

## **6. TOWN CLERK'S REPORTS UPDATE MATTERS ARISING 30<sup>TH</sup> JUNE 2020**

**Minute 44/20 Royal Voluntary Service RVS** letter to Cornwall Council requesting rent free period. Cornwall Council Response - "Cornwall Council did agree a rental deferment for the RVS for three months from April 2020.

We have subsequently agreed that we will facilitate a rent free period for them of 6 months from 1st April 2020, subject to their confirmation that the NHS/CCG or other part of the Health Service cannot support them via a Supplier Relief Payment in line with Government Guidance.

They are still liable to pay the Service Charge and any utility charges associated with the unit. Your Council's helpful grant will therefore assist them in maintaining these payments and covering telecoms, insurance and other costs until their workload and income recovers.

I trust that you will relay this information to the Town Council and it would appear that together we have supported an important local service through a most difficult time for them and ensured they are now able to reach out to the community and assist them with their transport needs". Jonny Alford – Estates Services Manager.

**Minute 46/20 Car Parking** - To ask Cornwall Council to provide free car parking for a further 3 months to assist the recovery of the town centre. Councillors expressed concerns about the possible infection risks of using car park machines. Cornwall Council response – "My team have been monitoring traffic volumes over this time and levels are almost back to that of the initial restrictions now that more things begin to re-open/re start. The re-opening of shops allows people to enjoy a bit of normality (albeit at a distance), many of whom won't have been out for the past 12+ weeks, and the first week of Trading in Truro appeared to be more successful than many had hoped for therefore, I don't feel that free parking is the determining factor for getting people back on to our highstreets.

Free parking does not always guarantee increased footfall as many vehicles are left in the car park for long periods of time, which can actually reduce the opportunity for others to park. In addition to this allowing people to park for free runs the risk of overcrowding of car parks and congestion on entrance and exit. If car parks are overcrowded then this could jeopardise people's ability to adhere to social distancing.

The initial reason for free parking was to support NHS, staff Covid volunteers and key workers and in order to maintain that support for the NHS, Free parking will continue for this sector of workers who qualify under the government scheme and can display the permit which are provided by the NHS Trust.

We will not be imposing any planned inflationary increases to charges in our car parks and all charges will be based on 2019 summer tariff rates. Additionally, we continue to offer free evening parking in most of our car parks, except where agreed

otherwise with local councils. We are actively encouraging customers to use JustPark and Contactless payments where possible and to reiterate the batch purchase product through the JustPark scheme offers a cost effective way for residents and regular users to pay a significantly reduced rate for parking as in previous years. This JustPark batch product was previously set at £47 for block sessions and be deducted based on usage. We have recognised that this may, as a value be set too high under the current circumstances and therefore have introduced a new £25 block product.

We also remain committed to talking with any town and parish council, prior to setting the annual car park order in early January 2020, who wish to manage their car parks in a different way whilst maintaining the current income levels, as we have with Falmouth, Penzance and more recently Helston.

So based in the information above, I am sorry to say that unfortunately we are not able to fulfil your request for free parking.

Geoff Brown  
Cornwall Councillor  
Cabinet Member for Transport”

## **16. POLICY FOR CONTRACTS INVOLVING COUNCILLORS – to receive and approve the policy.**

Background – it is proposed that this policy is added to the Council’s Financial Regulations under the Procurement section.

A number of councillors have local businesses. Their expertise is valuable to the Town Council and it may sometimes be appropriate for the Town Council to pay for goods and services from these businesses. However, it is important to ensure that there is no perception that being a town councillor gives them a commercial advantage. Payments to businesses owned by town councillors or members of their household will therefore only be made in the following circumstances:

1 After at least 3 quotations have been obtained and the decision is taken by a committee or full council with the relevant councillor declaring an interest and absent from the discussion.

2 (In the case of repeated purchase of small items) after the business has been approved as a supplier by a committee or full council with the relevant councillor declaring an interest and absent from the discussion. Subject to an annual limit of £500 and a single item job limit of £100.

3 In exceptional circumstances by a decision of the Mayor and Town Clerk which is reported back to the next Full Council meeting.

**RECOMMENDATION: That the policy is adopted and incorporated into the Councils' Financial Regulations**

**17. COVID19 STANDING ORDERS AND FINANCIAL REGULATIONS - to consider extending the amendments to Standing Orders and Financial Regulations granted 24th March 2020 Council Minute 537/19 A & F and further extended at the Town Council on 30<sup>th</sup> June 2020 Minute 58/20 a & b.**

Background – at the 24th March 2020 Council meeting a number of measures were agreed for the operation of the Council during the Covid19 period. The Standing Orders and Financial Regulations resolutions were for a period of 3 months with a requirement to review thereafter. Set out below is the original report. These resolutions were approved. An additional, month extension was granted at the 30<sup>th</sup> June 2020 Town Council. This expires at the end of July. For practical, purposes it is recommended that a further 3 month extension is considered and approved.

