

## **DEPUTY TOWN CLERK'S REPORT**

### **5. Deputy Town Clerk's Update**

Report on items from 11 January 2024 committee meeting not already on the agenda – for information

#### **Bus Timetables**

The Chair has written to Transport for Cornwall and Go Bus Cornwall who provide the local service, ahead of the next timetable revision, about the provision and availability of printed bus timetables. They have confirmed a supply will be delivered to our TIC as soon as it is printed.

#### **Display Boards**

New display boards for public consultation and displays have now been purchased. The old 6 set has been replaced with two 4 sets which can also be built as an 8 giving more flexibility. They are much sturdier than the old set, and we also have three light weight folding tables for external events.

#### **Youth Council**

The January meeting was cancelled due to a family medical emergency, and the next meeting is scheduled for April 2024.

#### **D-Day 80 Poppy Planting**

A quantity of poppy seeds has been purchased for planting near the war memorial in Castle Park to commemorate D-Day 80. The first volunteer planting session took place on Thursday 29 March and there will be more volunteering opportunities to work on this project for anyone who wishes to be involved.

#### **Active Travel Update**

The Active Travel Group met with officers from the Transport Team at Cornwall Council (CC) and Cormac engineers on Wednesday 21 February. This follows CC obtaining funding to commission Cormac to take the concept designs produced by Sustrans as part of the work on the LCWIP to feasibility designs with accurate costings to enable bids for funding to be made. They are focusing on route 4 of the LCWIP (Charter Way and Plymouth Road) which was prioritised after public consultation, and route 1 from the town centre to the railway station. They anticipate the work will take about 2 months before they can feedback, and then produce materials for public consultation.

#### **Liskeard Show – Saturday 13 July 2024**

The stand has been booked, and planning will commence at the next meeting in May. Possible themes include new active travel proposals and a twinning related item.

#### **Mayor Choosing – Wednesday 22 May 2024**

The date has been confirmed by the Mayor Elect and preparations will now commence.

## **8. Budget Monitoring 2023/24**

To receive and accept a budget report to 31 January 2024

### **Attachment 8. Budget Monitoring to 31.1.24**

On target spend should be at 83.33%.

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 nine month's expenditure (75%).
- Events (4500) includes additional expenditure of £1,395 relating to the Coronation approved by Council from the general reserve (minute ref 618/22 & 508/22). The £670 contribution from Councillor Craker's Community Chest fund towards the cost of the Coronation badges was received in the previous financial year. The income from the sale of Coronation badges (£202.50) is currently shown under TIC Stock Sales. A contribution of £129 was received from the Moor to Sea project towards publicity costs for Liskeard Unlocked. In August, Council approved a spend of £1,569 from the general reserve for the Remembrance Day Parade road closure (minute ref 157/23). Council approved a further £1,000 for Christmas activities in Sept 2023 (minute ref 253/23), a further £297 is being funded from an EMR and there was a £50 external contribution. The Liskeard Show stand has been paid in advance for 2024 (£190). The actual spend against the original approved budget is £5,859.50 (90.1%).
- Marketing & Consultation (4520) has a small overspend but no further expenditure is expected before year end.
- Railway Advertising (4545) is part funded by contributions from other community groups, with the balance approved by Council from the general reserve (minute ref 507/22).
- Christmas Lights (4595) has exceeded the £19,824 budget approved by Council from the general reserve (and there are some additional small invoices totalling £322.25 to process), due to the cost of additional repairs and a call out.
- Museum (222) is showing a total spend of £11,000 against a budget of £4,000 however the excess is all covered by a grant and the donations reserve, which includes the profits from both volumes of the book project books.

### **Recommendation: to accept the budget report**

## **9. Events**

- a) Annual Town Meeting and Community Champion Awards (Thursday 21 March 2024) – to confirm details and rota

### **Attachment: 9a. ATM Rota**

The panel met on Monday 26 February to assess the Community Champion Award nominations and 8 individuals, 2 groups/businesses and a young person have been selected. They are now being contacted to confirm they wish to accept the award and check publicity permissions.

The draft agenda for the meeting includes presentations from Safer Liskeard, the Ploughman's Festival team, and Sending Love and Supplies to Ukraine.

Councillors are requested to complete the rota to volunteer at the event, and to bring refreshments to be served (cake, biscuits, etc).

**b) Community Fair (Saturday 20 April 2024) – to confirm details and rota**

**Attachment: 9b. Community Fair Rota**

Approx 30 organisations have applied for a stall, including some new organisations.

Lots of help will be needed on the day and Councillors are requested to complete the rota.

**c) Liskeard Unlocked (September 2024) – (i). to receive the notes from the first planning meeting on 19 February 2024, (ii). to update on conversations with our twinned towns on joint working for European Heritage Open Days and a meeting with Quimperle in Geilenkirchen**

**10. Survey Monkey Subscription Renewal**

To consider and approve a method for conducting surveys for the future

The Survey Monkey subscription is due for renewal on 31 March 2024. This has been in use since approximately 2014 when it was used to gain feedback for the Neighbourhood Plan. This is an Advantage Annual Plan billed at £384 pa. It includes the following features:

- Unlimited number of surveys
- Unlimited questions per survey
- 15,000 responses per year\*\*
- Data exports (CSV, PDF, PPT, XLS)
- Custom logo, colours, and survey URL
- Custom variables

It provides links which can be used in the website, social media, emails, etc and counts each source. It also allows paper responses to be added and will collate and filter results and produce reports. It has been used for topics such as Christmas lights, active travel, recycling, coming out of lockdown, youth organisations, public hall refurbishment, etc. It saves all data so this can be accessed at a later date if required.

Alternatives include:

- Type Form has two levels – Essentials (1 user with maximum 100 responses per month) £211.68 pa, or Professional Plan (3 users with maximum 1,000 responses per month) £413.28 pa.
- Jot Form – Bronze level (1,000 responses per month) pricing in US dollars 408 pa.
- Formstack (1,000 responses per month) pricing in US dollars 600 pa.

Based on cost and use Survey Monkey appears to best meet our needs and would enable historic data to be retained.

**Recommendation: to approve renewal of the Survey Monkey subscription**