

**LISKEARD TOWN COUNCIL – NEW PROJECT PLAN**

(To be completed for submission to Council or Committee for consideration of a new project)

<b>Project Title</b>	
<b>Date</b>	
<b>Committee</b>	
<b>Report Author</b>	
<b>Councillor Sponsor</b>	
<b>Lead Officer</b>	
<b>Project Summary – <i>What will be achieved? What are the options?</i></b>	
<b>Benefit to Residents</b>	
<b>Relevant Previous Decisions and Actions</b>	
<b>Does Liskeard Town Council own or have control of the necessary assets?</b>	

**Cost** – *How has this been assessed? Have quotes been obtained? Which budget line will this be funded from? Are there other sources of funding available? Can VAT be reclaimed?*

**Officer Time Required and Timescale**

*How does this fit with other priorities and the existing work programme?*

**How does this meet Liskeard Town Council Aims?**

**Risks considered and possible mitigations**

**How will the project be monitored and success measured?**

**Recommendation** – *including next steps if approved*