

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 16 April 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 March 2026

Attachment 8. Budget Monitoring to 31.3.26

This is the final year end report. On target spend should be at 100%

The following points should be noted:

- PAYE & NI (4010) are paid a month behind due to a switch to direct debit payments so on target spend is 91.67%
- Town Vision (4565) the underspend of £556 has been transferred to an earmarked reserve to continue to support facilitation of the Liskeard Renewal Partnership.

Recommendation: to accept the budget report

9. Events & Communications Officer

To approve the job description for the post, initially based at the Tourist Information Centre, and the recruitment timetable

Attachment 9. Events & Communications Officer Job Description

The creation of this new post was approved by Council on 28 April 2026 as part of the staffing review and job evaluation and is included within the budget set for 2026/27. The draft job description is attached. The role will allow other workloads to be redistributed and is therefore integral to the working of the rest of the staff team.

While the consultant recommended additional hours in some other posts, these have not all been taken up while the new role and associated changes are embedding (another 16.5 hours). The need for these will be kept under review over the next 6 months to inform the new budget setting process in November 2026.

The new post will initially be located at the Tourist Information Centre, where there are benefits to joint working. In the longer term, this role will be considered in the overall Council review of office space.

The recruitment timetable is proposed as follows:

15 June 2026 – post advertised

29 June 2026 at 9am – closing date for applications

w/c 29 June 2026 – shortlisting

w/c 6 July 2026 - interviews

Recommendation: to approve the Events & communications Officer job description and recruitment timetable

10. Events

d) Liskeard Show (11 July 2026) – to agree themes for the show

Possible ideas:

The Liskeard Renewal Partnership business growth and youth groups are both working on proposals which they may welcome public engagement on.

Active Travel is due a public consultation on the scheduled improvements on the route from the railway station to the Addington roundabouts, and the top of Charter Way. Cornwall Council have been asked to confirm dates.