

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 10 July 2025 committee meeting not already on the agenda – for information

Pobel a Gernow

The Pobel a Gernow ("People of Cornwall") project (a partnership initiative of the Federation of Old Cornwall Societies, Gorsedh Kernow and Cornwall Heritage Trust) who installed the Albert De Castro Glubb plaque at Pendean House have advised they will only be installing one plaque each year as per the criteria and terms and conditions set out on their website [Cornwall Heritage Trust ~ Preserving Cornwall's Story](#). As Liskeard has received the first one, it is likely that they will seek overlooked people in other parts of Cornwall to celebrate in the next rounds.

Christmas Lights

Blachere Illuminations made a site visit in July, and six locations were identified for possible new unmetered power supplies. Cornwall Council streetlighting have approved these, and their designated contractor Enverveo have provided a quote for £4,718.70 which is in budget. This will include one column lighting supply and five wall mounts which are more expensive to install. The order was placed at the beginning of August and there is a minimum lead in time of 6 weeks.

A new agreement is required from National Grid, for them to approve the equipment to be connected to the supply and the hours of operation, and this has been submitted.

We are still awaiting installation dates.

The total committed spend to date on the Christmas lights budget is £19,227.67 leaving a balance of £772.33 for any additional repairs/infrastructure during installation and call out charges.

Websites

There is a planned piece of work taking place to review the main Town Council website to ensure it complies with the new Web Content Accessibility Guidelines (WCAG) 2.2 AA and update the Accessibility Statement, which is related to the new assertion 10 of the Annual Governance and Accountability Return on digital and data compliance.

There is also a plan to improve accessibility across all the websites and public council documents. While trying to make some improvements to the Visit Liskeard site it was identified that the server for all sites was outdated and unable to be upgraded and couldn't support newer versions of plugins. The sites have been moved to new hosting which will be faster, more reliable, secure and allow updates. The cost of this work is £600 which will result in a small budget overspend.

Over the last three months the Visit Liskeard site has suffered lots of problems which have resulted in being unable to make updates, add new events, etc. These appear to be resolved.

A small staff team who regularly update the website have met with the provider to discuss the accessibility updates that will be needed, and our provider is preparing a quote for other updates and maintenance which would help to sustain the sites and make the required accessibility improvements easier to implement. It is hoped to bring this to the next meeting for discussion.

8. Budget Monitoring 2025/26

To receive and accept a budget report to 31 July 2025

Attachment 8. Budget Monitoring to 31.7.25

On target spend should be at 33.33%

The following points should be noted:

- PAYE & NI (4010) and Pensions (4020) are paid a month behind until year end so on target spend is 25%

Recommendation: to accept the budget report

9. c) Nadelik Lyskerrys

(ii). to request volunteer marshals for the event

Over the last two years one of the cadet groups, and the running groups have volunteered to help marshal the parade (NB – Diverse Events will be operating the road closure). It is hoped they can provide some volunteers for this year, but if Councillors can help with this as well that would ensure there are enough – please let Mandy know if you can help.

(iii). To note the arrangements for stage, light and sound hire

This was previously considered at the June committee meeting with a resolution as follows:

*Councillor Cassidy proposed, Councillor Craker seconded, and the Committee **RESOLVED** to proceed with option B (Complete hire of stage including all lighting, sound equipment and technician/s) at a maximum cost of £5,100 plus VAT subject to delegated authority to the Chair and Vice Chair to confirm there is sufficient budget available.*

The Facilities Manager has tried several sources to find a provider for these services but has only received one quote for £4,984.48. This is within the amount approved by the resolution. The reserve created at the end of last year for Events/Future Proofing has a balance of £4,620 leaving a remaining £280 to be covered. Final costings are being confirmed on Liskeard Unlocked and the Remembrance Parade, from which there is an expected total surplus of £550 and therefore there should be sufficient funds within the

Events budget to cover the total required. The Chair and Vice Chair have approved this in line with the resolution and the order has now been placed.

