

Tavistock Heritage

Minutes of the special meeting held at 3.30 pm on Tuesday 14<sup>th</sup> June 2016 at the offices of Tavistock Town Council, Drake Road, Tavistock

Present:

John Taylor (JT)	Tavistock Forward
Lesley Garlick (LG)	Devon County Council
Christopher Kirwin (CK)	TaVi Network
Sue Spackman (SS)	DHBT
Harry Smith (HS)	TTC Cllr
Carl Hearn (CH)	Tavistock Town Council
Philip Sanders (PS)	WDBC Cllr
Alex Mettler (AM)	Tavistock & District Local History Society
Wayne Southall (WS)	Tavistock Town Council
Andrew Thompson (AT)	TH Development Officer/Consultant
Robert Plumb (RP)	Independent Advisor

ACTION

Apologies

Deborah Boden (DB)	CC/WHS
Graham Lawrence (GL)	West Devon BC
Samantha Barnes (SB)	Tamar Valley AONB
Simon Dell (SD)	Tavistock Subscription Library
Paul Williamson (PW)	Tavistock Business Association
Barry Gamble (BG)	WHS Advisor
Debo Sellis (DS)	DCC Cllr
Neal Tayton Young (NT)	Chamber of Commerce

**1. Introduction and apologies**

1.1 Those present were welcomed to the meeting and the apologies listed accepted.

**2 Minutes and matters arising from the Meeting of the Tavistock Heritage (TH) held on 23<sup>rd</sup> March 2016**

2.1 PS moved that the minutes be deferred to the next full meeting of the Partnership in August and that matters other than the Governance Item should be for information only. This was agreed by those present.

**3 Governace**

3.1. RP introduced this item and referred to the list of questions he had circulated prior to the meeting, together with the paper written by Adrian Babbidge from Egeria, also circulated prior to the meeting.

3.2 Each question was carefully and fully discussed resulting in the following recommendations:-

Vision: Should be one simple sentence similar to that of the SW Heritage Trust

Mission: Again, one sentence if possible, similar to the SW Heritage Trust

Needs to be broad to allow a wide range of activities and reflect any decision about Charitable/Company status.

Functions: Should include current activities, including employing staff, and taking on lease/ownership of property, fund raising etc. Again, this needs to be as broad as possible.

Trustees/Directors and members: Board of Trustees/Directors to set strategy and direction of travel, employing staff to run day-to-day matters.

Should consider the possibility of a wider membership, but only if there is a purpose to that.

Trustee/Directors to have Limited Liability.

Trustees/Directors to reflect skills mix needed and to be recruited through targeting individuals as well as more open recruitment.

Initially the 3 founding Trustees/Directors to be drawn one from each of the Community/Business/Local Authority sectors, if possible.

Subsequently the Board to be up to 10 members with co-optees and additional expert advisors, if required.

Initially a Shadow Board will be created.

The existing broader TH Partnership to continue to exist in an advisory role subject to review after 12 months.

There followed a unanimous decision by those present to create a Charitable Company Limited by Guarantee

Likely to be called "Tavistock Heritage Trust"

3.3 It was agreed that steps will now be taken to set up the Trust, including engaging a legal advisor and establishing a Shadow Board. Progress to be reported to the Partnership and before any final decisions are made.

RP/JT/  
PS/AT

### **The remaining items on the agenda to be for information only**

#### **4. Man Engine**

4.1 WS reported recent discussions about road closures, which was a cause for concern, in particular in relation to possible closure of the road in front of the town hall.

4.2. JT confirmed that TH were proposing to organise guided walks. The main event is being organised by Golden Tree Productions and other events and activities are in the hands of the BID and Chamber.

#### **5 Draft Head of Terms for the Guildhall Gateway Centre**

5.1. JT reported that an initial meeting had been held between TH and TTC. Plans tabled by TH proposed that Trowtes House and the Guildhall building be included in the TH

demise. Agreement had not been reached, although CH reported that there was broad agreement on the terms excepting the allocation of space and the interpretation of what was set out in the Stage 1 bid.

5.2 JT expressed concerns about meeting the deadline for the Stage 2 submission and CH confirmed that without an agreement with TH the Stage 2 bid would not be viable.

JT/CH

## **6 Tavistock THI Scheme**

6.1 WS reported no further progress beyond what had been reported to the last TH meeting.

6.2 CH indicated that interviews had been held for the Project Manager post and that an offer had been made to the preferred candidate.

6.3 It was requested that the decision notices from the Grants Panel be circulated to all TH members.

CH

## **7 Date of next Meeting**

**The next full meeting of the partnership will be held at 2pm on Thursday 18<sup>th</sup> August in the Town Council Chamber.**

ALL

