

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 16 June 2015 at 7.30 pm there were present:

The Mayor - Councillor Phil Seeva - in the Chair

The Deputy Mayor - Councillor Jane Pascoe

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

The Town Clerk - Mr Steve Vinson

Minute Clerk - Mr Stuart Houghton

Members of the Public - Jan Hare

69/15 APOLOGIES

Apologies were received from Councillors Tony Powell, Hella Tovar and Joe Poulson.

70/15 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

No declarations of interests were made.

71/15 MAYOR'S REMARKS

The Mayor thanked Councillors for the support they had given at our Mayor Choosing Ceremony, Beating of the Bounds and Civic Service; all of which had been well attended.

The Mayor Choosing Season was coming to an end, he and/or the Deputy Mayor had attended Launceston, Lostwithiel, Bodmin, Callington and Truro events. Other ceremonies had clashed with these dates.

He had made presentations to School leavers at the Community College and would be attending the Liskeard Show and a meeting of Cornwall Mayors at Truro.

The Mayor then updated Members about Councillor Poulson.

Councillor Poulson had had his details of employment changed which meant that he was not available to attend Council meetings in the evenings.

The Mayor was discussing this with Councillor Poulson in an attempt to find a way in which Councillor Poulson could continue to be a member of the Council. He would report progress at the next meeting of the Council.

The Saltash rowing race would be held on June 27 2015, he fully intends to regain the trophy.

Finally he wished to express his and the Council's condolences to Councillor Whitty following the loss of her Mother.

Councillor Whitty thanked the Mayor for his sentiment.

72/15 TO RECEIVE THE MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 21 APRIL 2015

The Mayor proposed, Councillor Purdon seconded and the Council **RESOLVED** that the Minutes of the meeting held on Tuesday 21 April 2015 be adopted.

Councillor Pike asked if any action had been taken to support the Community College in their opposition to the proposal to create a new 6th Form College at Bodmin. This would have a detrimental effect on the local schools efficiency.

The Town Clerk replied that the information had been taken from archives by Cornwall Council and Councillor Hawken stated that Cornwall Council were making a desk top study to report to the Young People's Committee in advance of the Cornwall Council Cabinet meeting at the beginning of next month. Members of this Council could address the Committee and Cabinet.

Members agreed that this item should be included in the extraordinary meeting to be held next week.

73/15 TO RECEIVE THE MINUTES OF THE ANNUAL TOWN MEETING HELD ON TUESDAY 12 MAY 2015

Members noted the Minutes of the Annual Town Meeting held on Tuesday 12 May 2015.

74/15 TO RECEIVE THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE TOWN COUNCIL HELD ON WEDNESDAY 20 MAY 2015

Members noted the Minutes of the Annual General Meeting of the Council held on Wednesday 20 May 2015.

75/15 PUBLIC PARTICIPATION

The member of the public present did not wish to address the Council.

76/15 TOWN CLERK'S REPORT

The Town Clerk's report, for information is attached to these Minutes.

77/15 COMMITTEE REPORTS

a. PLANNING COMMITTEE HELD ON TUESDAY 21 APRIL 2015

The Deputy Mayor proposed, Councillor Purdon seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Planning Committee meeting held on Tuesday 21 April 2015.

b. FINANCE COMMITTEE HELD ON TUESDAY 28 APRIL 2015

The Deputy Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Finance Committee meeting held on Tuesday 28 April 2015.

c. PLANNING COMMITTEE HELD ON TUESDAY 5 MAY 2015

Councillor Whitty proposed, Councillor Hodgkins seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Planning Committee meeting held on Tuesday 5 May 2015.

d. COMMUNICATION AND ENGAGEMENT COMMITTEE HELD ON TUESDAY 5 MAY 2015

Councillor Brooks proposed, Councillor Pike seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Communication and Engagement Committee meeting held on Tuesday 5 May 2015.

Recommendation

Councillor Brooks proposed, Councillor J. Shrubsole seconded and the Council **RESOLVED** to **ACCEPT** the legal agreement, prepared by Morrison's, for positioning the granite plinth outside their store.

e. MUSEUM COMMITTEE HELD ON MONDAY 11 MAY 2015

Councillor Goldsworthy proposed, Councillor Pike seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Museum Management Committee meeting held on Monday 11 May 2015.

