

5. TOWN CLERK'S REPORT - FINANCE AND GENERAL PURPOSES COMMITTEE – For Information – Update on Resolutions from 26 September 2017

Item	Update
Schedule of Accounts 305/17	The Invoice is attached. It is an IT support package supplied by the contractor.

7. GRANT APPLICATION – Cornwall Wildlife Trust – Yellow Fish Project (Minute 296/17b Refers).

Background – This application was considered at the last meeting of the committee. The Committee resolved to seek further information including “what element specifically of the project costs and activities related to the delivery of services within and of benefit to Liskeard, as opposed to the general overheads of the project”.

The applicant has supplied a revised application which is attached to the report as “Revised CWT Liskeard TC Grant Application”.

The Committee has a grants budget of £8,000. To date £3,800 has been allocated. £4,200 remains to be allocated for the remainder of the financial year until 31st March 2018.

RECOMMENDATION: That the Committee consider the request for grant in the light of the revised application.

8. AIMS AND OBJECTIVES 2017-2021 – To receive the adopted aims and approve objectives for the period 2017/2021.

8.1 Background – the Council adopted aims for the period 2017-2021 and indicated that each Committee should propose SMART objectives to implement in the period 2017/2021. These are outlined below. This Committee might contribute to achieving those highlighted in bold:

Our Aims - Liskeard Town Council will work towards this vision by taking action directly, in partnership with others, and by using its influence, to deliver the following aims:

- 1. Build a strong local community which is proactive, involved, resilient, cohesive and proud of where we live.**
- 2. Support the growth of good quality local jobs and businesses, strengthen the local food and farming sector and attract new investment.**
- 3. Deliver the development priorities which the community has set out in the neighbourhood plan.**

4. **Improve social and leisure facilities in Liskeard.**
5. Protect and enhance the culture and heritage of the town.
6. Facilitate the development of transport and technology infrastructure to meet our current and future needs.
7. Promote and market Liskeard as the commercial and cultural centre for South East Cornwall.
8. **Develop and promote the Council's assets for the benefit of the community.**

8.2 Finance & General Purposes Committee Proposed 2017/2018 Objectives:

- Employment Land Study – pursue opportunities identified from the Employment and Skills element of the Neighbourhood Plan. Secure funding for Employment Land Demand Study and carry out study Jan 2018. (Council aim 2).
- Devolution – revise the Town Council's approach to Devolution in the light of new guidance issued by Cornwall Council (Council aims 2 and 4) Feb 2018.
- Community Cohesion and Resilience Project – to continue to build the partnership, to put in place the bid to secure ESF funding Dec 2017. (Council Aim 1)
- Neighbourhood Plan – complete Regulation 14 and Regulation 16 phases and carry out the Referendum. (Council aim 3). Feb 2018
- Sports Pitch and Recreation Project – set up working party, appoint valuer to obtain provisional valuation for sites. Maintain contact with Cornwall Council regarding release of the Section 106 developer contribution from the Addington development. (Council aim 4). Dec 2017.
- CCTV – apply for grant to carry out CCTV upgrade, carry out capital project and achieve connection to the Emergency Planning Silver Control Room. (Council aim 8) Jan 2018.

8.3 Finance & General Purposes Committee Proposed 2018/2019 Objectives:

- Employment Land Study – Examine results of study. Liaise with local businesses and landowners to pursue the match of site needs with requirements. Support the Cornwall Council redevelopment proposal for the Cattle Market site. (Aim 2). Appraise investment options for Cattle Market Project Aug 2018.
- Devolution – revise the Town Council's proposed Devolution package and resubmit Initial Proposal Form (Aims 2 and 4). June 2018.
- Community Cohesion and Resilience Project – to work with the partnership and the Department of Communities and Local Government (D.C.L.G.), to put in place the contract to secure ESF funding May 2018. (Council Aim 1)

- Neighbourhood Plan – hand over responsibility to the Planning Committee for ensuring the development control element of the planning process follows the adopted Neighbourhood Plan (Aim 3). Jul 2018.
- Sports Pitch and Recreation Project – Work with representatives of the Liskeard and District Sports Association to determine their requirements – Jun 2018 (Aim 4).
- CCTV – carry out installation of the new CCTV system and connection to the Silver Control Room – Apr 2018 (Aim 8).

