

## **TOWN CLERK'S REPORTS – 27<sup>th</sup> AUGUST 2019 – COUNCIL MEETING**

### **7. TOWN CLERK'S UPDATE – Items from the 25th June 2019 meeting not already on the agenda.**

#### **LAMB – SUSTAINABLE FINANCE UPDATE**

There have been several developments which are set out below. LAMB is not asking for more funding for financial sustainability at this time.

The minutes of the last Full Council meeting state that members had asked for more information on the possibility of reducing the print run and using electronic means of information sharing.

- There have been a lot of discussions about financial sustainability, both internally and with external advisors. Reducing the print run or the number of pages would not achieve the savings necessary to make the magazine sustainable with current funding. They would also risk undermining the aim of making a wide range of information accessible to all.
- LAMB does want to develop a complementary online presence. This had always been the plan but has been delayed because of the need to concentrate on financial survival. However, electronic communication could not replace the magazine. A key part of its reason for being is to reach everyone in the community, including those who do not have online access, with a free publication which is delivered door to door.

Autumn/Winter joint edition - the next two editions have been merged, with a copy deadline of 27 September and a delivery date of 1 November, to enable some more time to sort out future finances. This decision was not taken lightly but otherwise the autumn edition would probably have been the last. The regular funding from the Town Council is paid per edition so that will mean an underspend of £1,000 for the year.

Advertising on commission - now that the work has been done to set up the systems for advertising, Drakewalls Marketing has agreed to move onto a commission basis with the target of getting in £1,500 advertising per edition, £1,000 of which will go to the magazine.

Lyskerrys Future workshop - LAMB has invited contributors and friends to the magazine to a workshop in September to look at broadening the range of people and organisations involved at all levels of LAMB, as well as raising more money. The workshop will explore the idea of running a crowdfunding campaign to do both these things.

Around £1,000 remains from the financial sustainability money previously provided by the Town Council and it is most likely that this will be used on the crowdfunding campaign.

## **RESPONSIBLE FINANCIAL OFFICER (RFO) UPDATES – TO NOTE**

**Trust accounts** – as reported at the Finance, Economic Development and General Purposes Committee, accounts for all three trusts administered by the own Council have been reopened. We are still in the process of submitting the required documentation to update the signing mandates.

**Bacs Payments** – Launceston Town Council have provided advice on their arrangements with HSBC to process bacs payments which are input by an officer and then authorised remotely by two Councillors before final release. HSBC have been contacted to discuss a similar arrangement, and we are awaiting a response/appointment. Launceston have invited us to visit and view their system.

**8. ENVIRONMENT WORKING PARTY - a) to consider the points raised during the Plastic Free Liskeard presentation by Tristram Besterman at Agenda Item 5. b) to note and support the 1st September 2019 Climate Emergency Launch event at the Public Hall.**

**Background** – the Facilities Committee at its 9<sup>th</sup> July 2019 meeting, has confirmed Councillors Smith and Whitty as their representatives on the Environment Working Party. They join the Mayor and Councillors Barlow, Cassidy, Shand and Taylor on the Environment Working Party. The decision of the Town Council to achieve greater impact through joint working with a wider group of local and statutory organisations has been reflected in the Town Council providing the venue for the 1<sup>st</sup> September 2019 Climate Emergency Launch at the Public Hall.

It is anticipated that this launch event will provide excellent networking opportunities for the Town Council. To help inform the drafting of the terms of reference of the Environment Working Party.

It is anticipated that the presentation by Tristram Besterman at this Council meeting, will encourage the Town Council to include the work of Plastic Free Liskeard in the agenda of the Environment Working Party.

**RECOMMENDATIONS a) to consider the points raised during the Plastic Free Liskeard presentation by Tristram Besterman at Agenda Item 5. b) to note and support the 1st September 2019 Climate Emergency Launch event at the Public Hall.**

**9. REVIEW OF FINANCIAL REGULATIONS - to adopt the new 2019 Financial Regulations.**

**Background** – the Responsible Financial Officer (RFO) had drafted an update of the Town Councils Financial Regulations as recommended by the Internal Auditor. These were last updated in 2018, however, the Financial Regulations themselves are based upon the model Financial Regulations issued by the National Association of Local Councils (NALC) in 2015. Whilst the RFO was on annual leave, NALC issued a new set of 2019 model Financial Regulations. These are being checked and will be circulated as possible.