Recommendation

Councillor Goldsworthy explained the need for interim management arrangements for the Museum until the new Curator was appointed and proposed that the TIC staff be asked to assist. Councillor Brooks seconded the proposal and the Council **RESOLVED** that the TIC staff be asked to assist.

f. PROPERTY COMMITTEE MEETING HELD ON TUESDAY 12 MAY 2015

Councillor Goldsworthy proposed, Councillor Hodgkins seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Property Committee meeting held on Tuesday 12 May 2015.

g. PLANNING COMMITTEE HELD ON TUESDAY 19 MAY 2015

The Deputy Mayor proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Planning Committee meeting held on Tuesday 19 May 2015.

h. PLANNING COMMITTEE HELD ON TUESDAY 2 JUNE 2015

The Deputy Mayor proposed, Councillor Whitty seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Planning Committee meeting held on Tuesday 2 June 2015.

i. COMMUNICATION AND ENGAGEMENT COMMITTEE HELD ON TUESDAY 2 JUNE 2015

Councillor Brooks proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Communication and Engagement Committee meeting held on Tuesday 2 June 2015.

j. EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON THURSDAY 4 JUNE 2015

The Mayor proposed, Councillor Goldsworthy seconded and the Council **RESOLVED** that the Minutes of the extraordinary meeting held on Thursday 4 June 2015 be adopted.

k. PROPERTY COMMITTEE MEETING HELD ON TUESDAY 9 JUNE 2015

Councillor Goldsworthy proposed, Councillor Hodgkins seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Property Committee meeting held on Tuesday 9 June 2015.

Recommendations

- a. Councillor Goldsworthy proposed, Councillor Hodgkins seconded and the Council **RESOLVED** to **ACCEPT** that the increased PRS charges be recovered by increasing all hire charges for rooms. This would be reviewed in the autumn.

- b. Councillor Goldsworthy proposed, Councillor Whitty seconded and the Council **RESOLVED** to **ACCEPT** that;
- I. the weed spraying contract for last year be accepted
 - II. the omitted areas be added at a cost of £219.15
 - III. the weed control in Lake Lane should not continue past the last house, this area to be substituted by the area at Trevecca Cottages.

78/15 ANNUAL RETURN 2014/2015

The Town Clerk reported that the Internal Auditor had recommended that the Council should increase its Fidelity Guarantee Insurance Cover. This would protect the Council should its funds be fraudulently removed. The cost for this additional cover would be £80 pa.

The Mayor proposed, Councillor Goldsworthy seconded and the Council **RESOLVED** that the additional Fidelity Insurance be taken out.

The Town Clerk referred to the Annual Governance Statement, Section 2 of the Annual Report, that had been circulated. He read out each item, numbers 1 to 9 and asked Councillors to comment to enable him, and the Chairman, to complete and sign the form. Councillors voted for each item and **RESOLVED** that the Chairman of the Council and the Town Clerk should complete and sign the statement.

The Mayor and Town Clerk then completed and signed the Annual Return Forms.

79/15 CORNWALL COUNCIL PLANNING DECISIONS

The Cornwall Council planning decisions had been circulated and were noted.

80/15 ACCOUNTS

Councillor Goldsworthy declared an interest in items 101629 and 101672.

Members noted the accounts

81/15 OTHER REPORTS

- a. The Minutes of the Town Forum Meeting held on Wednesday 1 April 2015 were noted.
- b. The Minutes of the Devolution Working Group meeting held on Monday 27 April 2015 were noted.

The Mayor verbally report on progress of the Working Group, which met last night, Monday 15 June 2015. He said that the Library and the One stop Shop had been discussed and the group agreed that the Council should register an interest in this matter with Cornwall Council, in advance of it making its

County wide decision on the future of the Libraries. This would not commit the Council to any action in the future and the Council would consult with the public and neighbouring parishes before making any proposal. The discussions had been about taking over the service, not the building.

Members discussed the need to investigate all costs, implied responsibilities and use information for when making their decision. The Council had a Survey Monkey account and was preparing the next issue of the Town Crier Newsletter; to start the consultation now would not incur any cost. The Liskeard Show would also be a cost free consultation venue.

The Mayor also reported that the Working Group also recommended that the Council inform Cornwall Council of its interest in agreeing packages for devolved services, such as Rapsons Play area, Grass Field and the Car Park.

Councillor Brooks proposed, Councillor Goldsworthy seconded and the Council **RESOLVED** that consultation should be started, now, and to continue to explore all options for devolved services.

