

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 9 November 2023 committee meeting not already on the agenda – for information

Museum Report

The Museum team are all very busy with the final preparations for the opening of the new Threads exhibition which includes the clothing received from a donor in Canada. The launch event is on Friday 12 January 2024 from 6 – 8 pm and all Councillors have received an invitation. There is no report from the museum this month while they focus on the exhibition, but the Museum Manager hopes to attend the next committee meeting and talk in more detail about the museum.

Brian Oldham's new book *More Peeks into Liskeard's Past* went on sale just before Christmas and has already sold 120 copies (breakeven point approx. 300 copies - volume one has sold 632 to date), with all profits going to the museum. It can be purchased at the TIC and the Liskeard Bookshop.

Bus Timetables

At the last meeting it was agreed to write to Transport for Cornwall and Go Bus Cornwall who provide the local service, ahead of the next timetable revision (usually beginning of April), about the provision and availability of printed bus timetables. This will be done ahead of the next meeting.

Smuggler's Trail

At the last meeting routes from Moorswater into the town centre were agreed for recommendation to the project. The project will be submitting a grant application to the Town Council for £750 to assist with the costs of the new signage at the Liskeard end of the trail. The Council will also assist with obtaining planning (advertisement) consent for the new sign board on the ladies toilet at Dean Street which is required as it is within the conservation area.

Survey Monkey Subscription

The subscription is due for renewal on 31 March 2024. Last year it was noted that other options and providers should be considered, and details will be brought to the next meeting. It is currently in use collecting feedback from the public on the Christmas events in the town, and in August 2023 was used to ask the public if the precept should be increased to pay for Christmas lights. It was used three times in the last year.

Youth Council

The next meeting is scheduled for 17 January 2024.

7. Budget Monitoring 2023/24

To receive and accept a budget report to 30 November 2023

Attachment 7. Budget Monitoring to 30.11.23

On target spend should be at 66.67%.

The following points should be noted:

- Staff Salary (4000) the 2023/24 pay award has now been processed with back pay
- All PAYE & NI (4010) and Pension (4020) contributions are paid a month behind until year end, and therefore only reflect seven month's expenditure (58.33%).
- Events (4500) includes additional expenditure of £1,395 relating to the Coronation approved by Council from the general reserve (minute ref 618/22 & 508/22). The £670 contribution from Councillor Craker's Community Chest fund towards the cost of the Coronation badges was received in the previous financial year. The income from the sale of Coronation badges (£192.50) is currently shown under TIC Stock Sales. A contribution of £129 was received from the Moor to Sea project towards publicity costs for Liskeard Unlocked. The actual spend against the original approved budget is £5,645.50 (86.85%).
- Railway Advertising (4545) is part funded by contributions from other community groups, with the balance approved by Council from the general reserve (minute ref 507/22).
- Liskeard Book Project (1290 & 4850) Volume 2 of a Peek into Liskeard's Past is on sale and is expected to quickly recover its costs.

Recommendation: to accept the budget report

8. Budget Setting 2024/25

To agree a budget for the 2024/25 financial year to recommend to Council

Attachments: 8i. Draft Budget 2024/25, 8ii. Forward 5 Year Budget

A draft budget is attached, as discussed at the last meeting, totalling £104,170 with a net requirement of £101,170.

In addition, a draft forward budget for the next 5 years has been provided to show projected future requirements.

Recommendation: to approve the budget to be recommended to Council

9. Events

a) Nadelik Lyskerrys (Saturday 9 December 2023)

- (i) to receive verbal feedback from the town Christmas event washup meeting on 9 January 2024
- (ii) to agree a format to evaluate the Christmas Lights contract, and a Council Christmas washup.

The Council have a three-year contract with Blachere Illumination for the Christmas lights, however evaluation of the contract should take place to consider possible changes for 2024 and 2025, incorporating contracted cross street banners which could not be used this year (Baytree Hill and Dean Street), Christmas trees, and aspirations to improve power supply arrangements, within the agreed budget.

b) Annual Town Meeting and Community Champion Awards (Thursday 21 March 2024) – to agree a timetable for the awards

Attachment: 9b. CCA Nomination form 2024 DRAFT

Proposed timetable for the Community Champion Awards:

- 15 January – nominations open
- 19 February (9am) - nominations close
- w/c 19 February – nominations considered, more information requested, etc
- by 4 March – recipients confirmed
- by 21 March – recipients invitations sent, publicity permissions confirmed, etc

A panel should be agreed to assess nominations.

c) Community Fair (Saturday 20 April 2024) NEW DATE – to discuss details

Attachment: 9c. Community Fair Application Form 2024 DRAFT

Liskeard Scouts are advertising an Easter Event on Saturday 13 April at Castle Park, and therefore it is proposed the date of the Community Fair is put back a week until 20 April (there is no availability at the Public Hall on earlier Saturdays).

We will shortly commence contacting local organisations and inviting them to have a stall at the fair – the draft application form is attached.

d) Beating the Bounds (Sunday 12 May 2024) – to note the date

The date has been agreed with Treworkey Manor, who are again happy to host the walkers in the garden for the lunch stop.