

LISKEARD TOWN COUNCIL

AT A MEETING of the **FINANCE AND STRATEGY COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 23 June 2015 there were present:

The Mayor - Councillor Phil Seeva - in the Chair

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

Town Clerk and Minute Clerk: Steve Vinson

Members of the Public: Jenny Foster (Liskeard Lights Up)

91/15 APOLOGIES

An apology was received from The Deputy Mayor, Councillor Jane Pascoe.

92/15 DECLARATIONS OF INTEREST

Councillor Brooks declared an interest in Agenda item 8 as her son played in the Liskeard Silver Band.

Councillor Goldsworthy declared an interest in Agenda Item 8 as the Council representative on the Liskeard Lights Up Committee.

93/15 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING 28 APRIL 2015

Item 489/14 (Local Council Award Scheme)

Councillor Brooks suggested and it was agreed that the "Councillors Brooks and L. Shrubsole volunteered to take action under the who and when column" be amended to "Councillors Brooks and L. Shrubsole agreed to attend a meeting to discuss an Action Plan for the scheme".

Councillor J. Shrubsole proposed, Councillor Brooks seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 28 April 2015. J. Shrubsole signed these Minutes.

94/15 TOWN CLERK'S REPORT - FOR INFORMATION

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

95/15 BUDGET REPORT TO 31 MAY 2015

The budget report to 31 May 2015 had been circulated and was noted. There was discussion of the Neighbourhood Plan element. It was felt beneficial for Councillor

J. Shrubsole to visit the office and discuss directly with the Accounts Clerk the presentation of the information.

96/15 COUNCIL AIMS AND OBJECTIVES 2015 – MAY 2017

Following discussion it was agreed that the public consultation should take the form of:

- Town Crier – an article in the next edition
- Liskeard Agricultural Show – ideally linked to ‘select a dot’ to express support element
- Survey Monkey link on the Council’s website
- Town Council – Facebook account managed as an extension of the T.I.C. activity

There was also discussion about the need to generate greater awareness of the Council’s Aims and Objectives as other organisations might have a role in helping to deliver the Town’s Aims and Objectives. The following organisations were to be contacted: Cornwall Council (David Read), Chamber of Commerce, School and Community College, Stuart House Trust, Traders Association, - the potential to include all our outside bodies such as S.E.C.T.A.

97/15 LOCAL COUNCIL AWARD SCHEME

Progress on the Action Matrix was noted.

98/15 GRANT APPLICATIONS

Councillor Goldsworthy declared an interest and left the meeting at 7.50 pm.

a. Liskeard Lights Up

Jenny Foster (Liskeard Lights Up) outlined the activities of the Liskeard Lights Up Event.

The Mayor, Councillor P. Seeva proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** that a grant of £500 be made to the Liskeard Light’s Up.

Councillor Goldsworthy returned to the meeting at 8.00 pm.

Councillor Brooks declared an interest and left the meeting at 8.00 pm.

b. Eva Bowles Trust Application.

Following consideration of the item, it was agreed to defer the item to the next meeting pending the clarification as to whether there was an upper limit to the amount of grant the Trust could approve. Also the issue as to the remaining amount of funds should be reported to the next meeting.

99/15 ANY OTHER RELEVANT BUSINESS

None.

100/15 DATE OF NEXT MEETING

The next Finance and Strategy Committee meeting would be at 7.30 pm on 28 July 2015

101/15 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 proposed by the Mayor and seconded by Councillor Goldsworthy the Council **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

1. Purchase or lease a Printer/Photocopier as the existing contract had expired
2. Design and Print contract for the Town Crier Newsletter

102/15 PART II

It was proposed by the Mayor and seconded by Councillor Brooks and **RESOLVED** by the Committee to come out of PART II.