RECOMMENDATION: That the Committee approve the objectives in the report above and reflects these objectives in the budget and precept setting exercise 2018/2019.

9. PRECEPT AND BUDGET SETTING 2018/2019 – a). to note the receipt from Cornwall Council of information on the Council Tax Base, Council Support Grant and approve a timetable for the setting of the 2018/2019 budget and precept b). to consider the Committee’s own 2018/2019 draft budget.

9.1 Background – several external and internal factors need to be considered when looking at precept and budget setting and making recommendations to Council. Cornwall Council have supplied the Council Support Grant (13th November), Council Tax Base and Precept Calculator (17th November) to assist Committee and Council in setting the 2018/2019 budget and precept figures.

9.2 Council Tax Base - Cornwall Council has provided the Council Tax Base figure for 2018/2019. This reflects residential completions and conversions within the town boundary. This increases the number of households that might use Town Council facilities. This has the impact of spreading any precept that the Town Council might set over a greater number of households, thereby reducing the impact on individual households. The increase in the Council Tax Base indicated by Cornwall Council means that the Town Council could increase the Precept by approximately £18,000 in 2018/2019 and there would be no actual increase in the Town Council element of household bills.

Financial Year	Council Tax Base
2016/2017	2833
2017/2018	2899
2018/2019	3030
Increase in Council Tax Base	131

9.3 Cornwall Council – Council Support Grant (C.S.G.) – The Council Support Grant is part of an annual block grant paid by the Government to Cornwall Council. Once deductions have been made to cover Council Tax Support provided with the town boundary, Cornwall Council then pays the remaining sum to the Town and Parish

Councils. In 2014/2015, the amount was £54,971. Cornwall Council have indicated that as the Government block grant is reduced annually so will the payment to the Town and Parish Councils.

Financial Year	Council Tax Support
2016/2017	£45,492
2017/2018	£33,566
2018/2019	£27,430
Reduction	£6,136
Percentage reduction in Council Support Grant	18%

9.4 Town Council Element of the 2017/2018 Council Tax

The information supplied by Cornwall Council also includes a table giving the proportion of the Band D Council Tax bill per household in 2017/2018 indicating the proportion that the Town Council element makes of the whole bill.

Town Council	Proportion of Band D Bill 2017/2018
Bodmin	15.65%
Falmouth	13.57%
Truro	13.30%
Bude-Stratton	12.39%
Camelford	12.25%
Newquay	12.04%
Penzance	10.82%
Callington	10.54%
Launceston	9.68%
Camborne	8.92%
Looe	8.49%
Liskeard	8.06%
Torpoint	7.17%

9.5 Budget and Precept Setting 2018/2019 Timetable

Communications & Engagement Committee agree draft budget – 9th January 2018

Facilities Committee agree draft budget – 16th January 2018

Finance & General Purposes Committee - agree draft budget and finalise budget and precept setting recommendations – 23rd January 2018

Budget Setting and Precept Setting Council – 30th January 2018

Inform Cornwall Council of Precept figure – 31st January 2018

9.6 Finance & General Purposes Committee – 2017/2018 to date

1. Insurances – Revaluation of the silverware and regalia in 2017 for the first time since 2007, was the most significant contribution to a revision in the

insurance premium from £10,325 to an additional £1,495 is required per annum in future years as approved by 29th August Council. (a pro rata increase also in the remainder of the current year).

