

**TASK & FINISH GROUP - SHOP FRONT IMPROVEMENTS**

**HELD: Tuesday, 21 March 2023**

Start: 5.30 pm

Finish: 6.10 pm

**PRESENT:**

Councillor: K Mitchell (Chairman)

Councillors: A Blundell

Officers: Gilly Hodgkinson, Economic Development & Regeneration Manager  
Helen Peek, Democratic Services Officer  
Duncan Jowitt, Democratic Services Officer (Observing)

19 **APOLOGIES**

There were no apologies for absence.

20 **DECLARATION OF INTERESTS**

There were no declarations of interest.

21 **MINUTES OF THE PREVIOUS MEETING**

Members considered the Minutes of the previous meeting held on 31 January 2023 (deferred from 17 January 2023).

**AGREED:**

- A. That the minutes of the meeting held on 31 January 2023, be received as a correct record.
- B. That it be noted that the minutes of the meetings held 17 January 2023, and 31 January 2023, were submitted to Corporate and Environmental Overview and Scrutiny Committee 9 March 2023, for Endorsement, and;
- C. That it be noted that, due to absence, a Supporting Report was not submitted to Corporate and Environmental Overview and Scrutiny Committee, on behalf of the Task and Finish Group, with the minutes. therefore the Recommendations from the meeting on 31 January were not highlighted to Committee for formal agreement, or action, and had therefore only been noted.
- D. That it be noted that any recommendations on behalf of Task and Finish Group will need to go to the next meeting of Corporate and Environmental Overview and Scrutiny on 8 June 2023.

**22 PRESENTATION - PROGRESS TO DATE**

The Economic Development and Regeneration Manager gave apologies for the absences of the Supporting Officers, and proceeded to provide Members with a Verbal Update, relating to the following:

- Formal agreement required for recommendations made at the previous meeting, from Committee, Cabinet and Council: to agree for existing budget carry over to 2023/24, and That the Choice of Ormskirk to be the designate area for improvements to be ratified. Powers to be given to the Head of Wellbeing and Place Services, to look at actual work involved and parameters of grants/matched finding.
- Need for direction from T&FG what parameters of Grants and match funding would be.
- Possible allocation of funding and transfer over. DLUC (Departments of Levelling Up & Communities). Successful in getting UK prosperity fund. A Governance structure and specific requirements in place to be met to successfully apply for use.
- Payment & monitoring: need business & finance partner to be brought in possibly need to use agreed funding in place to fund resources.
- Scope, timescales, and outcomes to be determined: who responsible and what match funding required.
- Feasibility of continuing with T&FG: need Finance, Procurement and Legal teams, to look at project. To see if feasible to carry out.

The Following points were discussed:

- Current lack of resources
- Possibility of Economic Development and Regeneration Manager to speak to various teams (comms procurement finance legal, to get idea of timescales).
- Feasibility of not proceeding with project.
- Possibility of invitation to apply via Press release or Mail shot to all businesses
- Ground floor and two floor businesses
- How to apply/bid for funding, and who would create the submission.

**AGREED:**

- A. That The Economic Development and Regeneration Manager provide a Briefing Note to Task and Finish Group Members, outlining all the requirements covered in their Verbal Update, to be sent out with the minutes of the meeting.
- B. Members of Task and Finish Group to share the Briefing Note within their political groups, and request that comments be submitted to The Chair of Task and Finish Group, in sufficient time ahead of the next meeting, for consideration and Recommendation

**TASK & FINISH GROUP - SHOP FRONT  
IMPROVEMENTS**

**HELD: Tuesday, 21 March 2023**

to Corporate and Environmental Overview and Scrutiny Committee, Cabinet and Council if required.

- C. Another Task and Finish Group Meeting be Scheduled after the Annual Meeting in May, ahead of the next meeting of Committee in June, if possible.

**23 UPDATED PROJECT PLAN**

AGREED: That the Updated Project Plan be Noted.

**24 FORWARD PLAN/NEXT STEPS**

- A. That The Economic Development and Regeneration Manager provide a Briefing Note to Task and Finish Group Members, outlining all the requirements covered in their Verbal Update, to be sent out with the minutes of the meeting. (early April).
- B. Members of Task and Finish Group to share the Briefing Note within their political groups, and request that comments be submitted to The Chair of Task and Finish Group, prior to the date of the next meeting.
- C. Consideration of the Briefing Note and any received comments at the next Task and Finish Group Meeting, and Recommendations to be made for submission to Corporate and Environmental Overview and Scrutiny Committee, Cabinet and Council if required.
- D. Another meeting be arranged after the Annual Meeting, ahead of Corporate and Environmental Overview and Scrutiny Committee.
- E. The Economic Development and Regeneration Manager to submit a report to Corporate and Environmental Overview and Scrutiny Committee, with recommendations from the Previous meeting in January.
- F. The Economic Development and Regeneration Manager to submit to Corporate and Environmental Overview and Scrutiny Committee detailing any recommendations made at the next meeting, which is scheduled to take place two weeks prior to the next Committee meeting.

**TASK & FINISH GROUP - SHOP FRONT  
IMPROVEMENTS**

**HELD: Tuesday, 21 March 2023**

**25 DATE OF NEXT MEETING**

AGREED: That the date of the next meeting be held Tuesday 23 May 2023, at 17:30 hours, via Teams.