

## **TOWN CLERK'S REPORTS – 3<sup>rd</sup> SEPTEMBER 2018 – COUNCIL MEETING**

**7. TOWN CLERK'S UPDATE – Items from the 26<sup>th</sup> June 2018 Council meeting not already on the agenda.** (Minute 78/18 Site acquisition – 26<sup>th</sup> June 2018 Council) – A meeting of the Sports Pitch and Recreation Facilities Working Party has not yet been held. Investigation of the other approved actions is being progressed to better inform the working party when called.

### **8. LOCAL GOVERNMENT BOUNDARY COMMISSION (LGBC) CONSULTATION**

**PROPOSALS** – to receive an update and confirm the response to the LGBC by the 17th September 2018 a). the proposals regarding the post 2021 Cornwall Council Liskeard Divisions b). the proposals for the Town Council wards.

**8.1 Background** – the proposals agreed at the last Town Council meeting were passed onto Cornwall Council and the relevant Town and Parish Councils. The following responses and comments have been received:

**8.2 St Pinnock Parish Council** wrote on 4<sup>th</sup> July 2018 (letter attached as appendix). In brief, they “wholeheartedly” supported the inclusion of their parish into a Liskeard South Cornwall Council post 2021 ward. With reference the 5<sup>th</sup> July Cornwall Council consultation on options, St Pinnock Parish Council supported Option iii.

**8.3 Cornwall Councillor Richard Pugh (Trelawney – this division currently includes Lanreath)** rang to indicate his view that post 2021 Lanreath parish should be included with Liskeard and not placed in with Lostwithiel. He gave as reasons to support this: travel distances, access to shops, jobs and services. In addition, Lanreath parish is within the Liskeard and Looe Community Network Area.

**8.4 Lanreath Parish Council** – Lanreath Parish Council would prefer to remain within the Liskeard/Looe CNA. However, the Council would not object to being moved to the Lostwithiel CNA.

**8.5 Cornwall Council** – 5<sup>th</sup> July 2018 contacted local town and parish councils in connection with the proposals that Liskeard Town Council had sent them. Cornwall Council presented four options two of which were based upon the Liskeard Town Council proposals. Following an e-mail consultation to all the Liskeard town councillors: Cornwall Council were informed Option iii was preferred. Option iii does split Polling District EXE1 1,115 electorate split between Liskeard Central and Liskeard South. This does impact upon the Town Councillor allocation between Town Council wards as discussed at the last Council meeting.

**8.6 Liskeard Town Council - Town Wards** – The LGBC have proposed changes to most Town Council town ward boundaries. These are outlined below along with the initial town council proposals and the impact of splitting EXE1.

- LGBC proposed Town Council Central Liskeard Ward – total 4,613 electors with 10 Town Councillors 461 electors per Councillor – LTC proposal 9 Councillors – 512 electors per councillor. (5<sup>th</sup> July Option iii split EXE1 1,115 electors (take 785 out of South and include in Central – new electorate total – 5,398. If served by 9 town councillors, 599 electors per councillor or 539 electors with 10.
- LGBC proposed Town Council Liskeard South Ward – total 3,314 electorate with 5 Town Councillors. 662 electors per councillor. LTC proposal 6 Councillors – 552 electors per councillor. (5<sup>th</sup> July Option iii split EXE1 1,115 electors (take 785 out of South and include in Central – retained EXE1 in South 330. New South total – 2,529 electors – 505 electors with 5 Councillors, 421 electors with 6 councillors.

Given the change in EXE1, it is now a better balance of town councillors relative to electorate in town wards to accept 10 town councillors in Liskeard Central and 5 in Liskeard South.

**RECOMMENDATIONS:** That the Town Council proposals for the Cornwall Council post 2021 divisions be submitted to the LGBC. That the Town Council supports the LGBC proposals for town council wards.

**9. COMMITTEE MEMBERSHIP – to approve Councillor Simon Cassidy to serve upon the Communications & Engagement, Planning and Finance & General Purposes Committees.**

Background – Councillor Simon Cassidy has attended meetings of each of the Council’s service committees. He has asked to serve as a voting member on the following committees – Communications & Engagement, Planning and Finance & General Purposes.

**RECOMMENDATION:** That Councillor Simon Cassidy be confirmed as a member of the Communications & Engagement, Planning and Finance & General Purposes Committees.

**10. PROVISION OF ECONOMIC DEVELOPMENT SUPPORT/REVIEW OF BACK OFFICE FUNCTIONS – Minute 139/18 Finance & General Purposes Committee 24th July 2018 refers. to consider the approach to be taken in the report to be the 25th September 2018 Finance & General Purposes Committee.**

10.1 Background – at the last Finance & General Purposes Committee it was agreed to defer consideration of the provision of economic development support to its next meeting. This would be combined with a review of the back-office functions which were last reviewed in 2016. It was agreed that discussions would take place involving all councillors to help frame the context of review and the subsequent report to the next F&GP committee.