2. Subscriptions/Memberships – 23rd May Committee approved separation of the £924 annual cost of monitoring the public access defibrillators across the town into a separate budget line “Defibrillators Monitoring”.
3. Mayors Charity – Expenditure and Income budget lines have been created and the relevant elements taken from the Miscellaneous budget line.
4. Car Parking (Christmas Free Parking) – Cornwall Council decision to fund one day has helped to reduce the actual cost to £1,290.
5. Silverware and Regalia Revaluation £2,000 one off cost to be paid from the General Reserves as previously agreed. Therefore, included a balancing sum from the General Reserves. -£2,000
6. Election Expenses – 4th May 2017 – Uncontested Town Council Election Costs £658. 10th August 2017 – Uncontested West Ward - £189. 18th January 2018 estimated cost if East and North Wards are contested £8,000 inclusive of the Poll Cards option.
7. Section 106 Project Spend – valuations obtained for Sports and Recreation WP - £300.
8. Contingency (wages) £1,020 – move to Salaries and wages budget line.

9.7 Finance & General Purposes Committee – Proposed 2018/2019

1. 2% increase in all budget lines unless otherwise indicated
2. Insurances +£1,495 as per 2017 revaluation note above.
3. Elections – £10,596 reduce to £2,080. Previously, agreed to set aside a nominal sum each year to fund the four year full cycle elections. (net reduction of £8,516)
4. CCTV – (£6,765 17/18 approved current system costs. Draft 2018/2019 costs £6,900 current system. Dependent upon decisions taken at agenda item 11. (Increases in annual operating costs range from £3,070 - £3,282)
5. Grants - £8,000 – Should the Committee increase the grants budget – to £12,000? 2016/2017 – approvals £11,243.
6. Community Cohesion and Resilience Project - £10,000 per annum for three years.
7. Committee should carry forward project underspends and Nominated Reserves:
Neighbourhood Plan £7,700 -
Neighbourhood Plan Underspend Reserve £26,272

RECOMMENDATIONS: a). to approve the time table for the setting of the 2018/2019 budget and precept as outlined above b). approve for further development the modifications to the 2017/2018 budget lines and the draft for 2018/2019 as outlined above.

10. LOCAL GOVERNMENT BOUNDARY COMMISSION (L.G.B.C.)

CONSULTATION to consider the electoral options for representing Liskeard at Cornwall Council post 2021.

Background – the Local Government Boundary Commission (L.G.B.C.) has received representations regarding the number of Cornwall Councillors to serve from 2021. The L.G.B.C. have decided 87 will be the number required. The next phase of the consultation until 19th February 2018 is the form of the Cornwall Council wards from 2021. The Mayor, Councillors Holmes and Pike and the Town Clerk attended a meeting on 14th October with the Local Government Boundary Commission (L.G.B.C.) organised by Cornwall Association of Local Councils. The L.G.B.C. wished for the Town and Parishes to come up with their own ideas regarding the boundaries.

L.G.B.C. have issued guidance that the target electorate per Cornwall Councillor is 5,163 electorate in 2023. This can be plus or minus 10% (4,647 to 5,679). The key L.G.B.C. objective is to achieve solutions within the above electorate thresholds. Ideally, the solutions would also not divide extant Polling districts, Parishes or go outside of Community Network Areas, but the electorate thresholds are the main items to bear in mind.

Four options have been prepared which include the area covered and the electorate by Polling District. On the basis that more Councillors representing the town will increase influence on the Unitary Council Option 1 is for 3 Liskeard focussed wards and Option 2 for 4 Liskeard focussed wards. An alternative line of approach would be to focus on as small a geographic area as possible, to concentrate on “Liskeard” based issues has produced Option 3 for a two Councillor single ward town and Option 4 with 2 wards is a further variation.

Therefore, within the population constraints indicated by L.G.B.C., which way forward does the Town Council promote and respond:

- More Councillors for more influence, but with an expansion of the area covered to neighbouring villages to collect sufficient population for 3 or 4 Councillors and accepting that there will be a dilution of focus.
- Benefit from a high degree of Liskeard focus by concentrating on the town only taking on as much population as needed from the surrounding area to achieve two councillors. Accepting that the reduction in numbers of Councillors to 2 would lead to less influence on the Unitary Council.