Standing Orders

Note re: a below – The legislation refers to the “Town Clerk / Proper Officer” (Stephen Vinson) being given delegated authority. However, from a Business Continuity perspective, to secure against the impact of possible illness and to take account of the division of responsibilities between staff it is recommended that the delegation be extended to the RFO/ Deputy Town Clerk (Yvette Hayward.) In the terms of area of work responsibility the Facilities Manager (Jacqui Orange) and TIC Manager (Vicky Cutts) would provide function specific support and decision making authority should both the Town Clerk and RFO / Deputy Town Clerk be ill.

a) Scheme of delegation / Business Continuity – “That the Council delegates authority to the Clerk (RFO / Deputy Town Clerk and Facilities Manager depending upon the area of service responsibility and availability through sickness) in consultation with the Mayor (Deputy Mayor and Chair or Vice Chair of the relevant service committee and availability through sickness) to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the council”.

Financial Regulations

Note re: f below – The current Financial Regulations are 4.1 the Town Clerk or RFO may in consultation with the Mayor or Chair of the appropriate committee approve an item of expenditure £2,500. (Note - possible increase to £5,000) Intended for operating expenditure, perhaps equipment purchase.

Financial Regulation 4.5. In cases of extreme risk to the delivery of council services, the clerk, RFO or Facilities Manager may authorise revenue expenditure on behalf of the council which in their judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £7,500 (Note – possible increase to £15,000). The Clerk/RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter. For example, this is intended to help authorise immediate works to a threatened Council building to hopefully avoid a higher bill by delayed decision making. Council may wish to adopt the new figures of £5,000 and £15,000 pending guidance further advice from Government.

**RECOMMENDATIONS: That the scheme of delegation / business continuity modifications to Standing Orders be retained for another 3 months. That the amendments to the Financial Regulations as set out above be retained for another 3 months.**

**18. REOPENING OF THE TOWN CENTRE – a) 20mph Speed Limit – following a site meeting a draft proposal is being prepared by Cormac. This should be ready to go to the July Council meeting. b) Measures to support cycling - A scoping meeting around measures to support cycling is being held on 30 July. 20mph limit**

Background – a site meeting has been held with interested parties. Possible locations for 20mph signs for Pike Street/Market Street and Bay Tree Hill/Pondbridge Hill were considered. Most of these can be mounted on posts (some existing) but there would need to be at least one sign on an A frame. The Town Council representatives stressed the need to cover the whole of the affected area, eg right down to the bottom of Market Street. The relevant Cormac officer was on leave but it is hoped to have detailed proposals ready for Town Council on 28<sup>th</sup> July 2020.

CORMAC is asking Town Councils to take responsibility for checking the A frame signs (presumably including the current ones), which tend to get knocked over. The Facilities Manager says this can be done, although daily checks will not be possible until the beginning of August.

Options for a wider 20mph limit for the town were considered. The two main ones seem to be:

- To make the whole town 20mph so that would replace the 30mph signs on the entrance to town.
- To use the green town centre line on the attached Neighbourhood Plan map as a starting point for a town centre 20mph zone.

Either of these would need a permanent traffic order and significant design work beforehand, including looking at current speeds and seeing whether traffic calming measures are needed as well as the signs.

A meeting will be held on 30 July to look at how to make cycling easier and safer. This involves the Cornwall Council transport team so the wider 20mph discussion will be put to that meeting.

#### Extra on-street parking

A number of possible locations for extra parking spaces were looked at. The most promising seemed to be next to Poundland. There is also a possibility of an extra space outside the cobbler/key cutting shop, and maybe on Market Street. CORMAC will come back with proposals. This will require a traffic order which would need to be prioritised via the CNA system.

**RECOMMENDATION:** That the Council agrees next steps on measures to help the town reopen safely.

**19. COUNCIL PRIORITIES to approve the draft objectives as attached and ask Committees to ensure that the work programmes are focussed upon the approved objectives and not to make additional requests for further work items.**

Background - Workload for senior staff has been particularly high for several reasons including the response to Covid-19 demands and the CLLD application taking much more work than expected. This is unsustainable and impacting on financial management and reporting.

Following consideration of the issue at the Mayor, Deputy Mayor and Chairs meeting it was recommended that a work plan based upon the points below be drafted and placed on the next Council agenda and circulated to all councillors with a note for a comment and to ensure no new items be brought forward by Councillors before discussion at Council. Committees to discuss priorities at their first meeting.

