



# Minutes

**Meeting Title:** St Ives Town Deal Board

**Date:** 23<sup>th</sup> March 2020

**Time:** 0830 to 1030

**Location:** Skype

**Chaired by:** Cllr Linda Taylor (Interim Chair)

**Attendees:** David Rodda, Cllr Andrew Mitchell, Cllr Tony Harris, Steve Cross, Sarah Stevens, Rowena Swallow, Neil Davies, Claire Parnell and Raven Williams

**Apologies:** Emily Kent, Libby Buckley, Vanessa Luckwell, Andrew Baragwanath and Derek Thomas MP, James Butterworth

## Minutes

## Action

### 1 Welcome and Introductions

- The interim chair welcomed everyone to the meeting and as it was the first time the board had met in full she asked everyone to introduce themselves.
- The board agreed to share their telephone numbers and email addresses between them so please see appendix 1 for details

**DR**

**Minutes****Action****2 Code of Conduct**

- DR distributed the suggested code of conduct for the board and explained that members will need to sign it to confirm their agreement to abide by its contents and will also need to complete the register of interests form. The code of conduct was unanimously supported with the following change:-
  - Wording of section 5 to be looked at as at present it does read correctly

**DR**

Board members were asked to send DR a copy/scan/picture of the signed page and a completed register of interest form for the records.

**Board Members****3 Terms of Reference**

- DR distributed the suggested terms of reference and explained that the board will need to agree its contents. After a short discussion they were agreed with the following changes:-
  - a) The ability to attend meetings via Skype/teleconference should be added
- Revised terms of reference to be tabled at the next meeting

**DR****4 Election of Chair and Vice Chair**

- DR outlined the suggested process for the election of the chair (private sector) and vice chair (private/community/voluntary sector) which is outlined below:-
  - a) Nomination forms to be sent out to board members via email. Each candidate will require a proposer and seconder.
  - b) Nomination forms to be returned within 5 working days
  - c) Once the nomination forms have been returned a voting form will be circulated to board members with a short “pen picture” on each candidate so that board members can make an informed choice.
  - d) Votes to be counted and the result communicated to the board so that the chair and vice chair can be selected prior to the next meeting.
- The process was agreed and DR was tasked to start the process asap

**DR**

## Minutes

## Action

### 5 Update on the Towns Fund

- DR explained that there had been no further formal guidance issued about the Towns Fund by Government. However, from his discussions with Government he could report that: -
  - a) The revised coverage map had been agreed
  - b) That Government would be looking closely at the processes involved in creating the Town Deal Board, its code of conduct, terms of reference, transparency, etc
  - c) That Government would be looking closely at the processes involved in creating the Town Investment Plan to ensure that it is both evidenced based and informed by extensive community consultation

### 6 2020 Workplan

- In the absence of any formal Guidance from Government DR outlined his thoughts on how to proceed over the next few weeks, noting the potential restrictions that the Covid 19 outbreak might have on the process;
  - a) The recruitment of the Co-ordinator is underway with interviews planned for the 24<sup>th</sup> of March. The board expressed the wish for an early start date if possible.
  - b) To assist them in their work, and to be shared across the 4 towns, it was also suggested by DR that administrative support would be necessary and the cost of this (estimated at £10k) would be met from the Capacity Funding budget. The board agreed with this proposal
  - c) Once in post the Co-ordinator should use all the available evidence, previous work (Neighbourhood Plan, Coastal Communities, My Town, etc) to develop a draft Town Investment Plan that can then be discussed at the May Board meeting.
  - d) Following this meeting comments would be considered, and a second draft produced for comment at the June Board meeting. Following this board meeting the draft of the St Ives Town Investment Plan would then be put out for public consultation during June and July with an aim for the final version to be ready for an August submission if possible. If not then an October submission is paramount.

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What form this consultation will take will depend on how the Covid 19 outbreak develops but there was a firm commitment from the board to get it out as far as possible and to target specific groups (e.g. young people) to ensure that they can comment. The Board noted though that any document should only be submitted when it is ready so whilst targeting an August submission date it may slip to October

- e) The board agreed this approach and requested that a more detailed workplan is tabled at the next meeting of the board. DR
- A discussion took place about how new members of the board could gain an understanding of the previous work undertaken in St Ives and the potential projects that have already been identified. DR  
DR agreed to circulate the “Readiness Checklist” submitted to Government at the end of 2019 with the minutes.

**7 Communications and Engagement Plan**

- The need for a clear communications plan was discussed in order to ensure that the work of the board is well known in St Ives and to ensure that local residents and stakeholders have the opportunity to engage in the work. Various options were discussed including using the Governments “My Town” portal, the Times and Echo as well as creating new communication channels where necessary. It was agreed that a mix of existing and new communication channels should be explored as part of an overarching communication plan but that care needs to be taken when using social media channels as this can generate very negative responses. DR undertook to bring something back for discussion and agreement at the next board that would include the following:- DR
  - a) A press release relating to the fact that the board has been created, its membership, the coverage map, what the Towns Fund is and some detail on the next steps in the process. A plea was made to keep this jargon free and that an FAQ list would be useful as that could be appended to any communication activity and used by the board in their conversations. It was agreed that this press release should be held until the chair and vice chair are elected so that they can be the nominated spokespersons for the board.
- The need for transparency will need to be considered so board

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members are asked to consider the most appropriate location for the agenda's, minutes, working papers, etc.

**Board  
Members**

**8 Capacity Budget**

- The board has a capacity budget of £140,000 to assist it with its work. In broad terms this will be broken down into the following headings:-
  - Co-ordinator - £30,000
  - Administration - £10,000
  - Business case development - £90,000
- It was agreed that the budget for the Co-ordinator and the administrator should be approved so that they can begin work asap. It was then requested that a more detailed operational budget should be tabled at the next board meeting so that they could discuss and agree the budget in more detail.
- The potential to work with the other 3 towns in Cornwall participating in the Towns Fund to procure support and obtain better value for money was discussed and it was agreed that this should be investigated.

**DR**

**9 AOB**

- The need to hold virtual meetings was discussed and DR agreed to schedule future meetings via Skype (or alternatives) for the foreseeable future. Cornwall Council only has access to Skype so this would be the preferred route. If members do not have Skype it is possible to dial into the Skype meeting for a voice call and this would be explained in the calling papers for the next meeting.

**DR**

**5 Date of Next Meeting**

- **24<sup>th</sup> April 2020 – 1300 to 1500.** Venue likely to be via Skype/teleconference due to Covid 19 restrictions