

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 23 June 2021 committee meeting not already on the agenda – for information

Queens Platinum Jubilee – Thursday 2 – Sunday 5 June 2022

Our interest in taking part has been registered.

Pageantmaster, Bruno Peek has advised we book a Piper as soon as possible as there is a shortage in Cornwall, and we will try and source one (please contact Mandy if you know of anybody). The Public Hall has been provisionally reserved for a possible event. If further events are planned a budget allocation may be required in 2021/22. Anything that would require a road closure will need to be confirmed in January 2022.

The Lord Lieutenant of Cornwall, Col Edward Bolitho will be holding a briefing to discuss initial plans and thoughts about how we in Cornwall can celebrate on Wednesday 14 July, and the Facilities Manager will attend to represent us.

Beating the Bounds

This will take place on Sunday 1 August 2021. Treworrey Manor have kindly agreed to accommodate the group for the lunch stop. The section from Craddock Ford to Treworrey is fully accessible for wheelchairs, buggies etc, and will be promoted.

TIC Online Shop suggestion

The TIC Manager recently attended a museum shop forum, and a couple of participants reported having tried an online shop but had not sold very much. In our own shop many of the items are available from other online sources, some at a lower cost such as the books and maps. Packaging and posting fragile/breakable items would also bring additional risks. The shop does have a fairly unique vintage postcard collection, with a PDF catalogue, which would be easy to post, and could be used as a trial for promoting items on the website. Orders and payments could currently be taken by phone, but some research will be conducted into finding a suitable online facility and possible cost implications, including staff time. The online payment facility could also be used to accept donations for the museum.

Additional information on other agenda items

7. Tourist Information Centre (TIC)

To agree to write off £360.78 of TIC stock

Following the annual stock take at the end of March 2021 the TIC has identified several stock items that have been held for a considerable time (the oldest purchased in October 2005), including items from a wholesale lot of stock purchased when another museum shop closed in January 2016, and others being end of lines which do not always sell well when only a single item is left on display. The total cost price was £360.78.

It is suggested the items are disposed as follows:

- £91.76 – Children’s items repurposed for museum trail prizes or Christmas events
- £108.00 – Foodbank (wooden toothbrushes and soap)
- £128.82 – Local charities/groups having a sale or charity shop (pottery/jewellery)
- £32.20 – Retained for town events (crested and union jack items)

Recommendation: to agree to write off £360.78 of TIC stock

8. Budget Monitoring 2021/22

To receive and accept a budget report to 31 May 2021

Attachment 8. Budget Monitoring to 31.5.21

On target spend should be at 16.7%.

The following points should be noted:

- All PAYE & NI (4010) and Pension (4020) contributions are paid a month behind until year end, and therefore only reflect one month of expenditure (8.3%).
- Events (4500) shows a negative spend due to an allowance for payment to Lights Up for the 2020 Christmas lights not yet made but due from the 2020/21 budget.
- The museum Equipment Purchase (4230) has no budget allocated as this is 80% funded from a grant due from Cultivator, with the balance to be transferred from the donations reserve.

Recommendation: to accept the budget report

9. Cycle Stands

To agree to the installation of new cycle stands in Fore Street at a cost of £797.35

Following the site meeting with Cormac we have received a quote to install three root fixed Sheffield stainless steel cycle stands (the same as those recently installed on the Parade), opposite the Guildhall in Fore Street, which includes delivery and installation at £797.35 plus VAT.

Cornwall Council car parking have advised they cannot give consent for cycle stands in Westbourne carpark without the agreement of the local member. Councillor Craker has advised them he supports this. There are further concerns about the stands causing a conflict with delivery lorries, a possible licence fee the Town Council would need to pay, and an agreement on ongoing maintenance and repair/replacement to be resolved before these can proceed.

Recommendation: to agree to the installation of the cycle stands at a cost of £797.35

10. Youth Council

To agree terms of reference for the Youth Council

Attachments: 10i. Youth Report to Council, 10ii. What is expected of a Youth Councillor, 10iii. Youth Grant Policy, 10iv. Youth Engagement Event feedback, 10v. Draft Terms of Reference

Background

Unfortunately, work to develop a Youth Council was halted during the covid pandemic, however here is a summary of the steps taken by this Council prior to the pandemic:

- 19 March 2019 – Finance, Economic Development & General Purposes committee considered the attached report and made the following recommendations to Council, which were approved on 30 April 2019:
 - **488(A-D)/18 YOUTH COUNCIL – 488A/18** Following discussion, Councillor Cassidy proposed, Councillor Hawken seconded and the Committee **RESOLVED** to **RECOMMEND** to Council that: a Youth Council is set up on the same lines as Redruth, open to all young people aged 10-18 in Liskeard, and with an external facilitator. The Town Council would give the Youth Council an annual budget of a £1,000 and provide some administration.
 - **488B/18** Councillor Cassidy proposed, Councillor Brooks seconded and the Committee **RESOLVED** to **RECOMMEND** to Council that: the Town Council helps to set up a Youth Network - which brings together local youth organisations and schools to work in ways they find helpful. That the Town Council would convene the initial meeting and could offer free meeting space but that, once it is established the Network would be self-sustaining. It might be useful for the Town Council to have one or more representatives at the Network meeting to ensure good communications.
 - **488C/18** Councillor Brooks proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to **RECOMMEND** that: the Youth Council makes recommendations on youth grants and the final decision rests with Finance, Economic Development and General Purposes Committee.
 - **488D/18** Councillor Brooks proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to **RECOMMEND** to Council that: subject to advice from the Cornwall Association of Local Councils on the appropriateness of making grants to individuals, both individuals and organisations are eligible for the receipt of grants, up to a limit of £200 for individuals and £500 for organisations.
- For the 30 April Council meeting when these recommendations were approved Redruth TC also provided their 'What is expected of a Youth Councillor' document which takes the place of a code of conduct.
- On 17 September 2019 the Finance, Economic Development & General Purposes committee approved the Youth Grant policy
- Youth Engagement Event 17 January 2020 – feedback from this was reported to C&E on 10 March 2020

Current update

Councillor Brooks has contacted Redruth TC, who advised it was necessary to put their youth council on hold for 15 months during the pandemic, as attempts at virtual meetings did not prove worthwhile. They are now working hard to reintroduce the youth council and needing to recruit new members as some of the previous cohort have moved on, as would have been expected. They continue to be happy to provide advice and assistance to us.

Councillor Taylor has contacted Looe, who were ahead of Liskeard in setting up a Youth Council prior to covid. While this was unable to proceed, a former councillor has obtained substantial funding to set up a youth club, and hopes to develop a youth lobby group within this to serve a similar purpose.

Councillor Taylor has received confirmation from St Martin's School that they would be happy to promote the Youth Council on return to school in September. Promotion may be possible over the summer at events like the Ploughman's Festival.

An initial Terms of Reference has been drafted based on models from other Youth Councils.

Recommendation: to agree the Terms of Reference