

LISKEARD TOWN COUNCIL

AT a MEETING of the FINANCE AND STRATEGY COMMITTEE held in the Council Chamber at 7.00 pm on Wednesday 27 July 2016 there were present:

The Mayor, Councillor Jane Pascoe - in the Chair

The Deputy Mayor, Councillor Christina Whitty

Councillors: Ian Goldsworthy, Sally Hawken, Sue Pike (apologised for her late arrival), Lorna Shrubsole, James Shrubsole, and Christina Whitty

Town Clerk: Steve Vinson

Minute Clerk: Stuart Houghton

Member of the Public: John Hesketh

122/16 APOLOGIES

Apologies were received from Councillors Rachel Brooks and Hella Tovar

Before the start of the meeting the Mayor thanked Councillors, led by Councillor Brooks, for their team work in making the Man Engine day such a success.

123/16 DECLARATIONS OF INTEREST REGISTERABLE AND NON-REGISTERABLE

Councillor Goldsworthy declared a non-registerable interest in account 102360, Councillor J. Shrubsole in account 102391 and the Mayor in account 102389.

124/16 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING HELD ON 17 MAY 2016

Councillor L. Shrubsole proposed, the Deputy Mayor seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 17 May 2016.

125/16 PUBLIC PARTICIPATION

John Hesketh wished to address the Committee, as the Chairman of the Town Forum, following the notification from the Town Council of its changed policy for the financing of the Town Forum.

He said that this had been an opportunity for the Forum to evaluate its future; he had initiated a public consultation to obtain the widest possible opinion, including that of people who did not regularly attend the Forum. The consultation would run for 8 weeks.

The consultation asked for opinions on;
What was the Forum set up to do, how should it spend its money and how should it make its decisions.

The current main expenditure of the Forum was the provision of grants to organisations in the Town; initially they only totalled around £600 per annum, now they were approaching £3000 per annum.

The Forum currently had £16000 in the bank, this would eventually run out. Options were;

- i. Continue as present until funds run out
- ii. Prepare a budget and policy to control financial matters
- iii. Invest the money into a project that would generate funds

Mr Hesketh asked for Members to take part in the consultation and for the Committee to give him its views. The next meeting of the Forum would be in September when the results of the consultation would be presented; the Forum Chair and Vice Chair would then analyse the results and finally present them to the Forum at the October meeting.

The Finance Committee would then be asked to ratify the decision made.

Councillors commented that;

- i. Not all of the money held by the Forum had been provided by the Town Council, grants had been received from other sources
- ii. Some of the projects for which grants had been received had not yet been completed; these monies were included in the balance held by the Forum. Details of these projects might be available from Nick Mallard and Mike Gregory
- iii. The Committee should discuss the Forum's consultation at its next meeting, in September

126/16 TOWN CLERK'S REPORT

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

The Town Clerk said he did not have any further information for item 5, all other items were included on the Agenda for this meeting.

127/16 TO RECEIVE THE COMMITTEE'S BUDGET REPORT TO 30 JUNE 2016.

The budget report to 30 June 2016 had been circulated and was noted, comments were;

- i. The WRAP services and grant figures would eventually catch up, an extension to the project had been agreed
- ii. Progress on the Looe Valley Trail had been delayed by the Brexit vote. A

Cornwall Councillor had attended a post Brexit briefing where Grant receipts were thought to be at risk, Cornwall Council were waiting for information from the Government. Other financial sources might have to be sought.

128/16 GRANT APPLICATIONS

The Town Clerk said that a third application had been received, from Liskeard Radio Ltd.

1. Friends of Morley Tamblyn Lodge

The Mayor said that she had been approached by a member of this organisation who had asked if the Council would allow them to hold an event in the Public Hall without charge. Members discussed this comment and agreed that, if in the future this application was made, it would be considered then. It should not have any bearing on the current application.

Members thought that, from the information provided, there were items that fulfilled the Council's Grants Criteria better than the current application.

Councillor Hawken proposed, Councillor Pike seconded that feedback, and the Council's Grants Criteria, be provided to the Friends of Morley Tamlyn Lodge so that they could make an application, for a grant, that would be acceptable.

2. Liskeard Lions

Councillor Goldsworthy declared an interest in this item and left the room at 7.45 pm.

Members said that this application, although presented by the Lions, benefited many organisations and events in the Town. Persons that needed to be retrained included members from the local organisations that assisted in the operation of road closures.

The radios currently in use were very old; batteries and spares were no longer available for them.

Members agreed that this grant would be of benefit for the whole Town; Councillor Pike proposed, Councillor Hawken seconded and the Committee **RESOLVED** to award a grant of £1453, plus VAT, to Liskeard Lions for Community Events and Stop and Go Board training and the replacement of two way radios with the proviso that two members of the Town Council received the training.

