

## **LISKEARD TOWN COUNCIL**

**AT a MEETING of the FINANCE AND STRATEGY COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 17 May 2016 there were present:

The Deputy Mayor, Councillor Jane Pascoe - in the Chair

Councillors: Ian Goldsworthy, Lorna Shrubsole, James Shrubsole, Hella Tovar and Christina Whitty

Town Clerk: Steve Vinson

Minute Clerk: Stuart Houghton

Member of the Public: John Lennon

### **1034/15 APOLOGIES**

Apologies were received from The Mayor, Councillor Phil Seeva and Councillors Rachel Brooks and Adam Hodgkins.

### **1035/15 DECLARATIONS OF INTEREST REGISTERABLE AND NON-REGISTERABLE**

Councillor Goldsworthy declared a non-registerable interest in Agenda item 8.

### **1036/15 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING HELD ON 26 APRIL 2016**

Councillor Tovar proposed, Councillor Goldsworthy seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 26 April 2016.

### **1037/15 TOWN CLERK'S REPORT**

The Town Clerk's report had been circulated and was noted.

The Town Clerk reported that, at last, the BT fibre cable had been installed and "the Cloud" was in use. He asked for some Councillors to volunteer to be trained and trial this method of communication.

In answer to a question, he replied that CALC recommended, as best practice, that the internal auditor should be changed after 5 years. It was agreed that the Councils Policies and Procedure should be amended and that the auditor's service's would be added to the annual contracts list such as Gas and Electricity suppliers. The Town Clerk would investigate the availability of alternative auditors.

It was recommended that the auditor's contract should not coincide with the 5 year cycle of Council Elections.

**1038/15 TO RECEIVE THE COMMITTEE'S BUDGET REPORT TO 30 APRIL 2016.**

The budget report to 30 April 2016 had been circulated; the Town clerk said that the Elis Whittam and CCTV lines included for the advance payments for these annual services.

Councillors noted the budget.

**1039/15 PUBLIC PARTICIPATION**

**LISKEARD LIGHTS UP**

John Lennon, representing the Liskeard Lights Up Committee, gave a resume of the letter had had written to the Town Council asking for financial support for that event. His main concern was that, due to the success of the event, it was harder, year on year, to raise the necessary finance. The Chamber of Commerce and the Traders Association provided funds for the Christmas Lights and each participating business paid for the Christmas Trees and the electricity for the lighting. The difficulty that the organisers had in raising the necessary funds was disheartening to them, he stated that the Committee would continue to raise money but asked if the Town Council could offer continuing financial support to ensure that the event could continue. They had a rolling programme for the replacement of lights and fixtures, it was no longer possible to obtain parts to repair the original lights, and they now had to be replaced. This was not a bad thing as the modern lights were more robust and used less energy.

**1040/15 GRANT APPLICATIONS**

None.

**1041/15 LISKEARD LIGHTS UP**

Councillor Goldsworthy said that he was the Council Representative on this Committee; the major cost to the event was the manufacture of lanterns at the schools and the Parade. Considerable investment in new lights had been made in previous years following generous donations from national businesses in the Town and the Portas scheme. Several organisations and individuals, such as electricians, in the Town supported the event, not just with finance but with time to close roads and marshal the Parade.

Councillor Goldsworthy left the meeting at this point and Councillors discussed the event.

Items included;

- i. Collection boxes could be placed on shop counters all year to raise funds
- ii. Should the Council make a public consultation for this item

.2.

518/15

- iii. The Forum might be able to provide more funds
- iv. Should this item be referred to the Communication and Engagement Committee
- v. This could be treated as a special project in the same way as the defibrillators maintenance

In response to questions John Lenon replied;

- i. The accounts for the event were independently audited
- ii. Artists were paid to visit schools and to hold workshops for the making of the lanterns. They did more hours than they asked for payment for
- iii. Any residual monies would be retained in the future

Councillor Tovar proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council support the event in the 2016-2017 financial year, to a maximum of £3.5k, and that in subsequent years this sum should be reviewed when setting the next budgets.

