

DEPUTY TOWN CLERK'S REPORT

7. Deputy Town Clerk's Update

Report on items from 13 March 2025 committee meeting not already on the agenda – for information

TIC branding – At the last meeting, a discussion took place about the branding of the TIC as the Tourist / Town / Liskeard Information Centre. Having checked the history with the TIC manager the following is noted:

- Town Information Centre was the name given by the Council when it first opened as it wasn't an official tourist information centre then but could still be TIC
- Liskeard Information Centre feels more inclusive for locals as well as visitors and it's what they say when they answer the phone and is on compliment slips, email signature, etc.
- They do use Liskeard Tourist Information Centre in a few places including on the website, on Facebook and Instagram, and the sign outside the building. This is useful as people know what a tourist information centre is and what it does, plus it is a predefined category it fits into, but may deter locals a bit.

10. Budget Monitoring 2025/26

To receive and accept a budget report to 30 April 2025

Attachment 8. Budget Monitoring to 30.4.25

On target spend should be at 8.33%

The following points should be noted:

- PAYE & NI (4010) and Pensions (4020) are paid a month behind until year end
- Marketing & Consultation (4520) annual Survey Monkey subscription has been paid
- Museum Activities & Events (4860) £150 of this is grant funded (monies received in the previous financial year)

Recommendation: to accept the budget report

11. Events

- a) Community Fair (Saturday 4 April 2025) - to note the feedback from the event

Attachment: 11a. Community Fair Feedback 2025

- b) Liskeard Show (Saturday 12 July 2025) - to consider activities on the stand and complete the rota

Attachment: 11b. Liskeard Show Stand Rota 2025

NB – transportation to the show ground required for the gazebo, tables, chairs, and other equipment.

- c) Liskeard Unlocked (12 – 21 September 2025) – to receive the notes from the 9 April and 19 May 2025 planning meetings (RB)

Attachments: 11ci. LU notes 9.4.25, 11cii. LU notes 19.5.25

A volunteer is needed for the Pipewell on Saturday 13 September 10am – 1pm with Councillor Reid

- d) Nadelik Lyskerrys (29 November 2025)

i). to receive the notes from the 25 March, 6 May and 3 June 2025 planning meetings

Attachments: 11di. NL notes 25.3.25, 11di(i). NL notes 6.5.25

ii). to consider options to source outdoor PA equipment

Overall, feedback from people attending the 2024 Lights Up was extremely positive. However, a lot of people reported that they couldn't hear what was being said and sung. The decision had been made for financial reasons to use existing PA equipment in a better configuration, but this proved not to be sufficiently powerful, especially because all the speakers were at ground level.

Following advice, the following options are available to improve the sound quality in 2025:

Option A - Bare hire of stage with gantry, lighting, and ambient mics for stage performers. Town Council to provide speakers, sub-woofers, sound desk, cables, radio mics and technician. This option would free Town Council staff up from putting up and taking down the marquee (approx. 4-5 hours) but we would retain overall responsibility for the technical aspects of the stage. Estimated cost is **£3,000 + VAT**

Option B - Complete hire of stage including all lighting, sound equipment and technician/s. The advantage of this option is that all the technical aspects are taken care of, set-up and take down included in the cost so this frees up Town Council staff for other duties at the event. Troubleshooting, H&S, and insurance all covered by contractors. We have a quote of £4,854.48 + VAT from 2024 so we estimate this year the cost would be IRO **£5,100 + VAT**.

Option C - Use Town Council gazebos and equipment (as in previous years), hire lighting and ambient mics for stage performers. This is the most affordable option but means we would not have the stage gantry and therefore compromise the sound reaching Barras Street as speakers will remain at ground level. Estimated cost is **£500 + VAT**

Option D - Same as Option C but we purchase ambient mics x6 @ £130 = £780 for our own future use in the Public Hall (and future outdoor events). Estimated cost is **£1,280 + VAT**

Detailed quotes will be obtained from a number of AV companies for the selected option within the budget agreed.

A budget of £4,950 is allocated for Christmas, however based on the previous year's spend this is expected to be fully committed on the road closure, school and community lantern-making and daytime and evening entertainment. At the end of the previous financial year a new ear marked reserve was created from underspends on relevant budget lines for Christmas and future proofing the town for events which has a balance of £4,620.

Recommendation: to agree an option for provision of outdoor PA equipment

- e) Community Fair – to confirm the date (proposed Saturday 21 March 2026)
- f) Annual Town Meeting – to confirm the date (proposed Monday 20 April 2026)
- g) Mayor Choosing – To confirm the date (proposed Monday 11 or 18 May or 1 June 2026 (preferred))

The dates are based on Public Hall availability and spreading the workload of organising each event, which also coincides with the end of the financial year and completion of the year end accounts followed by internal and external audit.

12. Christmas Lights

- a). to review arrangements for Christmas 2025

The Facilities Manager and the Deputy Town Clerk met with Blachere Illuminations on 27 May to discuss arrangements for Christmas 2025. Key points from the discussion included:

- The 2023 contractor will be used again for installation (the 2024 contractor is not available)
- Blachere and the contractor will be making a site visit in the near future (this will include checking any necessary fixings in Pig Meadow Lane)
- Permission is being requested again to replace the brackets on the Post Office so the wall mount light can be used this year
- Further locations are being identified for new unmetered power supplies to avoid reliance on local businesses and private individuals (these will require approval from Cornwall Council)
- A new unmetered supply certificate will be required each year from National Grid for use of the power supplies, this will detail the equipment which is to be connected to the supplies, the hours of use and the total power to be used
- Our lights have previously been switched on between 3pm and 11.30pm using timers. However, the timers are the most frequent cause of faults (not in sync, not working, short lifespan, water ingress, etc) for which we are charged any call out costs as the fault is with our equipment. Blachere recommend that we switch to 24/7 illumination, with the increased energy costs likely to be outweighed by the saving on replacement timers and callout fees. This is likely to be popular with the town centre shops as they will be on while they are open, but any impact on residents living in the town centre, such as flats above the shops will need to be checked.

b). to consider the provision of further new unmetered power supplies

To avoid reliance on local businesses and private individuals for the supply of electricity for the Council contracted lights, there are eight locations where it would be beneficial to provide a new power supply. However, not all have lighting columns, so alternative solutions will be explored. All will be subject to approval by Cornwall Council before we can instruct Enerveo to make the installations. Costs for installation in the lighting columns were quoted in 2023 as £600 per installation and in 2024 £1,514.34 for three. Based on these figures an estimated budget for the works is £5,000. There is a minimum 10 week lead in time.

The Christmas lights budget line has an allocation of £20,000 with £14,355.87 committed to the Blachere contract, plus additional costs for infrastructure (brackets at the Post Office and Pig Meadow Lane, etc) and call outs.

Recommendation: to approve the installation of additional unmetered power supplies up to a maximum budget of £5,000

13. Active Travel

a). to note the date of the next Active Travel working group meeting on 25 June 2025 at 2pm

b). to consider the provision of cycle stands in Castle Park

Castle Park would benefit from the installation of cycle stands, and a location at the Park View entrance or adjacent to the play area where there is already an area of tarmac have been identified as suitable. Quotes are being obtained from Cormac for the supply and installation of two stands, which is not expected to exceed £1,000.

This could be funded from the Projects budget line (£1,000) or the Signage / Projects EMR (£3,750)

Recommendation: to approve the installation of two cycle stands at Castle Park