

LISKEARD TOWN COUNCIL

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Mr S Vinson
Town Clerk
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18th March 2020

A SPECIAL MEETING of the **TOWN COUNCIL**
will be held in the **PUBLIC HALL** at
7.30 PM on **TUESDAY 24 MARCH 2020**

The Mayor and the Mayor's Chaplain invite Members and others present to join them in prayer after which:

The Chairman will advise those present of Housekeeping matters

AGENDA

1. Apologies.
2. Declarations of Members' interests Registerable and Non-Registerable.
3. Mayors Remarks.
4. To receive and approve the minutes of the **Council** meeting held on Tuesday 25th February 2020.
5. **Public Participation** – None notified
6. **Nominations for Deputy Mayor for the 2020/2021 Civic Year** – to consider the holding of a postal ballot for the Deputy Mayor for 2020/2021 Civic Year.
7. **Town Clerk's Update** – Resolutions from the 25th February 2020 meeting. Implemented or are on current agenda. The Town Council has just received the preliminary information on costings for the containers and site associated works from Cornwall Council. A telephone conference had been set up 26th March 2020. Taking the bid forward will be dependent on what is possible in the current situation but if we do so we'll make sure that there is a way of getting proper sign off from councillors before it is submitted.
8. **Coronavirus** – Update on the latest advice and the ongoing receipt of advice from the Government, Cornwall Council and Cornwall Association of Local Councils (CALC) / National Association of Local Councils (NALC):
 - a) **Scheme of delegation / Business Continuity** – That the Council delegates authority to the Clerk (RFO / Deputy Town Clerk and Facilities Manager depending upon the area of service responsibility and availability through sickness) in consultation with the Mayor (Deputy Mayor and Chair or Vice Chair of the relevant service committee and availability through sickness) to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the

period of the pandemic Coronavirus, informed by consultation with the members of the council.

- b) Conducting Council business electronically rather than through meetings – That the Council adopts the anticipated Government advice / requirement to discontinue physical meetings in favour of the remote based decision making.
- c) Fulfilling statutory requirements and authorising payments - (e.g. responding to planning consultations and approving payments) – That the Town Council adopts any Government advice / requirements that emerge, in respect of the remote consideration of Planning applications and the electronic authorisation of payments, in lieu, of cheques and the personal attendance of councillors in the office to authorise payments.
- d) Critical services – That the Town Council identify critical services to maintain (e.g. statutory functions, including the making of payments and the provision of advice to the public) thus enabling the assets of both staff time and buildings etc. to be released for the support of proposals and measures emerging from the Emergency Planning team at Cornwall Council from emerging and ongoing Government advice.
- e) Management of Council facilities – a) to recommend closure of the Public Hall and meeting rooms to the public and to carry out any redecorations and refurbishments. b) to confirm that the Town Council will sympathetically consider requests from the Guildhall tenants for rent deferments c) to confirm the cancellation of fees relating to bookings of the Public Hall cancelled through the Coronavirus.
- f) Budget implications – to note that there will be a reduction in bookings in the Public Hall and meeting rooms which could partially be offset by the Government’s proposals for UBR Relief for the Foresters Hall and Public Hall. a). That in accordance, with the latest advice to consider the establishment of a Social Emergency Fund of £20,000 to assist with emergency situations. b). That the Council keep under review the amounts under the “delegated authority to approve” as currently set out in the Financial Regulations.
- g) Wider community support – That the Council consider how it might support the wider community, including businesses, community groups and vulnerable individuals.
- h) Human Resources – That the Council confirms that it in accordance with the Green Book, the staff will be supported by the payment of Statutory Sick Pay should they become ill. That, in consultation with the staff, the Council will actively redeploy its staff to support other needs and duties that emerge.

Responsible Financial Officer Reports (9-10)

9. Schedule of Payments – to receive and approve the schedule of payments.

10. Staff Mobiles – to receive and consider the options in the report.

11. **Waste Management – Removal of Recycling Banks** – to note the letter from Cornwall Council regarding the removal of recycling banks at Westbourne and Sungirt. To confirm that the Town Clerk, in consultation with the Mayor, Chair and Vice Chair of the Facilities Committee and the Chair and Vice Chair of the Environment Emergency Working Party be given delegated authority to consider and respond.
12. **Date of the next Town Council Meeting** – None.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section (2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, the Press and Public be excluded from the meeting for the following items of Business.

13. **Roundbury Park – Land Acquisition** – to receive an update.
14. **Land at Well Lane** – to consider next steps.
15. **Land at Maudlin Farm** – to consider next steps following the receipt of the preliminary investigation report on the land to be transferred at Maudlin Farm.
16. **Coodes Legal Advice** – to report the advice obtained from the Solicitor.

Steve Vinson
TOWN CLERK