

## **LISKEARD TOWN COUNCIL**

**AT A SPECIAL BUDGET MEETING** of the **FINANCE AND STRATEGY COMMITTEE** held in the Council Chamber at 8.00 pm on Wednesday 6 January 2016 there were present:

The Mayor - Councillor Phil Seeva - in the Chair

The Deputy Mayor, Councillor Jane Pascoe

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

Town Clerk: Steve Vinson

Minute Clerk: Stuart Houghton

Members of the Public: Dave Ambler ; PC Kernow

### **592/15 APOLOGIES**

No apologies were required.

### **593/15 DECLARATIONS OF INTEREST REGISTERABLE AND NON REGISTERABLE**

None.

### **594/15 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING HELD ON 24 NOVEMBER 2015**

The Mayor proposed, the Deputy Mayor seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 24 November 2015. The Mayor signed these Minutes.

### **595/15 TOWN CLERK'S REPORT**

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

The Town Clerk stated that an assessment of the Towns CCTV system was suggested following the current maintainer refusing to extend a warranty on the replacement of the wiper system on the Bay Tree Hill camera.

### **596/15 PUBLIC PARTICIPATION**

None, Dave Ambler would be asked to make his report under the IT heading.

## **597/15 GRANT APPLICATION**

A Grant application form from the ATC had been circulated.

Members commented that this organisation joined in the Civic Parade and assisted at other public events in the Town and contributed to the development of its members.

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Committee **RESOLVED** to award a grant of £250 to Liskeard ATC.

## **598/15 INFORMATION TECHNOLOGY**

The Town Clerk stated that Dave Ambler, the IT consultant used by the Council for its office systems maintenance, had been asked to attend to explain the proposals suggested at the last meeting about the Councils Broadband/WiFi system. He circulated a paper giving an overview of the current and proposed systems.

Current system

Location	Type/Speed	Usage	Security
Public Hall	BT fibre, 23mb	unlimited	none
Office	Eclipse, 8mb	10gb/month then additional charge	Individual password
Museum	Eclipse, 8 mb	10 gb/month then additional charge	

Options

Location	Option	Advantage/Disadvantage
Museum	Upgrade to unlimited use	Will avoid monthly limit and additional charge
Public Hall & Office	1. Maintain current system  2. Maintain the existing Public Hall system, upgrade the Office to unlimited use  3. Combine the Public Hall and Office to one provider	Risk of additional charge for heavy use  Office would avoid additional charge for heavy use  Wired connection to link two buildings One service provider, reduced cost Office and Public hall use could be separated for security Could be slow to start but would improve

In response to questions Dave Ambler replied;

- i. As the number of users increases the speed decreases. If say a hirer in the Public Hall had 10 users, the speed would reduce
- ii. Future video use would require a fibre optic connection
- iii. It would be beneficial to have one provider for all of the Councils buildings
- iv. The ideal solution would be to have a 72mb fibre connection to each building

It was agreed that the costs for providing a 72mb fibre connection for each building should be reported to the next meeting of this Committee.

In response to a question about the need to monitor internet usage Dave replied that technically the Council was an internet provider and as such was responsible for its usage. To this end a computer could be installed to which users would have to log in to use the system. This computer would filter the material viewed and monitor usage. If live television was viewed, via our internet connection, the Town Council should have a Television Licence.

It was agreed that the cost of providing a computer to restrict and monitor internet usage should be reported to the next meeting of this Committee.

Dave Ambler then said that

- i. the preferred method of having a broadband facility in the Council Chamber would be to hard wire it from the office system. This would be more secure than sharing the Public Hall facility.
- ii. He suggested that the Council should make an inventory of all its IT equipment and systems
- iii. Data back-up needs to be improved, eventually, he recommended, the "Cloud" should be used. Apart from being more secure it would free up space on the computer systems.
- iv. Future purchases of IT hardware and software should be standardised throughout the Council.

Councillor Goldsworthy suggested that the life expectancy of the Councils equipment be assessed so that the necessary financial arrangements for its replacement could be made.

The Chair thanked Dave for the information given, it would be very useful in the future.

## **599/15 2015/2016 FORECAST OUTTURN & 2016/2017 BUDGET AND PRECEPT**

### **1. 2015/2016 Forecast Outturn**

The Town Clerk talked through the budget sheets that had been circulated; the grants that had been received for the Neighbourhood Plan, and from the

Neighbourhood Plan Council and WRAP were included, any unspent money from these grants, at the end of the financial year, should be rolled over into an Earmarked Reserve for that purpose.

Councillor Brooks proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** that any unspent money at the end of this financial year, from the Neighbourhood Plan Grant, WRAP and the Neighbourhood Plan Council budget, be rolled over into an Earmarked Reserve for those purposes.

