

LISKEARD TOWN COUNCIL

AT A MEETING of the **FINANCE AND STRATEGY COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 24 November 2015 there were present:

The Mayor - Councillor Phil Seeva - in the Chair

The Deputy Mayor, Councillor Jane Pascoe - Ex-Officio

Councillors: Ian Goldsworthy, Lorna Shrubsole, James Shrubsole and Hella Tovar

Town Clerk: Steve Vinson

Minute Clerk: Stuart Houghton

Members of the Public: Sue Brownlow (Looe Valley Trail)

481/15 APOLOGIES

An apology was received from Councillor Rachel Brooks

482/15 DECLARATIONS OF INTEREST REGISTERABLE AND NON REGISTERABLE

None.

483/15 MINUTES OF THE FINANCE & STRATEGY COMMITTEEMEETING HELD ON 27 OCTOBER 2015

The spelling of "device" on page 4 of the Town Clerks report was corrected.

The Mayor proposed, Councillor J. Shrubsole seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 27 October 2015. The Mayor signed these Minutes.

484/15 TOWN CLERK'S REPORT - FOR INFORMATION

The Town Clerk's report had been circulated; all items were in the Agenda for this meeting.

485/15 PUBLIC PARTICIPATION

Sue Brownlow was asked to talk through the Liskeard-Looe Multi Use Trail concept paper that had been circulated.

She said that this trail would be a part of a wider development joining the East Looe Valley to the National Cycle Network at Bodmin. The East Looe Valley

section passed through stunning scenery and would join the Cornish Mining World Heritage site to Looe via the old mining Liskeard to Looe canal route.

The route would have a wide appeal and be supported by Sustrans, Cornwall Council, the Heritage Lottery Fund, and local landfill trusts.

This project had been started some time ago, the original desk top studies had been updated, for this feasibility study to cost this multi-million pound project.

The purpose of this presentation was to ask the Town Council to contribute to the Third Party Match Funding element that was needed for the project to qualify for grants.

In response to questions she replied;

- The Mayor of Looe Council had indicated his support
- The programme had slipped but would still start in this financial year
- It was anticipated that this stage would take two years and was dependant on the European Funding Programme
- The scheme was dependant on external finance being available
- The feasibility study was a project in its own right
- The Devon and Cornwall Rail Partnership are being involved together with all of the previous consultees
- Landownership was being checked so that the best route can be chosen, mainly off road via land owned by the Railways, Charitable Trusts and some highways

The Mayor thanked her for attending, the Liskeard-Looe trail was included in the Agenda of the meeting, for discussion later, she would be welcome to stay to listen.

486/15 GRANT APPLICATION

The presentation by Sue Brownlow for the Liskeard-Looe trail was discussed; she had asked for financial support from this Council. Members commented;

1. The amount of grant indicated would need special consideration by the Council due to the sum requested
2. The project would be of great benefit to the Town
3. The project might unlock investment in the Town
4. The grant could be made in two stages, one at the end of this financial year and one in the next year
5. The project would bring the heritage of the area together, mining, Liskeard as a commercial/service centre, the canal to Looe and shipping
6. It had great potential to increase visitors to the area
7. It had the potential to join with the National Cycle trail to Bodmin and even Gunnislake in the future
8. A suggestion was made that the Council's Grant Policy be updated

9. The use of grant money should be more prescriptive to ensure the best use of the money

It was agreed that the Liskeard-Looe Trail should be included on the Agenda for the next Council meeting, for full discussion.

487/15 FINANCIAL RISK MANAGEMENT INTERNAL AUDIT INTERIM REPORT

The internal auditor's interim report to 31 October 2015 had been circulated, and was discussed.

The Mayor proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the internal auditors report.

488/15 FINANCIAL RISK MANAGEMENT EXTERNAL AUDIT ANNUAL REPORT

The External Auditors Annual report to 31 March 2015 had been circulated and was discussed.

The Town Clerk reported that the Councils Financial Regulations had been updated and that the Auditors Report had been displayed for a longer period, but no additional comments had been received.

The Mayor proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the External Auditors report, and implement its recommendations.

489/15 BUDGET REPORT TO 31 OCTOBER 2015

The budget report to 31 October 2015 had been circulated and was noted.

