

6. TOWN CLERK'S REPORT – Town Council Meeting 21st June 2016 – For Information

Update – Items arising from the 10th May 2016 meeting.

6.1 Library – the 18th May 2016 meeting (Councillors Pike and Hawken and the Town Clerk attending) with Cornwall Council and RIO updated partners on the current state of play. It also helped to shape the joint bid for £10,000 from the Local Devolution Fund (a copy of which was circulated to Councillors by e-mail 24th May 2016). The LDF application is to provide practical information and plans essential in assessing the feasibility of repurposing the building into a form to enable the retention of a devolved library service and the relocation of RIO.

All Local Devolution Fund applications from within the Liskeard / Looe area will be discussed at a Cornwall Council Liskeard / Looe Community Link Area meeting to be held in St Keyne village hall at 7.00 p.m. on 29th June 2016. It is intended that this group will make recommendations to the relevant Portfolio Holder Jeremy Rowe whom will make the selection. A telephone call with the Community Link Manager David Read has indicated that a good number of applications have been received and the LDF is oversubscribed. It might be appropriate to note the date of the meeting and ensure some attendance.

Terms of Reference – after the main 18th May 2016 meeting, a brief meeting with RIO took place. The nature of the joint bid was discussed. It was suggested that draft Terms of Reference should be drawn up as the basis for discussion. The following were sent to RIO for their views.

- Building Ownership – Current devolution projects involving libraries are apparently of the freehold to the local Town Council – Cornwall Council Library Service was going to check with Cornwall Council Property to see if a freehold transfer to a Social Enterprise was a possibility. If it is not a possibility would there be a potential benefit to looking at the Town Council holding the lease and offering a sufficiently long lease to RIO to enable RIO to secure grant and loan funding?
- Grant Funding – The Social Enterprise status of RIO potentially gives access to funding for which a Council might not be able to apply. There has been discussion at the Town Council's Devolution Working Party as to what would happen to the European funding streams for capital conversion costs and ongoing operation of an advice and training facility if the EU vote is to leave.
- Strategic Direction of the Library – (Service) – The Town Council did consider a report from Cornwall Council's Property Service regarding the use of their

buildings in the town. The Town Council specifically supported the retention of the Library service within the town centre rather than a move to Luxstowe House. The Town Council was keen to retain footfall to the Town Centre.

- Strategic Direction of the Library – (Building) – The need to draw more people into the library building is essential. The location of facilities of the range and type suggested by RIO would appear to offer this. There were some concerns that some uses might be put in place that might conflict with other projects in the town, such as the Liskerret Centre. The Town Council might wish have strategic oversight as to the range of end uses for the Library building.
- Operational – Should part of the library be subdivided into small offices for letting and/or office spaces for hot desking be made available, it is important to have operational decision making delegated to the person or team managing the facility.
- TUPE Transfer – the potential TUPE costs of staff transfer (not least regarding the financial implications of taking on significant pensions liabilities) is something on which the Town Council has already raised reservations.

RIO have acknowledged receipt of the above Terms of Reference as a good starting point. A further report will be made to Councillors when there is more information to report.

6.2 Honoured Burgess 2016 – The presentation of the Honoured Burgess Medal and Certificate to George Vaughan-Ellis will take place at 3.30 p.m. on Wednesday 22nd June 2016 at Beech Lawn Residential and Nursing Home at Higher Lux Street, Liskeard. Councillors are invited to attend and bring cakes for the buffet.

6.3 IT Update – Cloud Roll to the Town Council including Councillors. (Update provided by the Council’s IT consultant.

“To update the council on the cloud rollout in the LTC office, and arrange training for councillors.

- 1) *Brief overview of the decision behind adopting the cloud and an update on the rollout progress within LTC, Museum and TIC.*
- 2) *How councillors can use the cloud to see, update, create and add information directly to the council office with the use of shared folders.*
- 3) *The planned training of councillors in small groups and the creation of accounts to access the system.*

The following provides an update on the rollout of the cloud system.

Original Requirements Behind Adoption of the cloud.

- a) Requirement - The use of the cloud to backup work has been completed.*
- b) Requirement - Sharing of information on the Intranet is completed.*
- c) Requirement - Training of museum and TIC staff has been completed and I understand they are using the cloud successfully. Training within the LTC office is ongoing and presenting a risk to the success of the cloud.*
- d) Requirement - External sharing with councillors and outside partners. Not started.*
- e) Requirement - Fibre implementation – completed in LTC office. Foresters hall still in the fate of BT.*

Additional features available to office as a result of cloud adoption.

- f) Document searching and indexing, completed through Delve.*
- g) Room booking – delayed on staff adoption.*
- h) Shared calendars for meetings and holiday booking. Some adoption, full adoption waiting on some staff accepting its use.*
- i) Use of Skype to reduce phone bills. Ability available, would like to explore this.”*

Town Clerk's Comments The roll out of the Cloud to include Councillors will require assistance for Councillors. This may vary because of the nature of the new approach and the individual needs of Councillors for support. The types of support needed would be:

- a call to talk the Councillor through the process
- a discussion by an exchange of e-mails
- a group of Councillors informally meeting with the IT consultant (perhaps with the Councillors having brought their laptops, i pads in for the IT consultant set up and show the Councillor

Could Councillors indicate their requirement to the IT consultant and copy in the Town Clerk.