

CATTLE MARKET MAKERS PROJECT BOARD MEETING NOTES
TUESDAY 21 SEPTEMBER 2021 at 2.00pm via ZOOM

Present:

Councillors Simon Cassidy, Christina Whitty, Rachel Brooks, Richard Dorling and Annette Lee-Julian.

Town Clerk – Stephen Vinson

RFO & Deputy Town Clerk – Yvette Hayward

Judith Hann – Programme Manager CLLD (advisor capacity)

Ian Hutchinson – Plymouth College of Art (Head of Development)

Apologies: Councillor Tony Powell (Monday, Wednesday and Friday afternoons would be best for care commitments)

1. Welcome and Apologies

2. Election of a Chair and Vice Chair

Councillor Lee-Julian proposed, Councillor Cassidy seconded, and the group agreed to elect Councillor Brooks as Chair.

Councillor Cassidy proposed, Councillor Dorling seconded, and the group agreed to elect Councillor Lee-Julian as Vice Chair

3. To note the Terms of Reference – (as adopted Liskeard Town Council 24th August 2021)

Noted

4. Recruitment of Staff Update and confirm next steps

The Project Manager has been appointed - Alec Charles. He must serve a 2 months' notice period with his existing employer but has some flexibility for project involvement before this.

The Project Finance Administrator person specification is to be amended and readvertised. This will enable the new Project Manager to have some input in the selection process.

Vicky Cutts can do extra hours for specific admin tasks, before the support role is recruited, which can be claimed from the project.

5. To agree location of Staff Pending Completion of the Workspace

Within the Public Hall building, subject to suitable wifi connection. The former Members Room is the most likely space.

6. To receive a Workspace Procurement Tendering Update

It would be possible to amend the specification if costs have risen significantly.

There is the possibility of more funding being available from CLLD.

Cornwall Council have been asked to cost running a new open tender. If they are unable to deliver this CLLD can support the Town Council to run a compliant process

7. Revision of Project Milestones – to discuss and agree.

First units to be delivered has been put back six months which it is hoped is a conservative estimate. Other milestones have generally moved back about two months. It was agreed these were reasonable.

8. ESF recruitment routes: to agree action

The Mayor stated that it was important for members of the board to be prepared to assist with some of the work of the project, particularly community engagement.

a. School clubs

- liaison with schools – Councillors Brooks and Cassidy would progress this
- recruitment of club leaders – Vicky Cutts may be able to progress this. A role description is needed to advertise. Ian Hutchinson was happy to review a draft and advertise within the college

b. Liaison with local organisations e.g. Liskeard Together (advertise with their cookery and money groups, they also have an arts and crafts group – care re double counting of outcomes), Liskerrett Centre, Lighthouse Centre, Community Treasure Chest – include Job Centre +, toddler groups, Echo Centre (Councillor Lee-Julian will contact)

c. What courses could be planned to run before Christmas, when we do not yet know who the participants will be? – suggestion: How do you run a good Christmas market stall (stock, change, card payments, etc)

9. Lettings Policy – to consider and approve the attached draft.

It was agreed under point 4, *'The maker lives in one of the designated areas of Liskeard with high deprivation (to be given preference) or within x miles of Liskeard.'* Should be set at 7 miles to take in the surrounding villages, but not reach as far as the larger towns of Looe and Callington.

This can now be released to anybody enquiring about the availability of units, to enable them to confirm their likely eligibility.

10. To agree the process for procuring a website

Vicky Cutts would be asked to progress this and has expertise in this area. A brief would be drafted and circulated to the board for comment before going out to tender. Judith will share a brief used by CLLD.

11. Timing for publicity about the project aimed at:

- Potential workshop tenants – reactive only at present
- People needing business support – can catch up when staff fully in place
- ESF participants – comms strategy needed Councillor Brooks would work with Vicky Cutts on this (Vicky has experience of writing comms plans).

12. Other Business

None

13. Date of next meeting – Wednesday 20 October 2021 via Zoom (Project Manager to attend)

A schedule for future meeting dates will be developed with the Project Manager, aiming for Monday, Wednesday and Friday afternoons as requested by Councillor Powell.