

Lostwithiel Town Team
Tuesday 17 May 2022
Lostwithiel Library
7pm

1. Apologies – to receive any apologies.
2. Minutes – to receive the minutes of the meeting held on 19 April 2022 having previously been circulated and taken as read.
3. To formally invite and list any new Town Team members including any requests to represent a Town organisation.
4. Website – to note the response received from Lostwithiel Town Council and to agree (if applicable) the format/items to be included on the website landing page.
5. Meeting dates – to consider if a change in day or week in the month might prove more convenient for Team Members
6. Town Team Terms of Reference – to review the Terms of Reference and to consider if a reduction in the quorum would be beneficial.
7. Cornwall Council Town Vitality Grant – Heritage Buildings – to note the interim response received from Cornwall Council.
8. Consultancy document for Lostwithiel Area Forum to examine the factors bearing upon road usage in Lostwithiel – to consider this document and decide which aspects should be incorporated into the Town Team tender document
9. Cornwall Council Town Vitality Grant Offer – Sustainable Traffic & Travel Plan project Grant Offer – to note the delay in signature and to agree the parameters for the tender document.

10. Projected project timelines – to agree timeframes and task breakdowns for both project Gantt charts
11. Procurement – to note changes made to the Town Council's Financial Regulations on 03 May 2022 and to agree the format for tender assessment and evaluation.
12. Items for the next agenda.