

CATTLE MARKET MAKERS PROJECT BOARD MEETING NOTES
WEDNESDAY 20 OCTOBER 2021 at 2.00pm via ZOOM

Present:

Councillors - Mayor Simon Cassidy, Deputy Mayor Christina Whitty, Rachel Brooks (Chair), Richard Dorling and Annette Lee-Julian (Vice Chair).

Town Clerk – Stephen Vinson

RFO & Deputy Town Clerk – Yvette Hayward

Project Manager - Alec Charles

1. **Welcome and Apologies** - Ian Hutchinson – Plymouth College of Art (Head of Development)
2. **Project Manager Alec Charles - Introduction (background and relevant experience to the delivery of the project).** – Alec Charles outlined his career to date which was predominantly within the arts sector at the higher education level. His current employment is as dean of the arts faculty of Winchester university. He had employment experience of administering EU funded employment projects. His partners family have a home in Liskeard and they have a new-born baby and are keen to build a new life in Liskeard. He has given his notice and will fully start on 1st November. He will be available for work in advance of that such as, today and the interviews of the Project Assistant on Friday.
3. **Notes of the Previous Meeting** – Agreed.
4. **Update on Recruitment** – 18 applications for the Project Finance Administrator post had been received. The short listing being this afternoon and the interviews on Friday

The tender for the course leader role were still open and this appeared to be one interested to a number of people.

5. **Workspace Procurement Tendering Update** – at a meeting with Cornwall Council, Cornwall Development Company, and Liskeard Town Council officers, the day before (20th October) Brady's supplied Cornwall Council with costings for the capital programme element of the Cattle Market Makers project. Fortunately, they were significantly less than the £1.1 million quoted by the one contractor on the Minor Works Framework. Brady's estimate of the capital cost was £570,000. Judith Hann (Programme Manager CLLD) confirmed that there was a degree of (unallocated funding £300,000 - £400,000) which could be used to cover part of the increase in cost along with the match funding allocation pot.

Cornwall Council officers did indicate that it would take one month to seek permission to go out to open tender and the tender process might take 3 or 4 months. The CLLD programme management and Liskeard Town Council felt this delay to be too long.

As the Brady's quote had only been received by Cornwall Council on the day of the meeting it was agreed this would be supplied along with any other relevant financial information to the Town Council to report at its 26th October 2021. Cornwall Council officers would also provide proposed timescales for the tendering process.

On the morning of the Cattle Market Makers Board, Adam Birchall advised that would look further into the request to fast track a Cornwall Council decision on progressing to going to open tender on a joint scheme upon which already 9/10th of the work was already done.

6. **ESF Communications Plan (see attached)** – as the ESF targets were earliest of the outputs that were required the attached plan had been drafted and the contacts re-established.
 - St Martins School
 - Hillfort School (a couple of attempts to meet up thwarted by circumstances)
 - Lighthouse Community Centre
 - Liskerrett Community Centre

Websites Procurement

The brief had been tendered to 13 companies. 5 companies had shown an interest.

Other Business

None.

7. **Date of the next meeting** – 10th November 2021 2.00 – 3.30 pm by Zoom

Note. To remind the participants of the dates of future meetings when circulating the notes.

1st December 2021 2.00 - 3.30 pm

12th January 2022 2.00 – 3.30 pm