

## **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**

Councillor Craker has spoken to the manager of the Coop store and confirmed he has no concerns or objections to the installation of cycle stands near the rear entrance to the store at the site identified. We are proceeding with the necessary licence from Cornwall Council and instruction to Cormac to complete the installation. We do not yet have any dates for completion.

#### **Youth Council**

The first meeting of the Youth Council will take place on Wednesday 1 December at 7pm at the Liskerrett Centre to link with a help hub provided by Young People Cornwall at the same time. The meeting will be facilitated by two workers from Young People Cornwall. They require anybody who is in regular / direct contact with the young people to have a DBS check and will be arranging this for Councillor Taylor. We are also making arrangements with our insurers to provide the necessary cover.

#### **Twinning Committee Cornwall (TCC)**

The TCC have proposed an AGM for Sunday 21 November in Lostwithiel, and Councillors Cassidy and Craker have volunteered to attend and represent Liskeard. The TCC have received feedback from other towns that many people are still nervous of attending face to face events, and this may be rescheduled until the New Year or switched to Zoom.

#### **Active Travel stakeholder and community engagement sessions**

Sustrans work on the Local Walking and Cycling Infrastructure Plan is now progressing to stages 3 and 4 where they will run stakeholder and community engagement sessions. These will be online using a similar format to the previous sessions in stage 2, together with use of the online Community Mapping Tool.

In addition, it is proposed that face to face events with maps and images are held to engage people as broadly as possible as follows:

- Saturday 13 November – Liskeard Food Market in the old cattle market
- Saturday 20 November – Liskeard Town Centre/Liskerrett Centre – this links with an open day being held at the Liskerrett Centre (there is also a Jay Day – Oak Planting at Lanchard Woods 1.30pm – 3pm)
- Saturday 27 November – Morrisons (subject to permission from the store)

These events will need local volunteers to run – please contact the Deputy Town Clerk if you can help.

### **Additional information on other agenda items**

## **7. Tourist Information Centre (TIC) report**

To receive a report from the TIC Manager.

CCTV Update – Following an ongoing fault with the system, the recorder unit has been replaced. However, this has led to the detection of a possible faulty power source, which may have caused the damage to the recorder. This is being traced before the new unit can be installed. The contractor is due back by 10 November.

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

To receive and accept a budget report to 31 August 2021

### **Attachment 8. Budget Monitoring to 31.8.21**

On target spend should be at 41.7%.

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 four month's expenditure (33.3%).
- Events (4500) anticipated spend for the year includes; Liskeard Unlocked £550, Methodist Church Christmas Tree festival £30, Community Fair £100, and safety equipment for events £500, totalling £1,180, plus Christmas events. There is a £3,000 budget, plus an allowance of £2,000 for the Christmas lights brought forward from 2020 which was not needed.
- 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. Budget Setting 2022/23**

To consider a draft budget for 2022/23 and any proposed projects which should be included

### **Attachment 9. Draft Budget 2022/23**

A spreadsheet with historic information and a proposal for 2022/23 is attached as a starting point for the discussion.

### **Recommendation: to agree a draft budget which must be finalised by January 2022**

## **10. Events**

- c) Christmas events in the town (see clerk's report for information on additional items)

Additional Items

- Free Parking – Cornwall Council will be providing free parking on Saturday 4 December for Small Business Saturday.

- Methodist Church Christmas Tree Festival – This will begin on 29 November 2021. The Town Council have a large tree in the porch. This needs to be decorated in the week before it begins. Councillors Lee-Julian and Taylor have volunteered to create decorations and decorate the tree – all other Councillors are welcome to join them.
- Methodist Church Carol Service – this will be held on Sunday 12 December at 6pm and the Mayor and Councillors are welcome to join.

**Recommendations:**

- (i) **To approve a contribution of up to £2,000 from the Events budget to Lights Up 2021**
- (ii) **To delegate authority to the RFO & Deputy Town Clerk, Committee Chair and Vice Chair and the Mayor to consider and approve further requests for support to Lights Up, within the available Events budget.**

**11. Publication Scheme Review**

To review and approve the Publication Scheme

**Attachment 11. Model Publication Scheme Review Nov 21**

The Model Publication Scheme provides information to the public on the information the Council must make available, and how this information can be accessed. Much of this it is now a requirement to publish on our website.

In addition to the information that must be published, the website carries a range of other information and a number of recent suggestions have been put forward for items to add including, information of our solar panels and the energy generated, Councillor attendance at meetings, and changes to the online calendar. Any suggestions will help inform a review of the website.

**Recommendation: to approve the Publication Scheme**