

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **FINANCE AND STRATEGY COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 28 July 2015 there were present:

The Mayor - Councillor Phil Seeva - in the Chair

The Deputy Mayor, Councillor Jane Pascoe -Ex-Officio

Councillors: Ian Goldsworthy, Lorna Shrubsole, James Shrubsole and Hella Tovar

Town Clerk: Steve Vinson

Minute Clerk: Stuart Houghton

Members of the Public: None

### **182/15 APOLOGIES**

Apologies were received from Councillors Rachel Brooks and Sue Pike

### **183/15 DECLARATIONS OF INTEREST**

None.

### **184/15 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING 23 JUNE 2015**

The Mayor proposed, Councillor Goldsworthy seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 23 June 2015. The Mayor signed these Minutes.

### **185/15 TOWN CLERK'S REPORT - FOR INFORMATION**

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

The Town Clerk gave an update on Section 4 of his report, to date 15 paper copies and 13 electronic responses had been received from the consultation. Concern was expressed about the low return; it transpired that about 25% of the Town Crier Newsletters were still to be delivered. It was agreed that the deadline for receipt of the consultation questionnaires would be the end of August 2015, when it would be decided if the returns received would be sufficient for meaningful results and how the information from the paper copies would be entered into the system.

In response to a question, it was stated that about 20 people had added "dots" onto the Aims and Objectives board at the Liskeard show.

A comment was made that the Library consultation questionnaire had not been vetted by Councillors; it was thought that it contained some misleading information.

The Mayor said that the decision to consult about the Library had been made at a full Council meeting and that he had seen the document before it had been used. Time constraints may have been the reason why Councillors had not seen the document. It was acknowledged that the Council had made the decision to consult, but this type of document should not be made public without Councillors having the opportunity to make comment about its content.

Councillor Shrubsole proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to **RECOMMEND** to the Council that in future all public consultation should be presented to all Councillors for comment before being made public.

### **186/15 BUDGET REPORT TO 30 JUNE 2015**

The budget report to 30 June 2015 had been circulated and was noted. There was discussion of the Neighbourhood Plan element. It would be beneficial if Councillor J. Shrubsole visited the office to discuss the presentation of the information with the Accounts Clerk.

### **187/15 PUBLIC PARTICIPATION**

No members of the public were in attendance.

### **188/15 TO CONSIDER THE ADOPTION OF A SOCIAL MEDIA POLICY FOR THE COUNCIL**

The proposed Policy had been circulated and was discussed. Comments included;

- Two local Councils had this facility, one was successful as a simple notice board, the other was less so
- The proposal would be for it to be a signpost only, no “discussion” would take place
- The proposed policy stated that the Chair of the Communications and Engagement Committee would monitor the use of the Facebook Account and agree any minor changes, additions to content and modification to style and also to experiment with different media. Members considered this to be a management role which was not a role that a Councillor could fulfil
- A group at Castle Park had suggested that they should communicate with the Council via Facebook. If the system was to be used for a “signpost” this type of communication would not be possible
- At a recent meeting of the SLCC it had been reported that an organisation had been held liable for not removing abusive comments entered by the public
- There was concern that with too many people doing the administration, some things could be missed; a single person should be the point of contact for the account.

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109/15

The Mayor proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** that the opinion of the Communications and Engagement Committee be sought and that the Town Clerk would seek the opinion of CALC for this matter.

### **189/15 TO CONSIDER THE ADOPTION OF A REVISED COMPLAINS PROCEDURE FOR THE COUNCIL**

The Town Clerk reported that, as a part of his CILCA work, he had updated the current policy of the Town Council to the best policy as set out by CALC.

Councillor Goldsworthy proposed, Councillor J. Shrubsole seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the revised policy.

### **190/15 GRANT APPLICATIONS**

#### **Eva Bowles Trust Application.**

The rules for the operation of the Eva Bowles Trust had been circulated, they stated that the awards would be made to residents of Liskeard and that the applicant must be under 18 years of age. Historically grants of £50 had been made. Councillors discussed the application, the amount of award and considered that if the band purchased an instrument with grant monies, including a Town Council grant, the instrument would always be available for young people to use.

The Mayor proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to award a grant of £250 to the Liskeard Silver Band, for the individual named on the application form, on the condition that the instrument was retained for use by the future generations in the Town.

