



TORPOINT TOWN PARTNERSHIP

MINUTES of the Torpoint Town Partnership Committee held on Thursday 10th March 2016 at 7.00pm in the Mayor's Parlour, 1 – 3 Buller Road, Torpoint.

PRESENT: - Cllr. M.N. Pearn MBE – Chairman, Cllr. E Andrews, A. Martin, Mrs J Martin, T. Moore – RBL, 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. Unfortunate events have recently resulted in J. Tivnan being unable to attend this meeting, members wished him a speedy recovery.

2. Apologies

Apologies were submitted on behalf of Cllr. G Davis, J Tivnan and Mrs K Brownhill – Torpoint Community Events Co, S Morris – Lions, Mrs K Brown – Coppola School of Performing Arts.

3. Minutes of the Meeting and matters arising (11th February 2016)

The minutes of the previous meeting were confirmed as an accurate record.

Matters Arising.

- a) St. Piran's Day – The Chair reported that children from the Coppola School of Performing Arts had put on two excellent shows at the Council Chambers to celebrate St Piran's Day. The Chair thanked Mrs K. Brown and hoped that members of the community had enjoyed the shows too. Due to unforeseen circumstances, the erection of flags and bunting in Fore Street did not take place.
- b) Proposed circulation letter to organisations – Members discussed the letter again and tried to establish if they were looking for more Committee members or volunteers to assist at events. Cllr. E Andrews explained that the constitution states that a minimum of four meetings per year are held. It was suggested that the Chair uses information from the letter to write a press release for the Mayor's Column in the next edition of the Advertiser – **action Chair.**
- c) Letter to CHAT – A reply has been sent to the CHAT Trustees.

4. Financial Report

The Treasurer, confirmed the current bank balance in the account at £1,374.17. The ATC highlighted that it appeared the TTP accounts had not been audited recently and suggested that to protect the Treasurer and members this is essential. Members concurred with this suggestion and the Treasurer agreed to ask the Town Clerk if he would be willing to undertake the audit – **action Treasurer.**

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, actioned

- 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 – decided not to proceed with this suggestion
- Sir Richard Carew-Pole is now unable to be part of the lighting ceremony. The Mayor and school representatives will light the beacon.
- The Town Band have been contacted and are delighted to offer their services for both of The Queen's birthday celebrations in the town (see programme below)
- PA system – Andy Martin is available
- Short press release has been circulated, will need to be promoted further nearer the date of the event, **action Chair/ATC/Mrs J Martin**
- Fencing repairs at Rendel Park undertaken
- The Jetty to sell refreshments at their venue at the event, action Cllr. G Davis to liaise with them over specific details.
- Beacon for the ceremony (gas), being co-ordinated by Mrs J Martin and Ray Skelly. For Health and Safety reasons the Beacon will need a professional check before it is used, contact SS Gas in Millbrook, **action Mrs J Martin**
- Insurance – Torpoint Town Council has resolved to be responsible for this event and this would include the insurance element. Minimum insurance recommendations InsuraDetails provided by the Council's
- Risk assessment documentation to be completed – **to be actioned**
- Lighting time now confirmed as 7.30pm.

Proposed programme for the event:

7.00pm	The Torpoint Town Band play
7.25pm	The National Anthem
7.30pm	Lighting ceremony Happy Birthday Congratulations! Community sing a long (up to three songs)

The Chair agreed to start to compile a programme of events – **action Chair**.

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" - quotes obtained £906.63 best price, 30% deposit payment to be approved for payment - £271.99 APPROVED
- 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
- 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 agreed (£250.00 20' x 20' Bouncy Castle + £350.00 50' Assault Course) all booked, will make a decision on charging for use nearer the time.
- Clotted cream prices discussed, the Lions will run a tea tent

- Hot food providers, Town Frier unable to supply, Phil Newcome has asked if he is able to supply two hot food stands, to be discussed
- Ice cream vans (two) – booked (income £100)
- Bowling Club, no events planned for the weekend
- Flag pole
- An invitation has been extended to all the local schools to participate in both events, awaiting to hear back for the schools.
- 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 – HMS Raleigh have been asked if they can provide a cake.
- Marshalling/Volunteers – T Moore will ask the RBL for volunteers – **action T Moore**. Suggested asking HMS Raleigh for assistance from Naval trainees. Further volunteers are going to be needed for this event.
- Additional unplanned expenditure for the stage – up to £200.00
- The Treasurer to email the Town Clerk with a Planned Expenditure sheet, which can be circulated to Council – **action Treasurer**.

Proposed entertainment

The Torpoint Town Band play before the official opening

2pm Official opening of the event – Sir Richard Carew-Pole has been asked

Children's Entertainer

The local schools

5 – 7pm Dulcet Tones – (expenditure of £100)

Local resident Janine Wright has volunteered to perform, A Martin to contact – **action A Martin**.

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. CHAT updated diary dates to be added – see below.

Royal British Legion Annual Dinner – Saturday 10th December.

9. Reports from any organisations

a) CHAT (Mrs. L Murray).

Diary dates:

Friday 1st April – Disco and Fun (poster to be advertised)

Wednesday 27th April – Health Day with Healthwatch (more details to follow)

CHAT will be celebrating 25 years in November 2016 (more details to follow).

10. A.O.B.

Cllr. E Andrews announced that that he is looking to stand down as Treasurer for the group and also is planning to stand down from the group from the next civic year. As he is a signatory on the account a replacement will be required, along with a replacement for Malcolm Jeavons, who left the TTP sometime ago. Agreed to include as an agenda item for the next meeting – **action ATC.**

11. Date of next meeting

The date of the next Torpoint Town Partnership is set for **Thursday 14th April 2016, 7.30pm,** Committee Room, Council Chambers.

Meeting closed 8.15pm.....Chairman