

LISKEARD TOWN COUNCIL

The **MINUTES** of the **MEETING** of **LISKEARD TOWN COUNCIL** held in the Council Chamber on Tuesday 21 April 2015 at 7.30 pm

PRESENT

The Mayor - Councillor Phil Seeva - in the Chair

The Deputy Mayor - Councillor Jane Pascoe

Councillors: Rachel Brooks, Ian Goldsworthy, Sally Hawken, Adam Hodgkins, Roger Holmes Sue Pike, Joe Poulson, Anne Purdon, James Shrubsole, Lorna Shrubsole, and Christina Whitty

Town Clerk - Steve Vinson

Minute Clerk- Stuart Houghton

Mayor's Chaplain - The Reverend Mark Pengelly

Member of the Public - Alex Lingard, (Head Teacher, Liskeard School), Sue Brownlow,(School Governor)and John Ede, (ECCABI).

Before the commencement of the meeting, the Mayor invited his Chaplin to lead with prayers.

The Mayor then convened the Council and informed as to Housekeeping matters and announced that the meeting would be recorded.

774/14 APOLOGIES

Apologies were received from Councillors Tony Powell and Hella Tovar

775/14 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

Councillor J. Shrubsole declared an interest in Accounts item 101958 and Councillor Goldsworthy in item 101568.

776/14 MAYOR'S REMARKS

The last period had been quite easy, he had judged the Easter Bonnet competition and had attended the Lions Charter Dinner, but the next month would be busy, he already had 14 appointments booked. They included a series of Mayor Choosing Ceremonies, our Mayor choosing, our Beating of the Bounds and AGM.

He thanked all Councillors for their support through the last year, he felt that he now knew what being Mayor meant, and was ready for the next year.

**777/14 MINUTES OF THE MEETING OF THE TOWN COUNCIL
HELD ON 17 MARCH 2015**

The Mayor proposed, Councillor Hodgkins seconded and the Council **RESOLVED** that the Minutes of the Meeting of the Town Council, held on Tuesday 17 March 2015, be adopted with the spelling mistakes corrected.

778/14 PUBLIC PARTICIPATION

The Mayor asked Alex Lingard and Sue Brownlow to address the Council about their concerns for the suggested proposal for a new College at Bodmin.

Sue Brownlow introduced the subject and thanked Councillor Hawken for her support as a Cornwall Councillor. She gave a brief history that had resulted in the proposal to form a new College at Bodmin to cover the East and North of the County, and outlined the concerns the proposal had raised for the future of the 6th Form at Liskeard School.

She then asked Alex Lingard to explain the reasons for these concerns.

Alex explained that a review of the post 16 years old education results had shown that action was needed in Cornwall.

The options considered were

1. do nothing
2. work in collaboration with all 6th forms in Cornwall
3. obtain a new provider.

It was agreed by the current 6th forms to adopt option 2 and they had started to work together, an action plan had been agreed and was being worked on. Option 1 would not be right for the pupils and option 3 would affect the current system.

One of the reasons for the proposal for a new college was to reduce travelling. This was thought to be disingenuous as the majority of students which travel to Truro now were from the St Austell and Newquay areas where there were no 6th form provisions. The new college would increase the travel for students from Wadebridge, Callington and Liskeard. An impact study on student travel had shown that journeys over 8 km have a detrimental impact on them and that the brighter students succeed wherever they learn, but the more vulnerable students suffer. Some students that do travel to Truro have reported that they miss the 6th form atmosphere.

If the new college opened, the Liskeard 6th form would not be viable and this could have a negative impact on the courses that could be offered to younger students.

A mark of the importance placed on this proposal was that all head teachers had attended the meetings, none had asked their deputy to attend.

They asked that the Town Council register with Cornwall Council to be a consultee on this matter.

Members agreed to this proposal, Councillor Goldsworthy proposed, Councillor Poulson seconded and the Council **RESOLVED** that an extra ordinary meeting could be called for this item when more details were available.

