

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 11 June 2013 at 8.00pm there were present:

The Mayor - Councillor Susan Pike - in the Chair

The Deputy Mayor - Councillor Phillip Seeva

Councillors - Rachel Brooks, Sally Hawken, Roger Holmes, Jane Pascoe, Anne Purdon, James Shrubsole, Lorna Shrubsole and Christina Whitty

Minute Clerk - Mr Stuart Houghton

Members of the Public - Denise Larnner, Ray Meadows, Paul Pascoe, Roy Edwards, Malcolm Halloway and Roger Gill

Before the commencement of the meeting, the Mayor led with prayers

The Mayor then convened the Council and informed as to Housekeeping matters

### **63/13 OPEN SESSION**

Mr Gill said that he appreciated the less formal atmosphere of the new Council, but it was hard to hear Councillors speaking from the back of the room. He thought that if they stood to speak their voice would be better projected. He then referred to the recent reports in the Press about knitting during Council meetings. He thought that the fuss that was made was ridiculous, the Councillor involved had contributed to the meeting and he thought that her attention had not been diverted away from the items under discussion. He then commented that the same Councillors had offered regular apologies for not attended meetings, how long could they continue to do this before action was taken against them? He was informed that they could be absent for up to six months.

Mr Gill then asked why some Councillors left the room when they had declared an interest in an item.

Councillor Holmes explained that they were required to leave the debate if they had knowledge that could influence the decision that was to be made. This not only included verbal comments but also expressions, eye movement and hand signals. This action was essential to maintain the public's perception and impartiality of the Council.

### **64/13 APOLOGIES**

Apologies were received from Councillors Nick Mallard, Ian Goldsworthy, Tony Powell, Hella Tovar and Katrina Dawe. An apology was also received from the Town Clerk, Mr Andrew Deacon.

## **65/13 DECLARATIONS OF INTEREST PECUNIARY OR NON PECUNIARY**

No Councillors declared any interests either Pecuniary or Non-Pecuniary.

## **66/13 MAYORS REMARKS**

The Mayor said that she had enjoyed the last two weeks, they had been very busy and interesting. She had attended the rededication of the Fursnewth Celtic Cross and had been inspired by the ceremony. The weather had been kind on the day of the Civic Service, she thanked those who supported her, and those that did not attend, missed a show of hats. She wanted to thank Councillor Purdon for the help she had given to her.

Councillor L. Shrubsole agreed. She thought it had been a wonderful day and thanked the Council staff for preparing the event. Councillor Pascoe thanked the traffic management team for their involvement and for marshalling the event.

The Mayor continued and wished to thank Councillor Mallard for the thorough and very interesting introduction to finance that he gave. The Committee Review was progressing; it was a worthwhile project for all to reflect on what was needed for the Council to operate efficiently. This should not be taken as a criticism of the old Council. She had collected a team of Councillors and spouses to row in the Saltash Regatta and she was sure that the team would be able to maintain our normal standard at this event.

Her future events were opening the new Oxfam shop and the Museum Open Day. On Saturday she would be holding the Mayor's consultation in Fore Street from 11.30 am to 1.30 pm. This was a new approach, the Cornish Times would include an article to inform residents of the consultation. She hoped to reach as many of our residents as possible to gather their opinions with a view for the Council to engage with the public.

## **67/13 MINUTES OF THE MAYOR CHOOSING CEREMONY HELD ON WEDNESDAY 22 MAY 2013**

### Corrections

Page 1 correct the spelling of Chaplain.

Page 2 amend the end of the retiring Deputy Mayor's speech to read "she also wished to thank the Council staff for their help in the last year"

Councillor Purdon proposed, Councillor Whitty seconded and the Council **RESOLVED** that with the above corrections the Minutes of the Mayor Choosing Ceremony held in the Public Hall on Wednesday 22 May 2013 be adopted and signed by the Mayor as a true record of proceedings.

## **68/13 MATTERS ARISING FROM THE MINUTES**

### Representatives to outside Bodies (Minute 8/13)

It was requested that an item be added to all future Agendas for reports from outside bodies.

## **69/13 MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 28 MAY 2013**

### Accuracy

#### Finance Matters (Minute 27/13 (C))

The Annual Accounts were not circulated prior to the meeting; they were tabled at the meeting.