RECOMMENDATION: That the Committee consider whether to adopt a future representation that either a). maximises Liskeard’s representation upon Cornwall Council or b). focusses the efforts of a smaller number of future Councillors largely on Liskeard.

11. CCTV Update on the bid for grant support to upgrade the CCTV system – to note the further information received, including the response of the grant assessment panel of the Devon and Cornwall Police and Crime Commissioner (which is due to meet on 27th November) a). to consider whether to approve a new capital programme figure of £62,000 for the project b). to consider whether to accept the CCTV contract for live monitoring and if so for which length of monitoring 24 hours per week or 44 hours per week.

Background - The last Council meeting resolved to accept £48,000 as a working figure for the capital replacement costs to be funded £28,000 from the nominated reserve for CCTV and £20,000 from the General Reserve. It was agreed to defer the item regarding Live Monitoring of the system and sought the following information:

- i. Retention of the line from the Liskeard Police Station to the Silver Control Room at County Hall. Was it necessary to retain a landline? Could an alternative method of connection exist?
- ii. Live Monitoring – Could the cost per hour of Live Monitoring be offered at the reduced rate as offered to the West Cornwall Hub £18.92 per week per camera?

i. Connection from Liskeard Police Station to the Silver Control Room at County Hall.

Traci Parker Cornwall Fire has reported that unfortunately the existing lines from the Liskeard Police Station CCTV system are not sufficiently capable to be modified such that one could carry the digital traffic of a 6 camera CCTV system signal down to the Silver Room at County Hall. She advises that a new connection at a capital cost of £12,500 is required. The annual line rental would be £1,232. The project manager at the Office of the Devon and Cornwall Police and Crime Commissioner has been advised of this additional element of work that will achieve the connection to the Silver Control Room hub that featured as the main objective of the grant fund to which the Town Council bid. The grant assessment panel will meet on 27th November and the results of their considerations regarding the Liskeard CCTV project will be reported as soon as it is known.

Implication – Should Committee wish to proceed with the CCTV project this would increase the capital cost from £48,000 to £62,000. The £28,000 nominated CCTV reserve would be used. The grant obtained from the Office of the Devon and Cornwall Police and Crime Commissioner would need to be factored in and the remainder met from the General Reserve - £20,000 being the previously approved figure.

ii. Live Monitoring – could the live monitoring be offered at the same £18.92 per camera per week as offered to the West Cornwall Hub?

Traci Parker has confirmed that the rate of £18.92 per camera, per week could be offered if the Town Council were to go for a 44 hour week per week Live Monitoring contract.

The projected annual operating costs for the new system options in comparison with the current system and costs are:

	Current 2017/2018	Option 1 24 hours	Option 2 42 hours	New Option 44 hours West hub rate
BT landline cost	£4,243	£1,232	£1,232	£1,232
Servicing Maintenance. Parts	£2,522	£2,700	£2,700	£2,700
Live Monitoring Cost	Nil	£6,115	£10,389	£5,903
Total Annual	£6,765	£10,047	£14,321	£9,835
Additional Cost over current annual cost	Note that as the system ages it will be necessary to make repairs.	£3,282	£7,556	£3,070

Conclusion – it is hoped to have a figure to report from the 27th November meeting of the grant assessment panel of the Devon and Cornwall Police and Crime Commissioners Office, this would assist the Committee in determining the element from the Council's General Reserve that would be necessary to earmark to carry out the project.

RECOMMENDATIONS: a). That the Committee considers whether to accept £62,000 as a revised capital figure for the CCTV upgrade and hub connection project. This to be funded £28,000 from the nominated CCTV reserve. The balance being a combination of grant and general reserve as advised. b). That the Committee consider the above live monitoring options and adopt as appropriate.

