

Liskeard Town Council

AT A MEETING of the **TOWN COUNCIL** held in the Emily Hobhouse Room on Tuesday 25 April 2023 at 7.30 p.m. there were included:

The Mayor - Councillor Simon Cassidy (in the Chair)

The Deputy Mayor – Councillor Christina Whitty

Councillors – David Ambler, David Braithwaite, Rachel Brooks, Kerry Cassidy, Richard Dorling, Annette Lee-Julian Ian Goldsworthy, Tony Powell, Lori Reid, Julian Smith and Naomi Taylor.

Mayor’s Chaplain (stand-in) - Theresa Conway, Officer in Charge of the Citadel, Liskeard Salvation Army

Town Clerk – Steve Vinson

Members of the Public – Nic Early - Caradon Youth Theatre – (Agenda Item 6b), Peter Woodman Volunteer Centre Director & Kath Vineer Volunteer STERTS Arts and Environmental Centre – (Agenda Item 6c), – Sandra Haynes – Group Leader Power Runs Cornwall (Agenda Item 6d), – Lin Moore – Liskeard Traders Association – Tracy Adams – Liskeard Traders Association.

The Mayor asked for everyone to stand for a minutes silence to remember all of those affected by the Merrymeet incident.

The Mayor introduced Theresa Conway, Officer in Charge of the Citadel, Liskeard Salvation Army who was standing in for Rev. Andy Day.

Theresa greeted the Councillors and members of the public. There was a story which was analogous to the work of the Council and that of the people working together for the town before leading the Council and members of the public in prayer.

590 / 22 **APOLOGIES** – Councillors Nick Craker and Jane Pascoe.

591 / 22 **DECLARATIONS OF MEMBERS’ INTERESTS REGISTERABLE AND NON-REGISTERABLE** – Councillor Ambler – Liskeard Forum (Agenda Item 15.), Braithwaite – Liskeard Lights-Up (Agenda Item 24) and Taylor – Staff (Agenda Item 26.).

592 / 22 **MAYOR’S REMARKS** – The Mayor made the following observations:

- Moor to Sea Official Trail Opening - The Mayor and the Deputy Mayor of Looe attended the official launch at Moorswater.
- Liskeard Radio Live Interview and Recording – The Mayor had spent an hour and a half in the live interview which included a wide-ranging questions and answers, some of which fell within the remit of the Town Council.
- “The Original Cornish Bakery” - The Mayor attended the launch of a new business on the Miller Business Park.
- Liskeard Scouts – were commended by the Mayor for undertaking an amazing Easter Fair.
- Roman Catholic Church 23rd April - The Mayor thanked those Councillors and their family members for attending the service.

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- Coronation Events – a list of events and activities was being drafted and would be circulated. This included the “Picnic in the Park” in Castle Park on the Sunday 7th May 2023 Councillors were asked to attend if possible.

593 / 22 **TO RECEIVE AND APPROVE THE MINUTES OF THE 28TH MARCH 2023 COUNCIL MEETING** – Councillor Dorling proposed, Councillor K Cassidy seconded and the Council **RESOLVED** to **ADOPT** the minutes of the Council meeting held on the 28th March 2023.

594 / 22 **PUBLIC PARTICIPATION** – The Town Clerk reported the apologies of Ben Warwick-Potthurst (Liskeard Thought I Couldn’t Sing - Agenda Item 6.a) – who was stuck in traffic in Plymouth and had indicated all the necessary information was in the application.

Nic Early (Caradon Youth Theatre Dance – Agenda Item 6.b) – spoke in support of the application noting among other things, the inclusive involvement of local young people in all aspects of the production and the audience. The booking value of the Public Hall was in the order of £1,800.

Peter Woodward and Kath Vineer - (STERTS Arts and Environmental Centre – Agenda Item 6.c) Both of the volunteers spoke in support of the application and answered Councillors questions the main points of which were:

- 2021 Accounts – show a £250,000 surplus available to spend, is that still the case? Answer – there has been expenditure on unforeseen problems and events.
- Arts Council matching breakdown of the costs – mindful that the project and costs seeking Arts Council funding might lever in a good level of match funding. It would be good to know the amounts in question. Answer – further information can be provided.
- Excellent Work - It was noted that the excellent work done over a number of years by the STERTS Arts and Environmental Centre was recognised and valued.

Sandra Haynes – (Power Runs Cornwall – Agenda Item 6.d) – spoke in support of the application and thanked the Council for its support on previous occasions.

Lin Moore and Tracy Adams – (Liskeard Traders Association) – spoke in support of progress being made on projects to improve the town-centre which had been proposed by the Traders and worked on with the support of the Town Council.

