

CATTLE MARKET MAKERS PROJECT BOARD – NOTES
WEDNESDAY 10TH NOVEMBER 2021 at 2.00PM MEETING BY ZOOM

Present:

Mayor, Councillor Simon Cassidy
Chair, Councillor Rachel Brooks
Vice-Chair, Annette Lee-Julian
Councillor Richard Dorling
Ian Hutchinson – Plymouth College of Art
Town Clerk – Stephen Vinson
Deputy Town Clerk / RFO – Yvette Hayward

In attendance:

Councillor Naomi Taylor
Project Manager – Alec Charles
Project Administrator – Jack Rockliffe-King

Apologies:

Deputy Mayor, Councillor Christina Whitty
Councillor Nick Craker

1. Welcome and apologies

Apologies were received from Councillor Christina Whitty and Councillor Nick Craker. The Chair welcomed the Project Administrator to the meeting and asked him to introduce himself to the Board: Jack was brought up locally and has previously been involved in community initiatives, including European-funded project work.

2. Notes of previous meeting

The notes of the previous meeting were accepted as an accurate record. All actions from the previous meeting were addressed in the agenda.

3. Update on workspace procurement tendering and access agreement to Cornwall Council's consultants framework

The Chair noted that the original plan for the project's capital development had been that Cornwall Council would own the facility and lease it to Liskeard Council; however, the original quotations from Cornwall Council's contractors had been outside the range of the project budget; and that it had therefore been agreed that Liskeard Council would assume responsibility for taking the work to tender, and for the subsequent ownership of the facility. The Board was therefore asked to consider the approval of the of the Access Agreement to the Cornwall Council's Consultants Framework. The Town Clerk added that this agreement would allow Liskeard Council to transfer work and costings from contractors already held by Cornwall Council, and for Liskeard Council to use the Cornwall Council framework for going to tender. He noted that no significant issues had been raised by the Town Council's solicitor. The Chair proposed, Councillor Dorling seconded and the Board approved that the Mayor and Town Clerk should progress to sign this access agreement.

4. Update on staff recruitment

It was reported that, following a recruitment process, a pool of highly talented local artists and craftspeople had been developed to deliver the project's arts & crafts skills training courses, and that a number of outstanding candidates had been selected as most appropriate to lead the first sets of these courses. It was confirmed that the project remains open to the recruitment and appointment of additional course leaders, as appropriate opportunities arise. Plymouth College of Art offered to support this process and it was noted that there would be a particular interest in any person with jewelry-making training skills. It was also noted that this process had promoted engagement with local artists and craftspeople whose broader engagement with the project may offer ongoing mutual benefits.

5. Update on website procurement

It was reported that on Monday 1 November the CMM Board Chair chaired a meeting with the Deputy Town Clerk and the CMM Project Manager to review the tenders for the delivery of the project website. Seven bids had been received; the outstanding proposal demonstrated strong design and branding, good local knowledge and rigorous engagement with the project itself, and a robust balance between design and technical strengths. The Deputy Town Clerk, Project Manager, Project Administrator and the two members of the Liskeard Council office who maintain and manage current council web provision met with the preferred bidder on the morning of 10 November for a technical demonstration and discussion of delivery plans (including the delivery of an initial microsite prior to the delivery of the full site). It was reported by the Deputy Town Clerk that the bid came within budget. This group have recommended to the CMM Board the acceptance of this bid. The Chair proposed, Councillor Dorling seconded and the Board approved this recommendation. The successful company is Dell 'Anno Studio.

It was also noted that the new website would be integrated with social media platforms which are being developed by the project team. It was also reported that the project team were due to launch an interim page on the Liskeard Council website.

6. Update on ESF communications plan

The project team had met with representatives of Hillfort School, St Martin's School, the Liskerrett Centre, the Echo Centre, St Martin's Church and Liskeard Together (including a visit to a Liskeard Together arts & crafts session), and had arranged further meetings with the Echo Centre, Morley Tamblin Lodge and Liskeard Food Bank. Contacts with the Methodist and Catholic churches, the Citizens Advice office, the Lighthouse Centre, Christians against Poverty, the Community Treasure Chest, the Salvation Army and the Job Centre had also been initiated.

7. General progress report

Despite very positive responses from both primary schools, and a clear desire to launch the After School Clubs as soon as possible, it has proven necessary to complete enhanced DBS checks on the delivery staff prior to the implementation of these sessions. The project team have applied to register with Cornwall Council as the umbrella organization for these checks.

It was reported that the range of skills activities proposed for these sessions (fabric work, wood carving, printwork and watercolours) might address a suggestion raised by one school (and by another community stakeholder organization) that the project should offer an appropriate balance in relation to traditional perceptions of the gendering of such skills.

Following the completion and submission of preliminary paperwork, the project's official inception meeting with Community Led Local Development was scheduled to take place on 11 November.

8. Any Other Business

The Mayor requested that communications from the Board should note that any questions or comments should be directed to the Chair of the Board; the Chair agreed.

9. Dates of future meetings

The Board were asked to note the dates of future meetings:

1st December 2021, 14.00-15.30

12th January 2022, 14.00-15.30