Councillor Goldsworthy was asked to return to the meeting.

### BUNTING

The Town Clerk reported that he had received a letter from the Traders Association that had been circulated, asking for the Town Council and the Chamber of Commerce to share the cost of replacing the festive bunting erected in the Town for the summer, from the residual monies received from the Town Centre Partnership CIC.

It was reported that the Communication and Engagement Committee had been allocated this money to update the Your Liskeard (Town Centre) section of the Website; the monies received would finance this for about 3 years. The Deputy Mayor also stated that the Chamber of Commerce also intended to update its website from these monies. Comments included;

- i. The bunting made the town more attractive
- ii. This made a wider community benefit
- iii. The maintenance of the bunting could prolong its life
- iv. This item had not been budgeted for
- v. The monies received from the Town Centre Partnership had not been allocated for use for Town Council projects but for the maintenance of the Town centre website
- vi. The Traders Association should apply to the Forum for funding for the bunting or apply to the Town council and Forum for a grant towards the replacement costs

Councillor L. Shrubsole proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** that the Town Clerk should write to the Traders Association to inform them that this money would be used to update the "Your Liskeard" Website and that the Traders Association should apply for a grant towards the replacement cost of the bunting to the Town Council and to the Town Forum.

**1042/15 ANY OTHER BUSINESS**

The Town Clerk reported that he had received letters of thanks from CHICKS, Brilliant Fish and the Ploughman's Festival for the grants awarded to them by the Town Council.

**1043/15 DATE OF NEXT MEETING**

The next Finance and Strategy Committee meeting would be held on Tuesday 28 June 2016.

Note for including Liskeard Lights Up finance on the agenda for the next meeting of the Finance Committee; I suggest that it is discussed under Part II.

## **1. LISKEARD LIGHTS UP**

Meeting held on Friday 29 April 2016

At the meeting of the Liskeard Lights Up Committee on Friday 29 April 2016 the future finance and organisation of the event was discussed.

John Lennon reported that he had addressed the Council's Finance Committee on 27 October 2015 but had not received a response. I commented that his attendance to the Finance Committee meeting was to support the application for a grant that had been made to the Council, although he did include his concern for the future of the event. (a copy of the minute is attached)

The Light's Up Committee coordinate three events;

1. The Christmas Lights
2. The bunting and events such as Father Christmas
3. The making of the lanterns and the parade

The event is financed by members of the Chamber of Commerce, the Traders Association and some members of the Committee visiting businesses in the Town asking for support. In the past some of the larger organisations in the Town have made quite large donations from their Community Funds, but they are only allowed to donate to an individual event once. It is getting harder and harder each year to finance the event as equipment and features have to be replaced. Recently the electrical junctions and plugs were renewed and some feature lights replaced, but this process is ongoing.

The Committee agreed to ask the Town Council to consider this event as a special project and offer full financial support to ensure its continued success.

Members of the Liskeard Lights Up Committee will be pleased to address the Council if required.

Attached is a letter from the Liskeard Light's Up Committee asking the Town Council to provide full financial support for the event, and financial information;

1. Spreadsheet giving the details of the lantern and parade costs from 2012 to 2015
2. The 2016 forecast
3. Handwritten account from the Traders association for 2013/2014.

.5.

521/15

## **2. STREET BUNTING**

The Traders Association has also applied to the Town Council for a contribution towards the cost of replacing the existing bunting, most of which is over 5 years of age and is showing signs of deterioration; last year several breakages had to be repaired.

The Traders Association has suggested that the estimated cost of replacement of the bunting, £1178.25 + VAT, be shared between the three organisations that received the residual finance from the dissolved Town Centre Partnership CIC. If the Town Council agreed to this contribution, and ordered the bunting, the VAT could be reclaimed.

Attached is the letter from the Traders Association detailing its proposals and an estimate for the replacement cost of the bunting.