10.2 Council Aims and Objectives – in setting the aims objectives to 2021, the Council has agreed to: “Support the growth of good quality local jobs and businesses, strengthen the local food and farming sector and attract new investment”.

10.3 Neighbourhood Plan – the provision of 1,400 extra homes to 2030. If the town is to be a sustainable community, this would require the provision of approximately 2,000 jobs, to enable the homes to be purchased.

10.4 Agri Hub and Employment Sites and Premises – several partners including the Town Council understand and support the progression of the provision of much needed infrastructure such as, town centre offices, an agri-hub and a range of business park type premises such as, workshops, factories and plots.

The above factors have resulted in the recommendation from the working party to boost the Council’s ability to support economic development.

10.5 2016 Review – The Council sought an external review to ensure that the structure, operating systems and procedures represented best practice. One key value for money improvement was cutting the almost 70 committee meetings a year by half and investing the time saved in work of a more productive and useful type. Other changes did require funding and these were:

- Support Services Manager - £22,937 – the creation of this post has enabled the Town Council: a). to support the C & E Committee in taking over the Museum function and negating the need for a separate Museum Committee. In expanding, improving dramatically, the quality of a number of events in the town such as, the Man Engine, the Community Fair, etc. b). the LAMB initiative has enabled the launch of a more community focussed Lyskerrys magazine compared with the Town Crier. c). the post has been able to enhance the level of support given to the Planning Committee d). the post has been able to carry out many of the policy and procedural systems such that the Council is meeting the standards necessary to attain the Local Council Award Scheme Foundation level and indeed is just one item short of the next quality level that Council indicated that it had a wish to obtain.

- Extra caretaking time - £8,220 – Previously, there were only two caretaking staff and one handyman – when the handyman retired that post was deleted and the saving combined with the additional funding to create an additional caretaking post. This means there are three people to cover the caretaking role. As new caretakers are appointed secondary handyman skills are also sought.
- Facilities Manager - £5,640 – to update on the “Caretaker” grading to reflect the actual increase in duties and responsibilities and the involvement of Facilities Manager in the planning and commissioning of projects such as the PV panels, the Refreshment room project which became the Public Hall Refurbishment Project which is the largest investment in the public hall that has been made since the mid 1990’s – this project accords with the aims and objectives  Develop and promote the Council’s assets for the benefit of the community.
- Administrative Assistant (Facilities) and Administrative Assistant (Support Services) (£452 previous posts were SCP15 were increased to SCP16).

## 10.6 Other Additional Benefits from the 2016 Review relating to the Town Clerk/RFO post.

1. Agri Hub and Employment Land and Sites and Premises Assessment – This is a new strand of work emerging from the Neighbourhood Plan. It is possible to implement as a result of the Rolley Review with time being freed up from Committee meetings. This is a key step in achieving the aims and objective  Support the growth of good quality local jobs and businesses, strengthen the local food and farming sector and attract new investment. The Town Council (Finance Committee) is coordinating a partnership with the Chamber of Commerce, Cornwall Quality Livestock Producers (farmers’ cooperative), Cornwall and Isles of Scilly Local Enterprise Partnership. Menheniot Parish Council. To produce evidence of demand that will assist in bringing forward private sector and Cornwall Council investment in sites and premises.
2. “Liskeard Together bid for European Social Fund” – The Council aim and objective to  Build a strong local community which is proactive, involved, resilient, cohesive and proud of where we live – in 2017 the Council was able to • This has led to what is believed to be a unique partnership involving a town council, the voluntary sector, Cornwall Council and Cornwall Housing. “Liskeard Together” - the Town Council has led the submission of a bid to the Department of Communities and Local Government (D.C.L.G.) for this joint project. The total project value is £907,636 over three financial years. The Town Council was the first partner to agree a funding contribution of £30,000 spread over three financial years. This is 3.3% of the total value.
3. Local Council Award Scheme – Foundation level – in 2017 the Town Council achieved this sixth of the 213 Town and Parishes in Cornwall to achieve this. Under the 2015-2017 aims and objectives 9. Improve the town council’s internal organisation to achieve our aims and 10. work together well as a team of councillors and staff
4. Westbourne Gardens Agreement – the ongoing chase ups of Cornwall Council both regards the progression of the agreement and the buttress repairs etc. This would assist in the aims “Improve social and leisure facilities in Liskeard.”
5. Sports Pitches and Recreation Development Working Party – was set up in 2017, in conjunction with our partners. This will progress the acquisition of land and the provision of sports infrastructure to meet proposals in the Neighbourhood Plan. This will use Section 106 developer contributions and where appropriate grant support. The council’s aims and objectives include:  Deliver the development priorities which the community has set out in the neighbourhood plan.  Improve social and leisure facilities in Liskeard. This project could have a total value up to a £1 million when all fees and services etc.