12. BUSINESS CONTINUITY PLAN – to receive and adopt the attached Business Continuity Plan arising from a recommendation from the Internal Auditor.

Background – the Town Council has appointed a new Internal Auditor for a period of two financial years. The Internal Auditor has reviewed the Council and proposed some changes which the Council has agreed in principal to implement. The adoption of a Business Continuity Plan is one recommendation.

RECOMMENDATION: That the Committee adopts the Business Continuity Plan.

13. DEVOLUTION - CORNWALL COUNCIL – to receive an update on the recently adopted Cornwall Council scoring matrix and consider revising our approach to Devolution.

Background – Devolution is a method by which suitable assets and liabilities might be transferred from Cornwall Council to Liskeard Town Council. An Initial Proposal Form (I.P.F.) outlining potential items was submitted by the Town Council on 3rd January 2017. However, Cornwall Council has received 75 I.P.F.'s in total to consider. On 1st November 2017, Cornwall Council issued a scoring matrix with supporting report to update on the May 2015 Devolution guidance. The scoring matrix is attached as a supporting paper. A meeting with the Liskeard – Looe Community Link Officer David Read has been organised for 23rd November to request further guidance on the potential impact on the Liskeard approach to Devolution. Further information will be reported as available.

RECOMMENDATION: That the Committee note the receipt of the new scoring matrix and will consider any impact on the Devolution approach as further information becomes available.

14. LISKEARD TOWN COUNCIL NORTH AND WEST WARD VACANCIES – Poll Card Cost – should either of the wards require it, to approve the cost of the printing and posting of poll cards to boost public participation.

Background – the Town Council has two Councillor vacancies one for the North ward and one for the West ward. Cornwall Council has informed us that the closing date for the receipt of nominations will be 4pm 19th December. Thereafter, Cornwall Council will inform the Town Council as to whether the elections are to be contested. In the event, that the elections are contested Cornwall Council asked if the Town Council would like Poll Card to be printed and distributed.

Cornwall Council have provided the estimated cost of the printing and posting of poll cards - East ward £1500* and North ward £800* = £2,300 total. *the difference between wards is due to the greater number of electors in the east ward.

Cornwall Council have given some indication from 2017 of how the issue of poll cards might assist to increase awareness of the holding of the elections and the turnout at the election itself.

- Saltash Town Council East without poll cards 16.46%
- Saltash Town Council South with poll cards 27%
- St Blaise Town Council North without poll cards 6%

The election office at Cornwall Council has indicated that they can await the formal resolution of the item at this Committee.

RECOMMENDATION: That the Committee considers whether in the event of contested elections, the Town Council will pay for the printing and issuing of Poll Cards in an effort to boost public participation.

15. WASPI CAMPAIGN – to consider the information below, in conjunction with the Public Participation element of the agenda.

WASPI supplied – “locally, we continue with raising awareness events and working through the complaint process, against the DWP for maladministration, regarding the lack of notification to the rapid changes of the state pension age.

We really appreciate the support you have given us to date and wondered whether you would consider further help by promoting the waspi.co.uk website?

Unions such as Unison and Unite have written to all of their affected members telling them of the increased SPA and signposting them to WASPI for information and support.

Again, could this be done by our Town /County Council - perhaps an email to all staff? Or, in a Council newsletter or through Facebook? We are still meeting women who have not heard about the increases to the state pension age.

Also, some Councils, in other areas of the country, have assisted their local Waspi group by providing a meeting room and publicity for local WASPI awareness meetings, to reach 1950s women in their district, is there any way you could possibly help with this?

On 8th March 2018, it is International Women’s Day. Throughout the UK, various councils are giving support to the campaign, by identifying a public building that could be lit purple during that week. We would be so appreciative if this were possible within Cornwall”.

RECOMMENDATION: That the Committee considers the issue raised above and in the Public Participation section of the agenda.

16. PAYMENTS SCHEDULE – to receive and approve the payments schedule.

RECOMMENDATION: That the Payments Schedule is approved.