

Lostwithiel Town Team – Tuesday 16 August 2022

A meeting of the Lostwithiel Town Team was held on Tuesday 16 August 2022 at 7pm at Lostwithiel Library.

Town Team members in attendance were: -

Chair Councillor Phil Wisdom	Councillor Matt Guy
Councillor David Guiterman	Michelle Nineham
Mark Pearson	Jeff Pearce
Rod Pomeroy	& John Scott

TT056/2022 Apologies

Apologies were received and accepted from: -

Vice Chair Sarah Preece, Ian Gillett, Pam Jarrett, Dai Sweeney & Christine Walton.

TT057/2022 Minutes

The minutes of the meetings held on 19 July were approved and signed by Town Team Chair Phil Wisdom. It was decided under minute reference **TT067/2022** that the minutes of 09 August should be annotated with a revised text for Q6. The clerk was asked to make the revised minutes available for approval and signature at the next meeting.

TT058/2022 Town Team membership

No applications were received.

TT059/2022 Town Team Terms of Reference – ‘Non-attendance’

It was agreed to extend the ‘4 consecutive meetings’ rule due to Ian Gillett’s extenuating circumstances.

TT060/2022 Town Team website

It was decided that Westernweb should be asked to remove the two Fore Street photos which feature Duchy Coffee Shop and Mark Royale Antiques due to both businesses no longer being present.

Town Team Members considered that whilst the photos provisionally uploaded were 'nice' they didn't reflect the two projects currently being undertaken and didn't include many areas of the town. It was therefore decided that in addition to needing more photos the extra photos should be more 'warts and all' to illustrate what the 2 x CC part funded projects are aiming to achieve. The clerk was asked to request permission to use some interior photos of Edgcumbe House and Taprell House previously used by the Town Council and asked to circulate an email to all TT Members to ask if they had any photos of the inside of the buildings or sustainable transport use/obvious traffic congestion that may be suitable to use on the new website. It was also suggested that it would be good to get more Town Team member photos uploaded to the website's Members page but that this should be optional.

When the website goes 'live' it was agreed that regular updates and information should be posted i.e., links to Contractsfinder.

TT061/2022 Town Team Sustainable Transport Interview panel/Contracts sub-management group Terms of Reference and delegated authority.

It was agreed to approve the document as drafted and to upload a copy to the website when 'live'.

TT062/2022 Heritage Buildings Project – Interview panel/Contract sub management group

It was decided to appoint the following Town Team Members to the Heritage Buildings Project Transport Interview panel/contract sub management group: -

Chair Councillor Phil Wisdom, Vice Chair Sarah Preece & David Guiterman. It was agreed to ask Dai Sweeney & Christine Walton if they would be prepared to join the panel and to appoint a Chair of the panel after all appointments had been made.

Rod Pomeroy agreed to act as first substitute and Mark Pearson advised that he was quite happy to assist with professional advice when required.

TT063/2022 Items for next agenda

None

The Town Team closed the meeting room door to prevent access and discussed the following agenda items in confidential session.

TT064/2022 Town Team Heritage Buildings – Cornwall Council feedback

Members discussed the feedback received from Cornwall Council and decided to include a copy of the Grant Offer letter as Appendix 2. The clerk was asked to make reference to Appendix 2 on page 5 of the tender document under ‘the final report will include the following as a minimum: - ‘.

TT065/2022 Town Team Heritage Buildings Project Procurement dates

Event	Date
Upload tender to Contractsfinder	30 August 2022
Target date for response to tender clarifications	20 September 2022
Deadline for receipt of tenders	12 October 2022 (Midday)
Shortlisting	26 October 2022
Presentations & Interviews	08 November 2022
Notification of contract award	15 November 2022
Completion by	15 February 2023

It was agreed to approve the procurement dates as drafted subject to the dates being convenient for Sarah, Dai & Christine. If these dates proved inconvenient for those persons listed then alternative dates should be agreed via email in order that the publishing of the tender on Contractsfinder is not delayed.

TT066/2022 Financial penalties/ Project retentions

The Town Team asked the clerk to source advise from Cornwall Council and the Town Council's solicitor.

TT067/2022 Sustainable Transport interview panel/Contract sub-management group recommendations

TT Members discussed and agreed to reversing the decision taken at the Town Team meeting held on 21 June to offer all interview candidates a guided tour of the town. Members also agreed the interview format as specified under minute reference **TT053/2022** It was further decided to agree with the interview format and draft question text as specified under minute reference **TT054/2022** with the exception of Q6 which should be amended to read: -

Based on what you've seen in Lostwithiel to what extent will your report need to include recommendations to changes to the streetscape.

It was decided in order to prevent any confusion that this amendment should be noted as a revision on the minutes dated 09 August.

The meeting closed at 8.45pm.

Chairman

Date