



Minutes

Meeting Title: St Ives Town Deal Board

Date: 24th April 2020

Time: 1300 to 1500

Location: Skype

Chaired by: Sarah Stevens

Attendees: David Rodda, Rowena Swallow, Neil Davis, Cllr Tony Harris, Lucy Davis, Clare Parnell, Vanessa Luckwell, James Butterworth, Raven Williams, Cllr Linda Taylor, Cllr Andrew Mitchell, Derek Thomas MP, Andrew Barragwanath, Steve Cross

Apologies: Emily Kent, Libby Buckley

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Action

1 Welcome and Introductions

- DR welcomed members to the board

2 Declarations of Interest

- DR asked the board whether there were any declarations to be made for this meeting. None were recorded.

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3 Results of the Chair and Vice Chair election	
<ul style="list-style-type: none"> • DR informed the board of the result of the election. Sarah Stevens was therefore elected as chair and Steve Cross was elected as vice chair. • SS thanked the board for their support and took over as the chair of the meeting from this point. 	
4 Minutes of last meeting	
<ul style="list-style-type: none"> • Agreed as a true and correct record and there were no matters arising 	
5 Code of Conduct	
<ul style="list-style-type: none"> • The revised document was agreed by the board • DR reminded board members of the need to sign the declaration of interest page and complete a register of interest. As some board members have already signed it he agreed to contact those that who have still return the documents 	DR
6 Terms of reference	
<ul style="list-style-type: none"> • The revised document was agreed by the board. Clarification was sought on the point relating to verbal reports with DR summarising the point that verbal reports should be the exception rather than the rule. 	
7 Update on the Town Deal Lead for St Ives	
<ul style="list-style-type: none"> • DR informed the board that the process of appointing the lead for St Ives is complete and Lucy Davis will start in post on the 27th of April. She is joining the meeting today as an observer 	
8 Update on the Towns Fund	
<ul style="list-style-type: none"> • DR informed the board that:- <ul style="list-style-type: none"> ○ further detailed guidance has yet to be issued by MHCLG but it has been confirmed that the Towns Fund is not going to be repurposed as immediate Covid 19 support funding. 	

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- it is likely that the Covid 19 outbreak will inform how the Towns Fund can be used as part of the medium term recovery phase of Government support and is therefore still an agreed policy priority.
- timescales are likely to slip as many staff in MHCLG have been moved across to immediate Covid 19 duties. The advice is to carry on working to the agreed timescales and submit the TIP when ready
- DT agreed that he we seek clarity from the Secretary of State on when the guidance will be issued DT
- AM wanted DT to advise government that the context for the Towns Fund has changed significantly since it was launched and that there is likely to be massive business failure in the town if the impact is continued into the summer months.
- It was agreed by the board that it was vital to use any communications to help ensure transparency about the work of the board and that the purpose of the Towns Fund is to help revitalise the economy in St Ives over the medium to long term

9 2020 Workplan

- DR outlined the suggested workplan for 2020 with further detail to be brought back to the board at the next meeting once Lucy is in post
- It was suggested that when developing the workplan that it was vital to take into account ways of capturing the immediate impact of Covid 19
- It was suggested that the creation of sub groups would help to undertake some of the detailed work. RS suggested that it was vital to work with existing groups where relevant/possible. LD/DR/SS were tasked to consider how best to proceed with the workplan and propose suggested sub groups e.g. a comms group, a projects group and a group to consider the vision for the town. LD/DR/SS

11 Communication Plan and Budget

- DR outlined the need for the board to publicise its membership, coverage area and details of how it intends to undertake the process of developing the Town Investment Plan for St Ives. It was agreed that LD should develop a press now that the chair and vice chair have been identified. LD

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- DR/LD agreed to bring a more detailed comms plan and a draft press release back to the next meeting of the board and that this would also include details of how residents and stakeholders can get involved in the work of the board. **DR/LD**
- A discussion was had about where agenda's, minutes and other papers could be hosted so that they are publicly available. TH volunteered the use of the Town Council website which was agreed by all as a good solution. LD to discuss with TH the practicalities of this **LD/TH**
- The broad allocation of the capacity fund budget (£40k for the Town Deal Lead and Admin support and £100k for any detailed work on the Town Investment Plan) was also agreed with more detail required as we progress through the process

9**AOB**

- Future meetings will likely move to the Microsoft Teams platform so board members were asked to secure access to that platform.

5**Date of Next Meeting**

- **11th May 2020 – 1200 to 1400** Venue likely to be via Microsoft Teams