

**5. TOWN CLERK'S REPORT - FINANCE AND GENERAL PURPOSES COMMITTEE – For Information – Update on resolutions from 20 March 2018**

**Minute 590/17 General Data Protection Regulations** b). to nominate the Town Clerk as Data Protection Officer. Requirement to appoint subsequently removed from the draft GDPR legislation. For Information.

**7. GRANT APPLICATIONS (SEE ATTACHED APPLICATIONS AND ACCOUNTS – RECEIPT OF PLOUGHMANS ACCOUNTS AWAITED AT TIME OF WRITING) –**

a). St. Martins Church – Laptops and software – Request £1,500. b). Liskeard Air Cadets – Purchase of radio equipment. Request £1,400 Ploughman's Festival – Purchase of stock of recyclable plastic tumblers - Request £358.52. d). Liskeard Radio – contribution towards the cost of the license – Request £500.

Background – The Committee has a 2018/2019 grants budget of £8,160. No projects have been approved during the current financial year.

**RECOMMENDATIONS:** a). That the Committee consider the St Martins Church request for grant. b). That the Committee consider the Liskeard Air Cadets request for the grant. c). That the Committee consider the Ploughman's Festival request for grant. d). That the Committee consider the Liskeard Radio request for grant.

**8. YOUTH FUND 2018/2019 (SEE ATTACHED C&E YOUTH ORGANISATIONS SURVEY REPORT AND DATA CHARTS AND THE LYSKERRYS YOUTH REPORT) – Referred from Council Minute 501/17d 30th January 2018 – Recommendations from the Communications & Engagement Committee Minute 651/17 1st May 2018 – to consider the recommendations of the Communication & Engagement Committee and the update and options report from the Lyskerrys' Youth club and consider the allocation of the Youth Fund 2018/2019.**

Background – Following the receipt of a request from the Lyskerrys Youth Club for financial support from the Council, the Council decided to make a contribution to the Lyskerrys Youth Club of £5,047 (funded from the Council's general reserve) for the period ending 30<sup>th</sup> June 2018. The Committee also decided to survey the various organisations and groups providing activities for young people in the town. This would help to determine the approach that the Committee should take in the allocation of the Youth Fund 2018/2019. It would also assist in indicating whether a standing budget youth fund provision for future years is needed. The 2018/2019 Youth Fund is a figure of £20,000. This was from a combination of nominated project reserves. If any recommendation is made by the Committee regarding the creation of a standing Youth Fund this would need to be fed into the budget and precept setting process later this year.

Communications & Engagement Committee 1<sup>st</sup> May 2018 – considered the information obtained from the survey of local groups delivering services to young people. The updated survey is attached as "Youth Organisations Survey Report" with

the accompanying “Datacharts”. The Communications & Engagement Committee has recommended under Minute 651/17 Youth Provision Survey:

Support should include all different types of young people.

Suggestions for overall support for consideration would include:

- Publishing events and regular activities, including online
- Hosting training for people working with children and young people locally
- Finding or funding a space which could be used for youth activities
- Helping to set up a youth forum/council
- Support and interaction with schools

Suggested rules for awarding grant funding to include:

- New projects/ongoing costs
- Age parameters
- Evaluation requirements
- Minimum requirements for DBS checks/safeguarding
- Use of Town Council logo and acknowledgement in publicity
- Requirements for matched funding
- Limits for capital purchases and rules for asset lock
- Purpose – social, emotional, health, well-being

C&E Committee also recommended that the F&GP Committee should also to be invited to consider whether Lyskerrys Youth club is a special case which warrants more significant ongoing support.

Lyskerrys Youth Report (see attached) – The report indicates activities delivered. It outlines the grants approved. There also those grants that have been applied for and for which decisions regarding approval are awaited. This includes a £10,000 Awards For All grant. The report gives options for the current year:

“Provision costs April 2018 – March 2019: £20,188 at current provision level.

£5,047 funding secured from Liskeard Town Council to end of June.

