

Lostwithiel Town Team - Tuesday 17 May 2022

A Meeting of the Lostwithiel Town Team was held on Tuesday 17 May at 7pm at Lostwithiel Library.

Town team Members in attendance were: -

Chair Councillor Phil Wisdom	Councillor Chrissie Anders
Ian Gillett	Councillor Matt Guy
Councillor Pam Jarrett	Michelle Nineham
Mark Pearson	John Scott
& Christine Walton	

TT019/2022 Apologies

Apologies were received and accepted from the following Town Team Members: - Sarah Preece

TT020/2022 Minutes

The minutes of the meeting held on 19 April were approved and signed by Town Team Chair Phil Wisdom.

TT021/2022 Town Team membership

It was resolved to appoint Dai Sweeney to the Town Team.

TT022/2022 Town Team website

The Town Team was advised that the Town Council has approved expenditure of £555 plus VAT to set up the new Town Team website. The specification provided was considered by TT members. It was decided to advise Westernweb that the TT's objectives are for the website to be 'transparent, vibrant & accessible'. The Town Clerk was asked to forward a copy of the recruitment text prepared for the Newsletter to Westernweb for the website landing page and to highlight the design feedback discussed i.e., the site needs to be simple and clear and easy to find what you need to know. The TT would like to have all reference documents on a separate tab (like

the Neighbourhood plan site), there needs to be a balance between text and photos so the site is not boring. It needs to communicate effectively and load easily. One TT member was an advocate for www.falmouth.co.uk

TT023/2022 Meeting dates

The TT decided to keep the monthly meeting date the same i.e., third Tuesday monthly.

TT024/2022 Town Team Terms of Reference

It was decided not to reduce the quorum and not to make any changes to the Town Team Terms of Reference.

TT025/2022 Cornwall Council Town Vitality Grant Heritage Buildings

The interim response, received from Cornwall Council was noted by the TT.

TT026/2022 Lostwithiel Forum Consultancy document

The TT wished to formally record the Team's thanks to John Scott for making this document available. It was decided that a copy should be made available to the successful consultant.

Councillor Pam Jarrett left the meeting.

TT027/2022 Cornwall Council Town Vitality Grant Sustainable Traffic & Travel Plan Grant Offer

The TT was advised that the Town Council has now signed and returned to Cornwall Council the Grant Offer letter.

The Clerk was asked to draw up in time for the next meeting a first draft of the tender document with the parameters as outlined in the application to Cornwall Council.

TT028/2022 Projected project timelines

It was decided that the TT would ask Team Members Mark Pearson & Sarah Preece to draft Gantt charts for the website.

TT029/2022 Procurement

TT Members considered the changes to the Town Council's Financial Regulations and decided that in the interest of transparency the TT's preference is for both projects to go out to tender. The Clerk was asked to draft tender assessment and evaluation criteria for consideration by the TT at the next meeting.

Items for next agenda

1. Next stage of tender process i.e., promoting the opportunity
2. Tender interview/presentations
3. Scoping criteria for scoring
4. Heritage Buildings application update
5. Transport draft tender
6. Gantt charts

The meeting closed at 9.00pm.

Chairman

Date