

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held in the Council Chamber on Tuesday 21 July 2015 at 7.30 pm there were present:

The Mayor - Councillor Phil Seeva - in the Chair

The Deputy Mayor - Councillor Jane Pascoe

Councillors: - Rachel Brooks, Ian Goldsworthy, Roger Holmes, Sue Pike, Tony Powell, Anne Purdon, James Shrubsole, Lorna Shrubsole, Hella Tovar and Christina Whitty

Mayor's Chaplain - The Reverend Mark Pengelly

The Town Clerk - Mr Steve Vinson

Minute Clerk - Mr Stuart Houghton

Members of the Public - Lin Moore, S. Gilbride, Mike Smallcombe (Cornish Guardian) and Colin Edwards (Cornwall Council)

Before the commencement of the meeting, the Mayor invited his Chaplain to lead with prayers.

The Mayor advised of Housekeeping matters and informed the Council that although the Minutes of the Planning Meeting held on the 30 June had been included in the bundles, they had not been included on the Agenda; they would be presented under Item C(i)

168/15 APOLOGIES

Apologies were received from Councillors Joe Poulson. Adam Hodgkins and Sally Hawken.

169/15 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

Councillor Goldsworthy declared an interest in Accounts items 101731 and Councillor L. Shrubsole in Accounts item 101730

170/15 MAYOR'S REMARKS

The Mayor reported that, again, it had been a very busy period, the time between May and July was filled with many Mayor Choosing events.

He had presented the "Trelawney Plate" Award at Pelynt, awards to school leavers

at Liskeard School, been a member of the rowing team that came second in the Saltash Regatta and had performed in the Furry Dance and awarded prizes at the Carnival and Pavement Artists competition. The Liskeard Show was a great success, attendance seemed to be up on previous years and the weather was good. The show proved that many residents had pride in their Town.

He then said that he was looking forward to the summer recess and suggested that all Councillors took advantage of it, to spend quality time with their families.

The Mayor then updated Members about Councillor Poulson who had decided, after discussions with the Mayor, to resign from the Council; the terms of his employment had changed and he could no longer attend evening meetings. This would be a great shame as Joe had proved to be a good member of the Council.

The recruitment of a replacement Councillor would start in September.

171/15 TO RECEIVE THE MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 16 JUNE 2015

The Mayor proposed, Councillor Pike seconded and the Council **RESOLVED** that the Minutes of the meeting held on Tuesday 16 June 2015 be adopted.

172/15 PUBLIC PARTICIPATION

Colin Edwards from Cornwall Council wanted to address the Council, the other members of the public present did not wish to.

Mr Edwards explained that he wanted to inform the Council about the forthcoming property review that would be made by Cornwall Council. The review would look at the inefficient use of their buildings, the building stock in the Town and if it would be possible to work with partners to make savings for both front and back office functions.

Cornwall Council was seeking the views of local Councils to see if they would allow their property to be included in the review, to enable it to obtain a more holistic view of the possible solutions. It would all be at the cost of Cornwall Council and there would be no obligation for the local Council to accept the results, but they might be beneficial to both parties.

In response to a question about what had changed at Luxstowe house since the last review, about 10 years ago, that had indicated that the building had a limited life, Mr Edwards replied very little had changed. Maintenance was now on a reactive basis and this building might not be sustainable, this was one of the reasons for asking the local Councils to include their property in the review, as they might offer space to Cornwall Council. It might be that the Westbourne and Greylands buildings would be sold to invest in Luxstowe House to address the current problems.

The current occupiers of Trewithen would be moving to Bodmin so this property could be included in the review.

A question about the timing and presentation of results was asked to which he replied that if an acceptable solution to any section became known it would be actioned before the whole review was complete.

In response to a further question, Mr Edwards replied that the Fire, Police and Ambulance services would not be a part of this review, and like Trevecca and the Cattle Market, would be separate projects.

A question was asked about the future of the Library to which he replied that Cornwall Council were looking at a solution for the whole county, which might include co-location with the One Stop Shops or other services, the location of this could be in any building.

The Mayor thanked Mr Edwards for the presentation; this subject was on the Agenda for discussion later in this meeting.

173/15 TOWN CLERK'S REPORT

The Town Clerk's report, for information, was discussed and is attached to these Minutes.