£15,141 needed July 2018 – March 2019 at current provision level. Or £5,047 for the next quarter (Jul to Sept) while we wait to hear about Awards for All funding (£10,000).

£791.49 funding secured through young people, staff and workers fundraising, leaving £4,255.51 needed to provide current provision until end September 2018.

Alternative: reducing provision to one night a week

£5,047 / 2 = 2,523.50 needed July 2018 – September 2018, minus the £791.49 secured by young people and committee = £1,732.”

Finance & General Purposes Committee Options for the Allocation of the Youth Fund 2018/2019 and support of the Lyskerrys Youth club.

Option 1 – Do not support the Lyskerrys Youth Club any further. Benefits – saving of £20,000. The Council does not have a “duty” to support youth provision. Concentrate on the provision of “duties” and high priority aims and objectives. Risk – loss of a youth facility and support; elements of which are not replicated by other providers. Increased anti-social behaviour. Reputational harm for discontinuing support.

Option 2 – Support the Lyskerrys Youth club for the next quarter – July 2018 – September 2018. This would cost £5,047. Benefits would allow time to receive a decision on the £10,000 Awards for All grant application. Risk – this is a short period should there be slippage in the grant decision making process.

Option 3 – Support the Lyskerrys Youth club for the next half year July 2018 – December 2018. This would cost £10,094. Benefits – a decision on the Awards for All grant application should be forthcoming and the Lyskerrys Youth club could submit a proposal for inclusion remainder of the year and feed into the budget setting for the 2019/2020 financial year.

Option 4 – Consider that a local youth provision, such as, that at the Lyskerrys Youth Club is needed and resolve to fund for this year – This would cost £15,141. Benefits – for Lyskerrys this provides more security than a quarterly approach. For the Council, it would allow time to consider a strategic approach. For example, whether to budget for the ongoing provision of a multi annual, perhaps three years, to Youth Fund to support the Lyskerrys Youth club. Risk – that the Council would need to commit in the order of £20,180 per annum, for three years to the project. Approximately, £60,564. That the pursuit of funding sources other than the Council would be neglected until near the end of the three year period.

**RECOMMENDATION: That the Committee considers the Options above and indicate which, if any it would wish to adopt.**

**9. CORNWALL COUNCIL/RIO – Liskeard Library – Comprehensive Impact Assessment (CIA) – to receive an update and consider the Comprehensive Impact Assessment relating to the Liskeard Library project.**

Background – At the last Council meeting, the pre-application PA18/00940 and the concerns expressed by local people and businesses was discussed. The Council resolved Minute 625/17 to respond to the pre-application, indicating, in principle support, to the upgrade of the fabric of the building, to make it fit for modern purposes. The Council also resolved that a press release was issued, indicating, that the Council is concerned to ensure that there is a strong element of the library service in the library building and to reaffirm the vision set out in the Liskeard Library

Cooperation Agreement. The Council believes it is important that new activities complement what is already available and will work with RIO to help them engage with the stakeholders and partners.

Update – In preparation for the 10<sup>th</sup> May 2018 meeting indicated below, information was circulated. Figures for footfall provided in 2015, had shown 94,103 visits to the library. The latest complete figures for 2016/2017 indicated footfall to be 60,356.

A meeting was held with Cornwall Council, RIO and Councillors Clarke and Smith and the Town Clerk on 10<sup>th</sup> May 2018. In the meeting, it was indicated:

- When progressing planning applications for the library building, it was essential that the key element of the retention of the library service in the library building was paramount.
- RIO had submitted an Expression of Interest for European Regional Development Fund grant to cover the majority of the cost of carrying out the library project. (80% of the £500,000) The Department of Communities and Local Government had assessed the EOI and asked RIO to submit a full application for grant. RIO hope that they will learn in September/October 2018 whether the application has been successful. RIO will also seek to use Arts funding to cover the remaining external funding.
- RIO indicated that they were to retain their current Fore Street premises and seek to put other functions into the library (in 2015, it had been indicated that the lease, that RIO had on their Fore Street premises, was to expire in July 2016 and there was a need to progress the project to help retain the RIO presence in the town).
- A draft Comprehensive Impact Assessment (CIA) was to be circulated for checking. It would act as a management document for RIO and Cornwall Council.