The Town Clerk confirmed that the grant had been paid to the Town Forum and suggested that the budget for next year should include;

- I. A sum for election expenses
- II. An increase in the grants budget
- III. An allowance for the forthcoming paperless planning requirements
- IV. The continuation of the earmarked reserve for the dilapidations to the printer/copier for its renewal

490/15 CHRISTMAS SHUT DOWN

The Town Clerk's report contained the proposed dates for the closure of the Office over the Christmas and New Year period.

The Mayor proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to **APPROVE** the closure of the office from midday Wednesday 23 December 2015 to the normal opening time Monday 4 January 2016.

491/15 INFORMATION TECHNOLOGY TO CONSIDER A USE AND ACCESS POLICY AND IT EQUIPMENT

1. The Town Clerk's report contained details of the IT equipment and a copy of the Cornwall Council's Wi Fi Use Policy had been circulated. The Town Clerk stated that he intended to alter the Cornwall Council Policy for use by the Town Council.

He needed to speak to the Council's internet provider to place an improper use block on the public Wi Fi system in the Public Hall.

It was suggested that the Council consider all broadband connections in its buildings, and to change to one supplier for all locations.

2. In response to a question the Town Clerk responded that a grant would be received from Cornwall Council in respect of Paperless Planning, which would be used to purchase a laptop computer for this use.

Following discussion, it was agreed to defer the decision on the provision of a computer in the Members room until its need had been clarified, and a check made to see if an old computer from the Museum could be used.

3. The Town Clerk's report gave an update on the successful IT training currently underway for the office staff. He recommended that this training be made available to the new members of staff, volunteers and Councillors.

Resolutions

1. Councillor Goldsworthy proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the Wi Fi Use and Access Policy, subject to it being amended to suit its use by the Town Council..

2. Councillor Goldsworthy proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** that a laptop computer be purchased, for the use outlined in the report, using the grant money received for paperless planning.

3. Councillor Goldsworthy proposed, the Mayor seconded and the Committee **RESOLVED** to **RECOMMEND** that the IT training currently being undertaken by the office staff be offered to the new members of staff, volunteers and Councillors.

492/15 CCTV WIPER REPLACEMENT

Details of this were included in the Town Clerk's report. Details of a response to questions received from ESSA, the maintenance engineers, was read to the Committee. The £800 option was for a replacement unit with a 3 month warranty, the £300 option was to remove and repair the malfunctioning parts, other parts could fail shortly after. Members commented;

- a. The system was several years old, what was its anticipated life
- b. What would happen to the CCTV whilst the Police Station was being rebuilt, would they want it back?
- c. Before the CCTV monitoring was moved to the Police Station the annual budget was £20k

Councillor Goldsworthy proposed, the Mayor seconded and the Committee **RESOLVED** that the exchange unit be provided at £800, provided that the warranty was extended.

493/15 BUDGET SETTING, AIMS AND OBJECTIVES

A. The Finance Committee's budget

The proposal for the Finance Committee had been circulated.

The Chair stated that this information had been circulated for discussion, Members commented

- i. Financial information for the Library had not yet been received from Cornwall Council
- ii. If the Council accepted financial involvement with the Library, it could be financed by a Section 137 levy
- iii. Could the number of houses to be built this year in the band D tax band be determined?

The Mayor asked Members to note the documents and to bring their contribution for the Committees budget for 2016/2017 and 2018/2019 to the next meeting.

B. Progress from other Committees budget setting

The details of the progress of the Property and Communications and Engagement Committees had been circulated for information and were noted.

494/15 CORRESPONDENCE

The Town Clerk said that he had received a letter from Cornwall Council

informing that the Council Tax Support Grant, from Cornwall Council would be increased by 5.6% next year. This was a surprise as he had previously been informed that it would be reduced by 10%. He had checked the notification and had been told that this was the result of the calculations to the approved formula.

495/15 DATE OF NEXT MEETING

The date of the next Finance and Strategy Committee meeting was arranged for Tuesday 22 December 2015, but had to be confirmed.

496/15 PART II - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Mayor proposed, the Deputy Mayor seconded and the Committee **RESOLVED** that;

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, it was proposed by the Mayor and seconded by Councillor Goldsworthy that the Council **RESOLVED** that the Press and Public be excluded from the meeting for the following item of Business.

1. To receive the Minutes of the Confidential section of the Finance Committee meeting held on Tuesday 22 September 2015.

497/15 PART II

Councillor L. Shrubsole proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to accept the recommendations made in closed session to;

note the Confidential Minutes of the Finance Committee meeting held on Tuesday 22 September 2015