- Responding to the effects of Covid-19, especially reopening Town Council facilities and contributing to the town reopening.
- Ensuring good financial management and reporting systems in the current circumstances.
- Completing the Cattle Market Makers bid to CLLD.
- Maintaining Town Council systems, including supporting committee meetings and Full Council
- Ongoing Guildhall Fire Doors and the Public Hall snagging in the priorities list.

Town Council and Finance, Economic Development & General Purposes Committee – work items relevant to the priorities:

Work under these priorities in recent months includes:

- Responding to the effects of Covid-19, especially reopening Town Council facilities and contributing to the town reopening.
  - o Buildings, parks, toilets – risk assessments, PPE, hot water etc
  - o Keeping up with changing information/government guidance
  - o Checking protocols, new legislation, STOs, FRs etc
  - o Leaflets x 2
  - o Telephone helpline – answering calls, amending phone system set up
  - o Virtual meetings (initial familiarisation/set up, sending invites, accessing recordings)
  - o IT problems / access – some general rather than covid related e.g. SV email virus, Rialtas server down, installation of the new Wildanet broadband.
  - o Meeting papers - printing and now need to deliver
  - o Reopening the town meetings - who to invite discussion, grant application and ongoing traffic work
  - o Survey Monkey
  - o Markets
  - o Cycling
  - o Guildhall tenants
  - o Furlough – we did not proceed with this, but spent time researching it, and YH & TC attended training to learn how to do calculations and claims when we thought we were going to use it
  - o Business support and rates grants
  - o Training platform set up
  - o Copied into lots more emails from colleagues so you know what is going on as not all working together
  - o General things raised by the public, e.g. footpaths, parking, establishments complying with reopening regulations
- Ensuring good financial management and reporting systems in the current circumstances.

Covered under RFO report.

- Completing the Cattle Market Makers bid to CLLD. Submitting the initial application documents and substantial follow up responding to queries from CLLD. Working on partnership documents.
- Maintaining Town Council systems, including supporting committee meetings and Full Council

- o Full Council meetings - Business as usual reporting, plus things that crop up e.g. recording meetings, payments to Councillors policies
- o Planning – regular 3 weekly consultation, although no meeting the process takes longer
- o Restarting Facilities and C&E – shorter meetings but more officer time (will 2 officers be needed?)
- o Facilities priorities – Guildhall fire doors, Public Hall snagging
- o C&E - Liskeard Unlocked, TIC/museum reopening, complying with the website accessibility requirements by September
- o HR – managing remote staff, checking on staff health and welfare (physical and mental health, financial and home situation – insurance, DSE etc) – about half an hour per staff member per week for YH & JO, monitoring and supporting staff to carry out their functions (providing input and advice) – Staff appraisals a priority over the next 3 months.
- o General telephone calls and emails, other business as usual (defibs, website updates, etc)

| Priority  | Work until end of July  | Work until end of September  |
|---|---|--|
| Covid 19 Reopening the town                     | 20mph draft design<br>Installing pavement signs and hand sanitiser stations in consultation with CORMAC and businesses.<br>Continue to receive and consider the daily Government updates and pass them onto Councillors, Staff and if appropriate partners. | Subject to the launch of the Fund submit a bid for walking and cycling (2 <sup>nd</sup> tranche) this to be developed with partners such as, Cornwall Council, businesses and the public.<br>Continue to receive and consider the daily Government updates and pass them onto Councillors, Staff and if appropriate partners. Noting that this will become more time consuming as each phase is undertaken |
| Good Financial Management and Reporting         | Complete Internal Audit<br>Complete and submit AGAR   | Implement items recommended by the new Internal Auditor.<br>Ensure financial reporting up to date.<br>Monitor budgets and analyse the impact of covid19.<br>Commence budget and precept setting work. Loss of income implications.   |
| Completing the Cattle Market Makers bid to CLLD | Complete amendments to spreadsheets<br>Approve and submit the Collaboration Agreement   | Provide clarification to the CLLD assessment team and board during the approval process.<br>Approve and submit the Heads of Terms.   |

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|  | Obtain and consider specialist VAT advice   | Draw up details of Town Clerk and RFO time spent on project staff appointment and project board set up. Support the development of the pre planning application.  |
| Maintaining Town Council systems, including supporting committee meetings and Full Council | Support the current remote working.<br>Note that a normal Council or Committee meeting would take 3 days to prepare the reports and 2 days to write the minutes and pass on instructions or information. This time is additional to that spent on the work. | Support the current remote working. Staff appraisals which will take time as a number of staff are new, or have changed hours or responsibilities. During the budget and precept setting Council and Committee meetings to January the additional financial pre meeting extends a 5 days of preparation and 4 days to post meeting minute taking an collating work. |

