

**ABBEY REMAINS RESTORATION PROJECT
PARTNERSHIP AGREEMENT 2025-27**

PARTIES

1. The following organisations are parties to this Partnership Agreement (“the agreement”)

a) Tavistock Town Council

Address:

Town Council Offices, Drake Road, Tavistock, PL19 0AU.

b) Tavistock Heritage Trust

Address:

The Guildhall, Guildhall Square, Abbey Place, Tavistock, PL19 0FW.

(“the Partners”)

ROLE AND STATUS OF THIS AGREEMENT

This agreement establishes the Abbey Remains Restoration Project Partnership and sets out the framework to guide the partners to conduct their affairs.

It is not a binding contractual agreement, but is intended to demonstrate the organisations firm commitment to support and participate in the delivery of this project and the partners will use their best endeavours towards these ends.

DURATION

It is intended that the partnership will continue in existence until:

- a) December 2027 (Note: scheduled project conclusion date is December 2026. The date shown also includes contingency for retention period and public launch)
- b) Preceding the above if the projects aims and objectives are delivered
- c) The partners jointly agree it should be terminated.

AIMS AND OBJECTIVES

The Partnership has been formed with the aim of delivering the objectives as set out in the 2025 funding bid to National Lottery Heritage Fund. The overarching aim is to open the Abbey Remains to the public through conservation and repair, archaeological investigation, historical research and comprehensive interpretation with community involvement throughout.

The objectives include:

- Repair and conservation work to Betsy Grimbal's Tower and Stillhouse
- Extensive archaeological investigations
- Research into the abbey and its life and power
- Creation of AV interpretation in Guildhall and housing of artefacts

RATIONALE FOR THE PARTNERSHIP

Following careful consideration, the Partnership has been formed as each partner has concluded that it will enable them to collectively achieve their aims and objectives more efficiently than by each acting independently or by other means.

Tavistock Town Council and Tavistock Heritage Trust have a proven track record of working closely and effectively together for National Lottery Heritage Funded Projects, including complimentary initiatives for the Townscape Heritage Initiative and most recently with the creation of the Tavistock Guildhall Heritage Centre.

The partnership will benefit from Tavistock Town Council fulfilling the role of accountable body for the project and capital lead with Tavistock Heritage Trust deploying their extensive experience in such areas as archaeology and conservation, local history, research methodology and marketing.

PARTNERSHIP STRUCTURE AND GOVERNANCE

The partnership will operate through the following bodies and persons:

- a) Project Management Board
- b) Sub-Groups/Action Groups
- c) Designated Officers and Advisors

The Board which is responsible for decision making shall comprise persons appointed by the Partners and authorised to act on their behalf in the delivery of the outcomes set out in project brief and as approved by the project funders.

- Each partner is entitled to appoint 3 persons to serve on the board for such period (being not less than 12 months and not more than 3 years) as each Partner considers appropriate.
- Partners will appoint 1 substitute who may take the place of an appointed Board Member in the event of their unavailability.
- The Project Management Board will be deemed quorate if two thirds of each Partners Members are present.
- The Project Management Board will at least meet quarterly at the Guildhall or an alternative suitable venue.

- At least 14 days' notice of the Project Management Board shall be given to those entitled to attend.
- Agendas and copies of any written reports due to be considered will be dispatched to all Board Members at least 5 working days before the date of the meeting.
- At the first Project Management Board Meeting the group will appoint a Chair for a duration up to 12 months. This appointment will not hold a casting vote.
- Board Meetings will not be open to the public unless otherwise decided by the majority decision of Board Members present. Observers may attend meetings of the Board with permission of the Chair.
- The Board may appoint such sub-groups for such purposes and with such terms as reference as it considers appropriate relating to the project deliverables.

Minutes shall be kept of all meetings of the Board and of any sub-Groups appointed by the Board and shall comprise of:

- Date time and place of meeting
- Names of those present and apologies provided
- A list of items on the agenda
- Brief details of any oral or written reports made under each item
- The decision taken and whether it was taken unanimously or by vote

Once approved by the Board as an accurate record, the minutes of all Board meetings shall be circulated to the partners wider membership, Tavistock Town Council (Full Council), Tavistock Heritage Trust (Board of Trustees Meeting).

The Project Management Board will agree arrangements at the inception of the project relating to financial management and will regularly review financial protocols setting out:

- Anticipated levels of expenditure throughout the project phases
- Details of how the budget will be set and agreed quarterly
- How authority to spend money and other resources on behalf of the Partnership is to be given, to whom;
- How the records are to be maintained by Tavistock Town Council as accountable body

PARTNER CONTRIBUTIONS TO THE PROJECT

Tavistock Town Council will:

- Undertake the role of accountable body for the Project.

- Manage projects costs and expenditure as outlined within the 2025 funding bid to National Lottery Heritage Fund, as authorised by the Project Management Board.
- Carry out the role of capital lead for scoped works to Betsy Grimal's Tower and Stillhouse. This will include managing the procurement process, appointing the preferred tenderer, overseeing the design work and construction phase, in consultation with Tavistock Heritage Trust for the conservation architects and conservation contractor.
- Apply for grants to National lottery Heritage Fund and Historic England.
- Providing a venue and resources for such aspects as meetings, promotion, public engagement and research.
- Allocating space within the Guildhall Gateway Centre for improved interpretation relating to the Abbey Remains Project.

Tavistock Heritage Trust will:

- Undertake the role of Partner Lead for the Abbey Remains Restoration Project
- Coordinate marketing and promotion
- Manage the research team objectives
- Manage the archaeological objectives
- Appoint a consultant for the creation of the interpretation and Audio-Visual Presentation and manage the interpretation project brief.
- Deliver the community projects as identified in the 2025 National Lottery Heritage Fund BID.
- Actively work on opportunities to raise funds for the project.
- Assist in the development of the scope of works for the capital aspects of the project.

MARKETING AND COMMUNICATIONS

Tavistock Heritage Trust will be the lead partner in developing and implementing a marketing strategy for the project during its delivery phase, in consultation with and supported by Tavistock Town Council.

Tavistock Town Council shall be responsible for Freedom of Information Requests in respect of the work of the Partnership.

The Partnership and the Partners shall at all times abide by the requirements of Data Protection Act and confidentiality.

TERMINATION OR WITHDRAWAL

Any Partner finding itself no longer in a position to deliver its agreed proportion of the project shall notify the Project Management Board as soon as is reasonably possible.

Partners should commit themselves to providing not less than 6 months' notice in writing of the decision to withdraw from the project and that Partner agrees that it continues to be legally bound by the terms and conditions of any contract already entered into by the Partnership up to the effective date of the withdrawal.

The Partnership will cease to end at such time as outlined in "DURATION" or termination may occur if a partner commits an unlawful act or goes into liquidation. On dissolution the Accountable Body shall provide each of the partners with a written statement of the Partnerships' assets and liabilities.

AGREEMENT

Abbey Remains Restoration Project

I agree to the terms and conditions of the above partnership agreement in respect of the delivery of the Abbey Remains Restoration Project 2025-27:

Signed.....(Authorised Signatory)

Name.....(Please Print)

Position.....(Please Print)

Date.....

ON BEHALF OF TAVISTOCK TOWN COUNCIL

Signed.....(Authorised Signatory)

Name.....(Please Print)

Position.....(Please Print)

Date.....

ON BEHALF OF TAVISTOCK HERITAGE TRUST