

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 25 June 2013 at 7.30 pm there were present:

The Mayor - Councillor Susan Pike - in the Chair

The Deputy Mayor - Councillor Phillip Seeva

Councillors - Rachel Brooks, Katrina Dawe, Ian Goldsworthy, Sally Hawken, Roger Holmes, Jane Pascoe, Anne Purdon, James Shrubsole, Lorna Shrubsole, Hella Tovar and Christina Whitty, and

The Town Clerk - Mr Andrew Deacon

Cornwall Councillor Mr Michael George

Cornish Times: Viv Tworniki

Cornish Guardian : Gale McDonald

Members of the Public – Steve Barrett, Denise Lerner, Ray Meadows, John Tovar, Jan Hare and Susan Shand.

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

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

99/13 OPEN SESSION

No members of the public present wished to address the Council.

100/13 APOLOGIES

Apologies were received from Councillors Nick Mallard, Tony Powell and Minute Clerk Stuart Houghton all of whom were on holiday.

101/13 DECLARATIONS OF INTEREST PECUNIARY OR NON PECUNIARY

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

102/13 MAYORS REMARKS

The Mayor stated that she had opened the refurbished Oxfam Shop on the 15 June and attended the Museum Open Day. The latter was very successful with all credit going to the Curator and her team.

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61/13

The Mayor said that she had also engaged with the public in Fore Street and that seemed to be successful. The Mayor stated that she would continue to be in Fore Street following Council Meetings to enable the public to engage and raise issues. The other matter that the Mayor wished to bring to the Council's attention was one of heroic proportions. Councillors Seeva, Holmes and Hawken, together with Paul Pascoe and Nigel Charlton entered the five towns' rowing challenge held at the Saltash Regatta. In previous times this Council had come last but this time Liskeard Town Council won. The Mayor congratulated all concerned and was proud to receive the Silver Cup and Shield. These would be displayed in the Mayor's Parlour.

**103/13 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY
11 JUNE 2013**

Corrections

1. Open Session (Minute 63/13))

Substitute the word 'interest' for 'knowledge' in the third paragraph

2. Correspondence (Minute 33/12)

Substitute 'Liskerrett Road' for 'Liskeard Road'

3. Finance Matters (Minute 73/13)

A) Budget Report paragraph 3

Councillor Hawken asked for clarification that the Town Forum had been paid for the last two years. It was not obvious this was the case from the annual accounts or accrual reports. Councillor Hawken asked if there was a reason for the £50k underspend to have been allocated to general reserves rather than to any of the earmarked reserves.

4. Local Amenities (Minute 75/13)

D) Town Crier Newsletter

Councillor Hawken suggested Cornish Times the more appropriate route, although its known complete coverage was flawed, its significantly faster than the Royal Mail option.

5. Local Amenities (Minute 75/13)

E) Signage

Councillor Hawken suggested reference was made to recommendations on signage by Guy Thomas, Cornwall Council Town Centre Specialist in his Liskeard Town Centre Audit and asked that it be circulated to the appropriate committee when formed.

104/13 MATTERS ARISING FROM THE MINUTES

Finance Matters (Minute 73/13)

The Town Clerk stated that he would endeavour to provide details of the Reserves to Councillors as soon as possible.

Councillor Goldsworthy stated that he had enquired of the Town Clerk the position regarding the Traders Benches. The Town Council had made a grant to the Traders to enable them to insure for Public Liability relating to the benches. This was a one off payment of £413.00 and he believed that the Traders now had the ability to continue paying for their own insurance. There was no extra premium charged to the Council for storing the Benches.

Local Amenities Matters (Minute 75/13)

Public Conveniences and Westbourne Gardens

The Mayor reported that she had attended a site meeting today with Councillor Goldsworthy, the Town Clerk and a Mr Robert Stead of Cormac Solutions. An inspection was made of Westbourne Toilets and the tiling and further works had been agreed.

Sun Girt Toilets were also inspected and works were agreed there as well. Luckily the Town Clerk inspected the back of the block and discovered that the sewer was blocked and overflowing. Cormac had dealt with that situation today.