595 / 22 **GRANT APPLICATIONS – A. LISKEARD THOUGHT I COULDN’T SING (TICS) – APPLICATION FOR £119.60 TOWARDS THE COST OF HIRING THE PUBLIC HALL TO STAGE A CONCERT TO RAISE FOOD DONATIONS TO THE FOODBANK** – Councillor K Cassidy proposed, Councillor Taylor seconded, and the Council **RESOLVED** to **APPROVE** the grant.

596 / 22 **GRANT APPLICATIONS – B. CARADON YOUTH THEATRE – APPLICATION FOR £500 TOWARDS THE £9,000 COST INCLUDING THE HIRING OF THE PUBLIC HALL FOR A WEEKS LIVE THEATRE PERFORMANCE INVOLVING YOUNG PEOPLE AS PERFORMERS AND PRODUCERS -** Councillor Dorling proposed, Councillor Smith seconded, and the Council **RESOLVED** to **APPROVE** a grant of £500.

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- 597 / 22 **GRANT APPLICATIONS – C. STERTS ARTS AND ENVIRONMENTAL CENTRE – APPLICATION IDEALLY FOR £5,000 TOWARDS THE £55,800 COST OF STAGING “THE BEAST OF BODMIN MOOR” COMMUNITY THEATRE PIECE TO BE PERFORMED IN 2024.** – Following discussion, the Mayor proposed, Councillor Reid seconded, and the Council **RESOLVED** to defer consideration of the grant with the following information sought and views provided:
- **2022 Financial Information** – (or as up to date as possible) - not necessarily audited accounts etc. would give a better picture.
 - **2021 Accounts** – notionally show a £250,000 surplus to spend. More up to date financial information would help to explain the situation and set the context of the grant funded proposal.
 - **Project Proposal Arts Council matching funding** – potentially good to lever in match funding. It would be good to know the amounts in question.
 - **Other Financial Council Contributions** e.g. Have the other Councils made financial contributions or at the least been approached? As the STERTS Centre is not in the town of Liskeard there is no general requirement to support it.
 - **Town Council Grants Budget** – the Town Council’s annual grants budget is £10,000 for the current financial year. Hence, to commit £5,000 to a single project outside of the town’s boundary would be a considerable proportion of the budget, not being of as direct benefit as supporting a project located in the town itself.
 - **£1,500 Grant Liskeard Town Council** – How had this been received?

598 / 22 **GRANT APPLICATIONS – D. POWER RUNS CORNWALL LISKEARD GROUP – APPLICATION TO FUND ANOTHER GROUP LEADER TO BECOME QUALIFIED £190 AND TO FUND FURTHER DISCOUNTED GROUP BRANDED T-SHIRTS FOR THE INCREASED PARTICIPANT NUMBERS £160 (TOTAL £350)** - Councillor Taylor proposed, Councillor Dorling seconded, and the Council **RESOLVED** to **APPROVE** a grant of £350.

599 / 22 **TOWN CLERK – UPDATE** – None. The items are covered in the agenda.

600 / 22 **COMMITTEE MEETING – TO APPROVE THE MINUTES:**

a. Councillor Taylor proposed, Councillor Braithwaite seconded, and the Council **RESOLVED** to note the minutes and ratify the decisions of the Planning Committee held on 20th March 2023.

There was discussion on a highways related item and it was agreed that if necessary a relevant report be put on the next Planning Committee agenda

601 / 22 **RFO REPORTS** – (For Information – balances, precept, internal controls and Cattle Market Makers financial update). Noted.

602 / 22 **BUDGET MONITORING REPORT 2022/2023** – The Mayor proposed, Councillor Dorling seconded and the Council **RESOLVED** to accept and note the budget monitoring report to 31 March 2023.

603 / 22 **SCHEDULE OF PAYMENTS** – The Mayor proposed, Councillor Lee-Julian seconded and the Council **RESOLVED** to approve the Schedule of Payments.

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604 / 22 **ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS AND RISK**

MANAGEMENT ARRANGEMENTS 2022/2023 – The Mayor proposed, Councillor Dorling seconded and the Council **RESOLVED** to adopt the “Statement of Internal Control 2023” and the “Financial Risk Assessment 2023”.

605 / 22 **TREASURY MANAGEMENT STRATEGY 2023/2024** – Councillor Smith proposed, Councillor Braithwaite seconded, and the Council **RESOLVED** to adopt the “Treasury Management Strategy 2023”.

606 / 22 **RESERVES POLICY** – The Mayor proposed, Councillor Dorling seconded and the Council **RESOLVED** to approve the “Reserves Policy”.

Councillor Ambler left the meeting.

607 / 22 **GRANT POLICY AND APPLICATION FORM REVIEW** – Councillor Brooks proposed, Councillor Goldsworthy seconded the Council **RESOLVED** to include the comments made at the meeting and circulate the draft policy to all Councillors for any further suggestions.

Councillor Ambler returned to the meeting.

