

LISKEARD TOWN COUNCIL

AT a MEETING of the FINANCE AND STRATEGY COMMITTEE held in the Council Chamber at 7.30 pm on Tuesday 26 April 2016 there were present:

The Mayor, Councillor Phil Seeva - in the Chair

The Deputy Mayor, Councillor Jane Pascoe

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

Town Clerk: Steve Vinson

Minute Clerk: Stuart Houghton

Member of the Public: Felicity Sylvester (Brilliant Fish Education)

971/15 APOLOGIES

An apology was received from Councillor Adam Hodgkins.

972/15 DECLARATIONS OF INTEREST REGISTERABLE AND NON-REGISTERABLE

Councillor Brooks declared an interest in the presentation to be made on behalf of the Brilliant Fish Education organisation.

973/15 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING HELD ON 22 MARCH 2016

Minute 906/15 (Town Council Reserved Car Park Spaces)(4th bullet point))

Change "he" to "they"

The Deputy Mayor proposed, Councillor Brooks seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 22 March 2016 with the above amendment.

974/15 TOWN CLERK'S REPORT

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

The Town Clerk reported that other Council's used the CIC to undertake work already within their programme rather than raise additional budget items. St Cleer Council had suggested that it might be possible for the Council's to share this service for certain types of work. Councillors commented that if this service was used the provision of tools, and supervision, would need to be agreed.

975/15 TO RECEIVE THE COMMITTEE'S BUDGET REPORT TO 31 MARCH 2016.

The Town Clerk apologised for not producing a budget to the Committee.

976/15 PUBLIC PARTICIPATION

Felicity Sylvester addressed the Committee, on behalf of Brilliant Fish Education, to give details of the activities they had completed to support the grant application that they had made the previous month.

She said that last year they had involved about 30 pupils from Hillfort School and this year they had made arrangements with St. Martins School for a similar number with their parents and teachers.

The schools gave good support, they were promoting healthy eating and cooking.

The organisation produced cards and posters that were used in the schools art lessons, and were also for sale at the Liskeard and Looe TIC's.

This year a follow up visit would be made to Hillfort School and the events would also be advertised in the local press.

Councillor Brooks had declared an interest in this item and did not join the following discussion.

In response to a question Felicity replied that the organisation worked in the S.E. Cornwall, the Caradon area, and were looking to expand by involving more schools. She would be grateful if the Council could award the grant in advance of the project.

The Mayor thanked Felicity for the information. The Committee had already resolved to pay a grant of £200 to this organisation; now that this extra information had been received, he recommended that the money be paid now. The Committee agreed.

977/15 GRANT APPLICATIONS

1. THE MAN ENGINE ORGANISATION

The Town Clerk reported that he had received additional information which had been circulated in his report. In the Table of Contributors, he had been informed that Penzance had now agreed to contribute £5k, and the sum against Camborne had been pledged by the Camborne BID.

In response to a question, he replied that the Liskeard School was contributing £2k towards material costs and were also using this project in their lessons. Member's comments included;

- a. The costs provided were general, not detailed
- b. How long would the display be in the Town, it was thought to be for one hour around lunch time
- c. Details provided so far were vague
- d. Concern about value for money and what return would the investment make to Liskeard
- e. The Museum would like to support the event but only had limited information
- f. Other towns were planning to make this into an event, did Liskeard have any plans?
- g. It could be made into an event; the opinion, and willingness to be involved, of organisations in the Town should be obtained.
- h. An article had been published in the Cornish Guardian, but more publicity would be needed
- i. The sum of money requested was a considerable amount for this Council, could business organisations also be approached
- j. Information might be available from the World Heritage Site organisation, this was its 10th anniversary

It was agreed that this item would be passed to the Communication and Engagement Committee, for it to make enquiries, and to report to this Committee on 17 May 2016.

2. NUMBER ONE SHORT BREAK SERVICE

The Town Clerk gave a resume of this application. Although the organisation was sponsored by Cornwall Council and the NHS this was not a funded project. Member's discussion included;

- a. The sum requested was above the maximum that the Council would normally award
- b. Could other award organisations such as Virador and Sita fund this?
- c. The sum requested did not have to be paid, it could be a smaller amount
- d. The Council could offer help in kind, such as a link and publicity from our Website
- e. The garden would not be open on a Monday or Tuesday, this could restrict its use

The Mayor proposed, Councillor Tovar seconded and the Committee **RESOLVED** to award a grant of £500 to Number One Short Break Service.

