

# Minutes

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

**Date:** 20<sup>th</sup> April 2021

**Time:** 17:00 to 17:45

**Location:** Microsoft Teams

**Chaired by:** Steve Cross

**Attendees:** Members: Libby Buckley (LB), Steve Cross (SC), Gareth Jones (GJ), Vanessa Luckwell (VL), Poppy Naylor (PN), Rowena Swallow (RS), Linda Taylor (LT – joined at 17:35).

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

**1. Apologies:** Andrew Baragwaneth (AB), Neil Davis (ND), Tony Harris (TH – subs. Kirsty Kilmurry, KK), Kirsty Kilmurry (KK), Sarah Stevens (SS), Derek Thomas MP (DT)

## Minutes

## Action

### 2. Declarations of Interest

- None.

### 3. Minutes of the last meeting

- The minutes of the meeting held on Tuesday 23<sup>rd</sup> March 2021 were agreed as a true and accurate record of the meeting.

### 4. Post Submission Assessment update

- PW advised, as outlined at the previous Board meeting, that this piece of work was being conducted in the background by Arcadis in order to understand what was needed to get each project to full business case.
- PW advised that Arcadis would be considering the five case model as the business cases would also be based on this.
- PW advised that the timeline was for Arcadis to provide a synopsis of all projects by the end of May.
- The next phase, following decision from Government, was to sign Heads of Terms and then develop full business cases during the following 12 months.
- PW noted that Cornwall Council were taking the need for assurance seriously and that this exercise would also feed into and inform the PMO.

## 5. Comms update – website hosting

- An email was circulated with the agenda pack.
- SC advised Members that this item related to a cost of £360 for continuation of St Ives Town Deal website services for another 12 months.
- All present were in agreement. However, it was noted that the meeting was not quorate and this decision would need to be confirmed via written procedure the following day.
- **ACTION:** BB to circulate email for approval via written procedure.

## 6 Recruitment of new Board Members

- Members continued the conversation from the last meeting and discussed that, due to safeguarding issues, 18 was likely the minimum age from a safeguarding.
- EK noted that colleagues in Children's services could be consulted and may be able to offer suggestions as to appropriate representation.
- **ACTION:** SC to follow up with KK re. youth parliament involvement.
- Members were encourage to speak with their networks and encourage others to get involved with the Board.
- It was noted that Chair and Vice Chair elections would be on the next meeting agenda.
- BB advised that she had been working with SS to arrange a 30 minute session between SS and each Board member to discuss next steps.
- PW advised that Officers kept a tally of number of Board members and there was discussion around a suitable number with a balance between too many that the Board was unmanageable and too few risking inquorate meetings, plus ensuring adequate representation.
- **ACTION:** PW to provide list of numbers, including voting members and balance of public, private, community Members.
- PW noted that Officers could provide a template for Board member advertisement.

## 7. Accelerated Fund Information Report

- SC shared an email from St Ives Town Clerk, who was seeking the Board's views on a strategy for the opening of the skate park.
- Members concurred that the strategy appeared sensible.
- RS wished to flag concerns about parking in the area.
- **ACTION:** SC to investigate possibilities

## 9. Comms – purdah

- It was noted that purdah was now in place until after the May 6<sup>th</sup> elections.
- It was noted that comms would be minimal during this time.

**11. AOB**

- GJ enquired about the Arup presentations that were circulated in the agenda pack.
- It was noted that these were provided as additional material to that presented by LP in the last Board meeting and were for Members' information.
- GJ enquired as to the process for voting in Chair and Vice Chair for the forthcoming year. PW confirmed that this was as set out in the paper circulated with the agenda pack and would be taken at the May Board meeting.

**12. Date of next meeting**

- 5-7pm on 11<sup>th</sup> May was proposed.