

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 12 January 2021 committee meeting not already on the agenda – for information

TIC and museum working arrangements

The government roadmap for reopening suggests the TIC may reopen on 12 April, and the museum on 17 May. The government will give a week's notice on these announcements, and we will continue to monitor all guidance and prepare for reopening.

The TIC annual stock take will be completed at the end of March, before the reopening.

Louisa returns to work on 8 March but will be working within school hours Tuesday to Friday until the TIC reopens. She now has the capacity to do some/all her hours from home until reopening. Both Vicky and Louisa will be working on projects such as recycling, elections promotion, the community fair and Liskeard Unlocked.

Karen continues to work at home, where she is developing an adapting for the future plan, which will be broken down into a number of projects for which funding will be sought from various sources. This may include creating a 50's and 60's map of Liskeard working with local businesses, virtual tours of the local landscape, training and work experience opportunities for media studies students, and oral histories of the cattle market. The initial stage, setting up some of the necessary equipment is being supported by Cultivator. Volunteer Brian Oldham is continuing to work on the John Rapson photo collection.

Lighting Up Liskeard 2020

The total raised by the Just Giving page set up by David Ambler was £323. After charges deducted by Just Giving £306.86 was transferred to Lights Up.

Recycling

Following the recycling survey, and the actions agreed, a new page has been created on the Town Council website <https://www.liskeard.gov.uk/recycling-survey/>

A letter has been drafted to send to local landlords asking them to work with us to find solutions for tenants and share any good practice. A list of the necessary contacts is being created. In addition, the Cornwall Council Responsible Landlord Scheme have agreed to cascade the message via their regular newsletter.

Cycle Parking

We are working with Cornwall Council to try and progress the priority locations identified.

Beating the Bounds

This usually takes place at the end of May (rogation Sunday) led by Councillor Whitty. Christina has suggested this may be better in late July or early August this year, as restrictions relax further, and people may be looking for activities if not taking foreign holidays. As the event does not have a long lead in period it could be reviewed at the end of May, in conjunction with the necessary landowners and a date agreed.

6. Budget Monitoring 2020/21

a) To receive and accept a budget report to 31 January 2021

On target spend should be at 83.3%. The report is presented to 31 January 2021, although a small amount of spend is showing in the current month column for February. The following points should be noted:

- All PAYE & NI (4010) and Pension (4020) lines include only nine months expenditure (75%) as this is paid a month behind until year end.
- The agreed support to Lights Up for the Christmas events of up to £2,000 has not yet been paid as they have not received final invoices (C&E 10/11/20 ref 249/20).

Recommendation: to note and accept the budget report

b) To approve the return of funds from unrequired earmarked reserves to the general reserve

At the 13 October 2020 committee meeting a full review of earmarked reserves for this committee was undertaken (ref 198/20) and it was identified that £13,576 could be returned to the general reserve, as there were not well scoped projects in place to use the funds within the next year. The following earmarked reserves remain:

	Reserve	Balance as at 28.2.21	Return to General Reserve	Retain in EMR for 2021/22	
341	Signage	3,750	0	3,750	o/s inv & cycle parking
342	Newsletter	2,200	2,200	0	
343	Marketing & Consultation	500	500	0	
344	Heritage Projects	8,991	7,991	1,000	Match funding
345	Community Emergency Plan	500	0	500	Ringfenced
346	TIC Equipment	1,425	1,425	0	
347	Nadelik Lyskerrys	297	0	297	Ringfenced
Museum					
360	Conservation/Collection Care	366	366	0	
361	Equipment	150	150		
362	Donations	3,186	0	3,186	Ringfenced
363	Profit from shop	944	944	0	
363	R Holmes Memorial	156	0	156	Ringfenced
	Totals	22,465	13,576	8,889	

Recommendation: to agree to return £13,576 to the general reserve as set out in the table above

7. Events

a) Community Fair from 8 March 2021 – To receive a report on arrangements for the event

An online fair has been created this year, with the page going live on 8 March 2021 for two weeks. Currently more than 20 organisations have contributed material to take part, with some such as Liskeard Together and Christians Against Poverty providing valuable resources which people will be able to access at their leisure. This can also provide an ongoing resource for the future.

b) Elections promotion – To receive a report on activity (SC)

An online page has been created <https://www.liskeard.gov.uk/become-a-councillor/> giving information on the Town Council, how to apply to be a councillor, and invitations to join Council and committee meetings. A social media plan is also in place with regular posts which councillors are asked to share where possible.

c) Community Champion Awards and Annual Town Meeting – to consider arrangements for 2021 (RB & SC)

We still have the 2020 Community Champion Award nominations which it was agreed would be carried over to 2021 when it was hoped these awards could be suitably celebrated. The awards ceremony usually takes place as part of the Annual Town Meeting but could be held as a separate community event at some other time of the year.

The Annual Town meeting is not a council meeting. It is a meeting of the Town electors and takes place between 1 March and 1 June. Electors can contribute to the agenda and it is often used to celebrate local activities and debate current issues in the community. The Chair of the council, any two councillors, or any six electors can call the Annual Town Meeting.

If public nominations are requested for 2021, time will be needed for this process to take place before selection and the awards event.

Recommendation: to consider ideas for the Community Champions Awards

8. Correspondence

N Craddock, email 19/2/21 – Walking Routes

Hi Ian [Barlow]

I am very new to Liskeard having arrived last summer from Shropshire. Being a keen walker, I immediately started to explore the town's walking trails that are set out in the tourist leaflets and on the big boards around town.

The trails are very varied and the leaflets very good but I do have a suggestion to make the trails themselves easier to follow, more visible and hopefully better used: that they are labelled colourfully along the routes with highly visible markers much like those used on the T50 trail in Telford & Wrekin [Overview | Telfordt5050trail](#) (telfordt5050miletrail.org.uk)

The trail markers used there are very pink and eye-catching!!

Hopefully with the increase in people walking in their local area over lockdown, these trails will help local people maintain their exercise and enjoy their local area more.

Would you be able to raise this suggestion for me in the Council please?

Many thanks

Nicola Craddock