

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **FINANCE AND STRATEGY COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 25 February 2014 there were present:

The Mayor Councillor Susan Pike - in the Chair

Councillors: Rachel Brooks, Ian Goldsworthy, Jane Pascoe and James Shrubsole

Town Clerk - Mr Andrew Deacon

Minute Clerk - Mr Stuart Houghton

Member of the Public: None

### **769/13 PUBLIC SPEAKER**

No members of the Public were present.

### **770/13 APOLOGIES**

No apologies were received.

### **771/13 DECLARATIONS OF INTEREST**

No declarations of interest were made either Registerable or Non Registerable.

### **772/13 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING 28 JANUARY 2014**

Councillor Brooks proposed, the Mayor seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 28 January 2014.

### **773/13 MATTERS ARISING**

None

### **774/13 BUDGET REPORT TO 31 JANUARY 2014**

The Budget Report was circulated discussed and noted. The Town Clerk reminded the Committee that they would need to allocate monies to Reserves at the next meeting.

### **775/13 NEIGHBOURHOOD PLAN FINANCIAL ARRANGEMENTS**

Councillor J. Shrubsole reported that £7k had been allocated for the next financial year and it was intended to include £7k for the 2015/2016 year. A grant for £7k was being applied for. Funding for work prior to April 2014, would be provided from the Communication and Engagement Committee's budget, £500 had already been agreed to be transferred, an additional £300 was needed for the new survey Monkey account.

As this was an annual fee, the account would not be opened until the first survey was needed.

Councillor Brooks proposed, Councillor J. Shrubsole seconded and the Committee **RESOLVED** that £300 be transferred from the Communication and Engagement Committee's Events budget to the Neighbourhood Plan budget for a Survey Monkey account.

Councillor J. Shrubsole continued to explain the first draft of the budget for the Plan of £63k, which had been circulated. He explained that this version contained potential costs for items so far identified and included some that might be completed by volunteers in the future.

Councillor Brooks said that this budget had been discussed the previous day. It was thought that with in-kind donations, the potential cost might reduce to £24k and be in line with the identified finance so far available. Two items that had been costed, but would be provided free, were leaflet delivery and Website set up.

### **776/13 OFFICE EQUIPMENT**

The Town Clerk circulated an estimate for a replacement photocopier as the current machine was becoming unreliable. This machine would have colour capability and a fold and staple function. He had investigated this machine as it would give a more professional result and would be of use when producing reports for the Neighbourhood Plan. It would also have the capability of recording costs for each operation and had the potential to save external printing costs. The cost for the lease for the new machine would be about £160 per quarter more than the existing machine.

In response to a question, the Town Clerk would ask for the outright purchase costs for the new machine, to include operating and maintenance costs.

### **777/13 QUOTES AND TENDERS**

The Town Clerk reported that comments were being made by auditors that a Register of Quotations and Tenders requested and received should be kept, as financial details were not recorded in Minutes, they were normally taken in Part II. He would go back twelve months and prepare the register. In future all quotations must be requested and received by the Office.

### **778/13 CCTV MAINTENANCE CONTRACT**

Papers for a maintenance contract for the CCTV had been circulated. It offered three options

1. Comprehensive, to include an annual service of the outstations and control and command system, including all labour and parts
2. Free labour, to include an annual service as in comprehensive plus free labour for breakdowns, parts chargeable at cost.
3. Service and Support, to include annual service and 24 hour cover, all labour and parts chargeable.

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379/13

Following discussion Councillor Goldsworthy proposed, Councillor Brooks seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council enter into an agreement for option 3.

### **779/13 GRANTS**

The Town Clerk reported that letters had been received from Chicks and Victim Support. Application forms had been sent to these organisations.

### **780/13 CORRESPONDENCE**

None.

### **781/13 ANY OTHER RELEVANT BUSINESS**

#### **1. TIC Stock**

Councillor Brooks introduced this item and explained that the Communication and Engagement Committee were happy for part of their budget to be used for the TIC to purchase stock for the shop. The TIC was looking at selling items manufactured in Liskeard whenever possible, failing that they would look at the surrounding area and then made in Cornwall.

The Mayor said that the TIC must be self-supporting, this would not be an annual budget, but a one off allowance; future stock must be purchased from income.

In response to questions, it was agreed that the TIC must keep income/expenditure records.

Councillor Brooks stated that this was a requirement in the Policy document she was preparing for this item.

The Mayor proposed, Councillor J. Shrubsole seconded and the Committee **RESOLVED** to endorse the use of the Communication and Engagement Committee's budget to finance the purchase of stock and fixtures for the TIC.

### **782/13 PART II. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

### **783/13 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

#### 1. No 4 The Arcade

**784/13 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Public Bodies (admission to meetings) Act 1960 it was **RESOLVED** that the members of the Press and Public be re-admitted to the Meeting.

Members ratified the discussions held in closed session.

**785/13 DATE OF NEXT MEETING**

The next Finance and Strategy Committee meeting would be at 7.30 pm on 25 March 2014.