

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 12 January 2023 committee meeting not already on the agenda – for information

6. Museum

b) to receive feedback on questions raised at the last meeting

Attachment 6bi. Disposals Procedure, 6bii. Foresters Hall I&E 2018-21

An extract from Liskeard & District Collections Policy on the disposals procedure is attached in response to questions about how unwanted items would be deaccessioned.

Museum Management Group meetings have been held as and when needed for example when decisions were needed on the donation of clothing items from Canada. The volunteers on the group change annually – they are currently Brian and Babbs, who took over from Phil and Shannon last year.

The financial information prepared in response to the VOA enquiry has been provided to give an overall picture of the total running costs of all facilities at Foresters Hall.

The museum coordinator has made enquiries about charging an entry fee with South East Cornwall Museums Partnership. The only museum making a charge was Looe Museum at £2 for adults and children free, possibly increasing this year. Examples were shared of other local museums who had introduced charging but ended up losing money as less donations were given.

7. Tourist Information Centre

b) to receive feedback on questions raised at the last meeting

Attachment 7b. Visitors to the TIC & Museum 2007 - 2022

Purpose of visits to the TIC (report from TIC manager)

The number of tourists varies during the year, at this time of year (January) there are very few (but still one or two a week) and in the summer the majority of visitors are tourists. We have definitely noticed the return of overseas visitors in 2022 after they disappeared entirely during lockdown and for much of 2021 as well.

Most tourists are here to visit the museum and stop in the shop/TIC as well. The number of visitors to the museum each year averages around 70% of the number we have through the door, this is not an exact calculation as some museum visitors walk straight in and out of the museum so I don't note them as TIC visitors as well. There are a few tourists who just come in with a query and don't go in to the museum but they are very few and far between, they are often looking for directions, for somewhere to eat or to browse the leaflets for ideas of where to visit or asking for the times of buses/trains, we also get quite a few who have come up on the train from Looe and want to know where all the shops are! A small but

significant number of tourists are visiting the museum because they are researching family history.

Drivers for local visitors are mainly seagull bags, bus timetables, tickets to events/workshops, local walks, photocopying and asking for our monthly list of events plus our few regulars who just like to come in for a chat!

Hotel bedspaces in Liskeard – taken from information provided in relation to a planning application

Property	Grade	Bedrooms
Eliot House	3 star	21
Premier Inn	Budget	67
Elnor Guest House	2 star	8
Pencubitt Country House	3 star	9
Total		105
Air BnB	Various	20 properties on date of enquiry

There are a number of other hotel bedspaces just beyond the town boundary in the surrounding villages Liskeard services, with several pubs offering accommodation, and a hugely increased number of air bnb opportunities comprising yurts, huts, caravans, lodges, single rooms, whole houses, etc, before you reach the traditional holiday areas near the coast.

8. Budget Monitoring 2022/23

To receive and accept a budget report to 31 January 2023

Attachment 8. Budget Monitoring to 31.1.23

On target spend should be at 83.3%.

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 £40,643 and spend to date 81.5%.
- 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) has a further £2,000 brought forward from last year which was committed to Lights Up, making a total budget of £6,500. In addition, a further £3,000 was approved by Council from the general reserve to assist with purchase of new lights.

Recommendation: to accept the budget report

9. Events

- a) Community Fair (Saturday 1 April 2023) – to confirm volunteers and main contact for the day
- b) Annual Town Meeting and Community Champion Awards (Thursday 16 March) – to confirm arrangements for volunteers, refreshments and photographs
- c) Coronation (Saturday 6 May 2023)
 - i) to agree the purchase of a commemorative item to be given to children attending the town schools,

During the budget setting process £1,500 was nominally allocated to the Coronation, and in addition there is a further £1,580 of unallocated funds in the events budget.

It is proposed a commemorative item is purchased to be distributed to all children attending the three schools in the town (Hillfort, St Martin's and Liskeard SCC). Councillor Craker has contributed £670 from his Community Chest fund to assist with the purchase. Two options are put forward:

Michael's Robes (producers of the honoured burgess medals)

- Coronation pin badge 22.5mm x 30mm.
- The badges will be attached to a backing card and packed individually where Liskeard Town Council printing/sticker can be included (details of whether they can print the backing card or whether we need to add a sticker being confirmed)
- X 2000 @ £1.25 each (could be slightly cheaper again if we ordered 2,250 – surplus could be sold at the TIC)

Total cost for 2000 = £2,500

The coin from the website: [Coronation Commemorative Gold 50mm Coin | Running Imp – Running Imp](#)

- 2000 coins @ 79p with Liskeard Town Council on the back (but also their website name) £1,580.00
- 2000 plastic cases @ 45p £900 (currently out of stock with more due at the end of March – they will come separately and involve staff time to package)

Total cost for 2000 = £2,480

Recommendation: to agree the purchase of a commemorative item

ii) to consider support or additions the Town Council can make to events being arranged by other organisations in the town

The Lions have reported that they are still working on their proposed Coronation tea party, however due to a change in insurers for Lions Club International some of the activities they

usually do are no longer covered. They are working on alternative solutions and will keep the Town Council updated on possible assistance they may need.

