



Minutes

Meeting Title: Penzance Town Deal Board

Date: 16th March 2020

Time: 0830 to 1030

Location: Penwith College, Penzance

Chaired by: Martin Tucker (Interim Chair)

Attendees: Emmie Kell, Nicole Broadhurst, Susan Stuart, Sarah Shaw, Derek Thomas MP, Rob Parsons, Cllr Jim McKenna, Cllr Tim Dwelly, Cllr Cornelius Olivier, Cllr Roger Harding, Henry Garfit, Tim Wotton, Nick Hood, Dick Cliffe, Rachel Yates, James Hardy, Jess Morris, Claire Hurley and David Rodda

Apologies: Emily Kent

Minutes

Action

1 Welcome and Introductions

- The interim chair welcomed everyone to the meeting and as it was the first time the board had met in full he asked everyone to introduce themselves.

Minutes	Action
2 Code of Conduct	Board Members
<ul style="list-style-type: none"> • DR distributed the suggested code of conduct for the board and explained that members will need to sign it to confirm their agreement to abide by its contents. The code of conduct was unanimously supported and some members returned these at the meeting. Those that did not were requested to send DR a scanned signed copy after the meeting. 	
3 Terms of Reference	DR
<ul style="list-style-type: none"> • DR distributed the suggested terms of reference and explained that the board will need to agree its contents. After a short discussion they were agreed with the following changes:- <ul style="list-style-type: none"> a) Insert a line to explain that the board can include oversight of other grant/investment funds that relate to their Town Investment Plan b) In order to be more agile reduce the number of days for papers to be tabled to the board to 5 days for main agenda items and 3 days for AOB • Revised terms of reference to be tabled at the next meeting 	
4 Election of Chair and Vice Chair	DR
<ul style="list-style-type: none"> • DR outlined the suggested process for the election of the chair (private sector) and vice chair (private/community/voluntary sector) which is outlined below:- <ul style="list-style-type: none"> a) Nomination forms to be sent out to board members via email. Each candidate will require a proposer and seconder. b) Nomination forms to be returned within 5 working days c) Once the nomination forms have been compiled a voting form will be circulated to board members with a short “pen picture” on each candidate so that board members can make an informed choice. d) Votes to be counted and the result communicated to the board so that the chair and vice chair can be selected prior to the next meeting. • The process was agreed and DR was tasked to start the process asap 	

Minutes

Action

5 Update on the Towns Fund

- DR explained that there had been no further formal guidance issued about the Towns Fund by Government. However, from his discussions with Government he could report that: -
 - a) The revised coverage map had been agreed
 - b) That Government would be looking closely at the processes involved in creating the Town Deal Board, its code of conduct, terms of reference, transparency, etc
 - c) That Government would be looking closely at the processes involved in creating the Town Investment Plan to ensure that it is both evidenced based and informed by extensive community consultation

6 2020 Workplan

- In the absence of any formal Guidance from Government DR outlined his thoughts on how to proceed over the next few weeks, noting the potential restrictions that the Covid 19 outbreak might have on the process;
 - a) The recruitment of the Co-ordinator is complete with Claire Hurley due to start in earnest at the start of April 2020
 - b) To assist her in her work, and to be shared across the 4 towns, it was also agreed that administration support would be necessary and the cost of this would be met from the Capacity Funding budget.
 - c) Once in post Claire should use all the available evidence, previous work (Penzance Place Shaping, Neighbourhood Plan, My Town, etc) to develop a draft Town Investment Plan that can then be discussed at the May Board meeting.
 - d) Following this meeting comments would be considered, and a second draft produced for comment at the June Board meeting.
 - e) Following this board meeting the draft of the Penzance Town Investment Plan would then be put out for public consultation during June and July with an aim for the final version to be ready for an August submission. What form this consultation will take will depend on how the Covid 19 outbreak develops but there was a firm commitment from the board to get it out as far as possible and to target specific groups (e.g. young people) to ensure that they can comment. The Board noted though that any document should only be submitted when it is ready so whilst targeting an August submission date it may slip to October

Minutes	Action
f) The board agreed this approach and requested that a more detailed workplan is tabled at the next meeting of the board.	DR
<ul style="list-style-type: none"> The need to align the work in Penzance with the emerging Local Industrial Strategy was discussed. This was recognised by all present and it was agreed that a request be made to the LEP to share the LIS as soon as possible. It is due to be finalised by June 2020 so there should be time to use it to inform the Town Investment Plan. 	DR
<ul style="list-style-type: none"> A discussion took place about how new members of the board could gain an understanding of the previous work undertaken in Penzance and the potential projects that have been identified. JH volunteered to share the Place Shaping summary work as that provides the best overview and agreed to send it to DR so that he could circulate with the minutes. 	DR
<ul style="list-style-type: none"> g) A question was raised about how the capacity budget could be used and who decides on what contractors are used for any external work. DR explained that whilst Cornwall Council is holding the budget on behalf of the Truro Town Deal Board that it would be the board that signs off the use of the budget. 	
<p>Procurement processes will need to be followed but that does not mean that Cornwall Council has to procure/contract all the work. In some cases, it may be more appropriate for other local stakeholders (e.g. the BID, Truro City Council) to contract any work and if they did the budget would be transferred to them to do so (noting that VAT considerations will need to be factored into this decision).</p>	
<p>In some cases, it may also be appropriate to work with the Town Deal Boards in Camborne, Penzance and St Ives on joint procurement to deliver best value. Board members agreed that they did not require sign off for every bit of expenditure but would like to agree the overall budget.</p>	
<p>DR also noted his hope that any expenditure outside the Co-ordinator, administrative support and consultation costs could be kept to a minimum so that most of the budget can be used to support the costs relating to the individual business cases that will be required for each project in the Town Investment Plan. The board agreed with this approach.</p>	

Minutes**Action**

- h) The board requested an outline workplan and budget (that they can approve to allow day to day expenditure to begin where necessary) and a communications plan to be tabled at the April Board meeting for ratification to provide an agreed structure to the work.

DR

5 Date of Next Meeting

- **9th April – 0930 to 1130.** Venue likely to be via Skype/teleconference due to Covid 19 restrictions