

TOWN CLERK'S REPORTS – 25TH JUNE 2019 – COUNCIL MEETING

7. TOWN CLERK'S UPDATE – Items from the 30th April 2019 meeting not already on the agenda. Town Council Reserved Parking Space – The reserved car parking space has formerly been for the use of the Mayor. The present Mayor does not drive. Cornwall Council have indicated that they will not be able to allow the town council to give up the car parking space for a limited time. The car parking space is well located relative to the town council offices and chambers. Under normal circumstances, it would be more cost effective to pay for an annual reserved car space fee than pay car parking charges. The reserved space has been retained. It will be renamed “Reserved Space A”.

8. COMMUNITY GOVERNANCE REVIEW (see attached a.- h.) – a). to report on feedback from the consultation with relevant businesses and residents and the neighbouring parish councils. b). to agree the town councils' submission to Cornwall Council.

8.1 Background – Following the 16th February 2019 Cornwall Council / Cornwall Association of Local Councils joint Community Governance Review information event, a report was taken to the 26th February 2019 Town Council meeting. It was agreed that the Town Council indicate its intention to submit a Community Governance Review to Cornwall Council and that the Town Council consult with our neighbouring parishes of Dobwalls & Trewidland Parish Council and Menheniot Parish Council. The review was based upon changes to the town boundary to take account of the actual extent of the built development of the town. In addition, the Town Council was mindful that a “futureproofing” of the location of the parish boundary, might need to be reflected as this might not be looked at again for another extended period.

Initial responses from, meetings with Dobwalls & Trewidland Parish Council and members of the public at the Menheniot Annual Parish Meeting on 9th May 2019, were feedback to the 20th May 2019 Planning Committee and 21st May 2019 Finance Committee. It was agreed to reduce the area proposed to be brought into the town boundary. The intention being to reduce to a minimum the number of current residential properties being transferred.

The occupiers of residential and business properties remaining within the reduced area have been written to informed of the proposed change. Attached are:

8a. Combined Dobwalls & Trewidland and Menheniot Parish areas. (the areas to be included in a new town boundary are hatched in dark blue).

8b. Dobwalls & Trewidland (Moorswater Industrial Estate and surrounding area)

8c. Dobwalls & Trewidland (Sewage treatment works and surrounding area)

8d. Dobwalls & Trewidland (list of affected properties consulted)

8e. Menheniot (area proposed for transfer)

8f. Menheniot (list of properties consulted)

8g. Menheniot sample letter – residents

8h. Menheniot sample letter – businesses

8.2 Dobwalls & Trewidland – consultation letters ran 5th June – 17th June (to permit results to be fed into the 19th June Dobwalls & Trewidland Parish Council meeting, as previously agreed.

Note: as of the closing date and to the day of the Dobwalls & Trewidland Parish Council meeting. No responses had been received from the 5th June 2019 letters. It should be noted that only one residential property was within the area to be transferred. The majority of the properties are commercial for which there is no UBR implication in transferring from one parish to another. The TWF (wetsuit factory at the western end of Moorswater – had been the subject of a specific question asked at 20th March 2019 Dobwalls & Trewidland Parish Council meeting). It was rung and consulted. They acknowledged receipt of our consultation letter and indicated that including the factory within Liskeard seemed a good idea.

19th June 2019 – Dobwalls & Trewidland Parish Council meeting. The meeting was attended by 3 members of the public. They own residential properties at the Looe Mills end of Moorswater. It was confirmed that their properties are not within the area proposed to be transferred to the town council.

Discussion ensued regarding the position of the new parish line at Moorswater. It was noted that a complete farming unit was including if the new parish boundary line followed the railway line. It was considered that following the line of the stream and boundary hedges would retain the farming land. Subject to being sent a copy of the revised plan Dobwalls & Trewidland Parish Council voted to support the revised proposals for submission under the Community Governance Review.