- d) Mayor Choosing (Thursday 18 May 2023) – to note the date, all to attend
- e) Beating the Bounds – awaiting date
- f) Liskeard Show (Saturday 8 July 2023) – to confirm availability of volunteers, attendance and a theme for the stand

During the budget setting process £200 was nominally allocated to Liskeard Show. The cost for the stand (6m frontage x 6m depth) is £120. This includes 3 entry tickets. Additional tickets need to be purchased at £12 each. Last year we used a total of 6 tickets.

Councillors should indicate who is available to help on the day to ensure there are sufficient volunteers available to transport marquee etc, set up, man the stand and pack away.

A theme for the stand should be agreed.

Recommendation: to agree whether to attend the event and consider ideas for an overall theme

- g) Liskeard Unlocked (8 – 17 September 2023) – to receive the notes from the planning meeting on 7 February 2023
- h) Remembrance Parade (Sunday 12 November 2023) – to receive feedback on a meeting with the Royal British Legion to discuss the event

10. DBS checks – to report on advice received and the Cornwall Council position

Types of check

- a basic check, which shows unspent convictions and conditional cautions (A *conditional caution (Criminal Justice Act 2003, s. 22) requires an offender to comply with conditions, as an alternative to prosecution. The conditions that can be attached must be rehabilitative, reparative and/or a financial penalty*).
- a standard check, which shows spent and unspent convictions and cautions
- an enhanced check, which shows the same as a standard check plus any information held by local police that's considered relevant to the role
- an enhanced check with barred lists, which shows the same as an enhanced check plus whether the applicant is on the list of people barred from doing the role

Only a basic check can be carried out unless the role meets the eligibility criteria. An organisation is breaking the law if they submit an application for a Standard, Enhanced, or Enhanced with Barred List(s) DBS check if the role applied for is not eligible for that level of check.

Currently, the Town Council undertakes enhanced checks for the Councillor working with the Youth Council, and the tutors engaged to deliver sessions in schools as part of the Cattle Market Makers project. These have been undertaken following professional advice.

A check does not, in itself, protect anybody and the Council should show caution if it were to give out the message that these checks were sufficient to secure the protection of any vulnerable person. It is thorough and correct safeguarding procedures within organisations that protected children and vulnerable adults. Just because a person has no convictions, it does not ensure the safety of the people that they have access to.

As the Town Council would be carrying out less than 1,000 checks per year it needs to use a registered body (Cornwall Council (CC) is a registered body) to carry them out. A basic check costs £18, plus CC charge an admin fee of £18 making a total of £36. Where volunteers have been assessed as needing an enhanced or standard check these are free, but the admin fee is still payable.

A criminal record check has no official expiry date and any information included would be accurate at the time the check had been carried out. Some organisations repeat them every three years.

If carrying out criminal records checks a policy on employing ex-offenders is needed to ensure fair treatment is given to anybody with a criminal record and they are not discriminated against.

If using CC's umbrella service for checking, Once the DBS have completed their checks, they will produce a certificate. The certificate is sent directly to the applicant at their home address. The nominated primary contact at the Town Council would receive an electronic confirmation. If the result is clear (no criminal record), the notification will state 'certificate contains no information'. If the result is not clear (contains a criminal record), the notification will state 'please wait to view applicant's certificate'. This means that the certificate contains information. It is then necessary to arrange to see the applicant's certificate.

Subject to compliance with the statutory rules on being eligible to be elected to office and to remain in that office, the Council cannot prevent the election or continuation in office of any Councillor, irrespective of what might be disclosed by a criminal records check. Steps proportionate to the conviction, caution or other issue disclosed may be taken.

At CC positive disclosures are dealt with by the Chief Executive and the Monitoring Officer. While the CC Monitoring Officer deals with code of conduct complaints for Town and Parish Councillors enquiries are being made about the part they could play in a disclosure case. Information needs to be kept strictly confidential and should be disclosed on a 'need to know' and lawful basis only. Any actions or decisions of the Council must be in the context of putting its safeguarding responsibilities first. As the types of disclosure may be wide ranging it is difficult to say what types of measures may be taken as each case will be different.

While CC carries out basic checks for all members (and enhanced checks for members directly involved in carrying out the Council's education and social care functions), enquires show that other Town and Parish Councils are following the CALC advice to make checks only where the role meets the eligibility criteria.

Our safeguarding officer and facilities manager both attended a safeguarding forum last week, and recent use of our safeguarding policy and procedures has received positive feedback from external professionals.

Recommendation: to consider whether the Council is minded to request basic DBS checks for all Councillors/staff. If so, this should not be implemented until suitable policies are approved relating to the checks, dealing with positive disclosures, how this relates to the existing safeguarding policy, and possible policies on the recruitment of ex-offenders and safer recruitment.