#### Minute 27/13 (D)

It was agreed that the Annual Return would not be considered by the Council until they had received an explanation of the accounts from Councillor Mallard.

#### Property Matters (Minute 28/13 (Westbourne Gardens))

Fifth Paragraph, the question to which the Town Clerk replied was concerning the cost of the footbridge that might be considered.

#### Museum Management Committee (Minute 29/13)

Third paragraph, Councillor Holmes said that the front of house was shared by the TIC and the Museum.

#### Correspondence (Minute 33/12)

After "provided by developers" add 'including the children's recreation area by Liskeard Road remained unadopted, therefore have not been maintained.

#### Date of next meeting (Minute 35/13)

The Review Group would report to the Council at its subsequent meeting.

Councillor Holmes proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** that with the above corrections the Minutes of the meeting of the Town Council held in the Council Chamber on Tuesday 28 May 2013 be adopted and signed by the Mayor as a true record of proceedings.

## **70/13 MATTERS ARISING FROM THE MINUTES**

### Matters arising from the Minutes (Minute 25/13)

The Mayor said that she would report to the Council her suggestions for future Minutes on June 25 2013.

### Finance Matters (Minute 27/13(D))

A reply had not yet been sent to the school giving details of the Council's support for the expedition to Uganda.

### Westbourne Gardens (Minute 28/13 ))

The meeting to discuss the new access arrangements to Westbourne Gardens with Cornwall Council's Conservation Officer had been arranged for Thursday 20 June 2013.

### Museum (Minute 29/13)

An item should be included on the Agenda for the next Town Council meeting for the Museum, and to invite the curator to attend.

## **71/13 COMMITTEE REPORTS**

### **a) PLANNING COMMITTEE TUESDAY 28 MAY 2013**

#### Accuracy

#### Declarations of Interest (Minute 13/13)

The declarations of interest by the Mayor and Councillors Goldsworthy and Pascoe were made at the start of the meeting when requested by the Mayor.

Councillor Purdon proposed, Councillor L. Shrubsole seconded and it was **RESOLVED** that with the above corrections the Minutes of the meeting held in the Council Chamber on Tuesday 28 May 2013 be adopted.

## **72/13 MATTERS ARISING FROM THE MINUTES**

### PA13/02140

Councillor L. Shrubsole asked if the comments made at Planning Committee meetings were forwarded to Cornwall Council. The Council were informed that comments were passed to Cornwall Council.

## **b) COMMITTEE REVIEW GROUP 30 MAY 2013.**

### Accuracy

#### Information gathered from other Councils (Minute 40/13)

After item 7 delete "on 11 June" to the end of the sentence

### Matters Arising

Councillor Brooks proposed, Councillor L. Shrubsole seconded and it was **RESOLVED** that with the above corrections, the Minutes of the Review Group held in the Long Room on Thursday 30 May 2013 be adopted.

## **MATTERS ARISING**

Councillor Brooks reported that since the meeting for which Minutes had been distributed there had been a further meeting at which two options were being developed that would be finalised at the next meeting of the group. She was pleased at the participation and contributions by Councillors.

## **73/13 FINANCE MATTERS**

### A) Budget Report

The budget report had been circulated with the papers. A comment was made that the budget for Insurance for the year had almost been spent. The Council was informed that might have been due to additional insurance taken out by the previous Council.

A question was asked about the Advertising budget of which 68% had already been spent. The Council was informed that this was because of the unexpected resignation of the Head Caretaker whose position had been advertised.

Councillor Hawken said that it was not clear what had happened to the surplus money from the budget for the Town Forum, it was not shown on the report. Councillor Hawken also asked about the General and Earmarked reserves, what were they and where had the money from last year's Dilapidations budget been allocated?

Councillor Purdon proposed, Councillor J. Shrubsole seconded that the Budget report be adopted provided that suitable answers were provided to these questions.

### B) Annual Return including the Annual Governance statement 2012 / 2013

#### 1. Annual Return

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40/13

The advice received from Councillor Mallard had been followed and the value of the Fixed Assets in the Annual Return had been amended.

## 2. Annual Governance Statement 2012 / 2013

Councillor Holmes stated that the majority of Councillors present had not been Members of the Council in that period, therefore they should not vote on the governance of the Council for 2012 / 2013. He suggested that the Town Clerk should deal with this, on his return from holiday, with the Members of the Council for that period. Councillor L. Shrubsole asked if there was time for this action, Councillor Holmes replied there was, the Return had to be submitted by the 30<sup>th</sup> July 2013.

