

TOWN CLERK'S REPORT –

6. TOWN COUNCIL – SOUTH WARD COUNCILLOR VACANCY – To report that following the “Notice of Vacancy” exercise, the holding of an election is not necessary. The co-option timetable below is recommended for approval.

Background – the Elections Office has informed the Town Council that an election will not need to be held. Hence, the vacancy can be filled by co-option.

- 7th September 2022 – Advert is placed in the local newspaper, on the website and in social media. (advert prepared and space reserved)
- 19th September 2022 – Noon - Closing date for the receipt of completed forms.
- 22nd September 2022 – 7.30 pm - Co-option Interviews – opportunity for all councillors to interview the candidates. (accessible room reserved)
- 27th September 2022 – Council – to confirm co-option.

RECOMMENDATION: THAT THE COUNCIL APPROVES THE PROCESS AND TIMETABLE.

7. TOWN CLERK'S UPDATE – 26TH APRIL 2022 FINANCE, ECONOMIC DEVELOPMENT & GENERAL PURPOSES COMMITTEE – MINUTE509/21

Background – at the last Finance, Economic Development & General Purposes Committee meeting CCTV cameras were an item on the agenda. During discussions regarding the placement of the rapid deployable cameras CCTV cameras, it was considered that the Police might have other possible initiatives that would be worth exploring to support the crime and disorder reduction and well-being in the town.

Update – an initial meeting was held with the Police and Safer Liskeard in which in some CCTV related observations were made and forwarded to the CCTV Monitoring and Control Centre at Tolvaddon with the intention of holding a follow up meeting to discuss. One of the scheduled CCTV Partnerships Monitoring meeting was cancelled. A special meeting was initially organised for early August which coincided with leave at the Tolvaddon end. The meeting has been rescheduled for 2nd September.

17th June – Safer Liskeard, Police and Town Council meeting.

18h July – CCTV Monitoring Partnerships - cancelled.

9th August – Special CCTV meeting – cancelled.

2nd September – Special CCTV meeting – rearranged meeting.

Note* several Police and Safer Liskeard Pop Up events have been held in one of the Town Councils vacant shops in the Guildhall in Fore Street. This offered an opportunity for improved communication between partners and the public.

13. GUILDHALL SHOP UNIT 3 – MINUTE 112/22 FACILITIES COMMITTEE – a). To confirm the term of the lease as 2 years. b). To confirm the annual rent as £3,549.

Background – the Facilities Committee has considered an application from a prospective tenant for Unit 3. The Committee have recommended approving the applicant to be a Council tenant. It is understood that the prospective tenant has yet to give notice with respect to their existing premises. Hence, the name of the prospective tenant does not appear on the agenda.

It is recommended that the Town Council approve the term of the lease as 2 years. The rent is proposed to remain at the current level of £3,549.

RECOMMENDATIONS: A). THAT THE TERM OF THE LEASE IS CONFIRMED AS TWO YEARS. B). THAT THE ANNUAL RENT IS CONFIRMED AS £3,549.

14. HONOURED BURGESS MEDAL REPLACEMENT - a). To confirm the existing budget lines to be used in conjunction with the elements from the general reserve to fund the replacement of the Honoured Burgess Medals. b). To confirm the selection of a contractor.

Background – the Town Council has previously had Honoured Burgess medals produced in very small batches sometimes 1 or 2 at a time when necessary. Neither for the business, nor the Council is this a cost or time efficient way of procuring the medals. The existing local contractor has indicated that they would not be able to continue producing the medals, which includes them being sent to Wales for part of the metalworking and finishing process.

A. Existing budget line and general reserve – Normally, the cost of purchasing Honoured Burgess medals is booked to the “4350 Civic Duties and Members Expenses” code. In the current financial year, budget is £700. At the time of writing £121 confirmed expenditure against the code so far. Some modest costs were incurred on the Freedom of the Town on 14th August 2022 (e.g. Macebearers, and Town Crier payments). By financial year end, there may be some underspend on this code. In addition, there is the “4330 Mayor’s Allowance” £1,500 – which the Mayor has not yet drawn down. The uncommitted element of code “4350” could be combined the “4350” budget line and the funding of any difference which might be £1,000 - £1,500 be taken from the General Reserve.

B. Honoured Burgess Medal Replacement – The existing contractor was asked whether they were aware of any other local or near local contractor that might be able to produce the Honoured Burgess medal as is currently made. They were not aware of any local business that might make an Honoured Burgess medal.

Contractor Procurement - Quotes have been obtained from 3 companies. They have been asked to supply costs for a replacement in the format the current Honoured Burgess medal complete with box. To achieve some savings of costs and time quotes for 30 medals have been requested. The contractors were also asked to include times scales which are included in the table below.

Supplier	Time scale	Gross Cost
Contractor A	4-6 weeks for production	£1,794
Contractor B	4-6 weeks from payment	£2,014.50
Contractor C	10-12 weeks	£4,350

(See attached)

14. Contractor A – is the only contractor to supply examples of their current products.
14. Current Liskeard Town Council Honoured Burgess medal shown in a box.

It is intended that the future medal shall be undated.

Contractor A has supplied an item to the Town Council very recently. This was the most cost effective of the available bids. The item produced was of good quality and delivered in a timely manner.

RECOMMENDATIONS: A. THAT THE UNDERSPEND IN THE 4350 BUDGET CODE AND THE 4330 BUDGET CODE BE COMBINED WITH AN ELEMENT FROM THE GENERAL RESERVE TO FUND THE REPLACEMENT HONOURED BURGESS MEDALS. B. THAT CONTRACTOR A IS SELECTED AS THE SUPPLIER OF THE HONOURED BURGESS REPLACEMENT MEDAL.

15. CIVILITY AND RESPECT – THE COMMITTEE ON STANDARDS IN PUBLIC LIFE (CSPL) - REVIEW AND RECOMMENDATIONS ON LOCAL GOVERNMENT ETHICAL STANDARDS FROM A PROJECT BOARD MADE UP OF THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) / COUNTY ASSOCIATIONS (INCLUDING THE CORNWALL ASSOCIATION) / SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) – a). To sign up to adopt the Civility and Respect Pledge (as attached). b). To adopt the Dignity at Work policy (as attached).

Background - On 18 March 2022, the government published its response to the Committee on Standards in Public Life (CSPL). This has subsequently been reviewed and considered by a Project Board those sector specific organisations

representing the Town Council sector. The organisations being National Association of Local Councils (NALC) / County Associations (including the Cornwall Association of Local Councils (CALC) / Society of Local Council Clerks (SLCC).

Sector View and Response (August Newsletter – see attached) - The sector specific Project Board has recently signed off on an initial programme of support for councils, councillors, and officers. Details and dates for training are on pages three and four of the August Newsletter (as attached). Key dates are:

Councillors Webinar Training	Clerks Staff Webinar Training
26 th September 2022 – 1hr	22 nd September 2022 – 1hr
3 rd October 2022 – 1hr	28 th September 2022 – 2hrs
17 th October 2022 – 1hr	6 th October 2022 – 1 hr
19 th October 2022 - 2hrs	20 th October 2022 – 1hr

Implications – By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practice in the sector and aspire to being a role model/champion council
- Supports the continued lobbying for change in legislation to support civility and respect, including sanctions for elected members where appropriate

By signing the pledge, the Town Council would be committing councillors and staff to attending the training events. The Town Council budget is £2,500.

RECOMMENDATIONS: a). That the Town Council sign up to adopt the Civility and Respect Pledge (as attached). b). To adopt the Dignity at Work policy (as attached).