

Lostwithiel Town Team Terms of Reference

Background

On 12 February 2020 Cornwall Council approved a Place Policy and setup a £4 million Town Centre Revitalisation Fund (TCRF). This funding was to support towns in Cornwall to develop investment proposals. It was in response to the Vitality of Towns Inquiry which concluded in September 2019. This identified a set of recommendations to support towns.

The Town Vitality Fund was the first strand of TCRF funding offering £1 million to towns. The primary aim was to help revitalise town centres and high streets. Town centres are recognised as important places to do business and to meet/socialise. The funding is to ensure that town centres continue to be vibrant places and in order to facilitate as many towns as possible could receive support, Cornwall Council subsequently increased the budget to £1,450,000.

In Lostwithiel a designated Town Team working under the umbrella of the Town Council's Heritage Buildings Committee drafted two bids to this project. The Town Council endorsed the drafted bids and they were submitted to Cornwall Council in April 2021. In June 2021 the Town Team was delighted to hear that both bids had been successful

The current membership of the Town Team is drawn from the Town Council, the Lostwithiel Business Group, Lostwithiel Museum, Lostwithiel Community Centre, Really Lovely Projects CIC, and Lostwithiel Transport Users Group. The Town Team has drawn on work undertaken by the Council and the constituent organisations over the last six years and, for the purposes of the current project, has engaged with local stakeholders – in so far as Covid-19 restrictions allow – to devise a project that meets the aims and aspirations of the stakeholders within the remit of the Town Vitality Fund.

It is now anticipated that the 'Town Team' will run meetings separate from the Council's Heritage Buildings Committee and these Terms of Reference establish the structure on which to take this forward.

Aim & Role

The Aim of the Town Team is to deliver a strategy for the revitalisation of Lostwithiel Town centre. The Town Team will be the driver of positive change in Lostwithiel and will provide strategic direction and leadership.

It is anticipated that the strategy will be multi- faceted. It has been identified by the Town Team that the economy of the town is being strangled by the lack of parking and therefore a greener more holistic traffic and transport plan needs to be devised for Lostwithiel. The Town Team will ensure that Lostwithiel Town Council utilises the monies awarded from Cornwall Council and those promised by Lostwithiel Town Council as part of the bid process to drive forward towards the delivery of a sustainable traffic and transport plan for

Lostwithiel and revitalisation of the town centre by utilising the Town Council's Heritage Buildings to their full potential. The Town Team intends to prepare detailed briefs for both bids for potential consultants for approval by Lostwithiel Town Council and Cornwall Council. When the successful tenderer has been appointed the Town Team will work alongside Lostwithiel Town Council to deliver bid objectives.

Membership

Membership of the Town Team is open to anyone who would like to shape the future of Lostwithiel. The current Town Team is particularly interested in broadening the age range of the group and would welcome applications from young people who currently have no representation

Non-Attendance

If a Member of the Town Team fails to attend 4 consecutive meetings, without extenuating circumstances, they will be deemed to have resigned.

Chair & Vice Chair

The Chair and Vice Chair of the Town Team will be appointed annually in May. The roles will be filled by any Member of the Town Team who accepts a nomination and receives the majority vote at the May Town Teams meeting.

Voting & Quorum

The Town Team shall be quorate when at least six Members are present. All Members of the Town Team will have a vote, in the event of an equal vote the Town Team Chair will have a casting vote.

Frequency of Meetings

The Town Team will meet on the third Tuesday monthly at Lostwithiel Library. If Lostwithiel Library is not available then the Town Council will provide a meeting venue suitable to hold a public meeting. All meetings will be open to the public unless it is considered by the Town Team that Members of the Public need to be excluded for some agenda items due to the confidential nature of the business to be discussed.

Accountable Body

The Town Team, which includes Town Council representation, will make recommendations to Lostwithiel Town Council on any specific work activity requiring release of Town Vitality Fund funding. Lostwithiel Town Council is the Accountable Body and all procurement will be

in accordance with the Council's Standing Orders & Financial Regulations. The relevant processes will be followed and applied in order to commission any work for goods/services which meet the requirements of the Council as the Accountable Body.

There is no devolved budget for administration expenses i.e., community consultation but the Town Team is able to apply to Lostwithiel Town Council for funding as required.

Record Keeping & Confidentially

Agendas, notices and associated papers shall be despatched at least three clear working days before the date of the meeting by email or by accessing the Town Team Members area of the Town Council's website. A copy of the meeting agenda will be published on the Town Council's website and the Council's noticeboard. After approval by the Town Team copies of the minutes of meetings will be published on the Town Council's website.

The Town Council office will provide administration support to underpin the work of the Town Team including the taking minutes at each meeting.

Conduct & Conflicts of Interest

Town Team Members will strive to conduct themselves in line with Lostwithiel Town Council's Code of Conduct, treating each other with mutual respect at all times.

Dissolution

It is anticipated that the Town Team will be a cornerstone towards the delivery of economic prosperity in Lostwithiel Town Centre. If the membership considers dissolution appropriate, they should notify the Town Council.

Review of Terms of Reference

These Terms of Reference will be reviewed annually in May by the Town Team and more frequently if considered appropriate.