

6. GRANT APPLICATIONS – a). LISKEARD TRADERS ASSOCIATION – To purchase presents for the children coming to the Santas’ Grotto being held in the Fat Frog café as part of the wider Christmas Celebrations over the Saturdays (3rd, 10th & 17th December 2022 (£700) – (attachments 6.a, 6.a.i) b). LISKEARD AREA MEMORY CAFÉ – To hire a choir and room and provide refreshments to a Christmas themed event. (£423.40 if possible) (attachments 6.b, 6.b.i, 6.b.ii) c). CANCER RESEARCH UK – To cover the increase in the cost of hiring the Public Hall and associated rooms for the Annual Exhibition and Sale of Art and Craft (£526) (attachments 6.c, 6.c.i) d). LISKEARD SILVER BAND - To refresh the image of the band by the complete replacement of all formal band jackets, ties and polo shirts. Project Cost £1,670 (6.d. attached)

Applicant	Project	Amount of Grant	Budget 2022/2023 £10,000
Sterts Centre	External and Theatrical Lighting	£1,500	£8,500
Ploughman’s Festival Committee	13 th August 2022 – Event	£2,000	£6,500
Run Together Group	To fund the training course to obtain an additional Team Leader (£190) to set up an additional group and to fund the provision of logoed T-shirts for all group members (£100)	£290	£6,210
WILD Young Parents Project	To fund the transportation of 14 Liskeard families to the beach and provide snacks and beach equipment. (£250).	£250	£5,960
Baby Basics	To purchase “Gopak” tables and chairs as the increased referral rate means more surface space is needed to sort the bundles.	£500	£4,460
St Martins’ Church	Christmas Carol Concert / Christingle Event including activities for children	£500	£3,960
	Total Approved To Date	£5,040	£4,960
Liskeard Traders Association	To purchase presents for the children coming to the Santas’ Grotto being held in the Fat Frog café as part of the wider Christmas celebrations over the Saturday (3 rd , 10 th & 17 th December)	£700	£4,260
Liskeard Area Memory Café	To hire a choir and room and provide refreshments to a Christmas themed event.	£423.40 – if possible	£3,836.60
Cancer Research UK	To cover the increase in the cost of hiring the Public Hall and associated rooms for the Annual Exhibition and Sale of Arts and Craft.	£526	£3,310.60
Liskeard Silver Band	To refresh the image of the band by the complete replacement of all formal	Amount not specified...	

	band jackets, ties and polo shirts. Project Cost £1,670		
	Revised Allocated Amount If Approved	£6,689.40	
	Amount left until 31 st March 2023.	£3,310.60	

RECOMMENDATIONS: a). To consider the grant application for £700 from Liskeard Traders Association. b). To consider the grant application for £423.60 from the Liskeard Area Memory Cafe. c). To consider the grant application for £526 from Cancer Research UK. d). To consider the grant application from the Liskeard Silver Band.

15. CASTLE PARK – DEVOLUTION (HEAD OF TERMS (15.a) AND DEED OF COVENANT (15.b))

Background – as part of the process to bring about the Devolution of Castle Park, the Town Council has included in the Facilities Committee budgets to cover the revenue costs commencing 1st April 2022. The Facilities Committee draft budget 2023/2024 has Castle Park related maintenance budget lines therein.

Update – The Town Council’s solicitor has received from Cornwall Council a set of paperwork (attached 15.a – 15.f) relating to the transfer of Castle Park. The key documents are the Heads of Terms (15a.) and the Deed of Covenant (15.b). The Deed relates to the ongoing maintenance and use conditions connected to the European Regional Development Fund (ERDF) grant. This paid for the majority to the recent works to Castle Park under the Making Space for Nature project.

Heads of Terms (15.a) – Town Clerk’s Observations: quite straightforward and in line with what we were expecting.

1.16 Consideration: £1

4.1 Overage: None

6. Vacant Possession – Yes

7.1 Other Terms and Conditions – 15 year agreement to maintain the landscaping and conditions of the Making Space for Nature Grant.

7.2 Other Terms and Conditions – to maintain the “public footpath” and “right of way” to an acceptable standard.

Deed of Covenant (15.b) – Town Clerk’s Observations: quite straightforward and in line with what we were expecting (but noting (d) that within 10 working days off the date of the deed, we should apply to the Land Registry to register the restriction...)

