

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 4 August 2022 committee meeting not already on the agenda – for information

TIC Assistant recruitment

We are currently recruiting to fill the vacancy at the TIC. The role has been advertised in the Liskeard Voice, on the Town Council website, social media and Indeed. The closing date for applications is 9am on Thursday 13 October. Shortlisting will take place on 19 October, and interviews will be conducted in the week commencing 24 October by the committee chair, Deputy Town Clerk and TIC Manager. There has been a high level of interest in the role so far.

A Peek into Liskeard's Past

The book written by Brian Oldham and produced as part of a project at the museum has almost sold out. A further print run of 100 has been ordered as demand remains strong.

8. Budget Monitoring 2022/23

To receive and accept a budget report to 31 July 2022

Attachment 8. Budget Monitoring to 31.7.22

On target spend should be at 33.3%.

The following points should be noted:

- Salaries (4000) budget does not include the £4,236 brought forward from last year to fund the additional hours of the museum coordinator, making the total budget to £40,643 and spend to date 29.7%. However, NJC rates for 2022/23 have not yet been confirmed – agreement is expected by the end of October. Based on the final offer made, increases are likely to be greater than the 2.75% budgeted and will have a knock-on effect on employer NI and pension costs. Backpay will need to be paid once the rates are agreed.
- All PAYE & NI (4010) and Pension (4020) contributions are paid a month behind until year end, and therefore only reflect three month's expenditure (25%).
- Events (4500) has a further £2,000 brought forward from last year which has been committed to Lights Up but not yet paid, making a total budget of £6,500.

Recommendation: to accept the budget report

10. Liskeard Lights Up

To confirm a payment of £3,000 from the general reserve to Liskeard Lights Up for the purchase of new lights, as approved by Council on 27 September 2022, after consideration of details of the items to be purchased.

*The Mayor updated Council regarding the timescales connected with the purchase of Christmas lights (Minute 138 / 72 – Communications & Engagement Committee refers). Following, consideration of the impact on cooperation with external partners, Councillor Smith proposed, Councillor Reid seconded and the Council **RESOLVED** to **APPROVE** a sum of £3,000 be taken from the General Reserve to fund the purchase of Christmas lights'. The decision on purchases being delegated to the Communications & Engagement Committee, in conjunction with the £2,000 already reserved from within the Communications & Engagement Committee budget.*

It is understood that the team will need to place an order and pay in advance when ordering the lights.

Recommendation: to approve a total payment of £5,000 to be made to Lights Up (£2,000 already approved by this committee plus £3,000 approved by Council for the purchase of new lights) to enable them to place an order for new lights (a receipted invoice is to be provided to the Town Council to evidence purchase).

11. Active Travel Public Engagement

To receive an update on the public consultation

Attachment 11. Active Travel Survey Responses Summary

The survey on the detailed designs has now closed. There were 381 responses to the online survey, and a summary of the results are attached. More detailed feedback including comments can also be provided on request. In addition, there were approx. 10 manual responses which have not yet been input.

12. Youth Council

To consider a budget for Youth Council events

The Youth Council are experiencing difficulties in arranging events which may require support from a youth worker, as there is currently no budget agreed for this. Youth worker time is currently available from Young People Cornwall at £25 per hour, however this is dependant on availability of a youth worker. It may be possible to explore other alternatives.

13. Committee Name

Following a request from Council to consider whether the name of this committee needs to be changed.

*202 / 22 **STRATEGY GROUP MEETINGS – PROPOSALS** – c). The Mayor proposed, Councillor Smith seconded and the Council **RESOLVED** to refer consideration of the new of the Committee to the Communications & Engagement Committee.*