Councillor Goldsworthy was asked to return to the meeting at 7.55 pm.

Councillors Hawken and Goldsworthy volunteered to receive the training as Town Council representatives.

3. Liskeard Radio Ltd

The Town Clerk said that this application had been received today, details had been circulated. Members commented;

- i. The Grant Awarding Policy precluded the Town Council from awarding a grant to a single business
- ii. Grants could not be awarded for operating costs of an organisation
- iii. If Liskeard Radio had been set up as a C.I.C they would have qualified for a grant. RIO supported new C.I.C's and could have helped and advised Liskeard Radio
- iv. The Town Council could support the radio by paying to advertise between programmes

129/16 NALC NATIONAL PAY AWARD 2016-2018

The Town Clerk had included the details in his report.

Councillor Hawken proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to adopt the pay award, and back date it to 1 April 2016.

130/16 PROPOSED COUNCIL AND COMMITTEE SCHEME OF DELEGATION AND TERMS OF REFERENCE

Details of the scheme, prepared by the Consultant, had been circulated and a recommendation included in the Town Clerk's report. Members noted that;

- i. The proposed Committee structure replicated operational requirements
- ii. One Committee could develop a project which would be operated by a different Committee
- iii. Committees would liaise for planning and operational matters
- iv. The Finance Committee was a strategic Committee that set policy
- v. The Planning Committee would deal with additional items such as Section 106 Agreements and the aspirations of the Neighbourhood Plan

Councillor Hawken proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the proposed Council and Committee Scheme of Delegation and Terms of Reference.

131/16 GENERAL POWER OF COMPETENCE - LOCALISM ACT

Details of the qualifications required for the Town Council to operate under the

General Powers of Competence, and the recommendation that the Council adopted the Powers, were included in the Town Clerks circulated report.

Councillor Goldsworthy proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the General Powers of Competence.

132/16 ELLIS WHITTAM HEALTH AND SAFETY POLICY STATEMENT

A copy of the Health and Safety Policy Statement prepared by Ellis Whittam had been circulated.

Councillor Goldsworthy proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the Health and Safety Policy Statement.

133/16 PAYMENT SCHEDULE

The payment schedule had been circulated.

Councillor Hawken proposed, the Mayor seconded and the Committee **RESOLVED** to **APPROVE** the payment schedule.

134/16 FINANCIAL REGULATIONS - PROPOSED MODIFICATION TO REGULATION 5.5a

Details of the proposal were given in the Town Clerks report. Member's comments included;

- i. Recommendation ii should read "Reimbursement of previously incurred eligible costs by Volunteers, Staff and Councillors"
- ii. A copy of the claim form and receipt, for the reimbursement of expenditure to Volunteers, Staff and Councillors, should be provided with the Payment Schedule

Councillor Hawken proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to **RECOMMEND** to the Council that Financial Regulation 5.5a is modified to;

- i. Grants approved by the Finance Committee
- ii. Reimbursement of previously incurred eligible costs by Volunteers, Staff and Councillors
- iii. Payments to Small Local Contractors

135/16 COMMUNICATION AND ENGAGEMENT COMMITTEE 2015-2016 YEAR END UNDERSPENDS

Details of the Financial underspend, and the proposal to create Nominated Reserves, were included in the Town Clerks report.

In response to a question, the Town Clerk replied that all Nominated Reserves should be assessed each year when setting the Precept.

Councillor Hawken proposed, Councillor J. Shrubsole seconded and the Committee **RESOLVED** to **ADOPT** the recommendation from the Communications and Engagement Committee that Nominated Reserves are set up for;

i.	Newsletter (Town Crier)	£2864
ii.	Marketing and Consultation	£2556
iii.	Signage	£2839
iv.	Town Centre Map & Leaflet	£4500

136/16 CORRESPONDENCE

The Town Clerk reported;

- i. A “thank you” card had been received from No1 Short Break Service
- ii. A request had been received, from the Neighbourhood Watch Office at Torpoint, asking for a £50 contribution towards their costs of relocating to Liskeard Police Station. Councillors commented that a Grant Application Form should be sent to them
- iii. The Mayor informed the Committee of a press release she would issue for the Chamber of Commerce initiative, in conjunction with Kawasaki, to promote Young Engineers in a competition to build a go cart, from a kit, and race and maintain it

137/16 DATE OF NEXT MEETING

The next Finance and Strategy Committee meeting would be held on Tuesday 27 September 2016.

Councillor J. Shrubsole reminded the Committee that the next meeting of the Committee would be in September, there were few meetings available for setting the Precept.