779/14 CLERK'S REPORT

The Town Clerks report as circulated was noted.

780/14 COMMITTEE REPORTS

a) PLANNING COMMITTEE HELD ON TUESDAY 17 MARCH 2015

Councillor Purdon proposed, Councillor Whitty seconded and the Council **RESOLVED** to adopt the Minutes of the Planning Committee Meeting held on Tuesday 17 March 2015.

b) FINANCE and STRATEGY COMMITTEE MEETING TUESDAY 24 MARCH 2015

The Mayor proposed, Councillor Goldsworthy seconded and the Council **RESOLVED** to adopt the Minutes of the Planning Committee Meeting held on Tuesday 24 March 2015.

Resolution

The Committee had recommended that the Town Council transfer any unspent monies allocated to the Neighbourhood Plan to an Earmarked Reserve for the Plan.

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Council **RESOLVED** that any unspent monies from the Neighbourhood Plan budget would be transferred to an Earmarked Reserve.

c) PLANNING COMMITTEE MEETING HELD ON TUESDAY 3 MARCH 2015

The Deputy Mayor proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** to adopt the minutes of the Planning Committee meeting held on Tuesday 7 April 2015.

d) COMMUNICATION & ENGAGEMENT COMMITTEE HELD ON TUESDAY 7 APRIL 2015

Councillor Brooks proposed, Councillor Holmes seconded and the Council **RESOLVED** to adopt the minutes of the Communication and Engagement Committee held on Tuesday 7 April 2015.

e) PROPERTY COMMITTEE MEETING TUESDAY 14 APRIL 2015

Councillor Goldsworthy proposed, Councillor Whitty seconded and the Council **RESOLVED** to adopt the Minutes of the Property Committee Meeting held on Tuesday 14 April 2015.

Recommendations

a. That the Committee recommend the Council takes the following actions;

- i. The Plotolders be informed that this administration would not do anything to dispose of the Allotments
- ii The Plotolders be asked to work with the Council to assess the needs in the different parts of the town for Allotments and to encourage more people to apply for them

Councillor Hawken proposed, Councillor Hodgkins seconded and the Council **RESOLVED** to write to the Plotolders to confirm these statements.

b. That the Committee recommend the Council adopt the revised aims for the Property Committee

It was agreed that this item be transferred to the Finance and Strategy Committee for action.

c. That the Committee recommend the Council accept the WI proposal to plant a commemorative tree in Thorn Park

Councillor Goldsworthy proposed, Councillor Whitty seconded and the Council **RESOLVED** that the WI could plant an appropriate commemorative tree.

781/14 DEVOLUTION WORKING GROUP

The Town Clerk had included details of the proposed improvement to the Terms of Reference for the working group.

The Mayor reported that the next meeting of the working group had been postponed as it clashed with a devolution meeting with Cornwall Council at the Library. It would now be held on Monday 27 April 2015.

The Mayor proposed, Councillor Hodgkins seconded and the Council **RESOLVED** that the changed form of words for the Devolution Working Group Terms of Reference be adopted.

782/14 LISKEARD TOWN CENTRE PARTNERSHIP COMMUNITY INTEREST COMPANY (C.I.C)

Details of this item were included in the Town Clerk's report. The C.I.C had been registered, but there had been a delay in opening the bank account. Monies to cover the payments to the Co-ordinator had been deposited in the Town Councils bank by Cornwall Council.

The Mayor proposed, Councillor Pike seconded and the Council **RESOLVED** to extend the period for which the Town Council assisted by managing the Town Centre Co-ordinator's contract to the end of April.

783/14 CORNWALL COUNCIL PLANNING DECISIONS FOR INFORMATION ONLY

The Planning Decisions, as circulated, were noted.

784/14 ACCOUNTS – TO APPROVE ACCOUNTS FOR PAYMENT AS PER ADDENDUM NO 2 – AS CIRCULATED

Declarations of interest had been made by Councillors Goldsworthy and J. Shrubsole at the commencement of the meeting.