In addition, to the work that is directly Town Council in nature. Keys members of staff also currently support the work of the Town Forum in the roles as indicated below. (The Forum is intended to meet on 2<sup>nd</sup> September 2020)

Town Forum – (despite the observation, that the Town Forum is unconnected to the Town Council – the reality is that none of the original partners or funding remains in place and the Town Council is the only organisation actively supporting the Forum). The Town Clerk has attended all of the Town Forum meetings since September 2014, the Responsible Financial Officer writes all the Planning Updates, Accounts Clerk prepares all cheque payments for signing and countersigning, deals with the banking and prepares the balances etc. Administration Assistant prints out and collates all the agendas, minutes and attachments.

**RECOMMENDATIONS: That the items above are adopted as the priority activities with reporting lines to Council / Finance, Economic Development & General Purposes Committee.**

**That the Facilities Committee and Communications & Engagement Committee be asked to prioritise their activities in support the above objectives.**



**20. COMMUNITY LEAD LOCAL DEVELOPMENT (CLLD) – Cattle Market Makers Project – a) to receive and acknowledge the financial support of Cornwall Council for the Cattle Market Makers project and their willingness to enter into a peppercorn lease and Collaboration Agreement. b) to approve the draft Collaborative Agreement (with Cornwall Council).**

Background – as was set out on the report to the 12th May 2020 Special Council, a set of supporting paperwork was being presented or was to be presented to the Town Council. This included a Collaboration Agreement. This is attached. It is an operational arrangement to supplement the lease.

Update 22<sup>nd</sup> July 2020 Cornwall Council Cabinet Meeting – approved a series of measures to support both the Cattle Market Makers Project and the Cornwall Council direct investment in their “Digital and Creative Workspace” development. The papers are attached. In summary, the items immediately relevant to the Town Council in considering the Collaboration Agreement at the 28<sup>th</sup> July 2020 Town Council Meeting and the draft Heads of Terms at the 25<sup>th</sup> August 2020 Town Council meeting are:

*“4. That Cornwall Council enters into a collaboration agreement with Liskeard Town Council to deliver the Cattle Market Makers Project and that up to £0.326m from the Council’s Community Led Local Development Programme Match Fund, approved by Cabinet in June 2019, be allocated to deliver the project subject to securing CLLD investment.*

*5. That the decision to grant a lease of the area comprising the Cattle Market Makers Project (as broadly shown in the plan at Appendix 2 to this report) to Liskeard Town Council for a peppercorn value be delegated to the Strategic Director for Economic Growth and Development in consultation with the Section 151 and Monitoring Officers and the Portfolio Holder for Culture Economy and Planning.”*

A further item on the Cabinet report will go to Cornwall Council owing to the size of the financial investment. That is,

*“7. That the Capital Programme is uplifted by a total of £0.708m, which includes an additional award of £0.240m from the Local Growth Fund for enabling works to deliver the Liskeard Cattle Market Digital and Creative Workspace project and £0.468m to reflect delivery of the Cattle Market Makers project”.*

Clerks Notes – It is extremely helpful for the Cabinet at Cornwall Council to approve the collaboration agreement and the £326,000 match funding. This will mean that our financial involvement in the Cattle Market Makers project will be limited to £2,000. There is also a willingness to indicate support for a peppercorn rent which was the

final item for clarification needed on the Head of Terms which will be coming to the 25<sup>th</sup> August 2020 Town Council for consideration.

25<sup>th</sup> August 2020 Town Council The final details should also have been confirmed to enable the Town Council to consider and approve the draft Heads of Terms. The meeting will receive details of the resource implications for the Town Clerk and RFO is supporting the appointment of the project staff and the start-up of the project board.

The Town Clerk and RFO will also need to provide clarification to the CLLD assessment team and the CLLD board during the approval process.

**RECOMMENDATIONS:** a) to receive and acknowledge the financial support of Cornwall Council for the Cattle Market Makers project and their willingness to enter into a Collaboration Agreement with the Town Council . b) to approve the draft Collaborative Agreement (with Cornwall Council).

**21. REMOTE MEETING IT OPTIONS (see attached) – to consider remote meeting IT options.**

Background – please find attached the relevant option assessment. It is recommended that the equipment is purchased as per the report for those who had capacity with their hardware.

**RECOMMENDATION:** That the Go To Meeting system is retained and the equipment purchased as indicated in the attached report.