8.3 Menheniot – consultation letters running 11th June – 24th June – to enable input to the 25th June Town Council meeting.

At the time of writing the report (19th June 2019), one response had been received from a Menheniot residential property owner. They were not in favour of their property The Old Toll House being taken out of Menheniot parish.

A meeting is arranged for 24th June 2019, at 7.00 pm with the Chair, Vice Chair and Clerk to Menheniot Parish Council. Feedback will be outlined at the 25th June 2019 Town Council meeting.

Submission to Cornwall Council – Closing Date 17th July 2019

Since the 16th February 2019 information event, Cornwall Council has produced further guidance and a submission form. Key sections are 5 and 6, which would include:

Cornwall Council – Submission Form 5. Details of the proposal: - Reference will need to be made to the revision that is proposed. This will include the base map 8a and the lists of properties for transfer 8d. and 8f.

The section will need to include the justification which includes points outlined in the report to the town council 26th February 2019, but with modification. The following is proposed:

“Introduction: The proposals aim to include the existing built area of premises and facilities within the town boundary. In many cases, the main reason for the construction of the properties was as a natural extension of the town. The adoption of business names referencing Liskeard is indicative of the commercial sense of associating with the local town. The inclusion of reference to the range of facilities and services offered in the town in the sales material of residential developers, recognises that for members of the public the proximity of homes, jobs and services is of great practical relevance to them.

Sites have also been included that are either immediately adjacent to the current settlement or on the network of access roads and roundabouts serving as the town's access to the trunk road. These properties have not yet been constructed. However, it is felt that the planning circumstances relating to the sites is such that they will be developed in the short to medium term. The residents will look to the town as the provider of an extensive range of services. Therefore, it is felt to be appropriate to include those sites at this Community Governance Review. These points are developed further below.

Practical Recognition of the Actual Situation on the Ground - There are a number of buildings and facilities which are physically part of the built environment of Liskeard and are considered by the public as being part of Liskeard. For example, the Liskeard Tavern, Liskeard Argos+, Liskeard B&M, the goods railway line, a number of units on Moorswater Industrial Estate etc. However, they are beyond the current boundary and in the neighbouring parishes of Menheniot and Dobwalls & Trewidland. It is believed that there would be benefit in regularising the situation on paper situation to reflect public belief in the reality of the actual situation. It should assist public bodies, for example, Cornwall Council, when dealing with statutory planning consultees including, town and parish councils.

The Impact on the Vitality and Viability of the town – the town council and our partners in the community have over a number of years tried to strengthen the role of the town centre both for the benefit of Liskeard residents and also the residents of the neighbouring parishes and indeed the wider South West Cornwall catchment who access many of their services by visiting the town.

Recently, this has taken the form of progressing a Neighbourhood Plan to 2030 which achieved 92% public support in a referendum in October 2018. This will provide the local element to the planning context for built development proposals to 2030. A key aspect is the protection and enhancement of the town as a shopping, service and employment centre.

The town council and chamber of commerce have not supported development, that could harm the vitality and viability of the town centre. Both organisations have objected to planning applications on out of town and edge of town locations. Planning applications beyond, or even on the parish boundary have not been treated

by the Planning Authority as being in the town. Despite concerns, that the application could harm the viability and vitality of the town centre they have received approval. If the town boundary were amended to include sites likely to be developed in the time scale of the Neighbourhood Plan up to 2030, it would give the town council and our partners a much stronger input into the planning process.

The role of the town as a service and employment centre

The town of Liskeard has a population of almost 10,000 and serves a wider rural catchment area of villages with a combined catchment of population of about 35,000.

The town is located on the A38 the main truckroad access to South East Cornwall. It has a main line railway station providing inter city services directly to London and other main national and regional cities. The rail network also extends to commuter traffic to the nearby city of Plymouth and a branch line to the popular seaside town of Looe. The town is also serviced by national express and local bus services including to Plymouth and other local settlements.

