



TORPOINT TOWN PARTNERSHIP

MINUTES of the Torpoint Town Partnership Committee held on Thursday 11th February 2016 at 7.00pm in the Mayor's Parlour, 1 – 3 Buller Road, Torpoint.

PRESENT: - Cllr. M.N. Pearn MBE – Chairman, Cllr. G Davis, J Tivnan and Mrs K Brownhill – Torpoint Community Events Co., A. Martin, Mrs J Martin, S Morris – Lions, Mrs L Murray - CHAT, Mrs C Southworth - Assistant Town Clerk (ATC).

1. Welcome – Chairman

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

2. Apologies

Apologies were submitted on behalf of Cllr. E Andrews, Mrs K Brown – Coppola School of Performing Arts.

3. Minutes of the Meeting and matters arising (14th January 2016)

The minutes of the previous meeting were confirmed as an accurate record, except item 4. Financial Report, the invoice for National Trust to show £110.00.

Matters Arising.

a) Christmas Lights switch on – Secretary for the TTP has received a letter from CHAT, in response to the question of a Father Christmas being in the CHAT shop, see minute number 9.

John Tivnan reported he is planning to visit The Festive Lighting Company in Taunton to view a variety of Christmas Lighting displays for the town, for the future, during week commencing 15th February, volunteers to accompany him on this trip are welcomed.

b) Proposed horse racing night – no further progress made.

c) St. Piran's Day – Mrs J Martin informed members the Coppola School of Performing Arts are planning to holding a dance show in the Council Chambers on this date, Mrs J Martin will check details and also ticket availability, **action Mrs J Martin**. Discussed putting up St. Piran's Day flags and/or bunting in Fore Street. Members to make a **recommendation** to Torpoint Town Council to fund this project as it is for the benefit of the whole town, estimate of cost: £150.00.

d) Memory Café, Lyn Murray was pleased to report that a Memory Café is opening in the town, the first meeting is on Wednesday 17th February 2016 at St James Church Hall and will be meeting on the 3rd Wednesday of every month. It is hoped that a further group will also be set up on the Rame Peninsula.

e) Torpoint and Rame Business Club – Gary Davis apologised to Lyn Murray for unfortunately forgetting to forward the group meeting details, adding that meetings that being held monthly on the last Thursday of every month, commencing at 5pm in The Jetty, Torpoint. He added that all local businesses are welcome to attend, publicity for the group is via Facebook and also word of mouth. Representatives from over 20 different businesses attended the first meeting and it is hoped that this number will increase in the future as word spreads around the business community.

f) J Tivnan reported the scaffold poles have been removed from the old Fire Station, one is now located in the Town Council external garage and the others are outside St James Church.

g) J Tivnan informed members that 'Proms on the Peninsula' start time is now 4.30pm and tickets will now be priced at £15.00 per person (Diary dates to be updated).

h) Proposed circulation letter to organisations – as not all members had seen the letter, J Tivnan agreed to circulate the letter again, for future discussion – **action J Tivnan.**

4. Financial Report

In absence of the Treasurer, the Chair opened the latest bank statement, which showed a balance in the account of £1,374.17.

5. Updates on projects in and around the Town

a) The Queen's 90th Birthday celebrations - Beacon Lighting Ceremony Thursday 21st April 2016.

Members discussed the following points:

- Inviting one child from each of the local schools to be part of the lighting ceremony, **action ATC**
- The Tamar Bridge and Torpoint Ferry Joint Committee have agreed for Rendel Park to be the town venue, on condition that all Health and Safety considerations/documentation is in place
- A member suggested inviting Torpoint Mosquito Sailing Club to participate
- Sir Richard Carew-Pole has agreed to be part of the lighting ceremony
- The Town Band has offered their services for both of The Queen's birthday celebrations in the town, members welcomed their offer, the Chair agreed to contact them, **action Chair**
- PA system – Andy Martin will look at diary dates to check availability
- Press release to be drafted to give advance notice of the event, **action Chair/ATC/Mrs J Martin**
- Part of the fencing at Rendel Park is broken, repairs need to be undertaken, **action Chair**
- Members suggesting contacting The Jetty to sell refreshments at their venue at the event, **action Cllr. G Davis.**
- Beacon for the ceremony (gas), being organised
- Insurance – members suggested that Torpoint Town Council could provide insurance cover for the event, a **recommendation** is therefore made to Torpoint Town Council to be the event organiser and therefore provide the insurance cost for this event
- Risk assessment documentation to be completed
- Time to be confirmed in March.

Proposed programme for the event:

The Torpoint Town Band play before the Beacon lighting ceremony

Lighting ceremony

Community sing a long (up to three songs)

b) The Queen's 90th Birthday celebrations – Town celebration in Thanckes Park Sunday 12th June 2016.

