

5. TOWN CLERK'S REPORT - FINANCE AND GENERAL PURPOSES COMMITTEE – For Information – Update on resolutions from 28 November 2017

None not already on the agenda or pending the 30th January 2018 Council meeting.

7. GRANT APPLICATIONS – A). LISKEARD LIONS – Pantomime – (Application attached to report – at time of writing accounts had been requested but not yet received) - Application for £500.

B). LISKEARD & DISTRICT FLOWER ARRANGEMENT CLUB – Celebratory Event to mark their Golden Anniversary – Application for £250

Background – The Committee has a 2017/2018 grants budget of £8,000. To date, £3,800 has been approved to projects. £4,200 of the budget remains to be allocated until 31st March 2018.

RECOMMENDATIONS: a). That the Committee consider the Liskeard Lions request for a grant. b). That the Committee consider the Liskeard & District Flower Arrangement Club request for a grant.

8. LYSKERRYS YOUTH – FUNDING BID FOR YOUTH WORK PROVISION (BID 5 DOCUMENTS ATTACHED TO REPORT) – to consider the funding bid and decide a response.

Background – in the current financial year, following the ending of a major external grant for the project, the Council received a funding request for emergency financial support to allow the existing project to continue to 31st March 2018. The Council agreed to provide £6,400 from the general reserve. The Council also indicated that clear financial information should be included in any subsequent application to the Council to support the project beyond 31st March 2018. The Lyskerrys Youth Project have submitted a bid for funding which is in the form of 4 attachments to the report. The bid requests £20,188 in the first year and £82,661 over four years.

Potential Options – the Committee might consider one of the following:

Option 1 – do not fund the Youth Club. The Council does not have a “duty” to provide youth clubs or youth advice services. Under Devolution some other Town Councils in Cornwall have taken over buildings such as, Youth Clubs and Recreation Centres. These buildings are financial liabilities. A programme of youth services from these buildings would help to reduce the likelihood of vandalism, and increase the use and footfall justifying the Devolution transfer. This makes sense for those Town Councils.

Option 2 – fund the first year, to allow the steering committee of the Youth Group, the time to put in applications for grant. These applications could run for a 3 or 4 year

period depending upon the grant programmes availability. Thereafter, the Council and Youth Group would be better informed as to the actual availability of supporting grant and could determine a lower figure for ongoing budgeting and service provision.

Option 3 – agree to support the project for a 4 year period but on a reducing scale. For example, Year 1 – full £20,188, Year 2 - £15,000, Year 3 £10,000 and Year 4 £5,000.

Option 4 – agree to support the project for a 4 year period.

To enhance the possibility of obtaining external grants, the project is likely to need to produce a new “offer” even, if this relies to some extent on a repackaging of the existing resources. This is because grant bodies do not usually support applications that are essentially a continuance of existing provision. (The Council’s own Grants Policy is very similar in this respect.).

Option 1 would not cost the Council anything. Options 2, 3 and 4 could cost the Council £20,188 in the next 2018/2019 financial year. The Council did ask for an indication of what might be provided if only half of the requested money was provided. The response indicated that it would probably reduce the provision to just one evening a week. Agenda item 9 below sets the financial context of the Committee’s budget setting in the 2018/2019 financial year.

RECOMMENDATION: That the Committee considers the funding bid from the Lyskerrys Youth Project and decides a response.

9. FINANCE & GENERAL PURPOSES COMMITTEE BUDGET SETTING 2018/2019 (see attached spreadsheet) – to consider and approve the Finance & General Purposes Committee proposed 2018/2019 budget.

9.1 Background – at the last Committee meeting, the draft budget was considered and amended by Committee. Two further items of clarification were requested for this Committee meeting. The Facilities Committee budget has been adjusted and an item transferred to this Committee from 2018/2019 financial year. The working name of the “Community Cohesion and Resilience Project” has changed in the bid for grant support. The amended name “Liskeard Together” has been used in our budget sheet. This report will provide a context for the Committee recommendation to Council in respect of the funding bid from the Lyskerrys Youth Project.