Councillor Hawken informed the Council that she had noticed on social media that the toilets were still open at 12:30am and various unpleasant activities were going on. The Clerk would enquire as to when the toilets should be locked.

The Town Crier Newsletter

The Deputy Mayor informed the Council that he had put together a new version of the Newsletter. He said that it would require input from the Chairs of the previous Committees. He circulated his iPad to show the new layout.

The Mayor wanted to have photos of all the Councillors in the centre of the Newsletter. She had arranged for David Hambly to take a photograph of each Councillor and asked that Members attend as soon as possible. The Mayor would also like two or three sentences of information about each Councillor to feature beside each photo (e.g. committee(s), outside bodies, contact details).

Signage CHAHP sponsored signage

Councillor Hawken requested that the Town Audit Report by Guy Thomas be circulated to the Members.

The Mayor informed the Council, that the granite size had been agreed for the signs and the maps were being looked into.

Informal Meeting Held on 11 June 2013 (Minute 79/13)

Councillor Brooks put to the Members that the priorities agreed at the informal meeting had been put to the last Council meeting but not formally adopted and she proposed that this now happen. The Mayor stated that the priorities needed to be looked at again. Each heading needed further discussion. In addition it would have to be a specific Agenda item at the next meeting.

Councillor Holmes disagreed and stated that the priorities had been agreed and could be adopted. The Mayor was of the opinion that the priorities arose out of a long meeting and this was why she wanted to apply the brakes on this subject for the moment.

Councillor Goldsworthy stated that he thought that the list of priorities should be publicised and the public should be fully consulted. He did not wish the Council to rush headlong into this subject.

The Mayor said she would consult with the public when she was in Fore Street and Councillor Goldsworthy felt that a good Committee structure would sort the matter out. Councillor Brooks pointed out that the Council would be taking the Caravan to the Liskeard Show and this would be an ideal opportunity to consult with the public. Councillor Goldsworthy agreed with this proposal

Councillor Brooks suggested that the Council adopt the priorities on a provisional basis.

Councillor Dawe felt that the views of the business community should be taken on this subject.

Councillor Lorna Shrubsole thought that there had been a good quality of debate on the subject already and could have the priorities for this year as there was no urgency as the Council's term was for four years.

Councillor Dawe stated that the Council wanted to be more open and could not see why there should be a problem with full consultation.

Councillor Brooks proposed and Councillor Holmes seconded and it was **RESOLVED** that the priorities stand as a provisional list.

Councillor Hawken asked that there be Agenda item for the receiving of reports from outside bodies and the Museum.

105/13 COMMITTEE REPORTS

a) PLANNING COMMITTEE TUESDAY 11 JUNE 2013

Councillor Purdon proposed, Councillor Whitty seconded and it was **RESOLVED** that the Minutes of the meeting held in the Council Chamber on Tuesday 11 June 2013 be adopted.

b) INFORMAL MEETING TUESDAY 11 JUNE 2013

The Mayor proposed and Councillor Holmes seconded and it was **RESOLVED** that the Minutes of the meeting held in the Council Chamber on the 11 June 2013 be adopted

There were no matters arising.

106/13 FINANCE MATTERS

A) Approval of Annual Return

Councillor Hawken asked whether new Members could vote on this item and the Clerk stated that they could abstain.

The Town Clerk went through the Annual Return and the Mayor proposed and Councillor Goldsworthy seconded and it was **RESOLVED** that the Mayor sign the Return and it be filed.

B) Budget Report 25 June 2013

The Clerk stated that he thought that the Members would wish to see the way the current budgets for the year were progressing. Councillor Holmes asked if such budgets could be sent to Members earlier for consideration.

107/13 PROPERTY MATTERS

A) Budget Report 25^t June 2013

This budget was noted.

108/13 LOCAL AMENITIES MATTERS

A) Budget Report 25 June 2013

This budget would have to be amended to delete headings for matters that no longer applied.