6. Marketing Liskeard to Business - set up in 2018 to help market Liskeard to businesses and help with our aim □ Support the growth of good quality local jobs and businesses, strengthen the local food and farming sector and attract new investment.
7. Devolution – in 2017 a completed Initial Proposal Form was submitted by the Town Council to Cornwall Council. This is being assessed by Cornwall Council
8. Cattle Market Working Party – the importance of the Cattle Market Working Party has been focussed more sharply with the expiry of the auctioneers lease and the purchase of the former ATS building in Liskeard to widen the access to cattle market to assist in repurposing the former cattle market.

10.7 Town Clerk breakdown of time allocated to functions. - Note that the Town Clerk's standard working week is still 41-43 hours per week and 45 – 48 hours when evening meetings are involved.

25% of the time is spent preparing for the F&GP Committee and Council meetings, holding the meetings and preparing the minutes. (each committee or council is three days in the previous week preparing the agenda, an evening in the following week attending the meeting and a day a half preparing the minutes) About one complete week per month. – August is usually a good month with no committee or council and May is a bad month with a Committee, Mayor Choosing and the AGM.

25% of the time is spent carrying out the work programme of the F&GP Committee and Council – this includes internal working parties dealing with sports pitches and marketing liskeard to business and the progression of the agri hub and employment sites and premises review and subsequent infrastructure. It would also cover external partnership working such as, with the Cornwall Council cattle market working party and the ongoing work with Cornwall Council and RIO regarding the library. This also covers the Responsible Financial Officer (RFO) elements of the Town Clerks post, such as, the annual budget and precept setting cycle and the preparation of reports on items relating to revenue account expenditure.

10% of the time is spent on other committees and working parties – as Town Clerk/RFO I am sent all e-mails and reports etc. relating to the support C&E, Planning and Facilities Committee and working parties such as the Seagull Working Party etc.

15% of the time is spent supporting the administrative work such as, invoice checking, authorising leave, receiving the post,(in the afternoon's receiving recorded deliveries, people attending meetings here wanting to speak to someone on a venue related issue – telephone enquiries or visits from people seeking Cornwall Council) .

5% of the time is spent on Forum related items e.g. attending the forum but also as a cheque signatory, reporting back to Yvette on planning items – being a contact point for people on the Forum via issues that need reporting to Cornwall Council.

15% of the time is spent on issues not relating to items of work on the approved work programme and can often be items not relating to the responsibilities of the Town Council – items raised by Councillors and members of the public ranging from questions about ownership and responsibility etc. to more time consuming recurring items bouncing and issues consideration.

5% of the time is spent dealing with member of the public issues not related to other staff or the approved work programme e.g. proof of identity checks regarding foreign pensions.

\*NB Economic Development – at present about 15% of total time being mostly from the work programmes of the FGP Committee and Council and some for the Councillors support on ideas and issues.

10.8 Post 2016 Review Developments – In addition, to factors such as the adoption of new council aims and objectives and the resultant project work and the work arising from the Neighbourhood Plan noted above other factors that impact consideration are:

Town Clerk – has become CILCA qualified (which enabled the Council to obtain Power of Competence increasing the potential range of activities that the council can lawfully undertake (subject to budgets and capacity to deliver)

Support Services Manager – has become CILCA qualified which shows the attainment of the necessary skills in relation to council.

10.9 Town Clerk and Responsible Financial Officers' – previous employment 1989 – 2009 worked for Caradon District Council as initially Economic Development Officer, Economic Development Manager and Head of Economic and Community Services. These roles covered the support of a variety of projects in Liskeard. For the sustainable growth of the local economy, it included the provision of the Liskeard Business Park on Charter Way. This was from green field site acquisition and assembly, through the multi-phased office and workshop construction. To plot disposal for factory and office development.

#### 10.10 Economic Development – current and future

- Economic Development – at present about 15% of total time being mostly from the work programmes of the FGP Committee and Council and some for the Councillors support on ideas and issues.

