

LISKEARD TOWN COUNCIL

AT A SPECIAL MEETING of the **TOWN COUNCIL** held remotely on Tuesday 12th May 2020 at 7.30 p.m. there were:

The Mayor – Councillor Rachel Brooks – in the chair.

Deputy Mayor – Councillor Sandra Mitchell

Councillors – David Ambler, Ian Barlow, Simon Cassidy, Ian Goldsworthy, Sally Hawken, Jane Pascoe, Sue Shand, Julian Smith, and Christina Whitty.

Town Clerk – Steve Vinson

Responsible Financial Officer and Deputy Town Clerk - Yvette Hayward

Members of the Public – Judith Hann (Programme Manager - Community Lead Local Development) and Nick Craker (Cornwall Councillor).

574/19 APOLOGIES – Councillors Clarke, Powell and Taylor.

575/19 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON-REGISTERABLE – None.

576/19 MAYOR'S REMARKS – The Mayor thanked everyone for their attendance. She particularly thanked Judith Hann for her support and Steve Vinson and Yvette Hayward for all their work on the application. She set out the background to the application and how it fitted with the Town Council's economic development aims. For the purposes of clarity, it was explained that the meeting was to consider the submission of an application to the Community Lead Local Development (CLLD) programme for the Cattle Market Makers Project. It was not to talk about the Cornwall Council Phase 1 Workshed which had been considered and supported by the Council at a previous meeting.

Some questions had been received before the meeting and the documentation could be amended accordingly and any technical questions could be put to the CLLD Programme Manager Judith Hann.

577/19 PUBLIC PARTICIPATION – Judith Hann (Programme Manager CLLD programme) outlined the positive progress there had been with the project to date including the support shown by the CLLD South and East Cornwall Local Area Action Group when the Expression of Interest was submitted. In response, to specific issues, the following answers were given:

- **Clawback Question.** In what circumstances might clawback be applied?
Answer. Under the current programme there has not yet been any clawback. For your project, there should not be clawback if the grant is spent in accordance with the application.

- **VAT Question**. How would the project be treated for VAT purposes? **Answer** Yvette Hayward – Cornwall Council VAT advice specialist had indicated as the rent is only a peppercorn Cornwall Council would treat it as VAT exempt. On the advice of the CLLD programme the figures had been produced including VAT. However, VAT is a complex issue and it would be a good idea to retain our own independent VAT advice in relation to the Town Council overall VAT exemption.

578/19 CLLD APPLICATION – CATTLE MARKET MAKERS PROJECT – DRAFT FULL APPLICATION

- A. **CLERKS REPORT PAGE 2** – Noted the date should read 10th September 2019.
- B. **LETTERS OF SUPPORT** – These would need to be provided / updated following confirmation of the final format of the application.

579/19 CLLD APPLICATION – CATTLE MARKET MAKERS PROJECT – DRAFT SPREADSHEETS

– The Responsible Financial Officer (RFO) spoke to the written report and answered the questions on various issues as below. Judith Hann provided responses to the relevant points:

1. **Contingency Sum** – **Question**. Unforeseen costs are always incurred in capital projects. How will these be covered from the precept? **Answer**. Contingency costs are ineligible for CLLD funding and therefore cannot be included in the project submission. At the advice of the CLLD programme management the costs are all at the top of the cost range to provide a margin. It was noted that, should it become necessary, there are mechanisms in place to allow, an increase up to 10% the amount of grant after it has been approved. Increases of more than that amount would need to be referred to the Local Area Action Group for approval and would require there to be monies left in the programme.
2. **Virement** – **Question**. Would it be possible to vire money between budget headings or would that need programme approval? **Answer**. Budget headings should not be too fine grain but of a more generic nature to assist in project administration. Virement between generic ERDF budget headings is possible. Virement between generic ESF budget headings is possible. It is not possible to vire from ERDF to ESF or vice versa.
3. **Cashflow** – **Question**. The sheets show the majority of the money provided to the Town Council at the start of the project. Could that not be extended to cover all of it? **Answer** – Cornwall Council are providing the match funding from the CLLD pot. 90% would be provided to the Town Council up front. However, public funds being involved a small retention of 10% was prudent.

4. **Spreadsheet** – Question. The Spreadsheets are very complicated and interrelated. How will they be checked? Answer. When the spreadsheets are received by the CLLD programme they are checked by the CLLD programme team then passed to a Junior Appraiser for a full appraisal. A senior Appraiser will then check and consider any items raised by the initial assessment.

580/19 RISK ASSESSMENT: - The RFO spoke to the written report and provided an update and answered questions:

- A. **Financial Cashflow** – The cashflow had now been calculated since the report was written. This showed the peak cashflow months as April 2021 and July 2021 when £141,000 would be required. The Councils current reserves are £376,000. The Risk Assessment should be amended to “these will be covered by the current levels of general and nominated reserves”.
- B. **Financial Stability** – Question. What assumptions had been made regarding the income streams. Answer. The unit occupancy had been calculated at 80% The hire charges 25% by the end of year 1, 40% by the end of year 2 and 60% by the end of year 3.
- C. **Covid19** – Question. – Can the Risk Assessment be amended to add in Covid19 and the impact that it might have on the small business sector locally. Answer. Yes. Judith Hann noted that the current application period ran to March 2023. There were Europe wide talks on the extension of the project completion to September 2023 and the financial completion to December 2023. This still had to be confirmed in writing.
- D. **Clawback** – should be included in the Risk Assessment table as well. It might have a financial impact if the project is not delivered.

581/19 DRAFT JOB DESCRIPTIONS – Both posts would have to be advertised and the relevant ERDF/ESF logos included in the advert and copies of the advertisements kept for future audit purposes. Reference was made to the Manager receiving enquires from businesses after the completion of the Cornwall Council Phase 1 Workshed and the Manager referring suitable tenants to the Phase 1 Workshed and possibly managing the units. It was noted that these would be brought back to a later meeting for approval.

582/19 ARCADIS COSTING – The Mayor explained that this document was included to indicate how the project might be delivered. The Principal Development Officer Arron Jones had said stages in the Programme shown as running consecutively could in fact be run concurrently to reduce the programme period overall. It was clarified that the project has not yet been tendered. That it will be tendered through the Cornwall Council framework which is itself already ERDF/ESF compliant.

Assuming that there was even a local contractor capable of delivering the project, it would be anti-competitive to indicate in the advert that preference would be given to local contractors.

583/19 DRAFT HEADS OF TERMS – These should include:

- Rent Review – removing the mention of Rent Review.
- Reserve a Right of Pedestrian and Vehicle Access at all times across the Cornwall Council owned land.

584/19 EQUALITY AND DIVERSITY POLICY – Noted.

The Mayor confirmed that the following would be brought back to future meetings:

- Grant Offer Letter – from the CLLD programme.
- Collaboration Agreement – with Cornwall Council
- Plymouth College of Art – Memorandum of Understanding.
- Project Body Terms of Reference –
- Job Descriptions.

585/19 CLLD APPLICATION – CATTLE MARKET MAKERS PROJECT (VOTES BY ELEMENT

The Mayor explained that a vote would be held for each aspect of the CLLD application. This was agreed.

Application Form – 9 Councillors voted to support, none voted against.

Spreadsheets – 9 Councillors voted to support, none voted against.

Draft Heads of Terms (as amended) – 8 Councillors voted to support, none voted against.

Equality and Diversity Policy – 10 Councillors voted to support, none voted against.

586/19 DATE OF THE NEXT MEETING – 26th May 2020