

CATTLE MARKET MAKERS PROJECT BOARD – NOTES

WEDNESDAY 9 FEBRUARY 2022 at 14.00 MEETING BY ZOOM

Present:

Deputy Mayor, Councillor Christina Whitty

Chair, Councillor Rachel Brooks

Vice-Chair, Councillor Annette Lee-Julian

Councillor Richard Dorling

Councillor Nick Craker

Councillor Jane Pascoe

Ian Hutchinson – Head of Development, Plymouth College of Art

Town Clerk – Stephen Vinson

Deputy Town Clerk / RFO – Yvette Hayward

In attendance:

Project Manager – Alec Charles

Project Administrator – Jack Rockciffe-King

Apologies:

Mayor, Councillor Simon Cassidy

Councillor Lori Reid

Councillor Naomi Taylor

1. Welcome and apologies

The Chair welcomed board members and fellow councillors to the meeting. Apologies were received from Councillor Simon Cassidy, Councillor Lori Reid and Councillor Naomi Taylor.

2. Notes of previous meeting

The notes of the previous meeting were accepted as an accurate record (proposed: Councillor Brooks; seconded: Councillor Dorling). All actions from the previous meeting were addressed in the agenda.

3. Capital build

3.1 Procurement and construction

The invitation to tender for the construction of the project's specialist studio facilities was published on 1 February 2022 on Contract Finder. The deadline for submissions has been scheduled for 25 February.

The Project Manager held a half-day drop-in session for councillors to scrutinize the plans and related documentation on 19 January.

The Board were asked to approve the schedule of works from the contractor acting on behalf of LTC in the management of the preparation, procurement and constructions stages of the capital build (incurring a fee of £24,556.52 to MWJV), in order that these costs may be approved as eligible for inclusion in the ERDF and match-funding grant offer. The Town Clerk had previously circulated the relevant paperwork to Liskeard Councillors. The Board approved this proposal (proposed: Councillor Lee-Julian; seconded: Councillor Dorling).

The Chair noted that the construction timescale would still anticipate the completion of works in early September, and also noted that the approval of the procurement recommendation would be referred to a meeting of Liskeard Town Council.

3.2 Equipping the space

The PM enjoyed a very helpful visit to Plymouth College of Art on 14 January and met with Ian Hutchinson to tour and learn about the College's specialist facilities, including its Fab Lab space.

The Project Manager noted that he has initiated a process of consultation with the project's Enterprise Network Forum of local arts & crafts makers and businesses as to recommendations for the equipment of this space. Popular suggestions have included: industrial-quality sewing machine; ceramics equipment (kiln and wheel); and screen-printing facilities.

4. CLLD

The project has completed and submitted its first costs claim form to CLLD (including reporting on the project's progress). This covered the period up until the end of 2021.

The project has also produced and published online a set of documents to ensure compliance with CLLD requirements, including a protocol on safeguarding, respect and inclusion, and implementation plans for equality & diversity, environmental sustainability, data protection, safeguarding and anti-fraud actions.

5. Promotional activities

5.1 Website

The new project website went live on 19 January 2022 at www.marketmakers.org.uk. Members of the Board offered positive responses to the site.

It was confirmed that the project team had verified the site with Google, and that this should optimize search outcomes.

It was agreed that the criteria for eligibility for participation in courses would be made clear on each course page, as well as on the general courses landing page.

It was agreed to include links to the project's supporting organizations on the site.

The Chair observed that members of the project team and Liskeard Town Council staff had now received training in the management of the website, and would therefore be able to make these updates.

5.2 Other promotional activities

On 3 February, the project featured as the lead story in the premier edition of the new newspaper, the Liskeard Voice, and was also positively cited in an article in that issue by the Mayor of Liskeard.

The project had produced the first two of its regular newsletters (provided to CMM Board members within the pack of papers for the February meeting), which 60 people had thus far signed up to receive, via the project's new website.

The project had printed and started to distribute a new set of flyers publicizing the new website and its offering of skills courses in arts & crafts for residents of Liskeard who are currently out of work.

On 27 January, the Project Manager participated in an all-day event at the Liskerrett Centre, organized by Whitehead-Ross Education and Consulting, targeted at local people who are unemployed.

The project's social media engagement had continued its steady growth, with 43 followers on Twitter, 100 on Instagram and 265 on Facebook.

6. After-school clubs and courses

6.1 After-school clubs

The project team noted that they continued to await confirmation from Hillfort and St Martin's schools as to dates for the commencement of after-school-club activities. The project team further noted that they were ready to promote and deliver these as soon as that confirmation might be given; but the team

appreciated the huge pressures and challenges faced by these schools in the current phase of the pandemic.

The PM noted that this activity did not represent a target outcome of the project, but was considered a valuable activity in the promotion of the project and in adding value for the local community.

6.2 Skills courses

The project has recruited a dozen individuals who meet the European Social Fund criteria for participation in its skills courses (not currently in work, suited to start/resume economic activity and resident within the project's core or functional catchment areas). The project team has continued in the process of completing and gathering the relevant paperwork for these participants to submit for CLLD approval. It was reported that as soon as any specific course reached the minimum cohort number of four participants, the delivery of that course would immediately be scheduled to commence. The project team noted that the first of these courses (the watercolour painting course) was scheduled to commence on 17 February, with an anticipated five participants.

Board members asked about possibilities for participation in these courses for individuals who did not meet the ESF criteria. It was noted that, although these courses were only open to individuals who met these criteria, the course leaders (and other makers involved in the project) offered other course and tuition options on a commercial basis, and that their details were available on the project website. It was also observed that the promotion of such commercial teaching activities, as well as of the making of physical products, was part of the project's enterprise support provision.

It was also noted that the government guidance on student participation was somewhat ambiguous, but that it was not possible for a person deemed economically active to participate. As this might depend on a prospective participant's status at the specific point of participation, the project team would look at each enquiry on a case-by-case basis in consultation with CLLD.

7. Enterprise engagement

7.1 Mentoring

It was reported that the project was working to finalize the formal registration of half a dozen local arts and crafts enterprises for its mentoring schemes (all based within the project's core or functional catchment areas). Four of these registrations were in the final stages of completion; initial mentoring sessions had been scheduled for w/c 14 February.

7.2 General promotion and support

It was reported that the project website featured profiles for seventeen local creative enterprises.

The project held the first event for its Enterprise Network Forum on 2 February. Thirteen local makers attended; eight sent apologies; several others expressed interest in participating in future events. The notes of this meeting had been circulated to Board members.

It was noted that the members of this enterprise group were keen on participating in the organization of an exhibition or exhibitions of their work at the Liskeard Public Hall.

The next meeting of this network was scheduled for 15 February, and would include updates on agreed actions, and workshops on online sales platforms and aspects of statutory business compliance.

7.3 Liskeard in Bloom

The Chair and Project Manager had met with John Hesketh from Liskeard in Bloom on 8 February to discuss opportunities to create makers' arts & crafts displays in the windows of a number of unoccupied shops in the town during the summer. This possibility was greeted with enthusiasm by members of the project's Enterprise Network Forum, of whom 14 members volunteered to participate in a working group to implement this proposal.

It was observed that a number of key retail sites in the town had recently become vacant; it was noted that Liskeard in Bloom were initiating contacts with the owners of these properties. It was also noted that, given the relatively rapid reoccupation rates for retail sites in Liskeard, the project would ensure agility in response to any prospective venue changes through the establishment of a pop-up (and therefore mobile) mode of exhibition.

8. Any other business

No other business was raised.

9. Date of next meeting: 14.00, 9 March 2022 by Zoom.