1. Request by Liskeard Freemasons to incorporate the Town Council Crest in the design of a crest for their Lodge.

After discussion it was agreed that the Town Clerk would make investigations into the origins of the Town Council Crest, the intended use of it by the Freemasons, and to defer the decision until the next meeting.

2. Register of Interest forms

Councillors were reminded that they have to update their Register of Interests within 28 days of any change to the information previously provided.

3. Cornwall Council Property Review, request that the Town Council allow their property to be included in the review.

The Town Clerks report contained details of the request; this and the information provided by Colin Edwards earlier in the evening were discussed.

Councillor Powell proposed, Councillor Holmes seconded and the Council **RESOLVED NOT** to include its building stock into the Cornwall Council Building Review, but would **SUPPORT** Cornwall Council with its review and would be open to have discussions with it in the future.

174/15 COMMITTEE REPORTS

a. PLANNING COMMITTEE HELD ON TUESDAY 16 JUNE 2015

The Deputy Mayor proposed, Councillor Purdon seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Planning Committee meeting held on Tuesday 16 June 2015.

b. EXTRA ORDINARY MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 23 JUNE 2015

The Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Extra Ordinary meeting of the Council held on Tuesday 23 June 2015.

c. FINANCE COMMITTEE HELD ON TUESDAY 23 JUNE 2015

The Mayor proposed, the Deputy Mayor seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Finance Committee meeting held on Tuesday 23 June 2015.

Recommendation

To award the design and print contract for the Town Crier Newsletter to Graphic Words.

A point of order was raised as the Newsletter had already been printed and distributed, therefore this item was not required.

A comment was made that some members of the public had complained that some of the print was too small and that they had difficulty in reading print on a coloured background.

c1. PLANNING COMMITTEE HELD ON TUESDAY 30 JUNE 2015

The Deputy Mayor proposed, Councillor J. Shrubsole seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Planning Committee meeting held on Tuesday 30 June 2015.

d. COMMUNICATION AND ENGAGEMENT COMMITTEE HELD ON WEDNESDAY 8 JULY 2015

Councillor Brooks proposed, Councillor Pike seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Communication and Engagement Committee meeting held on Wednesday 8 July 2015.

e. PROPERTY COMMITTEE MEETING HELD ON TUESDAY 14 JULY 2015

Councillor Goldsworthy proposed, Councillor Tovar seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Property Committee meeting held on Tuesday 14 July 2015.

Recommendation

1. That the Council accept the draft agreement, which had been circulated, for the Joint Management of Westbourne Gardens with Cornwall Council.

Councillor Goldsworthy proposed, the Mayor seconded and the Council **RESOLVED** to **ACCEPT** and enter into the joint management agreement, provided that Item 3.1 of Schedule 3 be changed to read “to arrange and maintain and pay for water and electricity supply, if required by the Liskeard Council”

2. To accept the alternative quotation from South West Play for the minor repairs to the play area surface at Thorn Park, to include the coloured inlay.

Councillor Pike proposed, Councillor Whitty seconded and the Council **RESOLVED** to **ACCEPT** the quotation from South West Play for the minor repairs at Thorn Park, and to include for the colour inlay.

175/15 CORNWALL COUNCIL PLANNING DECISIONS

The Cornwall Council planning decisions had been circulated and were noted.

176/15 ACCOUNTS

Members noted the accounts

177/15 OTHER REPORTS

- a. The Minutes of the Devolution Working Group meeting held on Monday 15 June 2015 were noted.
- b. Councillor J. Shrubsole gave a verbal report on progress by the Neighbourhood Plan Working Group. He thanked the volunteers and reported that 4 groups had been formed and would be meeting on Wednesday 29 July to co-ordinate their findings and to formulate the policy for the inclusions into the Plan.

178/15 CORRESPONDENCE

The Town Clerk reported that a deputation of volunteers came to the office from the National Citizen Service which worked with 16 to 17 year olds on community projects.

That had received permission from Cornwall Council to clean and paint the children’s play equipment at Castle Park and now wanted to install two new benches.

Cornwall Council had agreed for the benches to be installed, but would not pay for any future maintenance; they had suggested that the Town Council could be approached to do this maintenance.

The Town Clerk had sent an e-mail to Cornwall Council asking if the maintenance costs could be shared, but had not as yet received a reply.

Members discussed and were concerned about liability.

Councillor Powell proposed, Councillor Goldsworthy seconded and the Council **RESOLVED** to adopt the benches and to include them on our insurance and inventory.

