

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 10 November 2020 committee meeting not already on the agenda – for information

TIC and museum working arrangements during the new national lockdown

Foresters Hall will be closed to the public during the new national lockdown.

Vicky will be working from home and has full access to the TIC computer and telephone. In addition to usual work will start the annual achieving of committee pages on the website, continue updating the Town Council website to meet new accessibility regulations, and undertake online training. There may also be the need for a reorganisation of work with other staff, to provide support to the Facilities Assistant who is working from home while caring for two young children due to the closure of schools. Vicky will be amending her hours to 9am – 1.30pm Monday to Thursday to aid teamworking and support to other staff.

Louisa is at home with three young children to care for due to the closure of schools. She has access to the TIC phone and can provide support with telephone calls where needed.

Karen will continue to work at home, where she is developing the online profile of the museum and access to its resources and exhibits, and planning changes to the building to facilitate a safe return to the museum as restrictions relax.

7. Budget Monitoring 2020/21

To receive and accept a budget report to 30 November 2020 (due to the Christmas break the report to 31 December 2020 is not yet complete)

On target spend should be at 67%. The following points should be noted:

- All PAYE & NI (4010) and Pension (4020) lines include only seven months expenditure (58%) as this is paid a month behind until year end.

Recommendation: to note and accept the budget report

8. Events

c) Community Fair – To consider possible arrangements for an event in 2021

With a current national lockdown in place until possibly mid-February, and the likelihood of ongoing restrictions beyond this, it is not feasible to plan for the usual event held in late March. The event, which had to be cancelled at short notice in 2020, showcases and promotes the work done and support provided by the many local community groups.

Alternative formats for Liskeard Unlocked and Nadelik Lyskerrys have both been successfully delivered during 2020, and an alternate format for this event could be considered, and suggestions include:

- An online show case – asking groups to send us a photo, write up and a challenge people could do at home to help understand what the group do. If it was only live for a month it would avoid things getting out of date but could be run again next year alongside the normal fair.
- Putting the date back to later in the year when restrictions relax, and the weather improves, and an outdoor event may also be possible.

Recommendation: to agree a way forward for the annual Community Fair in 2021

10. Election promotion

To consider how to encourage members of the public to stand as a prospective town councillor in the May 2021 elections

The Local Council Award Scheme qualification requires the Council to promote elections and the value of the democratic process; this might include explaining how the system works, advising people of election dates and promoting the value of being a councillor. In addition, to retain our general power of competence at least two-thirds of the seats on the council must be filled by councillors who stood for election. This shows that the council represents the community through the democratic process.

Before the 2017 elections, the Council arranged an open evening in January, along with various publicity materials (see example attached), which were distributed at various events, published on our website, via social media and used to form press releases. In addition, CALC also provided a number of leaflets, and we are advised there will shortly be election training for clerk's which will include how to promote the elections.

The Council should consider how we can reach members of the public, and encourage them to stand for election, while working under the restrictions of the pandemic.

Recommendation: to agree a plan for promoting the May 2021 elections for Liskeard Town Council

11. Printed communication with the public

a) To consider feedback on the recent edition of the Lyskerrys magazine

See attachments 11ai. Lyskerrys Update and 11aii. Lyskerrys feedback

b) To consider the form for future printed communication with the public

Since Spring 2018 the Town Council has contributed **£1,000 per edition** to the **Lyskerrys magazine**, with several pages (approx. 8+) of its own content included within the community publication. While the Town Council has coordinated the delivery on behalf of LAMB, only a **small amount of officer time** has been required to supply content, and we have not been involved in the design and edit. Previous publications can all be viewed on the Your Liskeard website at <https://www.yourliskeard.co.uk/lyskerrys-magazine/>

Prior to this the Town Council produced its own regular **Town Crier** publication which had evolved in format over time. This was much **more demanding on officer time**, requiring the gathering of content, work with the designer and editing – **usually 37 hours work**. More of the deliveries were carried out by Councillors. March 2017 (4,500 copies - 8 pages) and November 2017 (5,000 copies - 8 pages) issues were **approximately £900 each**. *The final November 2017 issue is attached for information.*

During the pandemic, the Town Council produced two **Covid information leaflets** delivered to all households providing information on help and support available to assist with difficulties caused by the Coronavirus pandemic and the subsequent reopening of the town centre. **The costs were £1,145 (4 page) and £1,463 (8 page)**. Delivery charges were £1,000 of this, which was higher than usual due to the delivery condition restrictions imposed by the pandemic and volunteers not available to undertake any deliveries. (Usual delivery costs are approx. 10p per item with approx. half of the 5,200 copies delivered completed by volunteers (including the Scouts and cadets to who we give a £50 donation) and half by paid delivery, totalling approx. £400.) These were also **heavily demanding on officer time (approx. 37 hours)**. The most recent is available on the website at <https://www.liskeard.gov.uk/services-info/coronavirus/>

Summary of costs

Publication	Cost per issue	Officer Time
Lyskerrys Magazine	£1,000 (current)	4 hours <i>plus delivery coordination</i>
Town Crier	£900 (8 pages) - as at Nov 2017	37 hours <i>plus delivery coordination</i>
Covid Information leaflet	£545 (4 pages) £963 (8 Pages) Actual costs adjusted to reflect usual delivery charges for comparison.	37 hours <i>plus delivery coordination</i>

Printed communication delivered door to door has always been important to communicate with hard to reach people who may not use or have access to technology/be socially isolated/on low incomes etc, however they are a small group within the community.

