

# Liskeard Town Council

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Mr S Vinson  
Town Clerk  
3/5 West Street  
Liskeard  
PL14 6BW

18<sup>th</sup> June 2025

**A MEETING of the TOWN COUNCIL will be held in the EMILY HOBHOUSE ROOM**  
**at 7.30 pm on TUESDAY 24<sup>th</sup> JUNE 2025**

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

**AGENDA**

- 1. Apologies**
- 2. Declarations of Members' interests Registerable and Non-Registerable**
- 3. Mayor's Remarks**
- 4. To receive and approve the attached minutes of the 20<sup>th</sup> May 2025 Council and a). 2<sup>nd</sup> June 2025 Mayor Choosing**
- 5. Public Participation** – Matthew Kenworthy Gomes (Chief Executive Officer – Cornwall Pride Charitable Incorporated Organisation CIO) – see agenda item 6. Police Update Report (if available – the Local Police team have asked for the dates of all the Town Council meetings to consider attendance if operations permit).
- 6. Grant Application.** – Cornwall Pride - Charitable Incorporated Organisation (CIO) – To support some of the costs associated with holding a "Liskeard Pride Event 28<sup>th</sup> June 2025" in Barras Street which it is hoped will attract 2,500 attendees for Liskeard and a wider catchment area – To request a grant of £750 towards the £6,839 total cost of event. Helping in particular, with the costs of the Traffic Management (of the street closure) and the production of the live music, performers and street market.
- 7. Town Clerk's Update** – Co-option Interviews – To report the outcome of the 18<sup>th</sup> June 2025 co-option interview process. To approve the selection of a candidate to complete the process with the Register of Interest and Declaration of the Acceptance of Office and other items.
- 8. Committee Meetings – To Approve the Minutes:-**
  - a) To note the minutes of the Communication & Engagement Committee held on 12<sup>th</sup> June 2025.
- 9. RFO Reports** – (for information – bank balances, Town Centre Revitalisation Fund, VAT, and Training).

**10. Schedule of Payments** - To review and approve the Schedule of Payments totalling £63,285.76 gross

**11. Budget Monitoring 2024/2025** – To receive and accept a budget report to 31 May 2025 for monitoring purposes.

**12. Aged Debtors** - To receive a report on aged debtors and agree to write off an outstanding invoice of £60.

**13. Bank Mandates** – To review the signing mandates for the HSBC and Lloyds Bank accounts as per financial regulation 6.1.

**14. Direct Debits** – To confirm the use of variable direct debit mandates as per financial regulation 7.8.

**15. Safeguarding Policy** - To review and approve the updated safeguarding policy.

**16. Facilities Committee - Public Hall Repairs and Redecoration – Guildhall External Repairs**

- a). to approve the virement of £7,000 from the Pipewell/Fountain/War Memorial budget line and £10,00 from the general reserve for the urgent repair and redecoration of the Public Hall.
- b). to approve allocating £20,000, (including £10,000 non-recoverable VAT for 2024/25), from the Guildhall reserve for external repairs to the Guildhall.

**17. Staffing Review Brief - 5-Year Capital and Work Programme (Minute 436/24 b. to seek external advice on the pay and gradings (last reviewed in 2016) to deliver the Capital and Work Programmes, that will achieve improvements in services and assets for the community of Liskeard.** – To invite quotations from consultants, suitably qualified, to undertake an organisational review and job evaluation exercise. In quoting for this work, the consultant should explain the detailed methodology that they would work to in achieving the Councils objectives. They should also make clear who will be undertaking the work, with a brief CV for all participants and details of previous similar work undertaken elsewhere. The quotation should include a fee for the work, including for expenses, and an indication of the likely time. The brief for this work is as follows:

- A. To evidence base an appropriate, effective, and resource-efficient future organisational staff structure to meet the Council's current needs.
- B. To evidence base an appropriate, effective, and resource- efficient future organisational staff structure to meet the Council's future development and considering the Council's known policy objectives.
- C. To review current job descriptions and person specifications and to propose job descriptions for all newly proposed posts.
- D. To undertake job evaluation for all current and future proposed posts, in accordance with the NALC/SLCC approved scheme for the post of Town Clerk, and the Green Book for all other employees.
- E. To advise on, and evidence-base any improvements to the Council's working practices, which are identified during the review, and which would aid the Council's key objective of securing efficiency and effectiveness in every facet of its management and administration.

- F. To set out the detailed cost implications of all changes identified with the review report.

**18. Cornwall Council – Devolution Package - Phasing Proposals (attachment)** – To receive the proposals and the consider the impact on the Town Council’s draft 5-year Capital Programme and the impact on the work programme of the staff and councillors and the next step of receiving a populated Memorandum of Understanding (MoU). Noting, the Facilities Committee recommendation that the revenue generating assets (car parks) are front end loaded.

**19. Employer – Employee – Line of Reporting (attached)** – To remind Councillors that they must not give instructions to any member of staff, unless authorised to do so through the Council’s decision-making process and with their line manager’s agreement, as per the Council’s Communications Policy

**20. Cornwall Councillor Updates-**

**21. Cornwall Council Planning Decisions** – as per addendum

**22. Correspondence** –

**23. Diary Dates for Council Events** – To note the dates of forthcoming Council events.

**24. Date of next Town Council Meeting** – 29<sup>th</sup> July 2025 at 7.30 pm.

**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 businesses to be discussed, the Press and Public be excluded from the meeting for the following items of business.**

**25. Appointment of Internal Auditor** – To appoint a new internal auditor for up to a 3 year term commencing 2025/2026 and confirm independence.

**26. Liskeard Redevelopment Working Group** – To note the minutes of the 22<sup>nd</sup> April 2025

*Steve Vinson*  
Town Clerk