

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 17 June 2014 at 7.30 pm there were present:

The Mayor - Councillor Phil Seeva - in the Chair

Councillors: - Rachel Brooks, Ian Goldsworthy, Adam Hodgkins, Roger Holmes, Sally Hawken, Sue Pike, James Shrubsole, Lorna Shrubsole, Hella Tovar and Christina Whitty

The Town Clerk - Mr Andrew Deacon

Minute Clerk - Mr Stuart Houghton

Mayors Chaplin - The Reverend Mark Pengelly

Members of the Public - Ray Meadows and Denise Larner

Members of the Press - Viv Twornicki, Cornish Times

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

### **84/14 OPEN SESSION**

Mr Meadows congratulated the Mayor on his election and asked if there had been any progress on the recording of meetings. This matter had been discussed several times but had not come to fruition.

The Town Clerk replied that he had circulated a paper to Councillors to explain the current legislation and it had been decided to postpone a decision about recording meetings until the regulations were published later this year.

### **85/14 APOLOGIES**

Apologies were received from the Deputy Mayor, Councillor Jane Pascoe and Councillors Tony Powell and Anne Purdon.

An apology was also received from Cornwall Councillor Mike George.

### **86/14 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE**

No declarations of interests were made.

## **87/14 MAYORS REMARKS**

The Mayor stated that it had been a busy two months, it had been the Mayor choosing season and he and/or the Deputy Mayor had attended Launceston, Saltash, Torpoint, Lostwithiel, and Truro ceremonies, and the Truro Civic Service.

He wished to thank our Council's staff for the arrangements they had made for our Ceremony, it was surprising the amount of work needed. He added that he thought that our level of "pomp and ceremony" was just right, and he hoped that it would continue.

He intended to announce the events for the forthcoming month in his report, there might be things that Councillors might like to join in. Future events included Beating of the Bounds, provisionally booked for 27 July 2014, Liskeard Show on the 12 July 2014 and the Civic Service on the 22 June 2014.

The Town Clerk suggested that the route of the Beating of the Bounds be checked before finalising the arrangements to ensure hedges and crops had been trimmed or harvested. Councillor Whitty said that she and Councillor Pike had done the inspection last year.

Finally he announced that he had contacted the local primary schools about them holding their student councils in the Council Chamber; he had received one positive response so far and had agreed with the Cornish Times that they would cover the first event.

## **88/14 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 15 APRIL 2014**

The Mayor proposed, Councillor Hawken seconded and the Council **RESOLVED** that the Minutes of the Meeting of the Town Council, held on Tuesday 15 April 2014, be adopted.

## **89/14 MATTERS ARISING**

Councillor L. Shrubsole asked if there had been any progress on the decoration of the adjacent building. The Council were arranging to redecorate the outside of their buildings, the adjacent building would detract from our building's appearance.

Councillor Goldsworthy, Chairman of the Property Committee, replied that the Council had written to the owners of the adjacent building several times but had not received any reply, unless there was contact with these people no progress could be made.

## **90/14 MINUTES OF THE ANNUAL TOWN MEETING HELD ON 7 MAY 2014**

The Minutes of the Annual Town Meeting held in the Long Room on Wednesday 7 May 2014 were noted.

## **91/14 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 21 MAY 2014**

The Mayor proposed, Councillor Brooks seconded, and the Council **RESOLVED** that the Minutes of the Annual Town Meeting held in the Public Hall on Wednesday 21 May 2014 be adopted.

## **92/14 MATTERS ARISING**

None

## **93/14 COMMITTEE REPORTS**

### **a) PLANNING COMMITTEE HELD ON TUESDAY 15 APRIL 2014**

The Council noted the Minutes of the Planning Committee Meeting held on Tuesday 15 April 2014.

### **b) FINANCE AND STRATEGY COMMITTEE MEETING TUESDAY 22 APRIL 2014**

The Council noted the Minutes of the Finance and Strategy Committee Meeting held on Tuesday 22 April 2014.

### **c) MUSEUM MANAGEMENT COMMITTEE HELD ON MONDAY 28 APRIL 2014**

The Council noted the minutes of the Museum Management Committee held on Monday 28 April 2014.

Councillor Goldsworthy asked the Council to approve the resolutions contained in the Minutes.