It was **RESOLVED** to accept the accounts for payment.

785/14 OTHER REPORTS

a) The minutes of the Town Forum meeting held on Wednesday 18 February 2015 were noted.

b) The minutes of the Devolution Working Group meeting held on Wednesday 11 March 2015 were noted.

786/14 CORRESPONDENCE

None.

787/14 DATE OF NEXT MEETING

The next meeting of the Town Council would be on Tuesday 16 June 2015 at 7.30 pm in the Council Chamber, Public Hall, West Street, Liskeard.

788/14 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 **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

1. To receive the Confidential Minutes of the Town Council meeting held on Tuesday 17 March 2015
2. To receive reports
 - a. The Museum Curators Post
 - b. Honoured Burgessess report

789/14 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Public Bodies (admission to meetings) Act 1960 it was **RESOLVED** that the members of the Press and Public be re-admitted to the Meeting.

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

1. The Minutes of the confidential meeting of the Town Council on Tuesday 17 March 2015
2.
 - a. To adopt the recommendation of the interview panel for the selection of the new Museum Curator
 - b. The appointment of an Honoured Burgess at the Mayor Choosing Ceremony on Wednesday 20 May 2015

6. Clerk's Report – For Information - 21st April 2015

Meeting & Action	Update	Who & When
Setting aims – 17 th March Council Meeting	The Committees are presently considering the aims allocated to them. A coordinated report will go to the May Council meeting.	TC May Council
Town Centre Partnership – Interim Arrangements – 10 th Jan 2015	27 th March 2015 confirmation from the Town Centre Partnership that a response was awaited from Companies House. An extension of time might be needed.	TC Apr Council
Lean Quarry A38 junction improvements. 17 th Mar 2015	Cormac Design Solutions Ltd contacted and informed of the Councils' support of the need for an improvement scheme. Our response and that of other the Parish Councils is being collated by Cormac and forwarded to the Client for the scheme – Highways England and E M Highways.	TC May Council
Honoured Burgesses – 17 th Mar 2015	Further report attached agenda item 13b.	TC Apr Council

8. Devolution Working Group – Progress and Enhancement of Terms of Reference The Devolution Working Group has met. The minutes of that meeting are attached for information as agenda item 11b.

A series of tasks have been divided amongst the membership of the group and a template devised to capture information on the proposals that have been allocated.

The Devolution Working Party set dates for future meetings.

The Devolution Working Party discussed the need for revised wording of the first paragraph of the Terms of Reference and the following is recommend to Council to Resolve to adopt this modification.

“Liskeard Town Council adopt the strategy of negotiating to take on a range of feasible services and buildings, including some that Cornwall is not necessarily offering at the moment but might be willing to devolve and the Devolution Working Group be given broad authority to negotiate with Cornwall Council based on the package chosen, with Liskeard Town Council retaining the ultimate authority to accept or reject, but not necessarily to amend, any package agreed.”

Recommendation: That the Town Council adopts the above modification to the Terms of Reference of the Devolution Working Group.

9. Liskeard Town Centre Partnership Community Interest Company (C.I.C.) progress and request for extension of support.

At the 20th January 2015 Town Council meeting, it was resolved that the Town Council would hold the contract for the Town Centre Coordinator until the 31 March 2015, and that Cornwall Council should continue to act as the Accountable Body for the Town Centre Partnership. This would hopefully allow sufficient time for the Community Interest Company (C.I.C.) to become established and operational and take over the remainder of the Town Centre Coordinator contract.

It was subsequently reported to the Town Council that a payment of £4,000 had been received from Cornwall Council to help make payments to the contractor delivering the Town Centre Coordinator service.

We have recently been contacted and received confirmation that the Liskeard Town Centre Partnership Community Interest Company (C.I.C.) has been formally incorporated by the Registrar of Companies at Companies House on 30th March 2015.