978/15 CCTV ANNUAL MAINTENANCE CONTRACT

Details of the three maintenance options had been circulated. The Town Clerk reminded Members that the replacement of the CCTV system had been included in the Council's future budgets.

This year about £1.5k had been spent on repairs to the system.

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Committee **RESOLVED** that the Council continue with the Option 3 Maintenance Contract for the next 12 months.

979/15 LISKEARD TOWN CENTRE CIC

Details of this item were given in the Town Clerk's report. Councillors commented;

- a. The Your Liskeard Website was part of the Town Council Website and could not be removed easily
- b. If this part of the Website was to be taken on by the Town Council the Town's businesses would have to be involved for its continuation
- c. The TIC staff had estimated that they could maintain the Your Liskeard site for about £800 per annum
- d. The table of costs had been omitted from the report
- e. The current annual hosting fee was in the region of £3k for the three sites, probably £1k per site
- f. The Chamber of Commerce and the Trader's Association had each received monies from the Town Centre CIC, they could be asked to contribute to the ongoing cost of this Website
- g. This Website should be self-financing
- h. This Website was floundering, did the businesses want it to continue
- i. The monies received from the CIC were to be used for the vitality of the Town, the public could be asked what it should be used for
- j. This Website could be linked to the proposed community publication from the Town Council
- k. Of the businesses listed on the Website, 21 had left the Town, 6 had moved and 18 had moved into the Town.

It was agreed that this item would be taken up by the Communications and Engagement Committee.

980/15 LOCAL COUNCIL AWARD SCHEME

The Town Clerk's report gave details of the progress. He was pleased to announce that he had passed 20 of the 24 sections of the CILCA qualification.

The Town Clerk's report had a proposed resolution to set the Council's charges for photocopying at 10p for single sided and 16p for double sided, the details of these charges were required for his CILCA submission.

The Voice Group had been contacted about placing the Council's procedures on the Website, they had indicated that it would not be a problem, the detail would be arranged when the update was required.

The Mayor proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** that the photocopying charges should be 10p per single sided copy and 16p per double sided copy.

981/15 INSURANCE

The Town Clerk's report gave the detail of the offer for a free valuation of the Council's property on the condition that the Council reinsured for a three year period with Aviva. The normal charge for a revaluation would be in the order of £2k. Councillors commented;

- a. The Council should have current costings for its historic buildings
- b. Aviva's insurance rates had been competitive over the last years
- c. The last valuation was in 2007

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Council **RESOLVED** to accept the offer of the free valuation of the Council's property and to renew the insurance with Aviva.

982/15 RECOMMENDATION FROM THE MUSEUM MANAGEMENT COMMITTEE

The Museum Management Committee had recommended that the underspend, from the budget for the Curators Salary, be transferred to a Nominated Reserve, for a new budget, for Photography Archiving. Member's discussions included the total expenditure, and underspend, for the year. The meeting was reminded that the actual sum of money to be transferred was not being debated, only the principle.

The Mayor proposed, Councillor Brooks seconded and the Committee **RESOLVED** that the underspend, in the 2015/2016 budget, for the Curators Salary be transferred to a new Nominated Reserve, in the 2016/2017 budget, for Photography Archiving.

983/15 ANY OTHER BUSINESS

The Town Clerk reported that;

- a. A letter had been received from Tony Wood thanking the Council for the grant awarded to the Ploughman's Fair Festival
- b. A letter had been received from Liskeard School asking that the Council supply "hoodies" for the Girls Rugby Team, which had qualified for the National Finals to be held in Birmingham. The Town Council's support could be displayed on the hoodies which would cost £14 each. Councillors discussion included;
 - i. Would this be a grant or sponsorship, an application form had not been completed
 - ii. Would the "hoody" remain the property of the individual it would be issued to, the Council could not sponsor individuals

- iii. If this was not a grant how could it be funded
- iv. Women's sport received little publicity, this could be used for publicity
- v. The Communication and Engagement Committee had a budget of £3k for marketing; this could be paid for from that budget. The C&E Committee would meet next week; this would be included on the Agenda.

Councillor Brooks proposed, Councillor Tovar seconded and the Committee **RESOLVED** to agree to the principle of supplying hoodies to the Girls Rugby Team.

- c. The Town Clerk informed the Committee that the Council's £100k Bond had matured. He had asked Lloyds Bank for their best interest investment, but had not yet received a reply. He had also received details of the Cornwall Council interest rate which, at present, was more than any other rate offered by the Bank.

984/15 DATE OF NEXT MEETING

The next Finance and Strategy Committee meeting would be held on Tuesday 17 May 2016.