608 / 22 **ARMED FORCES COVENANT (ATTACHED)** – The Mayor gave an overview of why it was important for us as an organisation to support the Armed Forces Community. The Mayor proposed, Councillor Reid seconded and the Council **RESOLVED** to **SIGN** and enter into the Armed Forces Covenant.

609 / 22 **DEFENCE EMPLOYER RECOGNITION SCHEME (ERS) – BRONZE AWARD** – The Mayor proposed, Councillor Reid seconded and the Council **RESOLVED** to apply under the Defence Employer Recognition Scheme (ERS) for the Bronze Award level as an armed forces friendly employer and being open to employing reservists, armed forces veterans (including the wounded, injured and sick) cadet instructors and military spouses/partners and the use of the supporting logos etc.

610 / 22 **CORNWALL COUNCIL CONSULTATION ON THE PUBLIC SPACE PROTECTION ORDER (ALCOHOL COMSUMPTION)** – The Town Clerk gave the response from the Police regarding the merits of renewing on the current area. Councillor Smith proposed, the Mayor seconded and the Council **RESOLVED** to support the renewal of the Order for the period 1st October 2023 – 1st October 2026.

611 / 22 **STAFF POLICIES AND HANDBOOK** – The Mayor asked Council to accept that all staff policies and procedures would be reviewed by our solicitors and feedback from the Staff Working Group would be considered. The Town Clerk indicated that Work Nest were providing updated contracts of employment and the Staff Handbook would be put to Council after that review.

612 / 22 **CORNWALL COUNCILLOR UPDATES:** - Both have given apologies.

613 / 22 **CORNWALL COUNCIL PLANNING DECISIONS** – Noted.

614 / 22 **CORRESPONDENCE** – None.

615 / 22 **DATE OF THE NEXT TOWN COUNCIL MEETING** – Mayor Making – 18th May 2023 at 7.30 pm – next scheduled 30th May 2023 at 7.30 pm

The Mayor proposed, Councillor Reid seconded and the Council **RESOLVED** to move into PARTII.

616 / 22 **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:

24. **Coronation Celebrations Illumination – Update (Minute 573/22 – 28th March 2023 Council)** – To receive 3 quotes and consider for approval one of them for the installation of equipment to illuminate the Guildhall, Fountain and Webb’s House. (To note that in the available timescales, it was not possible to greater range of options including permanent lighting). To approve supporting the Liskeard Lights Up putting up and taking down of the bunting with a contribution of £100 towards the refreshments/meal for the group. To approve a contribution of £155 to the Liskeard Scouts for the provision of First Aid cover during the Coronation celebrations.

25. **Roundbury - Demand and Implementation Assessment for the Provision of Sports Pitches and Related Recreational Facilities (Geophysical Survey – Interpretation Report when received from the Specialist Contractor)** - To receive and consider the report and relevant feedback, if any, and progress to the next stage with the main Contractor.

26. **Appraisals and Salaries** – To note completion of the staff appraisals and the staff salary and spinal points and hours worked.

27. **Liskeard Redevelopment Working Group** – To note the minutes of the 12th April 2023 meeting

617 / 22 **PARTII - 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.

The Deputy Mayor proposed, Councillor Smith seconded and the Council **RESOLVED** to note the discussions and approve decisions made in PARTII.

618 / 22. **Coronation Celebrations Illumination – Update (Minute 573/22 – 28th March 2023 Council)** –

- That the quote be accepted from Contractor 3 for the Coronation Celebration Illuminations on the Fountain, Guildhall and front of Webb’s House (£1,140 + VAT) funded from the £1,500 reserved for Coronation Celebrations Illuminations.
- That the Liskeard Lights Up team be given £100 toward refreshments/meal to thank them for putting up and taking down the Coronation Bunting.*

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- That the Liskeard Scouts be given £155 to fund the provision of First Aid cover at the Coronation event. *
- Coronation Legacy Lighting Guildhall – That the scheme considered by the Facilities Committee to provide permanent lighting in the Guildhall be approved as good value for money legacy project. *

*Coronation Events £2,000 – the budget had been approved by the Council to support possible Coronation events including in Westbourne Gardens. That event having being cancelled. The costs of Liskeard Lights Up £100, Liskeard Scouts £155 and the Coronation Legacy Lighting Guildhall (£1,660.40 quote) can be booked to this code.

25. Roundbury - Demand and Implementation Assessment for the Provision of Sports Pitches and Related Recreational Facilities (Geophysical Survey – Interpretation Report when received from the Specialist Contractor) – Was not received on the day of the Council. Would be circulated when received.

26. Appraisals and Salaries – That the Staff Salary, Spinal Points and contracted hours be approved as per the RFO's report other than the Facilities Manager Spinal Point being 19 with effect from the 1st April 2023 with the cost accommodated within the approved Facilities Committee budget.

27. Liskeard Redevelopment Working Group – Noted