

## **Liskeard Town Council**

**AT A MEETING** of the **TOWN COUNCIL** held in the Mayor's Parlour on Tuesday 24<sup>th</sup> June 2025 at 7.30 p.m. there were included:

The Mayor – Councillor Christina Whitty – in the chair

Councillors – Tracy Adams, Sylvia Berry, David Braithwaite, Rachel Brooks, Kerry Cassidy, Simon Cassidy, Nick Craker, Richard Dorling, Annette Lee, Jane Pascoe, and Naomi Taylor.

Town Clerk – Steve Vinson

Mayor's Chaplain – Mark Wade.

Members of the Public – Sgt Gary Smith – PC Pete Holland – PC Katie Hall - Liskeard Police team, Matthew Kenworthy Gomes (Chief Executive Officer – Cornwall Pride CIO), Graham Berry – Resident / Cooption candidate - Mike Allsopp – Liskeard / Looe Radio, Councillor Kevin Grey – Cornwall Councillor), Lin Moore - (Liskeard Traders Association and local business owner).

079 / 25                    **APOLOGIES** – Councillor Tony Powell.

080 / 25                    **DECLARATIONS OF MEMBERS' INTERESTS REGISTERABLE AND NON-REGISTERABLE** – None.

081 / 25                    **MAYOR'S REMARKS** – The Mayor updated on the following:

- 21<sup>st</sup> May 2025 – Attended the Opening Event at the Workshed with the Town Clerk of the new Coodes office.
- 22<sup>nd</sup> May 2025 – Attended the Mayor choosing of Bodmin's Mayor Liz Ahern.
- 25<sup>th</sup> / 26<sup>th</sup> May 2025 – took part in the "Relay for Life" both walking and volunteering in the Lions catering van.
- 2<sup>nd</sup> June 2025 – We had our own Mayor Choosing event. Thank you to everyone for your support.
- 9<sup>th</sup> June 2025 – Attended the Mayor Choosing in Truro.
- 13<sup>th</sup> June 2025 – Attended the Mayor Choosing in Saltash.
- 15<sup>th</sup> June 2025 – I attended the Truro Civic Service.
- 16<sup>th</sup> June 2025 – Yvette and I went along to the "First Stroke Group" to present them with some money from the Mayor's Charity.
- 18<sup>th</sup> June 2025 – I was invited to the St Austell Mayor Choosing, I gave my apologies as the Co-option interviews were the same evening.
- 19<sup>th</sup> June 2025 – Attended the Launceston Mayor Choosing.
- 21<sup>st</sup> June 2025 - Councillor Pascoe and I visited the Summer Solstice Fayre in the Cattle Market.
- 23<sup>rd</sup> June 2025 – Attended a Community Area Partnership meeting in St. Germans. Great news that Councillor Jane Pascoe was elected as Chair. The Vice Chair is Councillor Worth and I will continue to serve on the Funding Committee.

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**TO RECEIVE AND APPROVE THE MINUTES OF THE 20<sup>TH</sup> MAY 2025 COUNCIL**

**MEETING AND A). 2<sup>ND</sup> JUNE 2025 MAYOR CHOOSING** – Subject to Councillor Brooks being included on Minute 029/25 as seconding, Councillor S Cassidy proposed, Councillor Braithwaite seconded and the Council **RESOLVED** to **ADOPT** the minutes of the 2<sup>nd</sup> June 2025. A). Councillor S Cassidy proposed, Councillor Berry seconded and the Council **RESOLVED** to **ADOPT** the minutes of the 2<sup>nd</sup> June 2025 Mayor Choosing.

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**PUBLIC PARTICIPATION** – Liskeard Local Police Team - Sgt Gary Smith – PC Pete

**Holland – PC Katie Hall (Beat Manager)**. Introduced themselves. Sgt Gary Smith indicated that they would like to attend future meetings of the Town Council. An update was given the key points of which are below. The Councillors also asked questions and made comments.

- **Liskeard** – is a safe community in which to live. It has lower than average crime figures. However, the small population does mean that even a single person carrying out several small alcohol or drug crimes can push up the crime figures.
- **Workshed** – the recent vandalism appeared to be the work of a very small group of girls who were having an impact with a series of Anti-Social Behaviors in the villages such as, Dobwalls and St Keyne. It was important to seek an early intervention. A. The Anti-Social Behaviour officer is a key part of the local team. The repositioning of the CCTV camera removed from the St John's Ambulance building is essential to protect the Workshed and flowerbeds.
- **Pride Events** – Q. were the Police aware of Pride Event's causing issues – A. Not in my experience, they are well organised and tend to go off very well.
- **Reporting** – it was crucial to report things to the Police as soon as possible to enable a swift follow up. Comments on social media several days after the event are no use at all.
- **Businesses** – a reporting app was available, with the initial year free. This was a national scheme and hence benefitted from head-ups and data access.
- **Forum** – the Chair of the Forum did invite the Police to attend the Forum meetings.