### **RECOMMENDATIONS**

1. That the Finance Committee considers the request from the Liskeard Light's Up Committee for full financial support for the Liskeard Light's Up event.
2. That the Finance Committee considers the request, from the Traders Association, that the cost of replacing the cross street bunting be shared by the three organisations that received the residual finance from the dissolved Town Centre Partnership CIC.

**FINANCIAL SUPPORT FOR LISKEARD LIGHTS UP**

The first 2016 meeting of the Lights Up Management Committee was held on Friday 29 April to discuss arrangements for the event for this year. A considerable part of the business dealt with the finance required to make the event happen. It was unanimously agreed that an approach should be made to the Town Council seeking full financial support.

It was noted that a presentation had been made to the Finance Committee on this matter in October 2015 and we had been advised that the information would be taken to the full council at a subsequent meeting. There is no evidence to suggest that this action had been taken and as a result nothing has happened since. It has always been understood that the Council would not be able to arrange the event and that it would continue to be done by Town volunteer groups. Finance has always been difficult to arrange. In the past a restricted level of funds had been given by the Town Council, local business, Traders Association, and Chamber of Commerce, with the shortfall being sought from other grant funding sources. Regrettably the same response cannot be guaranteed every year since many of the funders do not make donations for the same event even if the theme has changed. They prefer to fund something new.

The event continues to increase in popularity both by the number of participants taking part and by the increase of crowds to watch the spectacle. It involves a wide range of groups, schools, societies, the young and the elderly alike. Visits are made by artists to residential homes and schools to teach people how to make lanterns, other public sessions are held at the Liskerrett Community Centre. Involvement in the rigging and operation of the lights includes many groups of residents such as the police, sports clubs, Lions, Rotary, RNA and RBL.

Please find attached a statement of accounts for 2011 - 2015 and a forecast of expenditure for this year. It can clearly be seen that, in general, costs rise each year and that there is a considerable shortfall for 2016. Ideally it would be appreciated if the Town Council could commit substantial funding for this year and undertake to continue with this scale of funding for further years. Attempts will continue to be made to attract outside funding.

Members of the Committee are able to address the full council if this is deemed appropriate.

John Lennon

For the Lights Up Committee

Appendix. Statement of Accounts 2011 – 2015 and Budget for 2016

**4. FINANCE AND STRATEGY COMMITTEE CLERK'S REPORT – For Information – Update on Resolutions from 26 April 2016**

Item	Update
BT Broadband	BT installed Broadband to the Town Council offices on 9 <sup>th</sup> May 2016. The Museum and Tourist Information Centre is scheduled to have the equipment installed 16 <sup>th</sup> May 2016.
Brilliant Fish	The grant cheque has been sent.
CCTV Servicing and Maintenance	The contract has been renewed.
The Man Engine	Council approved the £1,500 grant recommendation from Communications and Engagement. There was a meeting of interested parties on 6 <sup>th</sup> May 2016 which confirmed local support for measures to extend the benefits to the town of the Man Engine visit. The Town Crier has been booked for 26 <sup>th</sup> July 2016. The Man Engine have been contacted and the Council decision has been confirmed to them.
Photo Copy Charges	New Charges adopted as of 1 <sup>st</sup> June 2016.
Insurance – Revaluation	Our broker WPS has been informed of the Council's decision and will arrange (Barratt Corp Harrington) BCH to undertake the revaluation exercise. This will include the Chair of Property, the Facilities Manager and the Town Clerk. It is intended that this should be completed in time to inform the next insurance review in the autumn.
One Year Bond	Lloyds Bank – as at 11 <sup>th</sup> May 2016 has quoted rates of: One Year Bond – 1.15% Two Year Bond – 1.35% Three Year Bond – 1.5%  Cornwall Council – deposit account (not in bond format – interest adjusted monthly)  They have said that in the past year rates have varied from 1.1% - 1.26% per month. Their administration fee is .25%. This would mean .85% - 1.01%.