To enable drafting a budget for 2021/22 it will be necessary to agree how communication will be delivered for the year.

Recommendation: to agree a plan for printed communications to enable a budget to be set for 2021/22

12. Cycle Parking

To consider locations for further cycle parking in the town

In addition to the health and environmental benefits provided by cycling, there are also economic benefits which can help protect the viability and vitality of the town centre.

New cycle parking on the Parade has now been installed. The development of the workshed in the cattle market is also to include two types of cycle parking (lockable cabinets for workers, and hoops for public use).

Other locations have previously been identified as priorities for additional cycle parking – see extract from notes of the 24 August 2020 working group meeting:

Possible sites for cycle stands:

- *Westbourne Car Park (owned by Cornwall Council). Two options: Remove one parking space outside Co-op adjacent to the yellow hatched area for dedicated cycle parking. This area is in range of the Co-ops CCTV. Alternatively, there is free space to the left by the wall, but this is not covered by the CCTV.*
- *Wetherspoons – they have indicated they would be happy for their site to be used but it is not clear if there is a suitable location*
- *Fore Street (Bay Tree Hill) outside the old Cornish Times Building. Linked to pavement widening. And/or cycle hoops attached to existing posts. See comments under 6.*
- *Fore Street (Pike Street) outside Health and Happiness. Will probably need to be surface mounted. See comments under 6.*
- *Bay Tree Hill as part of pavement widening proposed under point 5 below.*

Note 5 - Bay Tree Hill

Widen the pedestrian area on the corner to create a seating area, landscaping -with Bay Trees- and a place for cycle stands (including space for larger cycle types like cargo bikes, recumbent or disabled cycles, maybe including e-bike charging point). This will entail the relocation or reduction in on-street parking by 2 or 3 spaces. It was noted that this is a very good location for cycle stands – being close to the main shopping area and cafes and within range of CCTV. It is known from a recent national Yougov poll that 6x as many people want more cycle facilities than car facilities. Research also shows how people walking and cycling spend more per visit, stay longer and return more often. However, there are also people who would like to see more on-street parking in this area to enable people from out of town to make short visits.

Note 6 - Fore Street

This is the main shopping area but there is nowhere currently to safely leave a bike. Fore Street is one-way, with deliveries/vehicle access prohibited between 10am and 4pm. Cycling is also prohibited during pedestrian zone hours. Consider removing the restriction on cyclists.

At the entrance to Fore Street from Bay Tree Hill consider movable cycle racks that can be ground fixed or locked to a ground anchor and relocated if required. Cyclehoops maybe an option for lampposts (note – none in Fore Street). see example below:



A ‘toast rack’ style cycle stand could be accommodated outside Health and Happiness if it does not obstruct access into Fore Street. Could be aligned side on to building, leaving space both sides.

The idea of cycle stands that could be attached to benches was rejected because of emergency access.

The Town Council will be submitting an active travel bid to the Town Vitality Fund, to commission a comprehensive feasibility study covering:

- Identifying the preferred location (possibly the cattle market or Westbourne carpark) for a town centre cycle hub to link with the Liskeard – Looe multi-use trail and Liskeard loop.
- Improve multi use safety on key routes (Station Road, New Road/Dean Street, Plymouth Road and Charter Way), including identifying necessary improvements to signage and supporting infrastructure such as cycle parking.
- Improvement of public transport infrastructure within the town, redeveloping bus stops on Barras Street, and the necessary wider infrastructure of street furniture including cycle parking, to promote multi-modal transport use.

These may all result in additional cycle parking.

Consideration should be given to which locations should now be progressed independently, and how this could be achieved, using the town council allocated budget for this item.

Recommendation: to agree locations to be progressed and actions to be taken

13. Budget Setting 2021/22

To agree a budget for 2021/22 to be recommended to Council

A draft budget of £62,811 is proposed for 2021/22. This represents a £9,109 reduction (12.7%) on the previous year.

Recommendation: to agree to recommend a budget to Council of £62,811 for 2021/22

14. Policy reviews

a) To review the Communications Policy

Some small amendments are suggested highlighted in yellow to reflect the current restrictions we are working under and changing legislation.

Recommendation: to agree to recommend the revised Communications policy to Council for adoption

b) To review the Social Media Policy

Some small amendments are suggested highlighted in yellow.

Recommendation: to agree to recommend the revised Social media policy to Council for adoption

c) To review the Community Engagement Strategy

Some amendments are suggested highlighted in yellow.

Recommendation: to agree to recommend the revised Community Engagement Strategy to Council for adoption