109/13 CC PLANNING DECISIONS

As per ADDENDUM No.1 was presented and noted

110/13 ACCOUNTS

As per ADDENDUM No.2 was presented and noted

OTHER REPORTS

111/13 PLANNING COMMITTEE MEETING

Councillor Purdon gave a verbal report of the Planning Committee Meeting that took place earlier in the evening.

112/13 CORRESPONDENCE

A) The Office had received a message from Hilary Whitty the Guides District Commissioner to inform the Town Clerk that the Guides, Brownies and Rangers would no longer be taking part in any future Civic Services. She thought that it was a poor show that elected Members of the Council could not be bothered to “get out of bed” in the morning and attend the parade (she stated that there were about five Councillors in attendance) She felt that it was politically motivated.

The Mayor and the Council were disappointed with the message as there were 8 Councillors in attendance, Councillor Purdon said that the attendance overall was very good. The Mayor and Councillor Purdon said they would contact Ms Whitty.

B) An email had been received from the developers of Trevillis Park asking whether there would be any objections from the Council if they called the development Joan Moffatt Close. Joan Moffat was a Town Councillor for many years and was Mayor on two occasions. She was also a Honorary Burgess before her death.

The Council thought this was an excellent idea and would fully support it.

C) A letter had been received from Rebecca Dixon the Highways Manager of Cormac Solutions informing the Council of her change of role. She would now be working in a part time role as a Community Partnership Officer. Ms Dixon's replacement would be Rob Constance. The Council noted this.

D) The Council had received two letters from Cormac Solutions. One was confirming a new Bus Shelter at Clemo Road and another confirming the rejection of the building of a shelter at Allen Vale.

113/13 COMMITTEE REVIEW REPORT

Councillor Brooks set out the back ground for the review and stated that it was the Review Committee's intention to bring two options to Council. To assist, Committee structures run by other Councils, such as Lostwithiel, Saltash, Callington and Frome were looked at. Two committee structures had been designed. Councillor Brooks thanked all those involved in the review for their assistance.

A Summary of the work carried out by the Committee Review Group was annexed hereto.

Councillor Brooks stated that there were two options that the Committee were putting to the Council Option A and Option B: full details of these options were annexed hereto.

Councillor Brooks proposed that the Council generally debate the Options, make any necessary amendments and then formally vote on which option to adopt.

With regard to the Planning Committee, Councillor Purdon recommended that there be a set number of Councillors sitting on this Committee to ensure consistency of decision making. Councillor Pascoe disagreed and stated that all Members of the Council should be Members from the point of view of transparency. The Mayor considered that public perception should always be borne in mind.

Councillor Goldsworthy was of the opinion that Councillors, such as Councillor Mallard, had a wealth of experience and would deal with applications with great knowledge. If there were contentious issues, these were always brought back to Council. Planning was a two week cycle and required a dedicated team. Councillor Lorna Shrubsole stated that some members may not wish to sit on a Committee that meets every two weeks

Councillor Tovar stated that if there were a contentious matter it could be brought to full Council. Councillor Lorna Shrubsole said that a number of Councillors would support Councillor Pascoe's suggestion.

The Mayor was of the opinion that she and a number of Councillors were not up to speed on planning matters. A two hour course would help but was not adequate. Councillor Holmes said that the Council was not a Planning Authority and any decision made by the Council would have to be in accordance with planning law as it presently stood. He said however that if the whole Council was to sit on this Committee, the Members would have to attend and, of course, be trained.

A general discussion then took place about Option A and Option B. Councillor Goldsworthy was of the opinion that Option B was the easier of the two options to deliver and get matters done. Councillor Dawe agreed as she thought that Option A was complicated and too long winded.

The Town Clerk stated that of the two options, Option B would be by far the better to administer.

Councillor Hawken said that she was not convinced that the Neighbourhood Plan should sit in the Planning Committee along with Regeneration. She thought that the Planning Committee was not appropriate.

Councillor Brooks said she was not unhappy with Option B but she would vote for Option A as she considered this was the most proactive option. Option B with Strategy and Financial Control would be onerous on some Members of the Council as it would consist of the Chair and Vice-Chair of each Committee. Option A allows for a wider use of groups.