2 COVENANTS BY THE PURCHASER

2.1 The Purchaser covenants with the Secretary of State and separately with the Owner that:

(a) The Purchaser shall not at any time before the Restriction Date use or permit the use of the Property or any part or parts of the Property save for the Approved Use.

(b) The Purchaser shall manage and maintain the Property in accordance with the Management Plan and any reasonable recommendations made by the Owner for the duration of the Funding Agreement to ensure that the Funding Agreement is fully complied with.

(c) The Purchaser shall not at any time before the Restriction Date transfer, grant a lease of or otherwise dispose of the Property or any part or parts of the Property without first procuring that the person acquiring such interest (if more than one jointly and severally) covenants with the Secretary of State in equivalent terms (mutatis mutandis) to this deed.

(d) The Purchaser shall within ten working days of the date of this deed apply to the Land Registry to register this deed in the registers of title to the Property and to enter a restriction on the registers of title to the Property in the following terms: "Until 31 December 2039 no disposition of the registered estate by the proprietor of the registered estate or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a written consent signed by the Secretary of State for Levelling Up, Housing and Communities whose principal address is 1st floor, 2 Marsham Street, London SW1P 4DF or by their conveyancer and the Purchaser shall supply a copy of registers of title to the Property to the Secretary of State at the following address: Department for Levelling up, Housing and Communities, ERDF Programme Delivery Team Department for Levelling Up, Housing and Communities, The Senate, 3rd Floor, Southernhay Gardens, Exeter, EX1 1UG. once this deed has been so registered."

Title Plan (15c) – Showing the site.

Environmental Growth Management Plan (15d) – This is the maintenance plan covering a range of aspects including the management of the wildflower pollinator areas, soft fruit trees, pathways, furniture, trees etc. This would need to be followed as a condition in the Deed of Covenant (15.b)

Our Solicitor asks if we will want to have searches carried out on the site. The cost quoted is £913.32. It would be advisable to carry out the land searches as part of the due diligence process for the transfer of the site.

RECOMMENDATIONS: That the Town Council receives and accepts the Heads of Terms (15.a), Deed of Covenant (15.b.), and the Management Plan (15.d.) and carries out the land searches.

17. PUBLIC HALL PHASE 2 REFURBISHMENT (17.i. 17.a. 17.b.i.ii) – To receive and accept one of the quotes for architectural and interior design services for the Phase 2 refurbishment of the Public Hall.

Background – To build upon the successful Phase 1 refurbishment of parts of the Public Hall and the associated letting rooms, the Facilities Committee have issued a design brief for Phase 2 as attached (17.i). Tenders have been received from two companies which in the open session might best be called Contractor A (17.a.) and Contractor B (17.b.i.ii). (Discussion might be made in closed session should it considered necessary). The allocated budget is £10,000.

Points of Consideration: The attached quotes are for architectural and interior design services for the Phase 2 Refurbishment. The quotes cover RIBA stage 1-4 (with attached work plan and the original brief for reference).

A long list using the RIBA ‘Find an Enquiry’ service was drawn up. The project was matched with 9 architects, 2 of whom expressed an interest (Contractor B and another company which declined the opportunity to quote so in the end the Town Council received quotes from Contractor B and another company that has previously undertaken similar work for the Town Council previously in 2018/19.

In summary, Contractor A £6,460.00 + VAT and Contractor B a quote of £7,980.00 + VAT - both quotes exclude expenses and statutory fees.

Observation that Contractor B has a greater range of relevant experience and a larger project team to draw on and this might be beneficial given the specialist nature of the works e.g. re-designing lighting etc. However, Contractor A has an established relationship with the Town Council and a very good working knowledge of the building.

As an approximate budget for the actual works, the Town Council should be looking at in the region £40k-£45k. This might be partially off-set some of this by selling the raked theatre seating on the balcony and some elements of the production lighting.”

In seeking to place the contract the Town Council is not obliged to go with the cheapest, but can take into account the relevance and closeness of the contractors experience to the requirements of the Council for completed project.

