

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 22 January 2026 committee meeting not already on the agenda – for information

Nothing to report

8. Budget Monitoring 2025/26

To receive and accept a budget report to 31 January 2026

Attachment 8. Budget Monitoring to 31.1.26

On target spend should be at 83.33%

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 75%
- Twinning (4385) the overspend shown is offset by the £362 in Other Income from personal contributions to the twinning visit and so reduces the overall spend on this line. Donations from the orchestra event are shown in Grants & Donations Received (1100), but not all expenses have been processed yet.
- Events (4500) is within budget as £4,620 is being funded from reserves
- Website & Email (4570) will have a small overspend due to essential updates required on the websites to a total of approx. £3,300
- Museum (222) is within budget as excess spends are covered from reserves.

Recommendation: to accept the budget report

9. Events

a) Community Fair (21 March 2026)

To receive an update and complete the rota. All to share the poster and social media posts

Attachments 9ai. Community Fair Event Poster, 9aii. Community Fair Rota

The Community Fair is now full, with over 40 organisations booked to take part, using the main hall, Hobhouse Room and the Mayor's Parlour. The refreshments are being provided by the Liskeard & Looe Ladies Circle.

Please help promote the event – poster attached. If possible, please share Town Council social media posts rather than creating new ones on other pages to ensure questions can be responded to direct and comments monitored in a timely way.

Numbers and feedback will be collected at the main entrance where more volunteers may be needed.

b) Annual Town Meeting and Community Champion Awards (20 April 2026)

To receive an update

Attachment: 9b. Annual Town Meeting Poster

Nominations for Community Champion Awards have now closed, and these will be assessed next week. Councillors should submit any nominations to the Mayor for the Mayor's Award.

The Mayor has asked if Councillors could please provide cakes and biscuits and help serve refreshments.

d) Liskeard Unocked (11 – 20 September 2026)

To receive the notes from the first planning meeting on 25 February

Attachment: 9d. LU Meeting Notes 2.9.26

Update from Councillor Brooks:

The national theme this year is Everyday Histories - exploring everyday working life through the ages.

We are looking for craftspeople who can demonstrate how the crafts would have been done. We are offering free spaces in one of the buildings open for Liskeard Unlocked (outdoor spaces also available). Craftspeople will be able to sell their work. The Old Cornwall Society talk will be 'Upstairs Downstairs' - about the work of the owners and servants at Graylands.

We were not successful with the Copper Lives grant application (mainly because the films would be launched outside their funding window) but are now looking at other possibilities for grant funding.

The main day for Liskeard Unlocked will be Saturday 12 September.

A range of buildings will be open. We are confirming details but, as well as buildings which have opened previously, it will include Graylands and the old Liberal Club building. We're following up the suggestions made at a previous C&E meeting.

10. Access Cornwall

To agree to work with Access Cornwall to submit a grant application to help make Liskeard's spaces more accessible

Attachment: 10. Liskeard Accessibility Guide

The Chair, Vice Chair and Deputy Town Clerk met with the Access Cornwall team on 10 February, to discuss how Access Cornwall could help make Liskeard's spaces more accessible, linked to the emerging projects of the Liskeard Renewal Partnership.

Access Cornwall have provided the following introduction along with the attachment:

We would work with the local community for this project - true accessibility can only be achieved if we are working collaboratively with groups in Liskeard who understand the area and are familiar with how those spaces are being used.

To recap, we would work with Councillor Annette Lee and work to ensure the project is delivered with input from local stakeholders in the town.

We would look to host an Experience Liskeard Differently Day, where key decision-makers explore Liskeard with simulated accessibility challenges. We have carried out this type of experiential activity successfully in other areas such as Truro and Looe. In Looe, we worked with Grade II listed buildings where adaptations are limited, coming up with innovative ideas on how to support greater levels of accessibility [Accessible-Guide-To-Looe.pdf](#)

We would also look to support your work to encourage businesses into empty spaces and venues with work to demonstrate the accessibility and what can be achieved to design in good accessibility. Here we would be guided by your priorities and what can be realistically achieved within the proposed budget.

To facilitate this work we are proposing that we support you in submitting a National Lottery Awards for All bid.

Liskeard Town Council would be the lead applicant, but we would write the bid and have a contact person to manage the application.

You would need to

- 1. Provide a key person who (can be a councillor) needs to provide their name and address and date of birth for the application form*
- 2. Provide a redacted bank statement to demonstrate that the council holds a UK bank account where the funds will be paid*
- 3. Approve the content of the bid we draft before we submit it.*

It generally takes us about a week to draft the application. Once submitted the application generally takes about 3 months before we hear back and if successful the funds will be paid to you soon afterwards allowing us to commence the project

- We would deliver a project plan with timeframes, budget and outcomes, so you have all you need to report back to the funder*
- We would request payment in stages at the beginning, middle and end of the project with an agreed stage payments agreed in advance*
- We are happy to have regular meetings or to submit regular reporting updates to you on project progress, whichever you prefer.*

The bid would be for a maximum of £20k (the Awards for All limit) and would cover the following:

- *An Experience for All Day (as outlined in the attached proposal)*
- *Accessibility reviews for venues around the town, agreed with you*
- *An Accessible Guide to Liskeard print and digital with useful information to help people with disabilities to feel confident in visiting and making use of amenities in the town (see the [Accessible Guide to Truro](#) here)*
- *Training packs and sessions for local businesses to help them improve accessibility*
- *Support with empty venue reviews. The number should be agreed with you depending on size/footage so that we understand how much time and resource this will entail.*

Recommendation: to agree work with Access Cornwall to submit a grant application to fund accessibility support in Liskeard