The Mayor said that the central finance of the Council should consist of the Chairs and Vice-Chairs of the other Committees to provide financial co-ordination between the various Committees. Councillor Lorna Shrubsole was concerned that some Chairs and Vice-Chairs may not have enough experience to deal with Council finance.

Councillor Goldsworthy said that he was not in favour of working groups just for the sake of them. The Option B structure would lead to work getting done instead of going over matters again and again. Councillor Dawe agreed with Councillor Goldsworthy that working groups and sub-committees could delay matters considerably

Councillor Goldsworthy stated that in his opinion, the biggest issue with Option A was the setting of the Annual Precept. He could not see how the budgets were going to feed through to the Committee setting the Precept. There was no feedback loop.

The Deputy Mayor, Councillor Seeva, stated that he had been very supportive of the review as this had given him a greater understanding of the system. He said that it was important to make a decision.

The Chair asked for amendments to Option A. Councillor Purdon wanted the Options to be working documents that may have to be reviewed at some point in time in the future. It was suggested that whichever Option was chosen, it should be reviewed at the end of twelve months or sooner if necessary.

Councillor Pascoe proposed that there be an amendment to Option A to increase the number of Members on the Planning Committee to all Members and that all should be trained. This proposal was seconded by Councillor Holmes. This was put to the vote: four members voted for and seven against, with two abstentions. The proposal was defeated. Councillor Shrubsole proposed the number of Councillors on the Planning Committee be seven and this was seconded by Councillor Purdon. This proposal was carried by a vote of eleven votes for, one against and one abstention. The Town Clerk did point out that there was no reason why the Agenda for Planning meetings could not be circulated to all Members.

It was felt that the topic of the Neighbourhood Plan be taken out of Planning and dealt with by full Council. This was proposed by Councillor Goldsworthy and seconded by Councillor Dawe. This proposal was passed by nine votes for, one against and one abstention.

Councillor Holmes proposed and Councillor Goldsworthy seconded that the Museum Committee stand alone. This proposal was passed ten votes to three.

Councillor Brooks then proposed and Councillor Holmes seconded that Option A be adopted by the Council. This was put to the vote with six votes for and six against with one abstention. The Mayor had the casting vote and the Mayor voted against the proposition, therefore the proposition failed.

The Mayor proposed and Councillor Goldsworthy seconded that the Council adopt Option B. This was put to the vote with six votes for, five against and two abstentions. The proposition was carried and Option B was adopted.

114/13 PART II ITEMS

The Mayor requested that the Members of the press and public leave the meeting as confidential business needed to be discussed by the Council.

The Members ratified the discussion in Part II

115/13 DATE OF NEXT TOWN COUNCIL MEETING

There being no further business the Mayor closed the meeting at 10.00 pm and the next meeting of the Town Council would be at 7.30 pm on Tuesday 23 July 2013 in the Council Chamber.

LISKEARD TOWN COUNCIL

SUMMARY OF WORK OF THE COMMITTEE REVIEW GROUP

The group looked at Town Council committee structures in Bodmin, Callington, Frome Launceston, and Saltash as well as the previous Liskeard structures.

The group considered

1. The extent to which finance and other powers were devolved
2. How work was to be divided between committees or groups
3. Use of formal Committees or informal groups
4. Staffing matters - form a staffing committee or not

The group looked at the pros and cons of different approaches and the conclusions are summarised in the tables below.