82/15 CORRESPONDENCE

The Town Clerk reported that a letter had been received complaining that the Co-op had placed a cabinet on the pavement in Barras Street that obstructed the view of the mural, and impeded passage. This matter had also been raised at the recent meeting of the Town Forum. Members thought that as the cabinet was on the pavement it might require Planning Permission and the agreement of the Highways Department.

A visit to the shop had been made but the Manager was on holiday.

It was thought that the cabinet was used for the delivery and collection of newspapers, which used to be done from the Westbourne car park side of the store. It might be that this had been created by the delivery company, Smiths.

It was agreed that Councillors would continue to reach an agreement about this with the Co-op.

83/15 DATE OF THE NEXT MEETING

The next meeting of the Town Council would be held on Tuesday 21 July 2015 in the Council Chamber.

84/15 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.

1. To receive the Minutes of the Confidential section of the Town Council meeting held on Tuesday 21 April 2015
2. To receive the Minutes of the Confidential section of the Extraordinary Town Council meeting held on Thursday 4 June 2015

85/15 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.

It was **RESOLVED** to accept the recommendations made in closed session relating to:

1. To approve the Minutes of the confidential section of the Town Council meeting held on Tuesday 21 April 2015
2. To approve the Minutes of the confidential section of the Extraordinary Town Council meeting held on Thursday 4 June 2015

8. Clerk's Report – For Information – 16th June 2015

Meeting & Action	Update	Who & When
PV Panels – 4 th June Extra Ordinary Council	5 th June – Successful contractor contacted and informed of Council's decision. Town Clerk signed contract and sent through on 5 th June.	TC 5 th June 2015
Community Right to Bid - 4 th June Extra Ordinary Council	5 th June – Cornwall Council contacted and informed of Town Council's resolution. 5 th June – Cornwall Council acknowledges receipt of the Town Council resolution and confirms that it will be included in the report to the relevant Panel which decide on listing. 8 th June – Allotments Association informed of Town Council resolution.	TC 5 th June 2015
Joint Project – Universal Credits & E.S.F. 4 th June Extra Ordinary Council	5 th June – Key partners informed of Town Council decision. They are now making preparations for a 25 th June joint event.	TC June 2015
Liskeard C.I.C. set up – 21 st April Council	22 nd April – Community Interest Company C.I.C. were informed of the extension of the contract until 30 th April. 22 nd April C.I.C. Thanked the Council. 18 th May C.I.C. confirmation that bank accounts set up and company operational. Town Council no longer holds Town Centre Coordinator Contract.	TC May 2015

10. Annual Return 2014/2015 – For Resolution

Internal Auditor's Report The Council's Annual Accounts for the 2014/2015 financial year have been audited by our Internal Auditor (Ken Abraham – South and West Internal Audit). It shows that the Council's annual accounts were satisfactory. The Internal Auditor has recommended an action to the Council in regards our Fidelity Guarantee Cover. His recommendation is:

“Fidelity Guarantee Cover – The level of cover was reviewed and compared to the sum indicated by the Audit Commission guidance. On the basis of the guidance the cover required is £577,000 and the cover in place is £460,000. **Council should increase cover in line with the guidance.**”

Recommended Action: The Council's insurance brokers are WPS Insurance Brokers Ltd. They have been contacted regarding the recommendation of the Internal Auditor. They indicate that the Insurance can be adjusted to give an increase in cover to £577,000. The additional annual charge for this increased cover would be £80.17 per annum. It is recommended that the Council adjust its cover accordingly.

RESOLUTION: THAT THE COUNCIL RESOLVES TO FOLLOW THE INTERNAL AUDITORS' RECOMMENDATION AND EXTEND THE FIDELITY GUARANTEE COVER.

Annual Return 2014/2015: The Council needs to submit this document to Grant Thornton by 30th June at the latest. There are two key steps in the approval of this document. Section 2 of the Annual Return is the Annual Governance Statement which is in nine parts and the Council is required to agree to these steps item by item. The second item needing Council approval is for the Mayor and Town Clerk to sign all relevant sections of the Annual Return 2014/2015 and its supporting documentation.

RESOLUTIONS: THAT THE COUNCIL AGREES THE NINE ITEMS WITHIN THE ANNUAL GOVERNANCE STATEMENT WHICH IS SECTION 2 OF THE ANNUAL RETURN

THAT THE MAYOR AND TOWN CLERK SIGN ALL RELEVANT SECTIONS OF THE ANNUAL RETURN AND THE SUPPORTING DOCUMENTS.