Accounts for payment:

£111.00 Mr J Tivnan – already approved banner purchase for Gorsedh

£150.00 Mrs R Slee – already approved float for Gorsedh

£100 Torpoint Town Council – Advertiser bill, for 2 months

£20 subscription for Bard

All approved for payment.

c. Cheque signatory: E. Andrews reported that the paperwork for J Tivnan to be a additional signatory has been completed, however, authorisation is still awaited from the bank.

Mrs K Brownhill asked the members regarding the original £400.00 which had been received from the Gorsedh, for the event and enquired if accounts where needed to be produced for this £400.00 and if any additional profit is made, E Andrews agreed to email the Gorsedh to establish exactly what their requirements are, **action E Andrews.** It was noted by the Chairman that the Council Chambers is being provided free of charge and also Torpoint Community College are providing the school free of charge,

The Chairman recorded thanks to E Andrews for all the work undertaken with the payments, recording and issuing of tickets for the Gorsedh event.

## **13. Any Other Business**

- Cllr M Pearn showed members his suggestions for a gift for the Gorsedh and also a gift for The King's Troop RHA visit in September, all approved the gifts, **action M Pearn.**
- J Tivnan reported that soon the Christmas Tree for the town will need to be chosen, **action M Pearn and J Tivnan.**
- It was proposed that the town Carnival event, the Mayor's Civic service and also the Torpoint Lions event could co-ordinate their dates, in the future, so that they were all held in consecutive weeks', the Chairman explained that this may not be possible, as each Mayor may choose a different date for their Civic Service.
- G Davis proposed the Committee could investigate purchasing a longer ladder than is already available, for use in the town, although it was questioned where the ladder would be stored.

## **14. Date of next meeting**

The date of the next Torpoint Town Partnership meeting will be Thursday 9<sup>th</sup> October 2014 at 7.00pm in the Committee Room of the Council Chambers, it will commence with a wash-up of the Gorsedh events.

Meeting closed 8.30pm.....Chairman