**RECOMMENDATION: That the Committee receives and considers the attached Comprehensive Impact Assessment (CIA) relating to the Library project.**

## **10. FINANCIAL REGULATIONS – to consider the report and note the need to update Financial Regulations.**

Background – the current Financial Regulations 2015 were thoroughly reviewed in 2015 based upon the model Financial Regulations available from Cornwall Association of Local Councils (CALC) and the National Association of Local Councils (NALC). When adopted they replaced the Financial Regulations 2011. There has been a revision of Regulation 5.5.a. to improve the speed of processing payments for small local contractors.

Under “Budgetary Control and Authority to Spend”, the current regulations are:

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

*4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:*

- the council for all items over £10,000.*
- the duly delegated Property committee of the council for items over £2500 and for other duly elected committees of the Council for items over £1000 or*
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.*

*4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £4000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.*

These do not take into account, certain changes that have occurred since 2015. For example, the Council adoption of the recommendations of the external consultant in relation to:

- the changes to the Committee structure and including the change of the "Property" Committee to the "Facilities" Committee.
- the creation of the post of Support Service Manager. The designation of the Support Services Manager as the responsible staff member to support the Communication & Engagement Committee.
- the designation of the Facilities Manager as the responsible officer for the Facilities Committee.

Cornwall Association of Local Councils (C.A.L.C.) Advice – CALC has recommended

#### 4. REVISED BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over **£25,000 (currently £10,000.)**
- the duly delegated **Facilities** committee of the council for items over **£5,000 (currently £2500)** and for other duly elected committees of the Council for items over **£2,500 (currently £1,000)** or
- the appropriate officer\*, in conjunction with the Mayor or Chairman of the appropriate committee, for any items below **£2,500 (£1,000).**

\*the appropriate officer and their relevant budget holding committee shall be the Facilities Manager (Facilities), Support Services Manager (Communications &

Engagement), the Clerk (Finance & General Purposes and the other Committees when their respective appropriate officer ). The Clerk shall in relation to the Finance & General Purposes Committee and Council, the Facilities Manager in relation

4.5. In cases of extreme risk to the delivery of council services, the clerk **or Facilities Manager in consultation with the Chair of Facilities Committee** may authorise revenue expenditure on behalf of the council which in the clerk's or Facilities Manager's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£7,500** (currently £4000). The Clerk or Facilities Manager shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Additional Note – CALC also advised that, whilst working parties, might make recommendations on financial items, to their parent Committees, the decisions can only be made by the Committee itself. When the appropriate Clerk or Manager is seeking a Councillor to support the action, it should be the Chair of the Committee (or Mayor). Neither the Vice Chair of a Committee or Chair of a Working Party can confirm the action.

**RECOMMENDATION:** That the revised “Budgetary Control and Authority to Spend” at 4.1 and 4.5 be amended as indicated in the report.

**11. FEAST (SEE ATTACHED OPEN SMALLER GRANT APPLICATION FILE) – Application for grant to the Cornwall Arts Centre Trust (Truro) Ltd – to approve a match-funding contribution of £250 from the C&E events budget for the ‘Hats Off to Liskeard's Women Workers project.’**

Background – to meet the grant application deadline, as the next scheduled meeting of Communication & Engagement Committee is 3<sup>rd</sup> July 2018, this Committee asked to approve the match-funding contribution of £250.

**RECOMMENDATION:** That the Committee approved the match funding contribution of £250 from the Communications & Engagement Committee events budget for the ‘Hats Off to Liskeard's Women Workers project.’

**12. TOWN COUNCIL (OFFICES, TOURIST INFORMATION CENTRE AND MUSEUM) TELEPHONE SYSTEM** – to approve the purchase of a new telephone system with reduced annual operating costs.