**RECOMMENDATION: that the 2019 Financial Regulations are adopted.**

**10. REVIEW OF TREASURY MANAGEMENT STRATEGY (please see attached report) – to update the Investment Strategy to provide a new Treasury Management Strategy.**

Background – the Investment Strategy has been updated and modified in light of the recommendations of the Internal Auditor it is now in the format of a Treasury Management Strategy.

**RECOMMENDATION:** That the Council adopt the Treasury Management Strategy

**11. GWR – CUSTOMER AND COMMUNITIES IMPROVEMENT FUND (please see the attached proposal) – to approve the submission of a bid to fund the provision of cycle storage facilities at Liskeard Railway Station.**

Background – the Town Council has been informed of the opportunity to bid for funding towards improvements to infrastructure that will enable customers to better access use of the railways.

Schemes must be delivered in the 2020/21 financial year, so will be of a relatively modest scale to start and finish within that time frame. So that schemes can start in April 2020, the submission for the receipt of proposals has been set as 8 September 2019.

Peter Murnaghan has supplied a draft proposal which is attached and upon which he has been working including having a site meeting in 2018. Given the timescales, it is thought to be beneficial to base the bid on the proposal as set out in the attachment. This may need further amendment in course of the applications process.

**RECOMMENDATION:** that the Council confirm support for the submission of a bid.

**12. COMMITTEE MEMBERSHIP – COUNCILLOR DAVID AMBLER** - to approve Councillor David Ambler as a member of the Facilities Committee and the Finance, Economic Development and General Purposes Committee.

**RECOMMENDATION:** to approve Councillor David Ambler as a member of the Facilities Committee and the Finance, Economic Development and General Purposes Committee.

**13. CCTV UPGRADE – PROVISION OF A REPLACEMENT CCTV SYSTEM**

(attached capital cost – live monitoring options - maintenance options) – a.) to accept and approve the finalised CCTV capital replacement cost. b).to consider and approve one of the live monitoring options. c). to consider and approve one of the maintenance options.

13.1 Background – following discussion with the Police and other external partners, the Town Council resolved on the 30<sup>th</sup> April 2019 Minute 556/18 to provide a replacement CCTV system funded from reserves and grant and provide a further report to include the costs of a live monitoring contract in the draft budgets.

Following further consideration, the 25<sup>th</sup> June 2019 Council meeting Minute 51/19 as it had not been possible to get like for like quotes, resolved to nominate SSE as the equipment supplier and Cornwall Council as the service provider for the new CCTV monitoring hub system.

13.2 Capital Cost (see attached 13.aCCTVEquipmentquote) – This is £72,541.71. This is a VAT exclusive figure. It includes the BT connection from Liskeard to the Emergency Planning Control Room under County Hall (there is already a connection from there to the CCTV Monitoring Hub at Tolvaddon). In previous reports, an indicative amount for the cost of CCTV signage has been included as an additional cost. However, Cornwall Council have indicated that they will cover the cost of the CCTV signage.

Gross CCTV Replacement Cost	£72,541.71
Town Council – nominated CCTV replacement reserve	£27,000
Office of the Devon & Cornwall Police & Crime Commissioner grant	£15,000
Town Council – general reserve contribution	£30,541.71

13.3 Live Monitoring Options (see attached 13.bCCTVMonitoringProposal) – this presents several options. These vary from a basic weekends only 24 hours live monitoring. Through to a 44 hours per week option. The costs vary according to the number of hours per week. They also reflect the hourly rate of peak and off peak times.

