

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

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

Report on items from 14 September 2021 committee meeting not already on the agenda – for information

#### Cycle Parking

The work to install the cycle stands is with the Cormac operations team – date tbc.

#### Museum Coordinator

The museum coordinator commenced her increased hours with effect from 31 January 2022.

### **8. Budget Monitoring 2021/22**

To receive and accept a budget report to 31 January 2022

#### **Attachment 8. Budget Monitoring to 31.1.22**

On target spend should be at 83.3%.

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) no payments have yet been made towards Lights Up 2021 and we are advised the team are still awaiting final invoices.
- 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. The grant also includes funds for photography training. The total project costs will be £2,547.60 financed by a grant of £2,038.08 and £509.52 from museum donations.

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

### **9. Events**

#### a). Annual Town Meeting and Community Champion Awards – to agree a timetable

Although a date of 7 April was proposed for this in January, it was not proceeded due to continued covid concerns, and now clashes with the rescheduled Lion's panto.

Technically the Annual Town Meeting should be held between 1 March and 1 June, however in 2020 and 2021 no meeting was held due to covid. Possible dates for holding a 2022 meeting are:

- Thursday 28 April – this would allow a short window to advertise for Community Champion Awards, consider nominations, contact winners and arrange certificates and presentations.
- Thursday 9 June – although technically outside the due dates, may be acceptable under the circumstances. It may be a good follow-on event to the Jubilee

celebrations and 'Thank you' events taking place the weekend before, and could be promoted at Mayor Choosing and over the Jubilee events.

b). Jubilee celebrations (2 – 5 June 2022) – To receive the notes from the meetings on 3 and 17 February and receive a verbal update (NC/RB) – attached

A working group will be meeting at 11.30am on Wednesday 23 March to discuss the proposed arts and craft competition and exhibition further – contact Louisa at the TIC for more information.

c). Liskeard Unlocked (9 – 11 September 2022) – To receive a verbal update from the first planning meeting on 15 March 2022 (RB)

d). Fiver Fest type events – to review the work done at Christmas and consider future opportunities.

#### Background

Councillor Frost created a Liskeard Christmas logo using the theme and colour palette of the previous Nadelik Lyskerrys artwork, which was well received within the town. Shares on social media by local businesses using the suggested hashtags to promote a united Christmas shopping destination were low.

The national Fiver Fest campaign is run by an organisation called Totally Locally <https://totallylocally.org/fiver-fest/> and usually promotes events in February/March, June and October to boost trade in what are usually quieter periods. In larger towns it is usually coordinated by the BID (Business Improvement District), and in smaller towns by business groups and associations, such as the Chamber of Commerce in Saltash who have been happy to share information about their events, however it must be open to all independent traders not just members of the organisation. Mandy has applied for one of their Town Kits but has been advised they are currently inundated with requests and may take some time to provide it.