It was **RESOLVED** to accept the recommendations made in closed session to;

1. defer the decision on the purchase or lease of a new photocopier until further information was received
2. to award the Design and Print contract for the Town Crier Newsletter to Graphic Words

4. Clerk's Report – For Information – 23rd June 2015

Meeting & Action	Update	When
F & S 28th Apr 2015 Town Council aims	Report item 6 on the agenda for this meeting.	TC June 2015
F & S 28th Apr 2015 Local Council Award Scheme	Update report on agenda item 7 for this meeting.	RB TC SH June 2015
F & S 28th Apr 2015 Food Enterprise Zone Bid	<p>A bid was submitted with the assistance of potential partners by the deadline. There were a total of 7 bids from across Cornwall. The two bids that were selected and announced at the Royal Cornwall Show were at Norton Barton Farm, near Bude, and a new production facility at Trewithen Dairy near Lostwithiel each of which would receive £50,000 from a national pot of £830,000.</p> <p>During discussions with potential partners we have made useful contacts with Cornwall Council officers dealing with the Cattle Market. The lease on the market expires in July 2016. We have asked for the Town Council to be kept involved with the development of post July 2016 options for the use of the Cattle Market.</p>	TC June 2015
F & S 28th Apr 2015 Ellis Whittam contract	A new contract has been entered into at the reduced cost. The new contract will run to April 2020.	TC Apr 2015

6. Council Aims and Objectives 2015–2017 – To receive the Committees’ completed aims and objectives. To consider the community consultation stage of the process.

Attached to this report is the combined feedback from the various Council Committees on the aims and objectives to be adopted in the period 2015-2017.

Next Steps – Community Consultation – The Council is consulting the Community on the aims and objectives. The Town Crier, Liskeard Show and perhaps some form of on line Survey Monkey questionnaire might be used.

The views of the Community will help to decide on what priority to give the aims and objectives. The issue of resources and deliverability could also be explored. This is important giving the limits on budgets and staff at the Town Council. There is the potential to raise the prospect of joint working with the private, public and voluntary sector partners as we have with the Universal Credits/European Social Fund project.

Recommendation: That the Committee receives and notes the revised final version of the aims and objectives for consultation. That the Committee consider what partners might assist in the achievement of the aims and objectives for the town.

7. Local Council Award Scheme – to receive the updated actions matrix together with the inclusion of the traffic lights and timetable.

Attached is the revised and updated actions matrix for the Local Council Award Scheme. The Committee previously asked that a traffic lights style system with dates and action boxes was included. This has been done. There has also been further progress on identifying information and providing it in formats that are required including putting information on the website. A timetable has been given for the updating of certain larger items. Some of these are required as part of the Town Clerks’ C.i.L.C.A. course work so there is a double benefit to progressing them.

Recommendation: That the Committee receive and note the updated actions matrix including the timetable.

8. Grants – to receive and consider applications for grants. This includes the receipt of an application for a grant from the Eva Bowles Trust – In addition, to

the Eva Bowles Trust application, it is anticipated that an application for a Town Council grant will shortly arrive between the preparation of the agenda and the meeting.

11. PART II – to exclude members of the press and public for confidential matters.

12. Concorde Ltd. – To consider the possible extension of the lease hire period on the current office photocopier and printer

Concorde Ltd. currently supply the office photocopier and printer. This contract is due to expire in July 2015. As the Council not long ago considered the possible acquisition of a completely new printer/copier machine and decided against it on cost grounds, enquiries have been made regarding the possibility of extending the lease on the current photocopier/printer.

The company has given two and three year extension of contract options below. These appear to reflect the depreciation on the asset compared with the current quarterly rental figure.

Agreement	Cost Per Quarter
Current Agreement – until July 2015	£374
New 2 Year lease extension	£143.53
New 3 Year lease extension	£102.37

At the time of the discussions with Concorde Ltd. the Council had made 210,000 uses (copy or print) of the machine since it was first acquired. Concorde Ltd. have indicated that a machine with that level of use should be “comfortably serviceable for up to another 3 years,”

Recommendation: That the Council extends the lease hire of the office photocopier/printer with Concorde Ltd. by three years.

13. The next edition of the Town Crier – Design and print contract – to receive, consider and approve quote for adoption.

At the time of writing the report we had sent out for quotes to four companies to provide the design and print services needed for the next edition of the Town Crier. These include two companies that are based in Liskeard. They have been given until noon on Monday 22nd June to come back with costings associated with that job. It is hoped that the results can be reported to Committee and an appropriate selection made.

It is suggested that the Town Council might benefit in considering the offering of a contract for the designing and printing of perhaps one years’ worth of Town Criers.

Recommendation: That the Committee considers the results of the procurement exercise and adopts one quote.