

TOWN CLERK'S REPORTS – 27TH JUNE 2017 – COUNCIL MEETING

7. TOWN CLERK'S UPDATE – Items from the 6th June 2017 Council meeting not already on the agenda – For info.

Cornish Christmas Bid – the Town Council lead partnership has been successful in securing the hosting of the Cornish Christmas programme.

Annual Return 2016/2017 – was submitted by the Town Council and the External Auditor acknowledged its receipt on 12th June 2017.

8. WESTBOURNE GARDENS – Cornwall Council and Liskeard Town Council Joint Management Agreement.

Background – the joint management agreement was due to be signed at the 25th April 2017 Town Council meeting. The Town Council decided to postpone the signing of the agreement until after the 4th May 2017 Cornwall Council elections, in case, the election brought a change in the Cornwall Council position.

Cornwall Council has indicated that there has been no change to the proposal. Note – the financial liabilities associated with the boundary wall and mature trees remain with Cornwall Council as the owners of the freehold.

RECOMMENDATION: That the Mayor and Town Clerk sign the Agreement on behalf of Liskeard Town Council.

9. INTERNAL AUDITORS REPORT 2016/2017 - to receive the Internal Auditors Report 2016/2017 and adopt the recommendations contained in the report.

Background – The Town Council's former Internal Auditor resigned due to the onset of terminal illness. Therefore, the mid-year Internal Auditor's report for 2016/2017 was not conducted. The Council carried out a recruitment process for the Internal Auditor function in the 2016/2017 and 2017/2018 financial years. Of the three quotes received the Council choose Chris Harris the Town Clerk and Responsible Financial Officer of Torpoint Town Council.

Update - As a new Internal Auditor, they have looked comprehensively at the Town Council's financial systems and procedures. This has taken longer than a year end Internal Audit would normally take with an existing Internal Auditor. However, this process in the following 2017/2018 financial year should be quicker.

Report – The Internal Auditors' 2016/2017 report is attached. Council will note that the Internal Auditors report has examined 52 elements of the Council's Financial Risk Management, Internal Controls and Governance. There are no recommendations in the case of 41 of the elements which is 79% of the functions examined. The recommendations vary from reviewing the Standing Orders which was scheduled to be undertaken later in the year in any case, to the preparation and adoption of a Business Continuity Plan. It is recommended that the Finance &

General Purposes Committee reviews the adoption and implementation of all of the recommendations in time for the Internal Auditors mid-year 2017/2018 visit which would normally occur in November 2017.

RECOMMENDATION: That the Internal Auditors' Report 2016/2017 attached is received and the recommendations contained in the Report are all adopted.

10. LOCAL GOVERNMENT BOUNDARY COMMISSION (L.G.B.C.) – ELECTORAL REVIEW OF CORNWALL – to consider and respond to the consultation.

10.1 Background – the Town Council has received correspondence (please see attached) from the Local Government Boundary Commission (L.G.B.C.). This relates to the Electoral Review of Cornwall. The timetable for the present and next stage of the review is:

1. L.G.B.C. consultation on the 87 Councillors – deadline 7th August 2017
2. L.G.B.C. new warding arrangements consultation – 26th Sep – 4th Dec 2017.

There are currently 123 Cornwall Councillors. The L.G.B.C. has recommended a new electoral arrangement in which the total number of Cornwall Councillors will be reduced to 87. The new proposals for Cornwall Council wards are due to be adopted in time for the next Cornwall Council elections in 2021.

10.2 Consultation – The L.G.B.C. has consulted the Town Council on three questions which are:

1. Do you think 87 is the right number of councillors to be able to take decisions effectively?
2. Would a council size of 87 enable the council to represent the interests of all Cornwall's communities?
3. If you don't agree that Cornwall should be represented by 87 councillors, what would your alternative number be, and why?

The closing date for the Town Council to return its views is 7th August 2017.

10.3 Cornwall Association of Local Councils (C.A.L.C.) has drawn attention to the paragraph relating to "Parish Electoral Arrangements" made on page 3 of the L.G.B.C. letter to Cornwall Council dated 13 June 2017.

"Parish Electoral Arrangements

The Commission will make recommendations on the number of councillors, the number and boundary of wards, and the names of wards. It can also recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish wards; and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between wards. The Commission cannot, as part of this review, consider changes to the external boundaries of a parish, or create new parishes. Under the Local Government and Public Involvement on Health Act 2007, changes to external parish boundaries are the responsibility of local authorities."

10.4 Items for Consideration –

Response to the LGBC on the three questions. What are the views of Council on the three questions contained in this phase of the consultation?

10.5 L.G.B.C. Next Phase Warding Consultation 26th September 2017 - 4th

December 2017 – this will consult on the new warding arrangements. Emerging Information on Cornwall Council Electoral Divisions might have an impact upon the Parish boundaries upon which the Town Council is based. At that point, the Town Council might wish to comment in more depth on the warding proposal.

RECOMMENDATION: - to consider and respond to the three questions posed on the 87 Councillors proposal by the L.G.B.C.

11. AGREEMENT FOR THE PERIODIC LOAN OF AN ITEM OF SILVERWARE TO AN INSTRUCTOR AT HMS RALEIGH – to consider approval of the agreement.

Background – The Town Council has a silver spice shaker usually referred to as the Muffineer. It was originally owned by King George III. He gave it to a young naval officer in thanks for reporting the victory at Trafalgar. The Mayors' husband is an instructor of naval cadets at HMS Raleigh, which includes naval history. He has asked if the silver spice shaker could be loaned to him 8 – 10 times per year for him to take to the various classes passing through HMS Raleigh.

Insurance Company – subject to the Town Council's approval of the concept, the Insurance company has asked for an agreement to be drawn up between the Town Council and Mr Terry Whitty, the instructor. This agreement (draft attached) is in respect of the care, handling and responsibilities to be entered into by both parties.

The Insurance Broker WPS is satisfied with the agreement and has passed it to the Insurer for their view. Mr Terry Whitty has indicated that he is happy to enter into the agreement. The Bonham's valuation figure for the silver spice shaker is £1,500.

RECOMMENDATION: That the Council consider the request and if minded to accept it, authorise the agreement.

12. PANNIER MARKET – to consider writing to the Co-op and Liskeard Traders Association thanking them for the productive use of the building to date.

Background – reports in the local press indicate that the Pannier Market is due to close on 11th July 2017 to allow a new business to occupy the property. The Liskeard Traders Association leased the property from Co-op on reasonable terms to enable the vacant building to be occupied. Several small businesses are reputed to have started in the Pannier Market and then moved into larger vacant premises in the town.

RECOMMENDATION: That the Town Council write to the Co-op and Liskeard Traders Association thanking them for the productive use of the building to date.

13. ADOPTION OF COUNCILLORS JENNY HALEY AND DAVID AMBLER AS SERVING COUNCILLORS ON STANDING COMMITTEES OF THE COUNCIL

Background – The 6th June Council meeting, resolved to adopt Jenny Haley and David Ambler to serve as Town Councillors. Those Councillors have considered which Committees upon which they would like to serve:

Councillor Jenny Haley has requested to serve upon the Communications & Engagement Committee, Planning Committee and Finance & General Purposes Committee.

Councillor David Ambler has requested to serve upon the Communications & Engagement Committee, Facilities Committee and Finance & General Purposes Committee.

RECOMMENDATION: That the Council RESOLVES to APPROVE the addition of Councillor Jenny Haley and Councillor David Ambler to its standing Committees as indicated in the report above.