

Lostwithiel Town Team
Tuesday 16 August 2022
Lostwithiel Library
7pm

1. Apologies – to receive any apologies.
2. Minutes – to receive the minutes of the meeting held on 19 July & 09 August 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. Town Team Terms of Reference ‘Non-attendance’ – to formally note that Town Team Member Ian Gillett is currently unable to attend meetings and to consider extending the ‘4 consecutive meetings’ due to Ian’s extenuating circumstances.
5. Town Team website – to receive an update on progress with site development.
6. Sustainable Transport Interview panel/Contract sub-management group Terms of Reference & delegated authority – to consider the draft document provided.
7. To appoint Town Team Members to an Interview panel/Contract sub management group for the Heritage Buildings Project.
8. Items for the next agenda.

Confidential Session

9. Heritage Buildings Project – to discuss Cornwall Council feedback on the draft tender document.
10. Heritage Building Project Procurement dates – to consider approval of the dates as drafted.

11. Financial penalties for failure to deliver projects within specified timeframe and project retentions – to agree percentages.
12. Sustainable transport Interview panel/Contract sub-management group – to consider the recommendations listed in the meeting minutes dated Tuesday 09 August.