**Cornwall Pride CIO – Matthew Kenworthy Gomes – (Chief Executive Officer) – Cornwall Pride**

**Charitable Incorporated Organisation (CIO)** – spoke to the grant application and financial statements and noted Councillors comments and questions and some questions from a member of the public's.

- **Pride Visits 2019 and 2021** – The Mayors' from the civic years in which the Pride event had come to Liskeard both thanked the event organiser for coming to the town on those occasions and being there and again this evening.
- **Road Closure and Traffic Management** - The items within the grant application relating to the road closure and the necessary traffic management were subject of the grant application. Q. there will be significant disruption to some businesses and residents of the town for a significant amount of the day. A. We have tried to minimize the disruption.
- **Previous Years Funding** – Q. there had been no grant in previous years. A. There was a multi annual package with 5 or 6 sponsors. Unfortunately, this has come to an end and included the National Lottery.
- **Local Businesses** – Q. What level of local business involvement was there? A. The road closure involved local people. Q. if there had been earlier knowledge of the event more local business might have been involved. A. There will be additional people visiting the town on the day.

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- Promotion – Q. some people were only just being made aware of the event. If the event had been promoted sooner and through other media such as, banners on railings, it might attract greater interest. A. It is a learning point for the future that earlier involvement would be better.

It was noted that decisions on grant applications are not usually heard in PARTII.

084 / 25      **GRANT APPLICATION – CORNWALL PRIDE CIO** – Councillor Brooks proposed, Councillor S Cassidy seconded, and the Council **RESOLVED** to **APPROVE** the grant of £750 to the Cornwall Pride CIO to support the costs of staging the 28<sup>th</sup> June 2025 Liskeard Pride event which will include the costs of road closures and traffic management.

085 / 25      **TOWN CLERKS UPDATE – Co-option Interviews – 18<sup>th</sup> June 2025** – The Mayor updated that there had been 4 applications received and that following the co-option interviews Graham Berry had been selected. The relevant supporting paperwork has been completed. Councillor Pascoe proposed, Councillor S Cassidy seconded, and the **COUNCIL RESOLVED** to **APPROVE** that Graham Berry fill the Councillor co-option vacancy.

086 / 25      **COMMITTEE MEETING – TO APPROVE THE MINUTES:**

- a. Councillor Lee proposed, Councillor Taylor seconded and the Council **RESOLVED** to note the minutes of the Communications & Engagement Committee held on 12<sup>th</sup> June 2025.

087 / 25      **RFO REPORTS – (FOR INFORMATION - BANK BALANCES, TOWN CENTRE REVITALISATION FUND, VAT AND TRAINING)** – The Mayor proposed, Councillor Craker seconded and the Council **NOTED** the report.

088 / 25      **SCHEDULE OF PAYMENTS** – Councillor S Cassidy proposed, Councillor K Casidy seconded and the Council **RESOLVED** to **APPROVE** the schedule of payments totaling £63,285.76.

089 / 25      **BUDGET MONITORING 2025/2026** – Councillor S Cassidy proposed, Councillor Braithwaite seconded and the Council **RESOLVED** to accept the budget monitoring report to 31<sup>st</sup> May 2025.

090 / 25      **AGED DEBTORS** – Councillor Brooks proposed, Councillor Dorling seconded and the Council **RESOLVED** to **ACCEPT** the report on aged debtors and write off an outstanding invoice 18541 of £60.

091 / 25      **BANK MANDATES** – Councillor S Cassidy proposed, Councillor Braithwaite seconded and the Council **RESOLVED** to review and approve the signing of the bank mandates for the HSBC and Lloyds Bank as they stand under Financial Regulation 6.1.

092 / 25      **DIRECT DEBITS** – Councillor Brooks proposed, Councillor Dorling seconded and the Council **RESOLVED** to confirm the use of variable direct debit mandates as per Financial Regulation 7.8.

093 / 25      **SAFEGUARDING POLICY** – Councillor S Cassidy proposed, Councillor Dorling seconded and the Council **RESOLVED** to **APPROVE** that the updated Safeguarding policy.

**EXTERNAL REPAIRS** – During consideration of the item it was noted, that in the next round of budget setting the adequacy of project-based reserves should be considered. Councillor S Cassidy proposed, Councillor Dorling seconded and the Council **RESOLVED** to **APPROVE** allocating £20,000, (including £10,000 non-recoverable VAT for the 2024/25), from the Guildhall reserve for external repairs to the Guildhall.

