

5. Deputy Town Clerk’s Update

Report on items from 8 September 2020 committee meeting not already on the Agenda – For Information

TIC and museum working arrangements during lockdown 5 November – 2 December 2020

Foresters Hall will be closed to the public during the second lockdown period. Both Vicky and Louisa will be amending their hours to come in line with other staff to enable them to teamwork, and help cover phone lines between 9am and 1pm.

Vicky will be working from home Tuesday – Friday, has full access to the TIC computer and telephone, and in addition to usual work will continue with further updating the Town Council website to meet new accessibility regulations, and undertake new online training (taking annual leave the week commencing 9 November).

Louisa will be working Monday – Thursday but does not have a suitable workstation environment at home so will be working in the building behind closed doors. Louisa will be updating the Your Liskeard website, clearing all the leaflets stocks, assisting the museum, and undertaking online training.

Karen will continue to work at home for two days and at the museum on a Friday where she is supporting a volunteer. TIC and museum staff will also take opportunities to become more familiar with each other’s work loads to improve teamwork and provide holiday/sickness cover where needed in the future.

8. Budget Monitoring – To receive and accept a budget report to 31 October 2020

On target spend should be at 58%. The following points should be noted:

All PAYE & NI (4010) and Pension (4020) lines include only six months expenditure (50%) as this is paid a month behind until year end.

Recommendation: to note and accept the budget report

9. Events

a) Liskeard Unlocked 2020 (11 – 13 September 2020) – To receive a report on the event (RB)

With many of the events online this year, this made them accessible to people who do not live locally. The participation stats were as follows:

Stuart House Talk – Zoom On the day	18
- You Tube	43
Total	61
OCS Talk on History of Wool Industry – Zoom on the day	37
- You Tube	18

Total	55
Driver's Eye View of the Looe Valley Line (with commentary)	352 194
Total	546
Penmilder Garden	101
Pendean House	362
3 Varley Terrace	278
Liskeard Signal Box	235
Guildhall Clock Re-Starting	98
4 Train films shown at Public Hall and Online DCRP	12,683

The Liskeard Signal Box film is now being featured on the national Heritage Open Days website.

10. Christmas activities in the town

a) To receive an update (SC)

A Just Giving page has been established to help raise money for the Lighting Up Liskeard 20202 event at <https://www.justgiving.com/crowdfunding/lightingupliskeard2020>

b) To approve a payment from the events budget towards the costs of Lighting Up Liskeard 2020

Lights Up have been unable to carry out their usual fund-raising activities this year due to the pandemic, and following previous discussion at Council it was suggested a one-off contribution to the event could be made from the Events budget this year as the provision of Christmas lights was important to the community. At present, it looks likely that fundraising activities will cover costs such as the insurance and Christmas tree, but they would need assistance with the biggest cost, being the hire of a telehandler to put up and take down the lights. The total cost last year was £1,740 and it is suggested a maximum grant of £2,000 is approved from the Events budget to cover this and other ancillary expenses which cannot be met through fundraising.

Recommendation: To approve a grant of up to £2,000 to cover the telehandler hire and other ancillary costs of the Lighting Up Liskeard 2020 event not covered by fundraising.

c) To authorise a Councillor to live stream footage of the beacon lighting on the Town Council's social media in accordance with the Social Media Policy section C(2)

There is an aspiration to live stream the lighting of the beacon at St Martin's church tower and possibly other aspects of switching on the Christmas lights. Direct posting onto any Town Council social media platform, if not carried out by a designated officer, requires specific authorisation under the Social Media Policy section C(2). Alternatively, a film clip can be forwarded to the office to be uploaded on the following Monday when it can be enjoyed by people at any time.

Recommendation: To authorise a volunteer Councillor to post directly onto the Town Council's social media platforms for the purpose of live streaming the Lighting Up Liskeard 2020 switch on events

11. Footpaths and Cycling – to receive an update

The new cycle stands were installed on the Parade on 4 November 2020.



Another meeting of the working group is scheduled for Wednesday 11 November 2020 at 12.30pm via Zoom. The meeting will be joined by Alexis Field the project manager for the Liskeard – Looe Trail.