<u>Centralised Decisions</u>	<u>Devolved Decisions</u>
Fully accountable Everyone is aware of progress Everyone is involved May need less information	Utilises specialist knowledge May be quicker More streamlined

Division between Strategy and Operational Committee

<u>For</u>	<u>Against</u>
Clear distinction More emphasis on strategy Public would understand where the strategy was made	Overlap in practice Too much included, lumped together

Committee Divided by Subject area

<u>For</u>	<u>Against</u>
Focused and specialised Suitable for operational issues	Compartmentalised May be less flexible

Division between Internal and External Affairs Committees

<u>For</u>	<u>Against</u>
Keeps the focus on external affairs and bodies	Where does the strategy come from? No overall focus Not clear to outsiders

Working Groups Compared to Committees

<u>Discussion in Committee</u>	<u>Discussion in Working Groups</u>
Immediate decision making Open and transparent Good for ongoing bread and butter work More structured, better oversight Could have a monitoring role Properly minuted	Inclusive, others are involved Flexibility, can operate for a set period Could involve people with specialist knowledge Could focus on a specific task Would not necessarily involve staff time Could be creative and use other methods of discussion

Staffing Committee

<u>For</u>	<u>Against</u>
CALC recommends this Focus on Staff Values and supports staff Allows for appeals	

The group agreed to put forward two options – A and B, which are set out as separate papers. The following key differences between the two options were highlighted:

- Policy would sit in either the Policy and Resources Committee (A) OR the relevant subject Committee (B).
- The Museum Committee could report to the Services Committee (A) OR stand alone (B).
- Budget setting could be via Policy and Resources (A) OR by a finance committee to sit above subject committees (B).
- Consultation, engagement and communications could be via a working group as part of Policy and Resources (A) OR together in a separate committee (B).

Rachel Brooks
 Committee Review Group Chair
 19 June 2013

LISKEARD TOWN COUNCIL

OPTION A

STRATEGY/OPERATIONS COMMITTEE STRUCTURE

Full council – monthly

- Reports from outside bodies
- Public right to address the council
- Decisions on spending, except where delegated
- Delegation of powers
- Priority setting
- Precept setting
- Acceptance of committee reports

Policy and resources committee – monthly – moving to bi-monthly

Mayor, Deputy Mayor & 7 Councillors

- Advises the Council in formulating its key objectives and targets and in setting the precept and agreeing an annual budget.
- Oversees and makes recommendations regarding the development and review of the council's policies, Strategies and Standing Orders.
- Ensures the Town Council is meeting the needs of all sections of the community.
- Oversees any acquisition of property.
- Oversees partnership working between the Town Council and other councils and local organisations.
- Oversees public consultation and engagement on important issues.

Priorities:

Neighbourhood plan (1st)

Income generation (2nd)

Developing car parking proposals (3rd=)

Publicising the Town Council's work (5th=)

Promoting the town (7th)

It is proposed the last two are progressed via a Promotions Working Group

- Oversees official media releases and the Council's liaison with the media.
- Oversees the running of the Council website
- Oversees the development of the quarterly newsletters
- Oversees civic events
- Liaises with bodies, including the TIC, on the marketing and branding of the town

Services committee – monthly

Mayor, Deputy Mayor & 7 Councillors

Oversees the Town Council's responsibilities in relation to the following services:

- Property management - Public Hall, Guildhall, Forester Hall, Fountain, war memorial, Pipe Well, toilets
- Parks - Thorn Park, Rapson's Field, Westbourne Gardens
- Street furniture, street lighting and street signs
- Allotments
- Footpaths
- Tourist Information Centre
- Museum
- CCTV
- Town Council administration
- Licensing markets and contract for Country Produce Market

Sub-committee

Museum Management Committee (as now)

Mayor, Deputy Mayor & 6 Councillors

Priorities:

Improve town signage, street lighting and street furniture (3rd=)

Improving play areas (5th=)

Increasing use and revenue from council properties (11th=)

Staffing Committee – monthly – moving to quarterly

Mayor, Deputy Mayor, Chairs of Communication & Engagement, Property and Museum committees

- Ensure all legal requirements are met re. staff
- Staff training and development
- Induction and training of councillors
- Recruitment
- Health & Safety (re staff)
- Responsible for review of staff structure & remuneration where required
- Respond to issues raised by staff
- Approval and operation of staffing policies including appraisal, disciplinary, grievance etc.

To include staff representative when appropriate

Planning Committee – twice a month before full council or other committees

Mayor, Deputy Mayor & 5 Councillors

- Considers local planning applications and appeals, highway matters, street naming, listed buildings, tree preservation orders, communication masts and street lighting.

