



Lostwithiel Town Council

Heritage Buildings Committee Terms of reference

1. Objective

To consider all issues relating to the repair, conversion and future uses of Edgcumbe House, Taprell House and the Guildhall and to recommend appropriate actions to Council. (Taprell House, at the present time, cannot be considered for changes of use).

2. Authority

The Heritage Buildings Committee is appointed by and is solely responsible to Lostwithiel Town Council (LTC). The Heritage Buildings Committee remit is defined and agreed by Full Council.

This Committee does **not** have delegated powers to make decisions on behalf of Lostwithiel Town Council and exists to make recommendations to Lostwithiel Town Council.

The group should not exceed its purpose and remit without LTC's sanction to a change to these terms of reference.

3. Membership

- Membership of the Committee will be limited to 15 persons
- Membership of the Heritage Buildings Committee will be appointed annually at the Annual Meeting of Lostwithiel Town Council and any changes to membership will need to be agreed by Lostwithiel Town Council.
- Any Vacancies that arise will be filled by the Town Council and a list of group members and contact details will be maintained by Lostwithiel Town Council
- The Committee shall consist of at least 3 Town Councillors plus members of the local community who have expressed an interest in the project or have appropriate skills and/or experience including Town Councillors.
- The Committee shall be quorate when: -
 - a) at least 4 Committee Members are present at a meeting and
 - b) at least two Lostwithiel Town Councillors are present at the meeting
- Membership to be reconfirmed at the Annual Meeting of the Council (if applicable)
- If a member fails to attend 4 consecutive meetings, they will be deemed to have resigned from the Committee

At the first meeting following the Annual Meeting of the Council the Heritage Buildings Committee will elect a Chairperson and Vice Chairperson. The Chairperson will be a Lostwithiel Town Councillor. If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Lostwithiel Town Councillor membership) will be elected for that meeting.

4. Record of Proceedings

Notices and associated papers shall be despatched at least three clear working days before the date of the meeting by email or alternative agreed communication & a copy of the meeting agenda will be published on the Town Council's notice board.

The Town clerk will take minutes of the Committee meetings and minutes will be submitted to Council for adoption after they have been approved at a Heritage Buildings Committee meeting.

The Heritage Buildings Committee will meet at least every other month but can be convened more frequently if considered appropriate.

Meetings of the Committee will be public meetings.

5. Remit & scope

The Group will: -

- a) undertake research and evidence gathering to assist the Town Council in establishing viability for Edgcumbe House, Taprell House and the Guildhall and the viability of each stage of the project. (Taprell House, at the present time, cannot be considered for changes of use).
- b) Help to identify potential sources of project funding researching how the project will fit the key aims and objectives of the funders
- c) Gather data from a wide range of sources to ensure that the conclusions reached are fully evidenced
- d) Ensure that the Council is kept fully informed throughout the process including quarterly written updates to Council which will include projected timelines for the project.

6. Conduct

- a) All Group members will abide by Lostwithiel Town Council's Code of Conduct.

- b) No individual member of the Committee may speak on behalf of Lostwithiel Town Council. All media enquiries must be redirected to the Town Council office in accordance with the Council's Media Policy.

7. Dissolution

The Heritage Buildings Committee is a Committee of the Town Council the Council can therefore dissolve the Committee at any time it considers appropriate.

These Lostwithiel Town Council Heritage Buildings Committee Terms of Reference were adopted by Lostwithiel Town Council at the meeting held on 15/01/2019 and amended (quorum) at the meeting held on 19/02/19.

Annex 1 - Tasks & Activities of the Edgumbe House Working Party

- a) To provide a written report for the Council meeting to be held on 19 March 2019 which lists potential sources of funding for the next 'stage' of the project and how the Edgumbe House project fits with the objectives/criteria of each funder listed.
- b) To assist with the drafting of potential funding applications.
- c) To provide a detailed timeline for the delivery of the project based on the cut off dates for the recommended application
- d) To make recommendation to Council regarding 'Remit & Scope' and 'Annex1' of the EHWP for the next six-month period.
- e) To make recommendations to Council for phased building repairs with timeline objectives.
- f) To make recommendations to Council for phased conversion recommendations with identified objectives.
- g) To consider such matters as may be delegated by the Council from time to time.