

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 10 November 2022 committee meeting not already on the agenda – for information

8. Budget Monitoring 2022/23

To receive and accept a budget report to 31 October 2022

Attachment 8. Budget Monitoring to 31.10.22

On target spend should be at 58.3%.

The following points should be noted:

- Salaries (4000) budget does not include the £4,236 brought forward from last year to fund the additional hours of the museum coordinator, making the total budget £40,643 and spend to date 52.9%. NJC rates for 2022/23 have been confirmed and backpay paid in the November.
- All PAYE & NI (4010) and Pension (4020) contributions are paid a month behind until year end, and therefore only reflect six month's expenditure (50%). The above salary increases will also be reflected in these lines.
- Events (4500) has a further £2,000 brought forward from last year which was committed to Lights Up, making a total budget of £6,500. In addition, a further £3,000 was approved by Council from the general reserve to assist with purchase of new lights.

Recommendation: to accept the budget report

9. Budget Setting 2023/24

a) To agree a budget for the 2023/24 financial year to recommend to Council (inc events budget)

b) To agree to recommend to Council that the temporary increase in hours for the Museum Coordinator is made permanent

Attachment 9i. Draft C&E Budget 2023/24, 9ii. Draft C&E Events Budget 2023/24

The draft budget is presented as discussed at the last meeting. The Signage reserve was held for new town signs, and it is suggested this is now renamed Town Centre Improvements, which could be used more widely to include items such as cycle stands. Cormac has just reported damage to the finger post near the railway station which will need repair, but costs are not yet known.

In January 2022, a temporary increase in the museum coordinator's hours from 18 to 24 per week was agreed for a one year period. The Chair and Deputy Town Clerk carried out a review with the coordinator in December, and it is recommended this has been of benefit to the museum, particularly the introduction of school holiday activities, and more community

events are planned, and should be made permanent. The cost is included within the proposed budget.

Recommendation:

- a) **to agree to recommend a gross budget of £73,509 (net £70,509) to Council**
- b) **To agree to recommend to Council that the temporary increase in hours for the Museum Coordinator is made permanent**

11. Twinning

- a) To receive a verbal report on the Mayor and Town Clerk's visit to Quimperle
- b) To agreement to the payment of the annual £20 Twinning Committee for Cornwall affiliation fee and £60 public liability insurance.

Other towns have independent twinning associations. The Liskeard Quimperle association ran from October 1974 to November 2001 when it disbanded due to a lack of interest from Quimperle (there was only one family left in their association), and the Town Council agreed to take over future association. The Town Council has paid the annual membership fee to the Twinning Committee for Cornwall (TCC) in recent years. During the pandemic, the TCC used its reserves to pay for the public liability insurance as twinning groups could not raise any money, but they are now proposing to start charging again. Details of the cover it provides has been requested.

The TCC have lots of experience of organising events in their towns, overseas exchange visits, sharing costs, bursaries etc, which Liskeard could learn from if further activity is planned. The chair and secretary of the TCC live at Callington and have offered to come to Liskeard and talk to interested parties and offer support and advice if helpful – they could be invited to the next meeting.

The next TCC meetings are Sunday 16 April in Lostwithiel and the AGM on Sunday 19 November in Redruth if a Councillor(s) would like to represent the Town Council on this body – this has been vacant since Roger Holmes retired from the Council. They also hold an annual boules competition which will be on Sunday 16 June in Truro.

Recommendation: to agree to the payment of the annual £20 Twinning Committee for Cornwall affiliation fee and £60 public liability insurance.

12. Social Media Policy

To review the Social Media Policy in line with new guidance from the Civility and Respect project.

Attachment 12. Social Media Policy (Jan 23 review)

Sections F and G have been added to the existing policy from the new guidance. In addition, Section C (4) has been added, and a second sentence added to Section D (4).

Recommendation: to recommend the updated policy to council for adoption

13. Youth Council

To consider options for the future

Report from Councillor Taylor - The December meeting wasn't able to be held as YPC were not available. As it turned out it was on one of the snowy days anyway but that's beside the point. I contacted the St Martin's church group and had a meeting set up but they emailed me after a weekend where a meeting must have been held to say that their own youth services were being cut back so now wasn't the time to look at anything new.

We don't have the capacity to do events as we need a youth worker. The other option which has been mentioned previously is going into the schools and meeting with their own school councils. This isn't something I have the capacity to do and it makes me very aware of how much of this project is being driven by myself.