179/15 DATE OF THE NEXT MEETING

The next meeting of the Town Council would be held on Tuesday 15 September 2015 in the Council Chamber.

180/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Mayor proposed, Councillor Purdon seconded and the Council **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, the Press and Public be excluded from the meeting for the following item of Business.

1. To receive the Confidential Minutes of the Extra Ordinary meeting of the Town Council held on Tuesday 23 June 2015
2. Proposal to increase the Output Capacity of the PV panels
3. To receive the Confidential Minute of the Communication and Engagement Committee meeting held on Wednesday 8 July 2015
4. To receive details of the Hosting and Maintenance Fees for the Town Council Website.

181/15 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Mayor proposed, Councillor L. Shrubsole seconded and the Council **RESOLVED** that; Pursuant to Public Bodies (admission to meetings) Act 1960 members of the Press and Public be re-admitted to the Meeting.

It was **RESOLVED** to accept the recommendations made in closed session relating to:

1. The Confidential Minutes of the Extra Ordinary meeting of the Town Council held on Tuesday 23 June 2015
2. The proposal to increase the Output Capacity of the PV panels
3. The Confidential Minute of the Communication and Engagement Committee meeting held on Wednesday 8 July 2015
4. The Hosting and Maintenance Fees for the Town Council's Website.

6. Clerk's Report – For Information – 21st July 2015

Meeting & Action	Update	Who & When
PV Panels – 23rd June Extra Ordinary Council	The contractor has been contacted and informed of the Council's decision. A contract for the revised specification has been received. It has been signed and returned. The contractors have started work on the installation of the revised PV specification.	TC June 2015
23 rd June Extra Ordinary Council Skills Provision in SE Cornwall	The Town Council's view on this issue was sent to Cornwall Council. A question was also supplied in time to go to the 30 th June Cornwall Council Policy Advisory Panel. The emerging recommendation has been that Cornwall Council should continue to dispose of the site at Bodmin to Truro and Penwith College.	TC June 2015
16 th June Council – Fidelity Guarantee	The Council's Insurance broker has been informed of the Council's decision and has amended the Fidelity Guarantee Cover to meet the recommendations of our internal auditor.	TC June 2015
16 th June Council – Annual Return 2014/2015	The Annual Governance Statement and Annual Return 2014/2015 have been signed. They have been sent to Grant Thornton within the specified time.	TC Accounts Clerk June 2015
16 th June Council – Devolution Working Group – Libraries	<p>A "without prejudice" response was sent to Cornwall Council:</p> <p>"Liskeard Town Council would like to register a "without prejudice" interest in being involved in the discussions regarding the Liskeard Library. It is hoped that the Liskeard Library will be retained as part of the Cornwall wide solution that was described at the consultation event in the town. This would be the preferred option.</p> <p>However, should the Liskeard Library be faced with closure, we would wish to be involved in discussing the possibility of a local solution to the problem. The geographic spread of the Liskeard Library membership extends into the surrounding rural parishes. Hence, the Town Council would seek the views of the surrounding parishes as to whether a joint local solution might be possible. The Town Council would also be minded to seek the views of local people as to the prospect of taking on the cost of the local library. Our precept is currently £381,621 which means that if we only became responsible for the staffing costs it would equate to an 18% increase in our element of the Council Tax. If we were to attempt to take on the indicative premises costs as well as the staffing costs this would equate to a 25% increase in the Town Council share of the Council Tax. Therefore, we would be keen to consider views of local people.</p> <p>It was understood from the Cornwall Council property representative at the consultation event in the town, that Cornwall Council would not consider freehold disposal but would only look at a 10 year lease of the library buildings. We have already three large old buildings in the town centre and are mindful of the relatively high repair and maintenance and operational costs of such buildings. Hence, we were not presently looking to increase our ownership or responsibility for such buildings.</p> <p style="text-align: center;">.7.</p>	TC June 2015

97/15

	<p>We have previously transferred across public toilets and T.U.P.E. transferred the cleaning staff. We are aware that there can be issues with differentials in rates of pay. Furthermore, should there need to be a downsizing of the establishment after transfer this might adversely impact on our relatively small annual budget.</p> <p>With this in mind could you please keep us informed of developments as they affect the Liskeard Library.”</p> <p>Our own consultation on the libraries has also appeared in the Town Crier. It featured at the Liskeard Show on the Town Council stand. It is also presently on the Town Council website. It is intended that a report on the findings will go to the September cycle of meetings.</p>	
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REQUEST TO USE THE TOWN CREST – to consider a request from the Liskeard Freemason’s lodge to use the town crest in the design of a crest for the Liskeard Lodge

A member of the Liskeard Freemasons Lodge has been to the offices. They indicated that they were looking at designing a crest for the Liskeard lodge. They outlined the desire of basing that upon the Liskeard Town Crest. They asked if the Town Council would allow the use of the Town crest for those purposes.