### .G) Grants

Councillor Brooks said that at the last meeting she had raised the question of the Council's budget for Grants and the criteria for awarding them.

In response to Councillor L. Shrubsole's question regarding public awareness of the grants available, the Minute Clerk replied that the application forms were available from the Website, but unfortunately the link to this page was broken. The Website operator had been informed of this.

An application for a grant had been received from Victim Support. Councillor Hawken said that since this was a National charity, she would only support the application if it could be guaranteed that the money would be used locally. Councillor Whitty replied that generally the Council did not support National Charities.

Councillor J. Shrubsole asked how the allocation of the budgeted money was decided. If the Council awarded grants at the beginning of the year, the budget could be quickly used with nothing to award at the end of the year. Councillor Hawken proposed the Council should advertise that grants of up to, say £250, were available from the Council. The advertising could be via our website or articles and letters to the Cornish Times. Councillor Purdon said that the applications were erratic throughout the year, Councillor Holmes suggested that the office could provide a history/chart of awards made in the last year.

Councillor L. Shrubsole seconded the proposal by Councillor Hawken and the Council **RESOLVED** to advertise that grants were available from the Town Council.

## **74/13 PROPERTY MATTERS**

### a) Budget Report to 31 May 2013

The budget report to 31 May 2013 was noted.

### b) Verbal report by the Mayor

The Mayor reported that she had been a member of the interview panel for the new

Head Caretaker. The person chosen had managerial experience, knew of the working of a Council, understood the importance of revenue and had knowledge of the operation of Websites. He would bring a fresh approach to his new role. The Deputy Mayor agreed and said his approach, especially towards to revenue, was very good.

A question was asked about the number and location of staff employed by the Council and whether it could be arranged for the new Councillors to meet with them. It was suggested that a retirement party could be arranged for John, the Head Caretaker, next month. If all staff were invited personally, it would be a good opportunity for Councillors to meet them.

The Mayor reported that the Guildhall stairway had been repaired and strengthened. It was thought that the damage had been caused when storing the benches from Fore Street under the stairs each night. Councillor Hawken asked if the Traders had been informed of the damage and if the Council had to continue to pay for the additional insurance, of about £400, that was necessary to cover the storage of the benches. The benches had been purchased by individual traders; should they pay for future insurance? The Mayor said that the previous Council had a representative who met regularly with the Traders Association; this Council should continue with the practice.

The Mayor informed the Council that tests had been made on the earthing efficiency of the lightning conductor from the Clock Tower. The readings showed that the earth plate needed to be replaced. The Town Clerk was investigating this and had found that Pike Street might have to be closed to allow the excavation to be made. The cost was estimated to be around £3k.

The restoration of the Fountain had been arranged; the stone mason, Ian Piper, was waiting for better weather before starting the work.

The existing tenant at 4 The Arcade had asked to transfer the lease to an employee who has taken over the business. This would be completed upon the Town Clerk's return from holiday. An answer was not available for Councillor Hawken's question regarding the length of the lease.

The Council's Handyman has been on long term sick leave with a back problem. Work has built up over the last few months; the Town Clerk had arranged for a meeting with a local contractor to discuss the work and ask for an estimate of cost.

#### c) Public Conveniences and Westbourne Gardens

The Mayor informed Councillors that the Town Clerk had not accepted the toilets from Cornwall Council He was not satisfied with the wall finish; they should be tiled to allow any graffiti to be easily cleaned. Councillor L. Shrubsole asked how long the negotiations would take, Councillor Holmes replied until the toilets were completed to an acceptable standard. Councillor Hawken asked that if there was no news to report about the toilets leave them off the meeting agenda.

## **75/13 LOCAL AMENITIES MATTERS**

### **a) Budget report to 31 May 2013**

The budget report to 31 May 2013 was noted.

Councillor Brooks asked who chose the planting and if the Council could have any influence on the choice. The Mayor replied it was a local person and the Council could have an influence on the planting. If any Councillors were interested in this they should inform the Town Clerk.