9.2 Finance & General Purposes Committee 28th November 2017 notes and changes – Proposed 2018/2019 budget

1. 2% increase in all budget lines unless otherwise indicated

2. Insurances +£1,495 as per 2017 revaluation note at last meeting.
3. Professional fees increased to £3,000 at request of Committee.
4. Ellis Whittam – The Committee asked for the company to be contacted with regard the actual amount of 2018/2019 invoice. The company confirmed that the standard charge was £2,150 with a supplementary amount per individual staff member employed by the Council. In the 2018/2019 year, this amount would be £144. Total invoice £2,294. The draft budget has been amended to include this figure rather than the original figure of £2,600.
5. Elections – £10,596 reduced to £2,080. Previously, agreed to set aside a nominal sum each year to fund the four-year full cycle elections.
6. CCTV – (2018/2019 costs £6,900 current system. Dependent upon decision in PARTII could range from nothing, or a small inspection sum perhaps £750.
7. Section 106 Project – title has been changed to Employment Land Demand Study.
8. Community Cohesion and Resilience Project – working project name changed to “Liskeard Together” £10,000 per annum for three years.
9. Training – usually circulated as a separate budget sheet has instead been included as a budget line in the Finance & General Purposes Committee budget.
10. Neighbourhood Plan Expenditure £7,855 2018/2019 Committee asked to be transferred to Community Cohesion and Resilience Project/Liskeard Together.
11. Dilapidations – Committee asked to include descriptive with text e.g. office IT, copier/printer replacement – CCTV dilapidations reserve. Given decision in Minute 404/17 this has been reduced from £2,080 to £1,000.
12. Underspends in the current 2017/2018 as Nominated Reserves:
Neighbourhood Plan £7,700 – approved budget figure carry forward any underspend (currently £7,220) at year end, but allocate to non-Neighbourhood Plan use.
Neighbourhood Plan Underspend Reserve £26,272 (carry forward in case of legal challenge – Cornwall Council will pay for the referendum).

9.3 28th November 2017 Committee Follow Up – the last Committee asked for a breakdown of the current 2017/2018 year Subscriptions budget.

Cornwall Association of Local Councils (CALC)/National Association of the Local Councils (NALC) Annual Membership - provides training for Councillors and staff in a range of relevant skills e.g. budget setting, committee chairing, minute taking etc. Larger towns group to which Liskeard belongs. Lobbies at the local (Cornwall Council e.g. Devolution) and national level (Government e.g. Local Council Award Scheme). CALC are local inspection panel for LCAS. CALC are the body through which application for Public Works Loans Board loans for capital projects need to authorised and sent to the Government.	£1,575
Society of Local Council Clerks' (SLCC) Annual Membership – provides training, not covered by CALC e.g. VAT regulations etc, discounted training applies to Councillors and other staff if clerk is also present. Cornwall branch and joint Devon and Cornwall meeting/conferences.	£260

South East Cornwall Tourism Association (SECTA) Annual Membership	£50
Walkers Are Welcome – Annual Subscription	£80
Liskeard Chamber of Commerce – Annual Membership	£35
Guild of Macebearers – Annual Membership	£40
Total	£2,040

9.4 Facilities Committee includes £300 against the annual cost of the defibrillator within the Public Hall complex. This equipment is accessible for members of the public and organisations booking the Public Hall and the four meeting rooms. When the building is locked and not in use the public has no access to it. The Finance and General Purposes Committee also has a defibrillator budget heading which in the current financial year has £924. This is to fund most of the annual monitoring and maintenance costs of the of the Public Access Defibrillators in Liskeard. These are located on the exterior of 5 buildings within the town including: Public Hall, the Addington store, the British Legion, Geoffrey Harris Tyres and the Conservative Club. These are publicly accessible 24 hours a day and 365 days a year by the public. In drafting both Committees 2018/2019 budget's, the defibrillator item appears only in Finance and General Purposes Committee as a combined £1,245.

9.5 Community Cohesion and Resilience Project - Liskeard Together – at the last Committee meeting the objectives for 2018 – 2021 were set which included the approval of an objective the “Community Cohesion and Resilience Project” to support the Council aim.

“Build a strong local community which is proactive, involved, resilient, cohesive and proud of where we live.”

In drafting the application to the Department of Communities and Local Government (D.C.L.G.). the working group adopted the title “Liskeard Together” for the application. Whilst this does not cover certain key words from the aims of the Council, it is certainly easier to work with and has been used in the draft budget.

