

DRAFT
CATTLE MARKET MAKERS MANAGEMENT BOARD
TERMS OF REFERENCE

Cattle Market Makers Project – The location of the Cattle Market Makers Project on a previously derelict site will directly assist in the physical regeneration of the former cattle market. It will provide opportunities for creative business starts-ups and expansions both through the letting of workspace and the provision of focussed business advice and support. It will also help people currently not in education or employment take steps towards these.

Membership

Mayor and Deputy Mayor (ex officio)

4 Town Councillors (to be appointed by the Town Council)

Cornwall Councillor

Representative of Plymouth College of Art

In attendance:

Project Manager (secretary)

Town Clerk – Stephen Vinson (as needed).

RFO/Deputy Town Clerk – Yvette Hayward (as needed)

Cornwall Council officers (as needed)

Purpose

To be responsible for the strategic oversight of the Cattle Market Makers project as set out in the Council's application to CLLD and the grant funding letters from CLLD and the Match Funding letter from Cornwall Council.

Responsibilities

1. Shall monitor the overall management of the project by Council Staff
2. Shall ensure the proper procurement rules are followed by all parties
3. Shall ensure partners deliver the goods and services contracted on time and on budget.
4. Shall ensure that the project meets the project milestones and remains within budget, notifying Council of any deviation as soon as possible.
5. Shall develop relationships with other organisations and individuals who can contribute to or participate in the project.

6. Shall ensure the appropriate records are kept and that the reports required by the funding partners are submitted.
7. Shall oversee all recruitment.
8. Shall agree criteria for letting the workshops and tenant selection and monitor their application.
9. Shall oversee financial management in line with the original application, ensuring monies are only spent on eligible expenditure.

Frequency of meeting

The Management Board shall initially meet monthly, which may change to quarterly as the project goes on.

Governance

The Board will have delegated decision making powers for matters in line with the original funding application and as set out under responsibilities above. Any proposed variation of the project needs to come back to the Town Council.

The Board will be subject to the rules and proper procedures of Council including the Standing Orders

Reporting

The Management Board will report to Full Council or Finance, Economic and General Purposes Committee, whichever is the next to meet.

The Board shall bring to Councils attention immediately any serious issue relating to funding, project milestones and objectives which could lead to Events of Default under the funding agreements.

Adoption

These Terms of Reference will be reported to the 24th August 2021 Town Council meeting for adoption.