



TORPOINT TOWN PARTNERSHIP

MINUTES of the Torpoint Town Partnership Committee held on Thursday 14th July at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: - Cllr. M J. Crago Town Mayor, Cllr. E Andrews, Cllr. G Davis, Cllr. M.N. Pearn MBE, Mr A Brownhill – Torpoint & Rame Peninsula Lions, Mrs L Murray – Community Health Around Torpoint (CHAT), Mr. J Tivnan – Torpoint Community Events Co, Mr A. Martin, Mrs. J Martin, Mr T. Moore – Royal British Legion (RBL), Mrs C Southworth – Deputy Town Clerk (DTC).

1. Welcome – Chairman

The Town Mayor thanked members for attending.

2. Apologies

Apologies were submitted on behalf of Mr A Glanville – Kernewek Link, Cllr. L Keise Deputy Mayor, Mrs K Brownhill, Mrs R Pellew – Torpoint Archives, Mr R Skelly – Kernow Aerials and Ms R Tanner BEM.

3. Minutes of the Meeting and matters arising (9th June 2016)

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

Matters Arising.

a) The TTP banner was purchased, members commented that at The Queen's 90th Birthday event the banner looked impressive in the photographs beside the stage. Mrs J Martin added that she had received positive comments from the public about the banner.

b) Mrs M Murray enquired about the outstanding cheque payments from the Armed Forces Day event, the Treasurer explained these are now resolved.

c) Thank you letter Mr Stewart Dudman – not yet actioned – **action Cllr M N Pearn MBE/DTC.**

4. Appointment of Chairman and Treasurer

a) The Town Mayor Cllr. M J Crago called for nominations for the position of Chairman for the Civic Year 2016-17. Mrs J Martin proposed that the Town Mayor Cllr. M J Crago is elected Chairman for the Civic Year 2016-17. Mrs L Murray seconded the proposition and there being no other nominations, the Town Mayor Cllr. M J Crago was duly elected Chairman for the Civic Year 2016-17.

b) The Town Mayor Cllr. M J Crago called for nominations for the position of Treasurer for the Civic Year 2016-17. Following a brief discussion Town Mayor Cllr. M J Crago proposed Cllr. E Andrews for the position of Treasurer, until a suitable replacement is found. It is anticipated that Mrs K Bownhill will take on the position in the future. Cllr. E Andrews explained that he is no longer a member of the Torpoint Town Partnership, however, he agreed to continue in the role as Treasurer whilst being an Associate Member of the TTP. Cllr. M Pearn MBE seconded the proposition and there being no other nominations, Cllr. E Andrews was duly elected Associate Member Treasurer for the Civic Year 2016-17, or until a replacement is found.

5. Review of Constitution

Members reviewed the Terms of Reference with the following changes (*in italics*):

- 4. To co-ordinate *and implement* the activities of all who provide services within the town.

Members reviewed the Constitution with the following changes (*in italics*):

➤ 1. MEMBERSHIP

- a. Membership of the core body shall consist of *six members from* the following:
Four Torpoint Town Councillors (To include the Town Mayor or Deputy Town Mayor)
Up to *eight members* from the following community/voluntary sector organisations (Torpoint based):
 - Cornwall Councillors
 - Devon & Cornwall Police
 - Education
 - Health
 - Private sector organisation (Torpoint based)
 - Tamar Bridge and Torpoint Ferry Joint Committee
- b. Individuals or organisations that the core body believe can offer a contribution under the objective can be co-opted on the agreement of the Partnership members and can take part in specific working activities
 - i) Every member *and any co-opted members* of the Torpoint Town Partnership shall have one vote. In the event of equal voting, the Chairman shall have the casting vote.
 - ii) The Chairman shall be the Town Mayor or his Deputy. In the event of both being absent a Chairman from the Town Councillors present shall be elected.
 - iii) Partnership meeting quorum shall consist of *a minimum of 6 members*.
 - iv) The Torpoint Town Partnership (TTP) shall invite officer representatives from Cornwall Council to advise and support the economic development strategy for the town and also grant and funding opportunities.

2. PARTNERSHIP POSITIONS

- a. At the annual meeting (to be held after the Council annual meeting) the current Town Mayor shall become the Chairman. The *Deputy Town Clerk* shall form or organise the secretariat of the partnership.

3. MEETINGS

- c. The Annual Meeting should take place in *June to coincide with the civic year or as soon as possible thereafter*.
- d. Accounts for the Torpoint Town Partnership (TTP) will be under the auspices of the Torpoint Town Council's *Financial Regulations* and presented monthly.