Councillors were of the opinion that the availability of grants was not advertised, people did not know they were available. Councillor Tovar volunteered to address the school assembly to inform talented pupils of the availability of monies if they were unable to fund their expertise.

Councillors also thought that the Town Council should increase the sums of money it made available for grants.

### **191/15 ANY OTHER RELEVANT BUSINESS**

The Town Clerk reported that he had been introduced to PC Garth Hatt, the new Neighbourhood Beat Manager.

They had discussed the Shop Watch Scheme, which enabled shopkeepers to inform each other of any potential shoplifting events, by two way radio. The licence for this radio system had not been paid for several years, everyone thought it was included in the monthly radio costs, and the system was now threatened with compulsory closure. PC Hatt asked the Town Council to pay the £75 for this year's licence.

**192/15      DATE OF NEXT MEETING**

The next Finance and Strategy Committee meeting would be at 7.30 pm on 22 September 2015

**193/15      PART II - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Mayor proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** that;

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

1. To resolve to purchase or lease a Printer/Photocopier

**194/15 PART II**

The Mayor proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** to accept the recommendations made in closed session to;

Extend the lease for the photocopier/printer for a further 3 years and that the savings made by the reduced cost be allocated to a Nominated Reserve for the future purchase of a photocopier/printer.

#### **4. Clerk's Report – For Information – 28th July 2015**

<b>Meeting &amp; Action</b>	<b>Update</b>	<b>When</b>
<b>F &amp; S 23rd Jun 2015 Town Council aims and objectives 2015 – 2017.</b>	<b>The consultation at Liskeard Show is now complete. The receipt of consultation responses from the website is continuing. Once the consultation has closed and the responses assessed a report will be made to the September meeting of the Committee.</b>	<b>TC Sep 2015</b>
<b>F &amp; S 23<sup>rd</sup> Jun 2015 Grant application Eva Bowles Trust</b>	<b>Update report on the agenda at item 9 of this meeting.</b>	<b>TC Jul 2015</b>
<b>F &amp; S 23rd Jun 2015 Photocopier /Printer Contract.</b>	<b>Update report on the agenda at PART II item 12 of this meeting.</b>	<b>TC Jul 2015</b>
<b>F &amp; S 23rd Jun 2015 Design and Print Town Crier contract.</b>	<b>Order placed with Graphic Works 23<sup>rd</sup> June 2015. Delivery of design and print contract completed.</b>	<b>TC 24<sup>th</sup> Jun 2015</b>

#### **7. Social Media Policy – to receive and consider the adoption of a Social Media**

## **Policy for the Council.**

Background Some of the larger Town Councils now have Social Media profiles. It is considered that this might be a beneficial method to engaging with certain sections of the population who appreciate and use Social Media rather than more traditional methods of engagement. An initial Facebook profile has been established to familiarise staff with the concept and operation of Town Council based Facebook account. Saltash Town Council has been operating a Social Media Profile for about a year now. A copy of their Social Media Policy and Guidelines has been obtained. A version based upon the Saltash policy has been developed and is attached.

**Recommendation: That the Committee receive and consider the adoption of a Social Media Policy for the Council.**

## **8. Council Complaints Procedure – To receive and consider the adoption of a revised Complaints Procedure for the Council.**

The Committee received at the last meeting a report on the Local Council Award Scheme. This included an updated Actions Matrix. Item G11 on the matrix was to receive an updated Complaints Procedure for adoption. The advice of the Cornwall Association of Local Councils (C.A.L.C.) has been sought on the current best practice regarding Complaints Procedures suitable for Town Council adoption. The attached Complaints Procedure is based upon that.

**RECOMMENDATION: That the Committee recommend that the Council adopts the revised Complaints Procedure.**

**9. Grants – Eva Bowles Trust** – at the last meeting of the Committee an application was considered from the Liskeard Silver Band. It was for a grant from the Eva Bowles Trust. Following consideration of the item the Committee requested further information be made available for the next meeting of the Committee. These were:

Question: How much money is left in the Eva Bowles Trust account?

Answer: £2,317.68 is left in the account.

Question: What limit if any is there on the size of grant that can be made?

Answer: Checking the Council's electronic files and checking the paper records, no written guidance or stipulations regarding limitations on the size of grant that could be made were found. The Accounts Clerk indicated that on the rare occasions on which grants have been made they have been in the region of £25 - £50.

**RECOMMENDATION: That the Committee considers the request for a grant.**