

Minutes

Meeting Title: St Ives Town Deal Board Meeting

Date: 18th May 2021

Time: 17:00 to 18:40

Location: Microsoft Teams

Chaired by: Sarah Stevens (SS)

Attendees: Members: Libby Buckley (LB), Steve Cross (SC – left at 17:43), Neil Davis (ND), Gareth Jones (GJ), Vanessa Luckwell (VL), Rowena Swallow (RS), Derek Thomas MP (DT – joined at 17:47).

Officers: Beth Briggs (BB), Emily Kent (EK), Iain Mackelworth (IM), Phill Woods (PW).

1. Apologies: Andrew Baragwaneth (AB), Tony Harris (TH – subs. Kirsty Kilmurry, KK), Poppy Naylor (PN). Derek Thomas MP (DT) would be arriving late.

Minutes	Action
<p>2. Declarations of Interest</p> <ul style="list-style-type: none"> • None. 	
<p>3. Election of St Ives Town Deal Chair for May 2021-22</p> <ul style="list-style-type: none"> • The Board unanimously agreed that SS retain her seat as Chair for the forthcoming year. 	
<p>4. Election of St Ives Town Deal Vice Chair for May 2021-22</p> <ul style="list-style-type: none"> • SS advised that SC would be standing down as Vice Chair for the coming year. • No Member present at the meeting wished to be considered and there were no nominations. • This item would be brought to the next meeting and all Members to consider whether they were interested in taking on this role. 	
<p>5. Minutes of last meeting</p> <ul style="list-style-type: none"> • The minutes of the meeting held on Tuesday 20th April 2021 were agreed as a true and accurate record of the meeting. 	
<p>6 Summary of Board Consultations – Feedback and Next Steps</p>	

- SS advised that she had spoken with each Board Member individually and thanked them all for their time during this process.
- SS took Members through the outcomes of these discussions and the Board requested that a synopsis of the results was circulated.
- **ACTION:** SS to circulate overview of findings and provide for circulation with minutes.
- SS noted that the synergy of the Board had been praised. SS
- The timescales involved in the fund, including accelerated funding, was flagged as a challenge.
- The Board wished to undertake a more strategic role going forwards and felt they had become too involved at a granular level.
- It was felt that there had been communication between Cornwall Council and the Board could be improved, including around Cornwall Council led projects, and that admin support had been insufficient.
- The Board were keen to return to face-to-face meetings when possible.
- SS was considering a pop-up event to engage with the community and local businesses.
- Creation of a Local Transport Board was already outlined in the TIP but Members let that the following subgroups might also be useful: Young People, Housing, Food Production, Skills/Digital, Local industry/business.
- The Board requested that they be kept better informed by Cornwall Council with regards to developments with the Programme Management Office. PW / IM
- **ACTION:** Cornwall Council to provide follow up information on PMO.

7. Stage 2 – Roles and Responsibilities

- Papers had been circulated to the Board previously, and these papers had also been included in the agenda pack.
- The purpose of the papers was to apprise Members of the Board role going forward in terms of strategic oversight, community engagement and ensuring the vision remained true as projects developed.
- The papers also outlined the responsibilities of Cornwall Council as accountable body.
- PW welcomed any feedback should the Board.
- PW noted that, once St Ives received their offer from Government, they would have three weeks to turn around the Heads of Terms, including internal sign off by Cornwall Council.
- The offer letter would set out the sum being awarded, the projects that Govt. were supporting, and any conditions placed on those projects.
- PW noted that there may be requirement for an extraordinary meeting given the timeframes.
- PW noted that a review of the Terms of Reference was underway in order to ensure they were fit for purpose for the next stage of the Board.
- The role of the Board, PMO and project leads was queried.

- IM advised that the post-submission assessment currently being undertaken by Arcadis would serve to identify risks and inform the PMO as to the level of intervention required by each project.
- PW noted that forward planning of meetings meant that work / reporting could be programmed in to ensure regular and consistent reporting to Boards.

8. **Balance of Board Membership and Recruitment of new Board Members**

- A report was circulated in the agenda pack.
- PW advised that Board recruitment should focus on community representation and that, in terms of ensuring quoracy, it would be prudent for overall membership to increase.
- Cornwall Council were working on an application form for this and Members would be encouraged to share amongst their networks. The information would be shared on the website and social media.
- **ACTION:** PW / BB to progress application process and circulate application form to Members for sharing with networks.
- SS enquired as to the timeframe of the new Terms of Reference; PW advised these would be available in June.
- **ACTION:** PW / BB to circulate revised Terms of Reference when available.

PW /
BBPW /
BB

9. **Capacity Fund Update**

- An updated capacity fund budget was circulated with the agenda pack.
- This item was noted.

10. **AOB**

- DT had requested an item to discuss support of volunteers. DT noted that this had been somewhat covered during the meeting, but he wished to stress the importance of supporting volunteer Board Members.
- DT invited feedback from Members and noted that he would have an offline conversation with PW to further this discussion.

11. **Items for next agenda**

- SS advised that she had included this agenda item to ensure Board engagement going forward, and encouraged Members to raise any issues they wished to discuss at future meetings.
- SS noted that she had requested BB to carry out a skills audit and queried BB capacity to do so.
- **ACTION:** BB to send out skills audit questionnaire to Board within the week.

BB

12. **Date of next meeting**

- **ACTION:** BB to circulate a poll to gauge interest and availability for face-to-face meeting.

BB

- It was noted that an extraordinary meeting, if required, would be held virtually.