4. DISQUALIFICATION AND REMOVAL OF PARTNERSHIP MEMBERS

- c. In the case of a public sector member ceased to be a Councillor or resigns from office. Delete f. A member fails to attend 3 consecutive meetings without good reason.

6. DISSOLUTION

In the event of the dissolution of the Torpoint Town Partnership the bank account shall be closed and any outstanding funds will be transferred to Torpoint Town Council delegated for use towards a community project to be agreed by the *Town Council*.

7. INTERNAL AUDIT

An annual audit of the TTP accounts will be undertaken by two representatives, who are not signatories, as approved by the Committee, unless the Committee appoints an external auditor.

6. Financial Report

a) The Treasurer explained the accounts remain the same as last month.

The following was presented for payment:

- Invoice from Torpoint Town Council to re-imburse TTP banner purchased, cost £48.00 – payment approved.

The TTP has invoiced Torpoint Town Council to be reimbursed for the table hire for the Queen's 90th birthday celebrations (the TTP paid a deposit to secure the hire).

Mr J Tivnan explained the Union flags which were displayed in Fore Street were donated.

Members approved the accounts.

The Chairman agreed to contact the caterer from the Queen's 90th birthday celebrations to ask for a donation to the TTP – **action Chairman.**

b) Appointment of Bank signatories

Agreed to now proceed with submitting the paperwork to the bank to enable the following to become/remain bank signatories: Mrs K Brownhill, Mrs J Martin and Mr T Moore, with the addition of Ms R Tanner BEM; the current Treasurer will remain a signatory until a replacement Treasurer is found.

Cllr. E Andrews left the meeting at this point.

7. Forthcoming events and projects

a) The Carnival (Saturday 24th September from 1-5pm)

Members and Cllr Mike Pearn MBE discussed the following points:

- Programme and entries will remain the same as previous years
- The Royal Marine Volunteer band have been asked to provide a display in the arena (not yet confirmed)
- The Arrow Barrows display team (see attached link <https://arrowbarrows.co.uk/>) have offered to give a display in the arena (will need 25m square) – charge £150.00 for 30/40 minutes – members approved
- Carbeile Junior School – Field Gun Crew – will need to know measurements required for their display – A Martin and A Brownhill agreed to measure the Cambridge Field - **action Mr A Martin / Mr A Brownhill**
- Bouncy castle hire – booked
- Torpoint Town Band will play from 12.30pm
- Coppola School of Performing Arts to be invited to perform
- It was noted that following submission of the application for road closure to Cornwall Council, the TTP has been advised that "as the requested closure is for a mobile carnival, we are now able to manage this under long delay boards instead of applying for a full closure Order. We will still need to make sure the closure is appropriately marshalled and that any affected bus services are aware, but we will not require an order or pay for the associated road closure fees."
- St John Ambulance booked
- Mr T Harvey has two vintage cars available
- Mr C Davis has a car available for use
- Check availability of the Council Chambers for a Barn Dance in the evening, Mrs J Martin will contact a local "Barn Dance caller" for their availability – **action Mrs J Martin/DTC.** Discussed the requirement for a MR Bar to apply for a second bar licence if this event goes ahead, as it is in a separate location to the carnival.
- MR Bars confirmed for the carnival

- Insurance – Torpoint Community Events Co. will provide insurance for the event
- Application for stalls – In absence of Mrs K Browhill, Mr J Tivnan and Mr A Brownhill will continue to take bookings for stalls, via email.
- Cllr. G Davis offered the use of a coconut shy, if there is a group/organisation or an individual who wishes to run it.
- As much publicity as possible is required. Need a press release, a poster and also posts on social media.
- Trailers can be decorated by groups with the individuals walking alongside.
- A letter for the residents of York Road will be issued the night before – **action Mr J Tivnan.**
- Cllr M Pearn MBE agreed to compile a programme of events – **action Cllr M Pearn MBE.**

8. Fund Raising

Carnival will be self-funding.

9. News Letter / Advertising

- Posters and social media publicity to advertise the Carnival – **action Cllr M Pearn MBE/DTC**
- Kernewek Link
- Advertiser
- TTP Banner
- The Town Fryer offered to sponsor a banner to displayed at the entrance to Fore Street – **action DTC to chase.**

10. Diary Dates 2016

These will be updated and circulated.

11. Reports from any organisations

Mr J Tivnan – Proms on the Peninsula – there are still tickets available.

12. A.O.B.

None.

13. Date of next meeting

The date of the next Torpoint Town Partnership meeting is set for **Thursday 8th September 2016, 7.00pm**, Committee Room, Council Chambers.

Meeting closed 8.15pm.....Chairman