9.6 CCTV Nominated Reserve – Subject to any discussions and decisions that the Committee might make in PARTII, the Council has built a nominated reserve for CCTV replacement currently £27,000. Given the good progress made with the Neighbourhood Plan most notably it being judged sufficiently well prepared not require expenditure upon additional Environmental and Habitats studies, the Committee decided not to allocate further budget to the Neighbourhood Plan £26,272 nominated reserve. The £7,855 in the draft 2018/2019 budget and two further financial years being indicated as covering part of the £10,000 match funding per annum for three years that the Council has made to the Liskeard Together project. Some of the CCTV nominated reserve has been allocated to the remaining element of funding that needs to be covered. Any CCTV Nominated reserve could go into the General Reserve.

9.7 Note on draft 2018/2019 compared with 2017/2018 – As can be seen from the attached spreadsheet, the Committees' approved 2017/2018 budget is £172,674. After adjusting the budget in a number of places (the largest of items being the CCTV annual operating budget and not adding an additional year's Neighbourhood Plan budget) the draft 2018/2019 budget is: £171,469. The projected 2018/2019 budget is £1,205 lower than the current year.

This does not account for any decision made at the earlier agenda item 8 regarding the Lyskerrys Youth bid. Possible funding methods, in 2018/2019 might be:

Gross Committee Year End Budget – do not reduce budget by £1,205

Neighbourhood Plan 2017/2018 underspend – do not place into the general reserve £7,220.

CCTV dilapidations reserve £27,000 – do not place into a general reserve.

These three methods might assist in the 2018/2019 financial year, if Council did not wish to increase the precept, whilst at the same supporting the Lyskerrys Youth bid. If so minded the Council might fund the complete Year One contribution to the Lyskerrys Youth provision without increasing the draft precept. Should the Council continue to support the project in later financial years 2019/2020 onwards etc. this would necessitate a more significant impact on the precept.

RECOMMENDATION: To consider and approve the draft Finance & General Purposes Committee budget 2018/2019.

10. PRECEPT AND BUDGET SETTING 2018/2019 (see attached spreadsheets referred from the service committees and the spreadsheet for agenda item 9) – a). to consider and recommend to Council whether the Council should adopt the National Living Wage. b). to consider and recommend to Council the setting of a budget for the 2018/2019 financial year. c). to consider and recommend to Council the setting of a precept for the 2018/2019 financial year.

10.1 Background – several external and internal factors need to be considered when looking at precept and budget setting and making recommendations to Council. Cornwall Council have supplied the Council Support Grant (13th November), Council Tax Base and Precept Calculator (17th November) to assist the Committee and Council in setting the 2018/2019 budget and precept figures.

10.2 Council Tax Base - Cornwall Council has provided the Council Tax Base figure for 2018/2019. This reflects residential completions and conversions within the town boundary. This increases the number of households that might use Town Council facilities. This has the impact of spreading any precept that the Town Council might set over a greater number of households, thereby reducing the impact on individual households. The increase in the Council Tax Base indicated by Cornwall Council

means that the Town Council could increase the Precept by approximately £18,000 in 2018/2019 financial year and there would be no actual increase in the Town Council element of household bills.

Financial Year	Council Tax Base
2016/2017	2833
2017/2018	2899
2018/2019	3030
Increase in Council Tax Base 2017/2018 – 2018/2019	131

10.3 Cornwall Council – Council Support Grant (C.S.G.) – The Council Support Grant is part of an annual block grant paid by the Government to Cornwall Council. Once deductions have been made to cover Council Tax Support provided with the town boundary, Cornwall Council then pays the remaining sum to the Town and Parish Councils. In 2014/2015, the amount was £54,971. Cornwall Council have indicated that as the Government block grant is reduced annually so will the payment to the Town and Parish Councils.

Financial Year	Council Tax Support
2016/2017	£45,492
2017/2018	£33,566
2018/2019	£27,430
Reduction 2017/2018 – 2018/2019	£6,136
Percentage reduction in Council Support Grant 2017/2018 – 2018/2019	18%

10.4 Town Council Element of the 2017/2018 Council Tax - The information supplied by Cornwall Council also includes a table giving the proportion of the Band D Council Tax bill per household in 2017/2018 indicating the proportion that the Town Council element makes of the whole bill.