Option	Number of Live Monitoring Hours per week	Annual Cost
Option 1	24 hours evening nights Fri/Sat and Sat/Sun	£8,236.80
Option 2	24 hours over 3 nights including Sun/Mon reduced Fri/Sat and Sat/Sun	£8,153.60
Option 3	42 hours per week	£13,852.80
Option 4	44 hours per week	£8,053.76

13.4 Maintenance Options – there are two options which difference only in that Option A is inclusive of replacement parts, whilst the Option B is not.

Option A	Option B
£5,199 per annum	£3,573.88 per annum

13.5 Revenue Costs – in addition, to the live monitoring and maintenance costs Council is asked to include a provision for a future CCTV replacement scheme. That is, to set aside an amount each year from the precept to pay into a nominated reserve to enable the next replacement CCTV system to at least partly paid for.

In previous years, £1,500 per annum has been set aside as Dilapidations within the Finance, Economic Development and General Purposes Committee budget. This has enabled the Town Council to look at the 2019 CCTV replacement scheme a £27,000 nominated CCTV reserve in hand.

The advice Council received at the 30<sup>th</sup> April 2019 meeting was that a CCTV system has 7 year operational lifespan. The CCTV grant budget held by the Office of the

Devon & Cornwall Police & Crime Commissioner is understood to be a one off source rather than a standing revenue budget. Hence, the Town Council is not likely in 7 years' time to have another opportunity to obtain the grant from external sources.

Annual Operating Cost	Amount per annum
BT line rental	£1,053
Live Monitoring	£8,053.76 - £13,852.80
Annual Maintenance	£3,573.88 - £5,199
Dilapidations Reserve	£5,000
Total Annual Operating Cost Range	£17,947.64 - £25,371.80

If these costs were factored into the 2019/2020 precept calculations – a Band D property in the town currently paying £141.08 a year, would on the lowest cost option have gone up to £146.80 per year or £5.72 a year more (11p a week more) – the most expensive option would have generated an annual bill of £149.19. So an increase of £8.11 a year or 15p a week more.

(for perspective until the 2017/2018 financial year – the town council were paying £6,765 per annum for the annual running costs of a town centre CCTV system that the Police said was not of “evidential standards”, was an old 5 camera system and did not have live monitoring)

**RECOMMENDATIONS:** to accept and approve the finalised CCTV capital replacement cost at £72,542 . b).to approve one of the live monitoring options. c). to approve one of the maintenance options.

**14. COUNCIL AND COMMITTEE SCHEME OF DELEGATION AND TERMS OF REFERENCE (see attached report) – a) to approve the updated Council and Committee Scheme of Delegation and Terms of Reference. b) to appoint 3 councillors (not currently service as chairs or vice chairs to the Staffing Sub Committee.)**

Background – The Internal Auditor has recommended that the Council update the Council and Committee Scheme of Delegation and Terms of Reference. The changes in the attached document:

- Economic Development reflect the 2018 decision of the Council to formally include Economic Development activity into the structure of the committee resulting in a change of name to Finance, Economic Development and General Purposes Committee.
- Responsible Financial Officer (RFO) reflect the separation of the Proper Officer and Responsible Financial Officer functions implemented earlier this year.
- Annual Approval – to achieve the frequency of annual approval as recommended by the Internal Auditor by adding it to the list of items approved at the Mayor Choosing.

Staffing Committee – The establishment of a Staffing Committee is recommended to cover the duties as set out in the attached report.

**RECOMMENDATIONS:** a) to approve the updated Council and Committee Scheme of Delegation and Terms of Reference. b) to appoint 3 councillors (not currently service as chairs or vice chairs to the Staffing Sub Committee.)

**15. COMPLAINTS AND UNREASONABLE BEHAVIOUR AND VEXATIOUS COMPLAINTS POLICY** – to approve the policy and its employment with immediate effect.

Background – the current Complaints Policy was adopted by the Town Council in 2015. It has been updated taking into account guidance from the Information Commissioners Office (ICO) on how the public should approach public sector bodies including the Town Council. The policy has also become modified to include an Unreasonable Behaviour and Vexatious Complaints policy element.

**RECOMMENDATION:** That the Town Council adopts the “Complaints and Unreasonable Behaviour and Vexatious Policy” as attached.