11. Twinning

a) To receive an update on the visit to Quimperlé on 18 – 22 September 2025 (CW)

The official delegation visiting Quimperlé for the 42nd European Heritage Days weekend on 20 and 21 September 2025 will be:

- Mayor Councillor Christina Whitty
- Deputy Mayor Councillor David Braithwaite
- Chair of the Twinning Committee for Cornwall and Town Councillor Simon Cassidy
- Town Clerk Stephen Vinson
- Town Councillor and Cornwall Councillor Jane Pascoe and husband (own vehicle)
- Royal British Legion Chair
- Liskeard School and Community College – 1 representative and partner
- Rugby – 2 representatives

Total 11

The ferry travel for the Mayor and Town Clerk **totals £202**, other members of the group will be reimbursing the Town Council for their costs.

Quimperlé are providing minibus travel from the ferry port for the trip at the **cost of the fuel only**. Separate arrangements will be made to travel from Liskeard to the ferry port in Plymouth.

Accommodation has been arranged with families and friends and hosts.

The party will be presenting the Mayor of Quimperlé with framed drawings of Liskeard scenes by a local artist, to complement the gift given when they visited here. These were purchased at the time of the previous visit so there is no further expenditure.

Attendees have been advised of the maximum eligible subsistence costs based on the Cornwall Council Members' Allowances Scheme (2024/25) and to keep receipts where appropriate:

- Breakfast £8.26
- Lunch £12.45
- Evening Meal £17.80
- Accommodation with relatives or friends £34.70

Interpretation and translation - **costs awaited** (on the last visit travel expenses from Belgium £467 and some subsistence were paid).

Draft Program for the visit:

Thursday 18 September at 10pm depart on overnight ferry crossing

Friday 19 September

Morning: ferry docks at 8am.

Evening at 6 pm: reception in the hall of honour of the town hall for an aperitif dinner

Saturday 20 September:

Morning: meeting to discuss the future of the twinning followed by a barbecue at lunchtime. (Venue "Rugby Club House")

Afternoon: visits as part of the European Heritage Days

Evening: snack in a restaurant, third places: "Ty Pouce"

Sunday 21 September:

Morning 11 a.m.: wreath-laying at the War Memorial

Noon: aperitif lunch at the Wagon-lit

Afternoon: walk on the coast with visit to the interpretation centre: "Gauguin, l'atelier du Pouldu"

Evening: free evening

Monday 22 September: departure for Roscoff by minibus around 10/11am with drivers. Ferry departs at 3pm and arrives in Plymouth 8.10pm.

b). To consider the addition of 'Twinned with Kopychyntsi in Ukraine' to the four Welcome to Liskeard signs

Liskeard currently has four Welcome to Liskeard signs:

- New Road (approach from the A38) – installed 10 years+ ago with a later addition of the 'Gateway to Cornish Mining World Heritage Site'
- A390 approach from Callington – installed by Cormac Jan 2020
- Approach to the Bubble Retail Park - installed by Cormac Jan 2020
- Plymouth Road - installed by Cormac Jan 2020

The town has since twinned with Kopychyntsi and at the last meeting it was agreed to include an agenda item to consider an add-on to each to show this. The Highway Manager at Cormac has confirmed this is possible and the Contract and Minor Works Manager will provide costings, once the wording and any symbols to be included has been confirmed.

This could be funded from the signage reserve which currently has a balance of £3,750.

Recommendation: to agree the wording and any symbols to be included on a proposed new add on to the welcome to Liskeard signs.



12. Liskeard Heritage Trail Sign – to consider replacement of the sign on the Post Office which has been vandalised at a cost of £820.04

In January 2025 Sergeant Gary Smith advised us that the Heritage Trail map board on the Post Office had been removed. The police returned the sign, but the frame was broken and due to water ingress the map needed replacement. With the assistance of Iain Rowe from Cornwall National Landscape at Cornwall Council who was part of the original project team, the original sign producer was contacted. They still have the specifications on file and have quoted £820.04 for a replacement.

This could be funded from the current year Projects budget (£1,000), or from either the Signage (£3,750) or Heritage Projects (£1,000) reserves.

The Heritage trail maps are also displayed at Fairpark Road, the railway station, Westbourne carpark, Rapsons carpark, Sun Girt carpark and Morrisons. The trail leaflets are available at the TIC and Stuart House and remain popular. In 2020, permission was obtained for the artwork on the map to be updated to show changes in the town such as the development of the King Doniert (formally a petrol station), and the text was updated before a reprint. The updated artwork would be used on the replacement sign.

Recommendation: to approve the replacement of the Heritage Trail sign on the Post Office at a cost of £820.04