Town Council	Proportion of Band D Bill 2017/2018
Bodmin	15.65%
Falmouth	13.57%
Truro	13.30%
Bude-Stratton	12.39%
Camelford	12.25%
Newquay	12.04%
Penzance	10.82%
Callington	10.54%
Launceston	9.68%
Camborne	8.92%
Looe	8.49%
Liskeard	8.06%
Torpoint	7.17%

10.5 Low Pay Commission – National Minimum Wage/National Living Wage

The Low Page Commission has produced the National Minimum Wage statutory pay guidance for the financial year commencing 1st April 2018. A figure for the difference between the Council adopting the National Living Wage instead of the National Minimum Wage has been requested by a Councillor. The Council employs 13 staff (3 FT and 10 PT). 8 staff would not be impacted. 5 staff would benefit. The cost would fall completely within the Facilities Committee budget. The cost would be £3,711 in wage, national insurance and superannuation costs. Committee is asked to consider whether to adopt the National Living Wage for the 5 staff affected by this.

10.6 Committees Proposed Budgets 2018/2019

Committee	Approved 2017/2018	Draft 2018/2019
Expen.		
C&E (Museum)	£68,095	£73,936
Facilities	£252,087 * including capital expenditure funded from reserves (£210,066 net figure)	£258,868 * if National Living Wage included (£3,711 added) - £262,579
F&GP (Training)	£172,674 * (F&GP £170,634 + Training £2,040)	£171,469 * Lyskerrys Youth Club not included for precept purposes
Total	£492,856 Approved Budget	£504,273 Base Budget **
		£507,984 Plus Living Wage
		£528,172 Plus Lyskerrys full precept
Income		
Council Support Grant	-£33,566	-£27,430
Internal Income – rents, charges etc.	-£48,840 + -£10,000 additional transfer from reserves	-£50,820 (£3,000 C&E + £47,820 Facilities)
Precept	-£400,450 Approved Precept	-£426,023 Base Precept – Option 1
Total	-£492,856	-£429,734 Plus Living Wage – Option 2
		-£449,922 Plus Lyskerrys full precept – Option 3

**** Nominated Reserves – required to fund 2018/2019 activities (as below)**

- Facilities Committee – Public Hall project £80,000 from the nominated budget.
- C&E Committee – Brown Signs £16,110
- C&E Committee – Signage £4,000

Total requirement for one off projects from relevant nominated reserves £100,110

	Option 1 – Base Precept	Option 2 – Base Precept plus Living Wage	Option 3 – Base Precept plus Living Wage and Lyskerrys Youth
2017/2018 Precept	£400,450	£400,450	£400,450
2018/2019 draft Precept	£426,023	£429,734	£449,922
Amount increase	£25,573	£29,284	£49,472
Percentage increase	6.4%	7.3%	12.4%
Band D payment 2017/2018	£138.13	£138.13	£138.13
Band D payment 2018/2019	£140.57	£141.80	£148.46
Amount increase	£2.44	£3.67	£10.33
Percentage increase 2018/2019 precept	1.77%	2.66%	7.48%

RECOMMENDATIONS: a). to consider whether to recommend to Council that the National Living Wage be adopted. b). to consider and recommend to Council the setting of a budget for the 2018/2019 financial year. c). to consider and recommend to Council the setting of a precept for the 2018/2019 financial year.

11. LOCAL GOVERNMENT BOUNDARY COMMISSION (L.G.B.C.) CORNWALL COUNCIL POST 2021 WARDS to consider and recommend to Council the submission of a proposal to the Local Government Boundary Commission.

Background – the Local Government Boundary Commission (L.G.B.C.) has received representations regarding the number of Cornwall Councillors to serve from 2021. The L.G.B.C. have decided 87 will be the number required. They next phase of the consultation until 19th February 2018 is the form of the Cornwall Council wards from 2021. The L.G.B.C. wished for the Town and Parishes to come up with their own ideas regarding the boundaries.

L.G.B.C. have issued guidance that the target electorate per Cornwall Councillor is 5,163 electorate in 2023. This can be plus or minus 10% (4,647 to 5,679). The key L.G.B.C. objective is to achieve solutions within the above electorate thresholds.

Four options were considered by the last Finance & General Purposes Committee. On the basis that more Councillors representing the town might increase influence on the Unitary Council Option 1 is for 3 Liskeard focussed wards and Option 2 for 4 Liskeard focussed wards. It should be noted that in both Option 1 and 2, in Liskeard North, the number of non-Liskeard electors will outnumber the number of Liskeard residents. This will increase the amount of time that the Councillor spends on non-Liskeard issues. An alternative line of approach would be to focus on as small a geographic area as possible, to concentrate on "Liskeard" based issues has produced Option 3 for a two Councillor single ward town and Option 4 with 2 wards is a further variation.

