

DEPUTY TOWN CLERK'S REPORT

5. Deputy Town Clerk's Update

Report on items from 13 November 2025 committee meeting not already on the agenda – for information

Nothing to report

9. Budget Monitoring 2025/26

To receive and accept a budget report to 31 December 2026

Attachment 9. Budget Monitoring to 31.12.26

On target spend should be at 75%

The following points should be noted:

- PAYE & NI (4010) and Pensions (4020) are paid a month behind until year end so on target spend is 66.67%
- Twinning (4385) the overspend shown is offset by the £362 in Other Income from personal contributions to the twinning visit and so reduces the overall spend on this line. Income and expenditure for the orchestra event have not yet been processed.
- Events (4500) is within budget as £4,620 is being funded from reserves
- Website & Email (4570) will have a small overspend due to essential updates required on the websites to a total of approx. £3,300
- Museum (222) is within budget as excess spends are covered from reserves.

Recommendation: to accept the budget report

10. Draft Budget Setting 2026/27

To agree a budget for 2026/27 to be recommended to Full Council

The new Events & Communications Officer post recommended by the review has been added to the salary related lines.

Some small cost savings have been made in the Events budget now that costs for the current year are known.

The Town Vision (Liskeard Renewal Partnership) budget line has been transferred to the Admin budget.

Overall, these changes create a reduction in the Council budget as discussed at the last meeting in December.

Recommendation: to agree a budget to be recommended to Full Council

11. Events

b) Community Fair (21 March 2026)

To receive an update and complete the rota. All to share the poster and social media posts

Attachments 11bi. Community Fair Rota, 11bii. Community Fair Organisations Poster, 11biii. Community Fair Event Poster

Maximum capacity permits 55 stalls using the whole building. Currently applications have been received from 17 organisations. The closing date for applications is 6 February. Following feedback, the position of stalls will be rotated so those in smaller rooms last year will be in the main hall this year.

Please help promote the event – posters attached. If possible, please share Town Council social media posts rather than creating new ones on other pages to ensure questions can be responded to direct and comments monitored in a timely way.

This year feedback from attendees will be collected as requested, in the form of a short questionnaire handed to people as they enter, and collected as they leave, by the volunteers doing meet and greet at the main entrance, so this will be a key role to fill on the rota. If possible, a counter can also be used to record numbers coming in.

c) Annual Town Meeting and Community Champion Awards (20 April 2026)

To approve the timetable for the Community Champion Awards

Attachment: 11c. Community Champion Nominations Form DRAFT

Suggested timetable:

Nominations open: Monday 2 February 2026

Nominations close: Monday 2 March 2026 at 9am

Nominations assessed: week commencing 9 March 2026

Nominations are usually assessed by the Mayor, Deputy Mayor, Chair and Vice Chair of this committee and possibly one other Councillor.

Recommendation: to approve the timetable and arrangements for the Community Champion Awards

d) Lamp Light of Peace (11 November 2026)

To consider how the town might participate in the celebration

Attachment: 11d. Lamp Light of Peace Guide

The guide (p10) suggests one of the most poignant and effective ways to take part is to hoist the flag at 10am on the morning of 11th November 2026 and every year that follows. The cost of 'The Flag of Peace throughout Nations' is £38.99 for the Public Hall flagpole.



Recommendation: to approve the purchase of the flag and register participation in the national event

12. Christmas Lights

To set up a working group to review the existing contract and develop a brief for a new tender

The existing Christmas lights contract was let for three years (Christmas 2023, 2024 and 2025) and has now expired. Due to the value of the contract, the Procurement Act 2023 requires it to be published on the central digital platform, Find a Tender.

To prepare for this, it would be helpful to set up a working group to evaluate the performance of the old contract, consider changes needed, such as the inclusion of the Christmas tree, and draft the brief for the contract notice.

Recommendation: to agree the membership of a working group to develop the new Christmas lights contract brief