Members discussed the following points:

- Timing 2 – 7pm
- Tables, pricing discussed, 6ft x 2' 6", ideally need to be delivered on Saturday 11th June
- VIP tables (3) and chairs to be borrowed and brought up from the Council Chambers
- Residents to bring their own chairs and provide food/refreshments themselves
- Andy Martin presented a visual of the proposed layout of tables, facing the stage, will be 176 x 6' long tables, which will seat 1,056 at these tables – there are additional areas of the Park where the public will be able to sit on picnic blankets and watch the entertainment
- Discussed the need to publicise the seating of the event as available on a 'first come, first served basis', the public will need to move up next to each other

- Brandon hire required: Safety barriers, toilets, silent generator, (prices required) **action J Tivnan**
- Banquet roll for the tables: red, white and blue, (prices required) **action Mrs K Brownhill**
- Mr Bounce prices discussed (£250.00 20' x 20' Bouncy Castle + £350.00 50' Assault Course), agreed to charge a nominal £1.00 per person, per go, for each of the rides, **action Chair**
- Clotted cream prices discussed, S Morris to discuss with the Lions running a tea tent, **action S Morris**
- Hot food providers, ask the Town Frier to supply, **action Chair**
- Ice cream van – charge £100, **action Mrs K Brownhill**
- Bowling Club, ascertain if they have any events planned for the weekend, **action Chair**
- Flag pole, **action Chair**
- Members suggested that an invitation should be extended to all the local schools to participate in both events, with a deadline to confirm their commitment, in order for the programme of events schedule to be completed well in advance of the event, for publicity purposes. The ATC to inform the schools Head teachers of the June dates and then invite them to give a performance with their pupils, maximum time slot of 30 minute slot each, **action ATC.**
- Fancy dress could be publicised as optional.
- Sound system, stage set up – Andy Martin to co-ordinate with his team, may be a requirement for an additional sound system from the park.
- Large birthday cake – could all sing Happy Birthday and then 'cut the cake'.
- Marshalling/Volunteers – this was identified as a big concern for an event of this size, due to the lack of volunteers coming forward to assist at events in the past. Councillors to be asked to volunteer for marshalling. Volunteers would be needed to assist with set up, marshalling as the public arrive and be seated, rubbish collection, replenishing toilet rolls etc. John Tivnan added that he felt it was not appropriate to ask the Scouts to assist. The Chair will put a request out in his next Mayor's Column for volunteers from the town to help.

Proposed entertainment

The Torpoint Town Band play before the official opening

2pm Official opening of the event

Children's Entertainer

The local schools

5 – 7pm Dulcet Tones (Andy indicted, these have already been booked)

6. Fund Raising

Already noted.

7. News Letter / Advertising

- Mayor's Column as previously noted.
- Kernewek Link
- Advertiser
- Social media
- Cornish Times
- Local churches

8. Diary Dates 2016

These will be updated and circulated. No other diary dates to add currently.

9. Reports from any organisations

a) Lions group – S. Morris.

- S Morris reported that he had been recruited to work with the global leadership team of the Lions group.

- The annual New Year's Day dip had this year helped raised funds for the Northern flood damage collection, who had greatly appreciated that members of the public in the South West of the country had been thinking of them and thanked the Lions for the collection money.
- The Lions initiative with Torpoint Community College is continuing and some pupils are being encouraged to undertake a programming language; each term there will be 1st, 2nd and 3rd prizes and parents will be invited in to the College to view their children's work.
- A updated website is currently being worked on, which will enable certain Lions forms to be downloaded from the site.

b) CHAT (Mrs. L Murray).

Mrs. L Murray read a letter from CHAT Trustees giving a response to the Christmas Lights switch on and one of their volunteers being dressed in a Santa outfit. The letter noted "that they had many positive comments both verbally and on Facebook about what they had accomplished, such as serving hot chocolate and mulled wine and generally being jolly." The letter requested that they should be allowed to dress in whatever fancy dress available at the time. Members discussed the contents of the letter, some concurred with their request to continue. However, Mrs. J Martin disagreed with the request to have another Santa in the town at the same time as the Lions Santa (on the sleigh), as children could become confused and in her opinion undermine the objective of the event. Members asked the ATC to reply and thank them for their letter, **action ATC.**

10. A.O.B.

The Chair had received notification from Cllr. E Andrews that he is looking to stand down as Treasurer for the group and therefore members are asked to consider taking on this position.

11. Date of next meeting

The date of the next Torpoint Town Partnership is set for **Thursday 10th March 2016, 7pm**, Committee Room, Council Chambers.

Meeting closed 8.35pm.....Chairman