Therefore, within the population constraints indicated by L.G.B.C., which way forward does the Town Council promote and respond:

- More Councillors for more influence, but with an expansion of the area covered to neighbouring villages to collect sufficient population for 3 or 4 Councillors and accepting that there will be a dilution of focus.
- Benefit from a high degree of Liskeard focus by concentrating on the town only taking on as much population as needed from the surrounding area to achieve two councillors. Accepting that the reduction in numbers of Councillors to 2 would lead to less influence on the Unitary Council.

Update – at the 28th November 2017 Committee meeting, it was decided to defer consideration of this item pending asking Cornwall Council if the proposals should be limited to within the Community Network Area only and requesting the views of the Parishes Councils affected by the proposals.

Cornwall Council response - "The LGBCE is making no recommendation as to the preservation or not of CNA boundaries. Although they seemed to link their Council size decision to the fit with CNA boundaries, they have since indicated that they are not that interested in those areas.

They are clearly fixed on balancing their three statutory criteria, it seems with a particular emphasis on the electoral equality criterion. They have indicated that they are concerned to respect parish boundaries wherever possible.

This review will not directly result in any changes to CNA areas. However, it is important to note that following the electoral review we are intending to embark on a programme of community governance reviews which may result in changes to some parishes. There is the possibility of a review of CNA boundaries at some point and

the outcome of the electoral review and the community governance reviews may influence a CNA review. However, that is not something I expect to be directly involved in and I cannot give any indication of the appetite for reviewing CNA boundaries.

In developing a scheme of divisions Cornwall Council will be seeking to respect parish and CNA boundaries as far as possible, but recognising that it will be necessary in some areas to breach both. Having an electoral division that straddles a CNA boundary won't necessarily lead to a CNA boundary change. We have about 7 electoral divisions currently that have areas within more than one CAN, one of them straddling 3 CNAs."

Matthew Stokes - Governance and Electoral Services Manager

Parish Councils – St Germans Parish Council is the only Parish Council to formally respond which is attached in full to the report. In brief, they would not want to be included in with a Liskeard based Cornwall Council ward. They consider that they look more to Saltash and would not wish to drop the name of St Germans from their Cornwall Council ward, as it is a very old established name.

Informally, we have heard that the St Cleer Parish Council would not wish to be included with the Liskeard North. They would prefer to be joined with Dobwalls.

Further Update – Cornwall Council have produced an option which covers Liskeard. This is also attached. This has the advantage of combining several Polling Districts into a Liskeard focussed "Liskeard" ward. Another ward takes the Liskeard West EXW Polling District with 2,199 electorate and adds this to the Polling Districts to the west. This is that largest Polling District by electorate within that proposed ward. Should this be called something appropriate e.g. "Liskeard West and ..." it would support creating a second Liskeard focussed ward. There is a proposal for a new ward spanning the from the A30 to the A38 in which the largest contribution of electors would be from St Cleer and Menheniot. A reasonable ward name might be "St Cleer – Menheniot" ward. This would involve 337 electors currently in Liskeard North EXN Polling District transferring across to a new "St Cleer – Menheniot" ward. Guidance has been sought regarding the need for the ward boundary to accurately reflect the location of the 337 electors. Presently, the small area identified to be taken from Liskeard North EXN shows an area in which there appear to be very limited numbers of electors. Hence, if the Polling District must enclose the correct number of voters, will areas such as, Wrey Avenue, Culverland Park and Trevecca be transferred out of Liskeard North.

RECOMMENDATION: That the Committee considers which of the 5 options to recommend to Council that it should adopt to respond to the Local Government Boundary Commission.

12. STANDING ORDERS – DISPENSATIONS POLICY – to receive and adopt an updated Dispensations Policy.

Background – The National Association of Local Councils advised that Town and Parish Councils adopt a new “Code of conduct, complaints and dispensations” section to update their Standing Orders. This was considered and approved by the Council at its meeting on 29th August 2017. On Page 19 of the Council’s updated Standing Orders, under the Dispensations heading it says at:

r. The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council’s Code of Conduct. It is attached to these Standing Orders.

An updated Dispensations Policy is attached which will be added to the end of Standing Orders once it is adopted.

RECOMMENDATION: That the Dispensations Policy is received and adopted.

13. PAYMENTS SCHEDULE – to receive and approve the payments schedule.

RECOMMENDATION: That the Payments Schedule is approved.