This is positive evidence of progress. The establishment of bank accounts to enable the Community Interest Company to become fully operational has not yet been achieved. It has been requested that the Town Council extend the period that it holds the contract of Town Centre Coordinator to the 30th April 2015. This does not seem an unreasonable request. The money to cover the additional month has been received from Cornwall Council.

Recommendation: That the Town Council extends the period of it holding the Town Centre Coordinator contract until 30th April 2015. This would enable the Liskeard Town Centre Partnership Community Interest Company (C.I.C.) to finalise setting up the relevant bank accounts.

Liskeard Town Council

Devolution Working Group (D.W.G.) Terms of Reference

Authority

At the meeting of the Town Council on 16th September 2014, it was resolved that the Liskeard Town Council's Finance & Strategy Committee should undertake the examination of the possible involvement of the Town Council in service delivery, currently under Cornwall Council remit, beginning with list of options discussed at the Finance & Strategy Committee Meeting held on 23 September 2014.

The Devolution Working Group shall be given a broad authority to negotiate with Cornwall Council, based on the package chosen, with Liskeard Town Council retaining the ultimate authority to accept or reject, but not necessarily to amend any package agreed.

The DWG shall report monthly to the Town Council.

Membership

The DWG shall comprise of 3 Town Councillors, 1 Cornwall and Town Council Councillor, the Mayor and Deputy Mayor, as appointed by the full Council, and ideally covering all three wards. The Town Clerk is to attend meetings to advise, and the Group is to elect its own Chairman. The number of Members required for the meetings to be quorate will be three, including the Mayor or Chairman.

Decision-making

DWG shall have authority, without reference to full Council, to take all actions that are reasonable, necessary and legal to assemble a coherent final package for the devolution of services and/or buildings, to be put to full council for approval or rejection, including but not limited to:

- i. Agreeing which services and buildings to negotiate over.
- ii. Agreeing delivery models to explore.
- iii. Consulting with others and seek appropriate advice on possible options, including legal advice (within budget).
- iv. Entering negotiations with other bodies, such as other councils or organisations, as appropriate.
- v. Seeking provisional quotes or tenders for work.
- vi. Proposing budget lines direct to Finance & Strategy or full Council as time allows for subsequent budgets.

The DWG may at no point make any irrevocable commitment, except within its own operating budget.

Where necessary the DWG may make decisions by email or phone, provided that all members have been contacted and responded.

Individual members of **the DWG** may be given authority to explore particular service areas, or buildings, and to report back to the DWG.

Individual councillors shall have the right to see the informal notes of the DWG meetings, on request, to attend meetings (time to be supplied on request) and to submit opinions via the Chairman.

Liskeard Town Council shall have the authority to approve or reject any package put to it by the DWG.

Recording

Informal notes, focusing on Action Points, will be taken by the Clerk, approved by the Chairman, and circulated to DWG Members. They will be available to other councillors on request, and to the public via freedom of information requests (with any necessary exceptions due to commercial confidentiality etc)

Negotiations

Detailed negotiations will ordinarily be carried out, in person or by email, by the Chairman and Clerk, with others present/copied-in as appropriate. Any detailed points provisionally agreed in these negotiations will be reported back to the DWG for confirmation, rejection or suggested amendment; all as part of the final package to be put to full Council. For some meetings it may be appropriate that all DWG members are present.

Community Engagement

Where a direction of travel, or decision, overlapped with the interests of the Neighbourhood Plan, the Neighbourhood Plan Steering Group would be consulted and any necessary public engagement would be coordinated and/or streamlined.

Budget

The Town Council has approved an increase in the Property Committee's Projects budget, from £5,000 in 2014/2015 to £10,000 in 2015/2016. The Budget now includes a provision of £5,000 for "Professional Fees e.g. survey and legal work associated with assessing property transfers from Cornwall Council". This budget could also be used to cover fact finding trips and expert advice, as reasonably required.

On occasions, if it is necessary to assist in the speed of decision making, the Chairman, in consultation with the Town Clerk, may approve spending of up to £500 on any item, and the DWG is to approve items of expenditure of up to £1,000, provided it would be within budget.