

Memorandum of Understanding

Between

Torpoint Artists Collective CIC (TAC)

and

Torpoint Town Council (TTC)

Date:

1. Purpose

This Memorandum of Understanding (MoU) sets out the principles, responsibilities and working arrangements under which TAC and TTC will collaborate to develop an **Arts, Culture & Creative Industries Strategy for Torpoint (2025- 2030)**.

This MoU is not legally binding. It outlines the parties' mutual intentions and cooperative efforts but does not create enforceable obligations to adopt or deliver the final Strategy or its recommendations.

2. Background

TAC has secured Community Capacity Fund (Good Growth Programme) support to commission a specialist consultant and to lead a community- centred process resulting in a strategy that aligns with local and Cornwall- wide cultural policy. In recognition of the vital role that TTC plays in shaping the town's wellbeing, place identity, and economic development, TAC has invited TTC to collaborate in shaping and endorsing the strategy. TTC recognises the value of the creative sector in delivering inclusive, long term benefits to the community and supports this initiative. The parties therefore agree to work together through an Arts Strategy Working Group to guide the strategy development, ahead of its presentation to Full Council for consideration of recommendations and potential endorsement of its recommendations.

3. Scope & Objectives

1. **Appoint an Arts Strategy Consultant** through an open tender process.
2. **Collate and share relevant plans & evidence** (e.g. Neighbourhood Plan, Town Investment Plan, cultural audits).
3. **Oversee a programme** of research, community engagement and consultation.
4. **Co- develop a five- year strategic framework** that is ambitious, inclusive and actionable.
5. **Produce a final report** to be submitted to the Working Group for sign- off and to Full Council in late Autumn 2025 for consideration of recommendations.
6. **Support implementation** by working towards relevant recommendations and by strengthening TAC's capacity to deliver creative projects in the town.

4. Roles & Responsibilities

4.1 Torpoint Artists Collective CIC (TAC)

- Hold and administer the project budget (up to £9,000)¹.
- Lead procurement and contract management of the Consultant.
- Provide project management, community liaison and communications.
- Draft the final Strategy report and associated supporting materials.

4.2 Torpoint Town Council (TTC)

- Nominate councillor and officer representatives to the Working Group.
- Share strategic documents, data and contacts relevant to the brief.
- Facilitate access to Council venues or platforms for consultation events where feasible.
- Receive the final Strategy and give due consideration to the formal adoption and potential resourcing of its recommendations.

4.3 Arts Strategy Working Group ("the Working Group")

- **Composition:** any TAC directors, plus 3 delegated TTC councillors
- **Chairing:** The Chair will be a nominated representative of TAC
- **Quorum:** Minimum three members including at least one representative from each organisation.
- **Functions:**
 - Approve tender brief and scoring criteria.
 - Participate in shortlisting and interview process.
 - Review and approve the Consultant's work plan, engagement methods and emerging findings.
 - Sign- off the final Strategy report.
- **Meetings:** At least monthly between July and November 2025, with additional sessions as required. Minutes will be recorded by TAC and circulated within five working days.

5. Deliverables & Timeline

Milestone	Lead	Target Date
Tender published	TAC	17 June 2025
Application deadline	-	30 June 2025
Interviews & appointment	Working Group	4–15 July 2025
Inception meeting & work- plan agreed	Consultant	w/c 21 July 2025
Community engagement phase	Consultant/TAC	Jul–Sep 2025
Draft strategy to Working Group	Consultant	13 Oct 2025
Final report delivered to TAC	Consultant	10 Nov 2025¹
Working Group sign- off	Working Group	by 24 Nov 2025

6. Funding & Resources

- Project budget of **up to £9,000** (inclusive of VAT & expenses) funded by the Community Capacity Fund and administered by TAC¹.
- In-kind resources: staff/volunteer time, venues, promotion channels, and access to data provided by both parties.

7. Data Sharing & Confidentiality

The parties will share information as necessary to fulfil the objectives of this MoU, complying with UK GDPR and any relevant confidentiality agreements. Public-facing report will be agreed by the Working Group before release.

8. Communications

All external communications referencing the project will acknowledge both TAC and TTC and the Community Capacity Fund. Media releases will be jointly approved.

9. Term, Review & Termination

- **Commencement:** On signature by both parties.
- **Duration:** Until 31 January 2026, unless otherwise replaced by a formal partnership or funding agreement.
- **Review:** The MoU will be reviewed by the Working Group after the Strategy is adopted, or sooner if requested by either party.
- **Termination:** Either party may withdraw from this MoU for any reason with 30 days' written notice. There is no obligation on either party to adopt or implement any aspect of the final Strategy. Commitments already made to the Consultant or third parties shall be honoured or renegotiated in good faith.

10. Variation

Amendments to this MoU must be made in writing and signed by authorised representatives of both parties.

11. Signatures

Signed for and on behalf of **Torpoint Artists Collective CIC**

Name: _____
Position: _____
Date: _____

Signed for and on behalf of **Torpoint Town Council**

Name: _____
Position (Mayor/Town Clerk): _____
Date: _____