1. That the Council adopt the access Statement for the Museum as detailed in the Minutes.

Councillor Goldsworthy proposed, Councillor Tover seconded and the Council **RESOLVED** to **ADOPT** the Access Statement for the Museum.

2. That the Council adopt the Environmental Policy for the Museum.

Councillor Goldsworthy proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** to **ADOPT** the Environmental Policy for the Museum.

3. That the Council approve that a sum of £1000 be taken from Reserves for the decoration of the Daniel Gumb Room

Councillor Goldsworthy proposed, Councillor Hodgkins seconded and the Council **RESOLVED** that the £1000 be taken from Reserves.

4. That the Council approve the purchase of equipment for CHAHP up to £7400 as detailed in the Minutes.

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Council **RESOLVED** to **APPROVE** the purchase of the CHAHP items as detailed in the Minutes.

**d) PLANNING COMMITTEE MEETING TUESDAY 6 MAY 2014**

The Council noted the Minutes of the Planning Committee held on Tuesday 6 May 2014.

**e) COMMUNICATION AND ENGAGEMENT COMMITTEE MEETING TUESDAY 6 MAY 2014**

The Council noted the Minutes of the Communication and Engagement Committee Meeting held on Tuesday 6 May 2014.

Councillor Brooks expressed her thanks to all Councillors who had delivered the recent Town Crier. This had saved the Council a considerable sum of money and had ensured that it was delivered to all houses.

Councillor Brooks asked that the Council approve a recommendation made by the Communication and Engagement Committee that the name of the TIC be changed to the Liskeard Tourist Information Centre with immediate effect.

Following a discussion about the function of the TIC Councillor Brooks proposed, Councillor Holmes seconded, and the Council **RESOLVED** to **APPROVE** that the name of the TIC be changed to Liskeard Tourist Information Centre.

**f) PROPERTY COMMITTEE MEETING TUESDAY 13 MAY 2014**

The Council noted the Minutes of the Property Committee Meeting held on Tuesday 13 May 2014.

Councillor Goldsworthy asked that the Council Approve a recommendation made by the Property Committee for the redecoration of the outside of the Public Hall.

Councillor Goldsworthy proposed, Councillor Tover seconded, and the Council **RESOLVED** to **APPROVE** the quotation received from Derek Hall for the redecoration of the outside of the Public Hall, to a maximum cost of £2500.

**g) PLANNING COMMITTEE MEETING 20 MAY 2014**

The Council noted the Minutes of the Planning Committee Meeting held on Tuesday 20 May 2014.

## **94/14 ANNUAL RETURN 2013/2014**

The Town Clerk reported that the Annual Accounts, Annual Return and the Auditors Report had been circulated to all Councillors.

He reported that it had been a difficult year with the unexpected replacement of the boilers at the Public hall and Foresters Hall; other items of maintenance had included the refurbishment of the Pipewell Gates and repairs to the stonework of the Fountain. The Internal Auditor was happy with the Accounts and the Council was holding slightly over the minimum Precept allowed.

Before the Mayor could ask the Council for permission to sign the Annual Return the Town Clerk had to ask the Council to respond to the Annual Governance Statement. He then read out each question;

- a. The accounting statements had been prepared in accordance with the regulations. Agreed
- b. An adequate system of internal control was maintained and reviewed. Agreed
- c. Steps taken to ensure no non-compliance with law etc that could affect the ability of the Council to conduct its business. Agreed
- d. Opportunity for the exercise of electors rights. Agreed
- e. Made a risk assessment and steps taken to manage the risks. Agreed
- f. Maintained an adequate system of audit of Council accounts and controls. Agreed
- g. Actioned reports from the auditors. Agreed
- h. Considered any accruals and included them where necessary. Agreed
- i. Discharged responsibilities in relation to Trust Funds. Agreed

The Mayor then put to the Council, Councillor Hodgkins seconded and the Council **RESOLVED** that the Mayor sign the Annual Return.

## **90/14 TO RECEIVE THE REPORT OF THE NEIGHBOURHOOD PLAN WORKING PARTY**

Councillor J. Shrubsole gave an update of the work of the Neighbourhood Plan Sub-Committee. Notes from the Working Party Meeting 7 had been circulated to all Members.