RECOMMENDATION: That the Town Council approves Contractor B.

20. REMEMBRANCE DAY PARADES (Latest Joint Guidance attached) – To receive the latest joint guidance on the holding of the Remembrance Day Parade and approve the Town Council organising the Parade as a “Civic event” for the purposes of risk assessments and road closures, with the help of the Royal British Legion and Liskeard / Looe Lions.

Background – the attached letter is a joint letter from:

- Royal British Legion (London) – Director General (umbrella organisation representing the Royal British Legion local branches.
- Local Government Association (LGA) – representative body for the Local Authorities which locally would be Cornwall Council (statutory highways authority etc.)
- National Association of Local Council’s (NALC) – representing the Parish and Town Councils sector, including through their County Associations, such as, Cornwall Association of Local Councils (CALC).

National Context – the letter outlines current issues facing the effective delivery of Remembrance Day services across the country. It points to the Royal British Legions’ lack of legal powers that is, Temporary Traffic Management Orders (TTMO) to close the public highway and the cost of carrying out this exercise. It calls upon Councils to waive the fees required for the TTMO’s to help to carry out Remembrance Day parades with the local Royal British Legion branches providing the standards and the local veterans etc.

Local Context – In Cornwall, Cornwall Council is the Local Authority with the statutory Highways powers to close a public highway through a TTMO. However, Cornwall Council covers 212 Town and Parish Councils and the local “Council” input is often through the Town Council or Parish Council. In Liskeard, currently.

- Town Council makes the application to Cornwall Council for the (Temporary Traffic Management Order).
- Liskeard Lions conduct the actual road closures and traffic management on the Remembrance Day itself.
- Royal British Legion – have produced the Risk Assessment for the event and undertaken the organising of the various elements of the Parade itself.

Future Remembrance Day Parades – In the Cornwall context asking Cornwall Council and the Police to organise the local Remembrance Day parade is not a realistic option. Hence, the recommendation that the Town Council organise the Parade as a “Civic event” for the purposes of risk assessments and road closures, with the help of the Royal British Legion and Liskeard / Looe Lions.

Current Costs – When the local TTMO application is made by the Town Council a note is included, in lieu of payment, that the event is of national importance. No fee is provided. Given the guidance recently circulated this ad hoc local arrangement might become regularised.

Insurance – the Town Council is insured for several large community and public events. Our own Civic Parade to the Church and back requires risk assessment by the Town Council and the making of a TTMO application (which is accompanied by a fee on this occasion). This bears closest direct comparison with the Remembrance Day Parade. It is understood that, so long as the Town Council undertakes the Risk Assessment and adopts it as a “Civic Event” it would be covered within the current premium cover.

RECOMMENDATION: That the Town Council approves the organising of the annual Remembrance Day Parade as a “Civic event” for the purposes of risk assessments and road closures, with the help of the Royal British Legion and Liskeard / Looe Lions.

21. STAFF POLICY REVIEW WORKING PARTY (Cllr Kerry Cassidy to date) – To approve the revised Terms of Reference as per the attached report.

Background – The Staff Policy Review Working Party meeting Monday 22nd November 2022 recommends the following:

STAFF POLICIES AND STAFF HANDBOOK REVIEW WORKING PARTY TERMS OF REFERENCE

1. The members of the working party are to be appointed by Full Council
2. To co-opt such additional members of the working party as the initial members determine including at least one member of the Council Staff who is not a line manager.
3. To consider and review all current policies, procedures and handbooks used by Liskeard Town Council pertaining to the management and conduct of employed staff.
4. To seek advice on all current documentation and consider if deficient in respect of Employment law and the Equality Act and good working practice and to seek professional advice as necessary.
5. To propose and draft additional documentation, if and as required, to ensure compliance with all aspects of the legal obligations for the employment of staff.
6. To incorporate views and experiences of members of staff into policies and working practice’s as is consistent with employment law.
7. To consider the documentation needed for all aspects of council employment including but not limited to recruitment, appraisal, disciplinary procedures, performance management, sickness policy.

8. To meet regularly and to prepare a report with revised documentation to submit to full council when completed and thereafter carry out annual reviews of said documentation.

RECOMMENDATION: That the revised Terms of Reference is adopted.