##### Economic Development – Town Clerk possible future changes:

- 5% Forum – it might be possible to discontinue attendance at and support for the Forum – this might have some additional implications regarding staff members e.g. Planning updates would not need to prepare planning updates and the budget holding function could be discontinued along with the accounts support (raising of cheques, issuing of purchase orders, banking correspondence etc). In both instances this would not amount to a lot of time saved. To be effective this would need to be complete withdrawal of support and not to have the same planning, highways and verge maintenance, but rung in or e-mailed instead.
- 15% of the time is spent on issues not relating to items of work on the approved work programme and can often be items not relating to the responsibilities of the Town Council – items raised by Councillors and members of the public ranging from questions about ownership and responsibility etc. to more time consuming recurring items bouncing and issues consideration.
- 15% administrative functions – (this does include items, such as, the approval of invoices, which is a role of the Responsible Financial Officer (R.F.O.)
- 25% Reports to Finance & General Purposes Committees and Council – This would include the budget and precept setting cycle of reports that is an RFO. Internal Auditor and External Auditor reports to Finance & General Purposes Committee.

#### 10.11 Next Steps – If Council is happy with this approach for the 25<sup>th</sup> September 2018 Finance & General Purposes Committee:

- Support Services Manager – consider current work pattern of the post as broken down for the Town Clerk above. Examine the possible transfer of the Responsible Financial Officer elements of the Town Clerks post to create a Deputy Town Clerk and Responsible Financial Officer (with appropriate grading change). This would permit the Town Clerk to spend more time on economic development projects as identified above.

- Examine elements of the Support Services Managers' current role: that might be distributed to other staff in the council. This would enable the Support Service Manager post to take on the tasks from the Town Clerk including the Responsible Financial Officer role.
- Consider any remaining new post against – the tasks and functions that need to be covered once the above approach has been considered. This might be for a part time post at a lower grade that proposed previously.

**RECOMMENDATION: That the Council approve the above as the approach to take in the report to the 25<sup>th</sup> September 2018 Finance & General Purposes Committee.**

**11. CORNWALL COUNCIL – COMMUNITY INFRASTRUCTURE LEVY (C.I.L.) use policy consultation (see attached – to consider the response to the CIL consultation.**

Background – Cornwall Council is carrying out a consultation on the use of the Community Infrastructure Levy (CIL). The consultation is attached in full as an appendix. In short, the following points are relevant:

- 23<sup>rd</sup> September 2018 – closing date of the CIL consultation.
- 1<sup>st</sup> January 2019 – commencement of CIL in Cornwall for new developments.
- 15% of CIL allocation to the Town Council (increasing to 25% in the case of a town with an adopted Neighbourhood Plan).
- 85% of CIL collected would go to Cornwall Council (reducing to 75% if a Neighbourhood Plan were in place at the town or parish level).
- CIL would not apply to residential development in Liskeard.
- CIL would apply to certain size categories of Convenience Retail (supermarkets) (Planning Use Class A1), and out of town non-food retail, Planning Use Class A1, restaurants edge of town (Planning Use Classes A3/A5).

Observations on the consultation. The list of potential infrastructure project types at 4 and 7 does not include any form of employment infrastructure projects such as, the provision of a new business park or office provision on a redundant town centre site. This should be included at both 4 and 7 but also specifically drawn to their attention. For the following reasons:

- This employment infrastructure is critically important to provide a sustainable county. This would support good quality jobs to provide the mortgages to purchase the additional housing stock.
- This employment infrastructure should provide Cornwall Council with ongoing revenue receipts of rents, charges and an uplift in business rates. None of the other infrastructure would do that.
- The provision of the employment infrastructure would complement other items such as, improvement to the road transport infrastructure and the provision of children with the education and skills necessary to remain in Cornwall.

**RECOMMENDATION: That the response to Cornwall Council on the CIL consultation is completed with those points included and raised as items of special note along with any other points raised at Council.**

**12. WESTBOURNE GARDENS 10 YEAR MANAGEMENT AGREEMENT (Minute 69/18 26th June 2018 Council) – to note the response from Cornwall Council and confirm that the agreement should be signed.**

Background – Cornwall Council has agreed to the points raised by the Town Council at its last meeting. This includes the inclusion of “reasonable costs” at clauses 2.1.3 and 3.20. Cornwall Council’s legal service are actively progressing the signing of the agreement.

**RECOMMENDATION:** That the Town Council confirm that the agreement should be signed.

**13. SAFEGUARDING POLICY (Minute 70/18 26th June 2018 Council) – to receive and approve the revised Safeguarding Policy.**

Background – Cornwall Council have supplied a copy of their Safeguarding Policy. This is the document that is currently relevant to Westbourne Gardens. The Westbourne Gardens Management Agreement requires the Town Council to put in place a Safeguarding Policy. The Cornwall Council policy has been modified for the use of the Town Council and is attached to the agenda.

**RECOMMENDATION:** That the Town Council adopt the Safeguarding Policy.