He reported that they had held a very successful public engagement day, it had been well attended, people had showed an interest in the Plan and engaged with Councillors. The questionnaires in the Town Crier were still being returned and he wished to thank Jo Hoskins for her voluntary work in producing the display boards.

### **95/14 LISKEARD SITE ALLOCATIONS**

An extract from the Cornwall Local Plan, detailing the requirements in Liskeard for future housing requirements, had been circulated to all Councillors. This document was owned by Cornwall Council, which had requested the Councils approval.

This requirement would be included in the Neighbourhood Plan and had been discussed by the Neighbourhood Plan team which had produced some amendments, as attached.

Councillor Hawken proposed, Councillor Brooks seconded and the Council **RESOLVED** to adopt the Allocations included in the Cornwall Local Plan, subject to the amendments produced by the Neighbourhood Plan team.

The Town Clerk was requested to submit the amendments to Cornwall Council.

### **96/14 CC PLANNING DECISIONS**

No decisions had been received.

### **97/14 ACCOUNTS**

The Accounts as Addendum II were noted.

Councillor Goldsworthy declared an interest in item 101049 and took no part in the discussion.

### **98/14 OTHER REPORTS**

Town Forum Meeting Wednesday 30 April 2014

The Minutes of the Town Forum Meeting held on Wednesday 30 April 2014 were noted.

### **99/14 CORRESPONDENCE**

The Correspondence schedule was circulated and items discussed.

### **100/14 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.

**101/14 ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

Discussion on the terms and conditions for the new Town Clerk

**102/14 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.

Members ratified the discussions held in closed session.

**103/14 DATE OF NEXT MEETING**

The next meeting of the Town Council would be on Tuesday 15 July 2014 at 7.30 pm in the Council Chamber, Public Hall, West Street, Liskeard.

## LISKEARD NEIGHBOURHOOD PLAN TEAM Meeting No. 7

### NOTES

**MEETING DATE** 19/5/14

**MEETING VENUE:** Quimperle room LTC

**PRESENT:** Rachel Brookes, Steve Besford-Foster, Roger Holmes, Jane Pascoe, James Shrubsole, Lorna Shrubsole, Sue Pike, Sally Hawken, Sue Shand

NO.	ITEM.
1. 2.	Note taker for the meeting: Jane Pascoe Apologies: Phil Seeva, Jacqui Orange
3.	<p><b>Declaration of Interests</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
4	<p><b>Notes of Last Meeting, 28th April 2014, and Matters Arising</b></p> <ul style="list-style-type: none"> <li>• SH Clarification Item 10. SH is actively communicating NP via twitter.</li> <li>• RB Indication from recent town centre survey that advertisements on buses are not effective and cost not justified. AGREED not to proceed with these.</li> <li>• JS Volunteers thanked for distribution of leaflets.</li> <li>• <b>Website –Update</b> <ul style="list-style-type: none"> <li>• SS Volunteered to assist with website &amp; David Lloyd continue to support voluntarily.</li> <li>• SBF to investigate implementing the link to twitter and facebook from website.</li> <li>• SBF Confirmed website updated with news, additional explanative documents and ‘posts’ and a Community Engagement Day Link.</li> <li>• Thanks to volunteers to be added.</li> <li>• Responses to public comments – agreed that SBF would respond within 24 hours, or if comment was controversial, a holding response whilst team was circulated for advice by email.</li> <li>• A Moderation policy, reserving the right to not post comments if impolite” to be added to the website. SBF</li> </ul> </li> <li>• RB Confirmed Facebook a/c has been set up with regular postings.</li> <li>• RB Neighbourhood Plan details on New Town Council Website.</li> <li>• <b>Town Crier</b> <ul style="list-style-type: none"> <li>• JS. Distribution as soon as possible and pre engagement day 29<sup>th</sup> May. Suggests organising distribution by members of team and Councillors. Volunteers distribute and Cllrs knock and engage.</li> </ul> </li> </ul>