### **b) Town Information Centre**

The TIC report was noted. The Mayor commented that the TIC manager wanted to create a Facebook page. No objections were raised. The report also contained information that the TIC needed a new computer. The Council's computer maintenance contractor had informed the TIC manager that Microsoft would cease to support the present software this summer. The computer was not able to operate with up to date software. The TIC manager had suggested that £700 be allocated for a new computer. The Council thought that this was a large sum for a desk top computer and asked that more information be provided at the next meeting.

Councillor Hawken proposed, Councillor Holmes seconded and the Council **RESOLVED** to support the provision of a new computer in principle.

### **c) Beating the Bounds 21 July 2013**

Councillors wished to change the date for this to Sunday 28 July 2013. The office would e-mail a copy of the route to Councillors. The Mayor and Councillor Tovar would make a pre inspection of the route. The office would arrange for a step ladder to be available to negotiate a hedge. Dogs would be allowed on leads and a car should be available to follow to carry the packed lunches and to ferry anyone who found the going too hard. The walkers would meet in the Homebase car park to commence the walk at 10.30 am. It was suggested that a sub-committee be formed to arrange the event.

### **d) The Town Crier Newsletter**

The June issue of the Newsletter was required by statute as the Annual Report of the Town Council. It should contain reports from the Chairmen of Committees, including finance for the Council. It was asked – if the reports from previous Councillors were not available – whether the Newsletter feature on future priorities rather than be retrospective. Councillor Hawken said that she thought it should point to the future and be between 4 and 8 pages. As it was required by statute, the Council would need to be able to prove its delivery to every resident. She asked whether this could be guaranteed if the Cornish Times was used for distribution; she and others did not receive the Gazette that was distributed by the Cornish Times.



The Deputy Mayor said that the Newsletter should continue to be produced, he thought it was a major way to communicate with the electorate and he would take the role of Editor.

It was agreed to use the Cornish Times to distribute the Newsletter.

e) Signage CHAHP sponsored signage

The Mayor reported that the grant had been approved and that the granite was available for inspection, the next move was the design of the maps. Councillor Hawken said that she had received a report from Guy Thomas that indicated that the new signage should not be done in a piecemeal manner. It should incorporate all existing signs. The Mayor said that the granite must be obtained now whilst the grant was available; all other detail could be agreed in the future.

**76/13 CORNWALL COUNCIL PLANNING DECISIONS**

Addendum I was tabled and noted.

**77/13 ACCOUNTS (Addendum II)**

Addendum II was noted.

**78/13 OTHER REPORTS**

The Minutes of the Town Forum meeting held on the 10 April 2013 were noted

**79/13 INFORMAL MEETING HELD EARLIER THIS EVENING**

Councillor Brooks gave an overview of the meeting held earlier this evening and described the top seven priorities for the coming year that the meeting had agreed for the Council to consider. If an item was not described here it did not mean that it would not be considered in the future. Councillor Holmes said that each item would be important to someone and would want them included for action and Councillor Hawken said that the priorities mentioned would form the basis for Committees and working Groups. Councillor L. Shrubsole said the list could be tackled from the bottom up as well as top down and it was a working list that could be added to. It was agreed that the brain storming session had been helpful and was enjoyed by the participants, and should be used whenever necessary.

**80/13 PLANNING COMMITTEE REPORT**

The proceedings and recommendations from the meeting held earlier that evening were verbally reported by The Mayor and accepted by the Council.

**81/14 PROPOSAL FOR THE PROVISION OF A COMMENTS BOOK**

Following the last Council meeting, when a member of the public wished to speak

after the first 15 minutes, a proposal was made that a comments book be provided for the public to use after Council meetings.

The Mayor proposed, Councillor Pascoe seconded and it was **RESOLVED** that a comment book be provided for the use of the public after Council meetings.

### **82/13 CORRESPONDENCE**

The correspondence schedule had been circulated..

The letter received from Mr Anthony, complaining of the lack of public conveniences for Men in Dean Street, was discussed. Councillors had sympathy with the comments and suggested that the topic be revisited, and that a reply be sent to Mr Anthony to say that his suggestion would be considered..

### **83/13 Part II CONFIDENTIAL BUSINESS.**

None

### **84/13 DATE OF NEXT MEETING**

The next meeting would be held in the Council Chamber on Tuesday 25 June 2013.

CORRESPONDENCE SCHEDULE

TOWN COUNCIL 11 JUNE 2013

1. CORRESPONDENCE

Letter from Mr Anthony complaining of the lack of men's toilets in Dean Street and suggesting they were made unisex.

