

6. GRANT APPLICATION – to consider the grant application to the Canal Lock 21 project.

2019/2020 Grant Approvals

| Date | Grants Budget 2019/2020 | £10,000 |
|---------|---|---------|
| 21/5/19 | Liskeard Lights Up 2019 Event | £2,000 |
| 21/5/19 | Liskeard Scouts – Urgent Hut Improvements | £2,000 |
| | Approved | £4,000 |
| | Unallocated | £6,000 |
| | | |
| 17/9/19 | Canal Lock 21 Project | £1,000 |
| | If approved total allocated | £5,000 |
| | Amount left if fully approved until 31 st March 2020 | £5,000 |

Comments – this committee is the third in this financial year. That is, at the halfway point. Should the project be approved it would raise to 50% the allocation of the grants budget at the midyear point. The allocation of budget is on track.

RECOMMENDATION: That the Committee consider the grant request for £1,000 towards the Canal Lock 21 project.

RESPONSIBLE FINANCIAL OFFICER 7 - 11

12. CCTV MAINTENANCE CONTRACT OPTIONS (SEE ATTACHED QUOTE) – to receive the additional information and consider and approve one of the CCTV maintenance options.

Background – at the 27th August 2019 Council meeting, the gross capital cost of the CCTV replacement scheme was approved and the live monitoring options considered and one selected and approved. The options for the maintenance contract were discussed. Further information was requested on the warranty and the failure rate of the CCTV cameras.

Feedback – Question - What is the length of the warranty? Answer - 12 months warranty.

Question - Is there any information on the rate of equipment failure?.

Answer - There have been only a handful of “referrals” across the towns since 2014 – this is where equipment has had to be replaced due to being faulty and out of warranty. So to summarise the equipment is very reliable.... The equipment installed at Liskeard is the same as the other towns in the group.

Additional Option (Option C). – In the discussion of the maintenance options, given the reliability of the cameras, it was suggested that an additional option might be to contract in the first 3 years at the lower rate and as the equipment ages to switch to the higher rate for the last 4 years of the contract period.

| Item | Option A (inclusive of parts) | Option B (exclusive of parts) | Option C (Option B first 3 years Option A final 4 years) |
|---------------------|-------------------------------|-------------------------------|--|
| Annual Cost | £5,199 | £3,573.08 | £3,573.08 (£5,199 final 4 years) |
| 7year contract cost | £36,393 | £25,011.66 | £31,515.24 |

RECOMMENDATION: that one of the maintenance options is approved.

13. SILVER CHAIN OF OFFICE (SEE ATTACHED) – to approve the recommendation of the Mayor and Chairs meeting, that the silver chain be worn as the Deputy Mayors chain or as the Mayoress Chain at the discretion of the Mayor serving in any given Mayoral year.

Background – One of the chains of office held in the safe is not currently used. It is described in the insurance valuation as the Mayoress’s Chain and dates to 1950 when the council located in Liskeard was a Borough Council and effectively a principal authority. None of the photographs of past Mayors show this chain as being worn even in the years when a lady was Mayor. The last occasion when the chain was regularly worn appears to have been when Tony Powel was Mayor and his wife worn the chain.

The Deputy Mayors “chain” is a blue ribbon with a gold pendant carrying the town crest. There being small name plates added each year with the name of the previous years Deputy Mayor. It looks very similar in general appearance to that worn by the chair of the Lions.

It has been suggested that the unused chain could be used as the Deputy Mayors chain of office. This could be at discretion of the Mayor serving in any given Mayoral year. This would allow some discretion to reflect circumstances.

RECOMMENDATION: That approval is given to allow the unused silver chain to be used as the Deputy Mayors chain at the discretion of the Mayor serving in any given Mayoral year.

14. FINANCE, ECONOMIC DEVELOPMENT & GENERAL PURPOSES COMMITTEE (deferred from 27th August 2019 Council Minute 158/19) – to consider the terms of reference as attached.

Background – at the last Council meeting the terms of reference were considered. It was decided to refer to each service committee their respective terms of reference for consideration.

It had been noted in the draft update that the Finance & General Purposes Committee had been updated to Finance, Economic Development & General Purposes Committee. This was to reflect the inclusion of the Economic Development area of council work into the committee reporting structure in 2018.

Item b). on the attachment covering economic development activities within the committee:

(b) The facilitation of economic development initiatives for the benefit of the Town and the making of recommendations on all related matters and liaison as appropriate with other agencies;

Comment – Pending the decision on the treatment Staffing issues below:

RECOMMENDATION: That the terms of reference for the Finance, Economic Development & General Purposes Committee be adopted

15. STAFF COMMITTEE (deferred from 27th August 2019 Council Minute 158/19) – to consider whether to have a) a standalone Staff Committee or b). deal with Staffing matters via the Finance, Economic Development & General Purposes Committee and have a separate Appeals Panel called on an as and when needed basis.

Background – at the 27th August 2019 Council meeting, the council considered the terms of reference of the Council and its service committees. The Cornwall Association of Locals Council had sent through a Model Staff Committee terms of reference on the day of the Council. It has been incorporated into the attachment along with the alternative.

Staff Committee – a stand alone committee of the council. This would take on the staff and employment related items currently dealt with by the Finance, Economic Development & General Purposes Committee. It would also take on more of the work planning issues. That is, to plan changes in the establishment to ensure that the council has the resources to achieve its aspirations. The Cornwall Association of Local Councils has indicated that this type of set up would best suit those town council that have larger staffing establishments, services and budgets.

Finance, Economic Development & General Purposes Committee with an Appeals Committee – This is the current management of employment and staffing matters being dealt with by this committee. However, an Appeals Panel would be appointed usually each year at the same time as the other committee memberships. The members would not be those serving on the Finance, Economic Development & General Purposes Committee. Meetings would be held as and when necessary.

RECOMMENDATION: That the committee select one of the options above.

16. BUDGET AND PRECEPT SETTING TIMETABLE 2020/2021 – to approve the timetable for considering and setting the budget and precept for the 2020/2021 financial year.

Background – the council needs to set its budget and precept for the financial year 2020/2021. The draft timetable is:

- 24th September 2019 (rescheduled 3rd September 2019 meeting) – Communications & Engagement Committee – 1st review.
- 5th November 2019 – Communications & Engagement Committee – 2nd review.
- 12th November 2019 – Facilities Committee – 1st review.
- 19th November 2019 – Finance, Economic Development & General Purposes Committee – 1st review.
- 7th January 2020 – Communications & Engagement Committee – 3rd review.
- 14th January 2020 – Facilities Committee – 2nd review.
- 21st January 2020 – Finance, Economic Development & General Purposes Committee – 2nd review.
- **28th January 2020 – Special Budget and Precept Setting Council Meeting. * Note that this is an additional meeting to the approved schedule.**

RECOMMENDATION: That the timetable is approved.

17. GDPR – DATA PROTECTION AND RETENTION POLICY (SEE ATTACHED) – to approve the attached Data Protection and Retention Policy.

Background – the Internal Auditor has recommended that we update the Data Protection and Retention Policy which is attached.

RECOMMENDATION: That the Data Protection and Retention Policy is approved.