5.	<p><b>Project Plan Review</b></p> <ul style="list-style-type: none"> <li>• Susan Shand volunteered to be note-taker in future.</li> <li>• SBF February 2016 is the estimated time of submission of the Plan to Cornwall Council</li> <li>• Application for DCLG/CC support now possible – SBF to draft initially.</li> <li>• SBF Will present draft to next meeting.</li> </ul>
6.	<p><b>Budget Position</b></p> <ul style="list-style-type: none"> <li>• Discussion re: some confusion over rules for management of small transactions. SBF Referred to Terms of Reference which say expenditure up to £500 per activity is delegated to the Project Manager to authorise, and orders up to this value may be placed directly with the most appropriate suppliers, subject to the need to show evidence that best value for money is being obtained. Expenditure above that requires the authority of the NPT and must have competitive written quotations prepared against a specification.</li> <li>• RB/SBF to confirm this with TC office.</li> </ul>
7.	<p><b>Community Engagement Day</b></p> <ul style="list-style-type: none"> <li>• Times of exhibition 10.30am-8.00pm. To be fully staffed at all times.</li> <li>• LS To organise rota for 29<sup>th</sup> May</li> <li>• Working Party Wednesday 28<sup>th</sup> May 6.00pm to set up.</li> <li>• Banner outside Public Hall. Arrange with Caretaker.</li> <li>• SBF offered to mount photos if required</li> <li>• The exhibition in the Long Room will be based on the questions and headings in the Survey and will include interesting photographs and history of the town. Excerpts from Policy documents and concise survey forms to hand.</li> <li>• Lap top and assistance available to fill in Survey Monkey.</li> <li>• Jo Hoskin has work in progress to design display material for exhibition screens.</li> <li>• SP to arrange editorial in Community Activities section of Cornish Times.</li> <li>• SP Press release Cornish Guardian Wednesday</li> <li>• SP Provide Clicker Counter.</li> <li>• SP Organise maps</li> <li>• SH organise design and print of strip colour flier. £99 per 2000.</li> <li>• JP to circulate around the town and businesses</li> <li>• SS Organise power point presentation.</li> <li>• RB expressed need for volunteers to process the information gained from the surveys.</li> <li>• JP &amp; SP Arrange refreshment requirements for Engagement Day. Coffee, Tea, Biscuits.</li> <li>• SBF to contact volunteers from website and invite their involvement, and brief them.</li> </ul> <p style="text-align: right;">.9. <span style="float: right;">39/14</span></p>

	<ul style="list-style-type: none"> <li>• LS &amp; JS have visited the following Vital Sparks, Luxstowe, Stuart House, Chamber of Commerce, Town Forum, Film Club, Town AGM, Art Exhibition, with the mini exhibition.</li> </ul> <p><b>Next Steps following the Engagement Day.</b></p> <ul style="list-style-type: none"> <li>• Display material/Exhibition to be taken out to the following venues: Neighbouring villages for town users, Morrisons Store, The Parade, Liskeard Show, RIO, with the TC Caravan, Liskeard School IT Dept. Liskeard Show.</li> </ul>
8.	<p><b>Neighbourhood Plan evidence base development – discussions method</b></p> <ul style="list-style-type: none"> <li>• SBF Referred to collating results for formulating policies, by using team members, volunteers or employ someone.</li> <li>• SS offered her services</li> <li>• SBF suggests a working group for each section, with someone nominated to be responsible. Recommends a sensible proportional approach.</li> </ul>
9.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• SH we asked for site allocation not to be included in DPD, we shall wish to have input on the wording used. Mutual comments on draft by end of May.</li> </ul>
10	<p><b>Summary Notes of actions agreed</b></p> <ul style="list-style-type: none"> <li>• SH Actively communicate via Twitter re: Neighbourhood Plan event.</li> <li>• SH Organise design and print of strip flier</li> <li>• SBF Link to twitter from website</li> <li>• SBF Application for DCLG/CC support.</li> <li>• RB/SBF confirm incidental expenses procedure with Town Clerk</li> <li>• SBF Contact website volunteers and brief them.</li> <li>• LS Organise rota for Engagement Day.</li> <li>• SP &amp; JP Organise refreshments</li> <li>• SP Provide Counter Clicker and Maps.</li> <li>• SP Arrange press coverage C Times and C Guardian.</li> <li>• Need laptop for filling questionnaires at Engagement Day.</li> </ul>
11.	<p><b>Recommendations to Town Council</b></p> <p><b>NONE</b></p>
12.	<p><b>Date of Next Meeting</b></p> <p><b>16<sup>th</sup> June 2014</b></p>