## 2. 2016/2017 Budget

The Town Clerk's report contained details of the proposed 2016/2017 budget which was discussed. In answer to questions he replied;

- i. The statutory living wage had been included in future budgets
- ii. An item for election expenses was included
- iii. Items for Liskeard Lights up and the Liskeard Looe Cycle Trail could be included under the Grants provision

Members discussed the proposed budget and commented;

- i. Any underspend from this year could be placed into a nominated reserve to cover additional items not already covered
- ii. The Town Forum grant from the Town Council could be reconsidered and monies saved reallocated as they have a healthy balance
- iii. The Town Forum should prepare an annual budget/action plan to support the finance to be provided by the Town Council
- iv. Action by the Town Council and the Town Forum should be differentiated

Councillor Brooks proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** to adopt the draft 2016/2017 budget as circulated and amended in line with the above comments

## 600/15 WORK PLAN 2016/2017 TO 2019/2020

Details of the proposed items to be included for each year were included in the Work Plan circulated in Town Clerks report.

The Mayor proposed, Councillor Tovar seconded and the Committee **RESOLVED** to include the proposed work items up to year 2020.

## 601/15 TOWN COUNCIL PRECEPT AND BUDGET SETTING FOR 2016/2017

The Town Clerks report contained details of the proposed budgets for the 2016/2017 year, for the other Committees of the Council; the discussion included to increase the Budget for Grants by £5.5k, Elections by £1k, IT by £1k and to include an item for a grant to the Liskeard/Looe Trail.

The Mayor proposed, Councillor Brooks seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council apply the 2% increase option for the 2016/2017 Precept.

#### **602/15 GRANTS POLICY**

A proposed revised Grants Policy was included in the Town Clerks report and was discussed. The Town Clerk used Liskeard Lights Up, the Liskeard to Looe Trail, the surveillance fee for the public access defibrillators as items that could not be adequately covered by the existing policy which had been in operation since 2011. He proposed that the limit for an individual grant be increased from the present £500.

Members requested that bullet point two be removed from the proposed policy and also the example wording to the first bullet point on page 2 be used.

The Mayor proposed, Councillor Tovar seconded that the Council **ADOPT** the revised Grants Policy with the above amendments.

#### **603/15 LISKEARD TO LOOE MULTI USE TRAIL**

A final decision for this item had been deferred until the Council's Grants Policy had been revised, although this grant had previously been approved in principle.

Members discussed various methods of financing this application.

Councillor Brooks proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** that the remaining £4.5k be funded from the unallocated underspend from the 2015/2016 budget.

#### **604/15 CORRESPONDENCE**

None

#### **605/15 DATE OF NEXT MEETING**

The date of the next Finance and Strategy Committee meeting would be on Tuesday 26 January 2016.



## **Liskeard Town Council**

### **GRANT AWARDING POLICY**

**Aim** Liskeard Town Council allocates a grants budget annually to assist other organisations within the town to achieve projects, services, exhibitions and events of benefit to the town and its residents.

#### **Eligibility Criteria to assist potential applicants and Councillors on the Finance and Strategy Committee**

- Applications can only be considered if they can demonstrate that the grant aid will be of benefit to the community of Liskeard
- Grants are only available to Liskeard based organisations.
- Grants will only be given to non-profit making organisations.
- All grant applications must be accompanied by the latest set of accounts, failing this, a current statement of the organisation's funds and balances
- An individual may not receive a grant, although a club or association can apply.
- A single business cannot receive a grant, although a Trade Association or Chamber might put forward an eligible project.
- Grants will not be awarded retrospectively to any project.
- Grants will not be given for normal repairs or maintenance.
- Grants will not be paid against the normal operating costs of an organisation, e.g. wages, rents, stock etc.

- Awards of grant will be in the range £50 - £500 **(or does the Committee want to introduce the possibility of a larger grant? For example, “Normally awards of grant will be in the range of £50 - £500. For applications which the Committee considers are exceptional the Committee can reserve the right to approve a grant of up to £5,000. The approval of a larger sum would need to be ratified by the Town Council under Financial Regulation 5.8 of the Revised Regulations adopted on 20<sup>th</sup> October 2015.**
- The money must be used within a two years of being awarded.
- Should a grant be awarded the Town Council requires a condition of approval that the support of the Town Council is acknowledged in all press releases, Facebook posts etc.
- Applications are welcomed from Community groups, social enterprises, Trusts and Charities.
- Should the project be appropriate the Town Council would encourage applicants to seek the support of other grant bodies including from those outside of the town. This will help to draw down the maximum amount external investment into the town.
- Applications must be made on the form supplied
- Applications to be sent by e-mail to the Town Clerk [townclerk@liskeard.gov.uk](mailto:townclerk@liskeard.gov.uk) or posted or handled into the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW
- Correctly completed applications will be considered by the Finance and Strategy Committee of the Town Council. The applicant may attend the Committee and present their application to the Committee if the applicant wishes.
- If the proposed project does not comply with the above guidelines, it will not be considered by the Committee.

To be considered for adoption by the Town Council 19<sup>th</sup> January 2016