The Council's 2013-14 priorities are listed under the relevant committee. Each committee should consider carefully whether to progress these priorities directly or via working groups. Specific tasks could be managed effectively by a working group reporting to the appropriate committee or full Council. Examples might include the Neighbourhood Plan or Car Parking Consultation. On-going work should be dealt with by committee, for example website maintenance.

Working groups are an opportunity to involve individuals and groups outside the council with particular expertise. They would not have the power to authorise expenditure. Notes would normally be taken by a councillor and they would not require staff time.

LISKEARD TOWN COUNCIL

OPTION B

COMMITTEES ORGANISED BY SUBJECT

Full Council - monthly

- Priority setting
- Precept setting
- Public right to address the council
- Reports from outside bodies
- Committee reports
- Decisions on spending, except where delegated
- Delegation of powers
- Acceptance of committee reports

Strategy & Financial Control – monthly

Mayor, Deputy Mayor, Chair & Vice-Chair of Communications & Engagement, Property and Museum committees

To provide a coherent strategic and budget framework, to enable delivery of the Council's objectives.

- The co-ordination and periodic review of the Council's finances, to achieve the Council's objectives.
- The preparation of the recommended annual precept
- Forward planning for the Council – investment, capital projects, localism
- Obtaining grants

Priorities:

Income generation (2nd)

Communications & Engagement – monthly

Mayor, Deputy Mayor & 7 Councillors

To provide efficient administration of the Council, ensuring it engages with the community in a transparent and accountable manner.

- Office and administration
- Tourist information centre
- Public relations and consultation/engagement
- Website
- Awarding grants
- Supporting community events
- Liaising and partnering outside bodies on issues including Health, Education, Recreation, Community Safety , Disability, Diversity and Environment

Priorities:

Developing car parking proposals (3rd=)

Publicising the Town Council's work (5th=)

Promoting the town (7th)

Property - monthly

Mayor, Deputy Mayor & 7 Councillors

To provide efficient management of the Council's property, enhancing the community value and vitality of the Council's assets.

- Management and maintenance of the Public Hall, Guildhall & Forresters Hall
- Toilets
- CCTV
- Allotments
- Thorn Park and Rapson's Field
- Street Furniture (Bus Stops and Benches)
- Historic Monuments (The Fountain, Pipe-well, and War Memorial)
- Footpaths
- Licensing markets

Priorities:

Improve town signage, street lighting and street furniture (3rd=)

Improving play areas (5th=)

Increasing use and revenue from council properties (11th=)

Planning and regeneration – twice monthly

Mayor, Deputy Mayor & 5 Councillors

To consider planning applications, and consultations.

- Spatial Planning Issues
- Scrutiny and Planning applications
- Neighbourhood Plan and Regeneration
- Consultations with principle authorities and other statutory bodies and agencies eg Highways
- Street names
- Investigation, liaison and advice on traffic issues
- Advice and liaison on all aspect of street scene (bus stops, signs and parking)

Priorities:

Neighbourhood plan (1st)

Museum – every 6 weeks

Mayor, Deputy Mayor & 6 Councillors

- To manage the museum, its catalogue and resources to the benefit of the whole community

Staffing – monthly, moving to quarterly

Mayor, Deputy Mayor, Chairs of Communication & Engagement,

Property and Museum committees

To appropriately manage employment issues

- Recruitment
- Professional development
- Disciplinary procedures
- Regulatory compliance
- Remuneration

To include staff representative when appropriate

The Council's 2013-14 priorities are listed under the relevant committee. Each committee should consider carefully whether to progress these priorities directly or via working groups. Specific tasks could be managed effectively by a working group reporting to the appropriate committee or full Council. Examples might include the Neighbourhood Plan or Car Parking Consultation. On-going work should be dealt with by committee, for example website maintenance.

Working groups are an opportunity to involve individuals and groups outside the council with particular expertise. They would not have the power to authorise expenditure. Notes would normally be taken by a councillor and they would not require staff time.