

6. GRANT APPROVALS	Grants Budget 2025/2026		£10,000	
Date Approved	Applicant	Project	Amount of Grant	Balance Remaining
02/05/25 029/25	Caradon Youth Theatre	The Caradon Youth Theatre will stage the production of "Annie" in the Public Hall in Liskeard 20th – 28th June 2025.	£600	£9,400
	New Requests			
24/06/25	Cornwall Pride – Charitable Incorporated Organisation (CIO)	To support some of the costs associated with holding a "Liskeard Pride Event 28th June 2025" in Barras Street which it is hoped will attract 2,500 attendees for Liskeard and a wider catchment area – To request a grant of £750 towards the £6,839 total cost of event. Helping in particular, with the costs of the Traffic Management (of the street closure) and the production of the live music, performers and street market.	£750	£8,650
		** amount to cover until 31 st March 2026		**£8,650

RECOMMENDATION: THAT THE CORNWALL PRIDE CHARITABLE INCORPORATED ORGANISATION (CIO) GRANT APPLICATION IS CONSIDERED.

17. STAFFING REVIEW BRIEF - 5-YEAR CAPITAL AND WORK PROGRAMME (Minute 436/24 b. to seek external advice on the pay and gradings (last reviewed in 2016) to deliver the Capital and Work Programmes, that will achieve improvements in services and assets for the community of Liskeard.

Background - Following the resolution, Minute 436/24b to seek external advice on pay and gradings. Initial advice was sought from Cornwall Association of Local Councils (CALC), the response being that some Town Councils locally had carried out "pay and grading" and "wider structures reviews" according to the size and purpose of the Town Councils involved. There was the caution that the South West Councils* was heavily committed *(based in Taunton which organisation the Town Council approached back in 2016.) However, CALC have supplied another consultant's details:

<https://www.councilhrandgovernancesupport.co.uk/hr-support-and-recruitment>

Chris Rolley the consultant who had conducted the 2016 review confirmed that he was after completing his MA still available for such work. (Chris Rolley cost in 2016 £5,658 – inclusive of accommodation and travel).

Chris Randle <https://lgrc.uk/the-team> also approached in 2016 and supplied a quote

Society of Local Council Clerks (SLCC) Consultancy Arm – The Town Council are members of the SLCC.

One of the companies expressing an interest in the Internal Auditor contract also offers the “Pay and Grading Review”.

There are 6 consultants, that we know of offering that, type of service. As the sum, actually spent is likely to be less than £10,000 threshold used by our Financial Regulations and UK Government Procurement Regulations. The proposal would be to offer as a contract to targeted providers rather than placing it on the UK Government procurement portal.

Next Steps – that a maximum amount of £10,000 to cover all costs, including transport and accommodation is set aside from the “General Reserve” to fund the contract.

RECOMMENDATION: To invite quotations from consultants, suitably qualified, to undertake an organisational review and job evaluation exercise. In quoting for this work, the consultant should explain the detailed methodology that they would work to in achieving the Councils objectives. They should also make clear who will be undertaking the work, with a brief CV for all participants and details of previous similar work undertaken elsewhere. The quotation should include a fee for the work, including for expenses, and an indication of the likely time. The brief for this work is as follows:

- A. To evidence base an appropriate, effective, and resource-efficient future organisational staff structure to meet the Council’s current needs.
- B. To evidence base an appropriate, effective, and resource- efficient future organisational staff structure to meet the Council’s future development and considering the Council’s known policy objectives.
- C. To review current job descriptions and person specifications and to propose job descriptions for all newly proposed posts.
- D. To undertake job evaluation for all current and future proposed posts, in accordance with the NALC/SLCC approved scheme for the post of Town Clerk, and the Green Book for all other employees.
- E. To advise on, and evidence-base any improvements to the Council’s working practices, which are identified during the review, and which would aid the Council’s key objective of securing efficiency and effectiveness in every facet of its management and administration.
- F. To set out the detailed cost implications of all changes identified with the review report.

18. CORNWALL COUNCIL – DEVOLUTION PACKAGE – PHASING PROPOSALS

(attachment) – To receive the proposals and the consider the impact on the Town Council’s draft 5-year Capital Programme and the impact on the work programme of the staff and councillors and the next step of receiving a populated Memorandum of Understanding (MoU). Noting, the Facilities Committee recommendation that the revenue generating assets (car parks) are front end loaded.

Background – The Town Council had asked for:

1. Because of the prior transfer of liabilities, such as, operation of the toilets, CCTV, Castle Park etc. the Town Council has asked Cornwall Council to prioritise income generating assets (car parks) in next stage of Devolution.

2. Rapson's MUGA - The Town Council also asked for Rapson's MUGA to be prioritised as the current lapsed lease status has directly impacted applying for external funding to carry out replacement of the current 20+ year skate park. (In the recent example where £10 million worth of applications were chasing £2.5 million of grant it was specifically mentioned and resulted in the project being turned down.)
3. Sports Pitches at Lux Park – with issues in the current pitches impacting their use the Town Council has asked Cornwall Council to include Section 106 funding for improvements in those pitches in.
4. Land surrounding the War Memorial – several years ago the Royal British Legion asked if the grassed area of land could be gravelled or paved to make the site less muddy on the Remembrance Day Parade.

Cornwall Council – Devolution Response. - The Town Council requests the prioritising of the car parking, Rapson's MUGA and Lux Park sports pitches appear to have been met by putting these items into the first tranche. The land around the War Memorial is in the second phase. It should be noted that the Town Council does not currently have the staff resource to deliver more in the first tranche. Also, there is a residential property in the middle of that area of land which involves a different part of Cornwall Council and the person living there.

Five Year Capital Programme – Cornwall Council has noted that the Town Council has adopted a 5-year capital programme to assist in delivery of our own capital building projects including bidding for grant and possibly loan support. Additionally, it will assist the process in phasing the consideration of assets to devolve.

Next Steps – Cornwall Council has a Memorandum of Understanding (MoU) which empty template was part of the 25th February 2025 Town Council. Cornwall Council have indicated the next phase would be for them to complete and circulate.

RECOMMENDATION: To receive the proposals and the consider the impact on the Town Council's draft 5-year Capital Programme and the impact on the work programme of the staff and councillors and the next step of receiving a populated Memorandum of Understanding (MoU). Noting, the Facilities Committee recommendation that the revenue generating assets (car parks) are front end loaded.

19. EMPLOYER – EMPLOYEE – LINE OF REPORTING (attached) – To remind Councillors that they must not give instructions to any member of staff, unless authorised to do so through the Council's decision-making process and with their line manager's agreement, as per the Council's Communications Policy.

Background – Councillors will recall that the Town Council has a Communications Policy (attached adopted in September 2024) which is based upon national best practice. This is intended to clarify several things for the benefit of councillors as much as employees.

Duties and Responsibilities – the staff are risk assessed and covered by the Councils' insurance etc. when carrying out their reasonable duties under the direction of their line managers.

Workload – It is intended to ensure that the volume of work carried out by staff is reasonable and planned according to the Council's objectives by a transparent process. The "ad hoc" addition of unplanned items add to the workload and might prevent the staff member from the approved and anticipated duties. (Project Plans were approved by the Town Council and introduced in May 2023 to assist in capturing ideas in a transparent way to be considered by a Committee or Council).

Civility and Respect – Councillors hold a particular rank or office and should bear that in mind when speaking to staff not just in formal meeting but in informal one to one situations.

RECOMMENDATION: To remind Councillors that they must not give instructions to any member of staff, unless authorised to do so through the Council's decision-making process and with their line manager's agreement, as per the Council's Communications Policy.