Councillor Braithwaite proposed, Councillor S Cassidy seconded and the Council **RESOLVED** to **APPROVE** the virement of £7,000 from the Pipewell/Fountain/War Memorial budget line and £10,000 from the General Reserve for the urgent decoration of the Public Hall. With the inclusion of property inspection of the Public Hall by a suitably experienced or qualified person.

**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.**

Following discussion and consideration, Councillor Brooks proposed, Councillor Braithwaite seconded and the Council **RESOLVED** to a). to invite quotations from consultants as set out at a). below and b), that the Staff Committee (Mayor, Deputy Mayor, and Chairs of the Committees) joined by 2 others (Councillor G Berry and K Cassidy) be reconvened to manage the process of the Staffing Review.

a – 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 Council's 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.

096 / 25      **CORNWALL COUNCIL - DEVOLUTION PACKAGE – PHASING PROPOSALS**

**(ATTACHMENT)** – The phasing proposals represented the front-end loading of the revenue generating assets and the inclusion of the Rapson’s Skate Park site to assist the Town Council’s replacement project. In progressing, with the Devolution Package and the Memorandum of Understanding (MoU) it was essential that full financial information is made available. Councillor Taylor proposed, Councillor Dorling seconded and the Council **RESOLVED** to ask for Cornwall Council to produce a Memorandum of Understanding (MoU) populated with the phasing proposals that have been supplied. A smaller group of Councillors should be set up to look at the consideration and delivery of the Devolution Package and Memorandum of Understanding (MoU).

097 / 25      **EMPLOYER – EMPLOYEE – LINE OF REPORTING (ATTACHED)** – To remind Councillors that they must not give instructions to any member of staff, unless unauthorised to do so through the Council’s Communications Policy. There was a general discussion. Two different amendments or new texts were suggested but not voted on. The wording of the current policy remains in place.

098 / 25      **CORNWALL COUNCILLOR UPDATES –**

**Cornwall Councillor Jane Pascoe reported: -**

“Cornwall Council has settled down to work in the committees and you will already know The Liberal Democrats have formed a coalition with the Independents. The Leader is Leigh Frost CC for Bodmin and Deputy Leader Adam Paynter Independent.

The Leader made a clear statement at Cabinet last week “Cornwall Only Devolution Deal”

The Cabinet has been chosen and several of the members of the Cabinet are from South and East Cornwall.

The Newquay Airport deal has been scrapped. Previous negotiations were for a partnership to invest in the periphery business units.

The sale of the car parks to private companies has also been stopped and they will remain with Cornwall Council.

I have been to a further meeting regarding the bus service, predominantly the N0 11 Liskeard to Bodmin service which was cut in April. The official message is “ there will be positive changes to Service 11 with the extension of the current service Service No 55 offering trips between Bodmin and Liskeard and serving Trago. Details will be available from w/c 21st July.

The Post office has confirmed that a retail partner has taken the franchise for the Post Office in Liskeard.

The SECAP meeting last night, the 23rd June at the Eliot Hall in St Germans was well attended by many of the parishes, and I was re-elected as the Chair for 2025”

**– Cornwall Councillor Kevin Grey reported: -**

“That the points that I had intended to make have already been made by Jane”

099 / 25      **CORNWALL COUNCIL PLANNING DECISIONS** – Noted.

100 / 25      **CORRESPONDENCE** – None.

101 / 25      **DIARY DATES FOR COUNCIL EVENTS** – Liskeard Show – 12<sup>th</sup> July 2025 – Civic Service / St Martins Church 7<sup>th</sup> September 2025 – 18<sup>th</sup> September / 22<sup>nd</sup> September 2025 – Civic and Community Groups Visit to Quimperle (at the invitation of the French Mayor) to mark 50 years of Twinning (1975-2025).  
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102 / 25      **DATE OF NEXT MEETING** – 29<sup>th</sup> July 2025 at 7.30 pm Council.

103 / 25 Councillor S Cassidy proposed, Councillor Braithwaite seconded and the Council **RESOLVED** to go into **PART II**

**PART II - 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, the Press and Public be excluded from the meeting for the following items of business:

25. **Appointment of an 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 attached minutes of the 22<sup>nd</sup> April 2025 meeting.

**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, the Press and Public were readmitted to the meeting.

104 / 24      Councillor S Cassidy proposed, Councillor Dorling seconded and the Council **RESOLVED** to adopt the resolutions made in **PARTII** namely,

25. **Appointment of Internal Auditor** – To appoint JT Audit and Accountancy as Internal Auditor for up to a three year period and confirm independence.

26. **Liskeard Redevelopment Working Group** – Noted.