

Lostwithiel Town Team
Tuesday 20 September 2022
Lostwithiel Library
7pm

1. Apologies – to receive any apologies.
2. Minutes – to receive the minutes of the meeting held on 16 August 2022 having previously been circulated and taken as read.
3. To formally invite and list any new Town Team members including any requests to represent a Town organisation.
4. To formally note the resignation of Dai Sweeney from Lostwithiel's Town Team
5. Town Team website – to receive an update on progress with site development.
6. Sustainable Transport Project -to note the number of tenders received.
7. Heritage Buildings Project interview panel/Contract sub management group – to agree the following: -
 - a) A meeting date to agree the interview format/assessment criteria and questions for the Heritage Buildings project
 - b) times for the shortlisting on 26 October & 08 November
 - c) which two Town Team members will open the tenders with the Town clerk at 10am on Thursday 13 October.
8. Heritage Buildings Project interview panel/Contract sub management group – to consider if any amendments/extra paragraphs are needed to be added to the Sustainable Transport interview panel/contract sub management group Terms of Reference to reflect project differences.

9. Items for the next agenda.

Confidential Session

10. Financial penalties for failure to deliver projects within specified timeframe and project retentions – to discuss information received.