RESOLUTION: THAT THE COUNCIL RESOLVES TO AGREE THAT THE LISKEARD FREEMASONS LODGE CAN USE THE TOWN CREST OR AN APPROPRIATE VERSION THEREOF.

REGISTER OF INTEREST FORMS – to request that Councillors update their register of interest forms.

Councillors are reminded that their individual register of interest forms should be updated when circumstances change. Such changes could include in employment, change of address, land/property ownerships, sponsorship, tenancies and securities etc. The original forms have sections to record changes. The changes need to be dated and signed. The forms are kept in the Town Offices and can usually be accessed Monday – Friday 9.00 a.m. – 5.00 p.m. For councillors who have difficulty attending the office during that time, by arrangement, the forms can be brought to a Committee or Council meeting.

REVIEW OF THE USE OF PUBLICLY OWNED PROPERTY – to consider a request that the Town Council include our property in the review.

Background Cornwall Council has approached the Town Council to seek our views on the use of buildings within the town as these become surplus to their requirements. They hope that they can concentrate their limited resources on developing options that will receive the support of the Town Council. This would ensure a timely progression of reuse options for Cornwall Council as property owners. It would also enable the Town Council to input into the concept stage to attempt to shape the future use of some key buildings at various locations in the town. This could assist the emerging regeneration aims of the Town Council. It would help avoid vacated buildings becoming future problem sites.

The next phase of the review of Cornwall Council properties will result in properties such as Westbourne and Graylands becoming surplus to requirements as their staff are moved to Luxstowe House. There also been discussion about the needs of a civil service department operating in the town to review their current property requirements and either seek to move or for someone to move in with them.

At a meeting on 10th July, Cornwall Council property services representative did ask if the Town Council would wish to include its property in the review. This would be “without prejudice”.

Liskeard Property Review Meeting 10th July 2015 The type of project that might be considered was indicated on the paperwork given out at the meeting held on 10th July. It included a proposal that there be a co-location of the Town Council, Police and Library. If looking at a project of that nature the Town Council would need to consider carefully the following:

Costs At the moment the Town Council owns its own property and hence does pay any form of annual lease or rental amount. Nor do we pay any joint occupancy type service charges related to the hosting of our offices. Indeed the Town Council receives approximately £44,000 per annum in fees and charges from other organisations and businesses. If the Town Council were to collocate into another organisations property we would start to incur rental and joint service charges that we currently do not pay. In addition, if the Public Hall were sold we would no longer receive the hire income from the groups currently renting it. This would create a financially weak position for the Town Council in having higher costs and less income.

Some Town Council’s (Penryn, Falmouth and Looe) have recently sought to improve their financial situation and security of tenure by entering into arrangements that

discontinue their renting of other organisations property in favour of owner occupation. Some have even sought to obtain income from tenants of their own.

Service Disruption we already know from the receipt of Cornwall Council related service telephone calls in the Town Council offices that our own work has suffered delays and accuracy problems as a consequence of frequent disruption. Should our Town Council offices collocate into a building with the Police and the library we would have to avoid circumstances where our staff were diverted into dealing with the checking of drivers' licenses and loaning out of library books. This would impact adversely on our delivery of core functions activities and achieving the delivery of our aims and objectives.

Public Service Cuts The public sector has in recent years been subjected to annual budget cuts which look likely to continue for the next few years at least. This has resulted in wide spread cuts in a range of services from various providers. The Town Council has in previous years received 2.5% increases in the annual Council Support Grant. However, this year we have received a 22% cut with further cuts in the next year financial years confirmed. The Town Council is consequently looking to cut costs and invest in income generating investments such as with the installation of PV panels on the Public Hall. Whilst mindful of the needs of the town as a whole, we cannot accept a general responsibility to adopt all liabilities and problems.