**Telephone Costs Summary:**

Existing Monthly Costs

Line rental	£166.00
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(Office, TIC, museum, Museum alarm and franker (line to be used for new lift alarm))	
Call charges	£93.00
Fibre lines – 3 @ £41.90	£125.70
<b>Total existing monthly costs</b>	<b>£384.70</b>

#### Proposed Monthly Costs

Line rental - 9 licences @ £12 (Town Clerk, Support Services Manager, Facilities Manager, Accounts, Support Services Assistant, Facilities Assistant, TIC, Museum Coordinator, Museum volunteers)	£108.00
Line rental (museum and lift alarm lines) – 2 @ £10.99	£21.98
Call charges (only for 084x, 087x, 09xx and international)	£20.00
Fibre lines x 3 ( <i>must be retained with BT as above at present</i> )	£125.70
*Concorde broadband (36 month contract – total cost £1,079.64)	£29.99
<b>Total proposed monthly costs</b>	<b>£305.67</b>

#### Initial costs

Single number transfer charge (office, TIC, museum) 3 @ £11	£33.00
Single line transfer to Concorde (alarms) 2 @ £17	£34.00
Power over Ethernet LAN switch (approx. cost – to be provided by IT contractor)	£80.00
Repeater for museum cordless phones ( <i>only required if there are signal black spots in the building</i> )	£127.10
New handsets with 12 month warranty (8 @ £115 plus 1 @ £193.70 = £1,113.70) *Free if we commit to a 36 month Concorde broadband contract	FREE
<b>Total maximum initial costs</b>	<b>£274.10</b>

*All costs are plus VAT which the Town Council can reclaim*

The new system will offer a host of additional features for managing calls, and communication between staff members, including the facility for callers to select an option and be transferred direct to Cornwall Council, which will dramatically reduce the call volumes and save on staff time.

Currently, we have a limited number of lines into and out of the office, and people do report getting the engaged tone. The new system will allow all staff to be on the phone at the same time.

While our existing fibre lines are out of contract with BT, it is not yet possible to transfer them to another provider as Open Reach have not yet made the licences available. The proposed Concorde broadband, is therefore effectively surplus to

requirements at present, other than providing a backup should the BT fibre service fail. However, by committing to this our new handsets would be free. Once the fibre lines are released (possibly Q3 2018) one could be switched to this.

The existing handsets would not be compatible with the proposed hosted offering. There is the possibility they may have a resale value, but their lifespan is likely to be short as people switch to alternative telephone systems.

Within the first year additional licences can be added if required, and a free handset would be supplied.

**RECOMMENDATION: That the Committee approve the purchase and installation of the new telephone system with reduced annual operating costs.**

**13. CORNWALL COUNCIL DEMOCRATIC SERVICES – TOWN COUNCIL – VACANCY. – Notification of no members of the public asking for an election. The Town Council is now able to fill the vacancy by co-option.**

Update – two members of the public have contacted the Clerk with regards the co-option vacancy. Did Committee wish to:

1<sup>st</sup> June – place advert in local press, website and noticeboards – use the approved co-option form drawn up in 2017.

18<sup>th</sup> June (noon) – closing date for receipt of applications.

26<sup>th</sup> June Council or pre meeting to Council – conduct of interviews.

**RECOMMENDATION: That the Committee consider the above and approve.**

**14. CORNWALL COUNCIL – NOTIFICATION OF THE COMMUNITY NETWORK HIGHWAYS SCHEME (SEE ATTACHED LISKEARD LOOE HIGHWAYS REQUEST LIST AND HIGHWAYS SCHEME INDICATIVE COSTS.** – to note the receipt of guidance on how the scheme will operate. To refer detailed consideration of the possible need for additional measures to the 29th May 2018 Planning Committee, to meet the date of the next Community Network Panel meeting on 11th June 2018.

**RECOMMENDATION: That the Committee refer to the 29<sup>th</sup> May 2018 Planning Committee for more detailed consideration.**

**15. PAYMENTS SCHEDULE – to receive and approve the payments schedule.**

**RECOMMENDATION: That the Payments Schedule is approved.**