The town provides to the wider catchment area: health services (doctors, hospital, dentists, vets) education provision (primary schools, and the Liskeard School and Community College), Council services (Unitary Cornwall Council offices at Luxstowe House and Laity House and depot at Moorswater and a library), financial services (3 of the 4 main high street banks, building society, financial and insurance brokers, accountants), professional services (architects, solicitors, surveyors and estate agents), employment (Liskeard Business Park, Miller Business Park, Moorswater Industrial Estate and Heathlands Business Park), retail with both edge of town supermarkets and a traditional town centre with many independent shops. The town also has the Lux Park Leisure Centre which adjacent football, rugby and cricket pitches.

The Town Council operates a range of buildings and provides various services used by the people of Liskeard and the surrounding area together with the many visitors to the town. They include the following: Provision of 4 function rooms and the 300 seat main Hall forming the Public Hall Complex. Six business premises including the Arcade of shops at the Guildhall & Clock tower. The Town Museum. The Tourist Information Centre including a website and Facebook page. Two recreation parks, Rapsons' Field Multi Use Games Area and skate park and Thorn Park. Allotments at Pengover Road & Lake Lane. Three sets of Public Toilets at Dean Street, Sungirt and Westbourne Car Parks. An area of green space at Eastern Avenue.

The town Council organises the twice-yearly ornamental planting and maintenance of the 11 granite planters on the Parade and in Dean Street and the planting of the roundabout outside Morrison's. The Council, in conjunction with Liskeard In Bloom, also organises 14 hanging baskets at 4 Council properties. The Council maintains 6 promotional granite map plinths within the town.

The town council maintains the War Memorial, the Fountain monument, the Pipe Well and 33 public benches. The Town Council also maintains certain footpaths on an agency basis on behalf of Cornwall Council and pays for the weed control in the town centre.

Cornwall Council - Submission Form Section 6. Evidence in support of the submission: This will include all the items attached to this report as 8a. – 8h, in the order that they ask for it. It will also include the results of the businesses and residents' consultations and an outline of the consultations undertaken with the neighbouring parish councils.

Next Steps – Report the outcome of the 24th June 2019 meeting with Menheniot Parish Council.

RECOMMENDATION: That using the case as set out above and the relevant attachments from the report a submission is made to Cornwall Council requesting a revision of the parish boundary with Dobwalls & Trewidland and Menheniot Parishes.

9. ANNUAL INTERNAL AUDITOR REPORT 2018/2019 – to receive the Internal Auditors Report.

Background – The consideration and approval at this meeting of the Annual Governance and Accountability Return (A.G.A.R.) is a three stage process. Firstly, the Internal Auditor has examined the Council in respect of the Internal Control Objectives outlined on page 3 of the Annual Return. He will sign to indicate that the Council has adequate controls.

RECOMMENDATION: That the Annual Internal Auditors' Report 2018/2019 is received and noted.

10. ANNUAL REVIEW OF RISK MANAGEMENT ARRANGEMENTS 2018/2019 – to review Risk Management Arrangements for 2018/2019 and consider any additional action required.

In accordance with Financial Regulation 2.4 the Council must ensure there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.

The Council carries out an annual review of its risk management arrangements, which are summarised in the attached financial risk assessment. This identifies and assesses potential risks, which could have financial or reputational consequences. It then details measures in place to mitigate and manage them such as our internal controls or insurance arrangements.

Some suggested actions have been highlighted based on internal changes, regulation updates and in year feedback from the internal auditor.

RECOMMENDATION: To maintain the existing actions and adopt the new measures identified, referring them to the Finance, Economic Development and General Purposes committee to agree an order of prioritisation and a timetable for implementation.

11. ANNUAL GOVERNANCE STATEMENT 2018/2019 – to approve each of the nine Statements of the Annual Governance Statement (Section 1 – Page 4).

Before discussing and approving these statements, the Council's attention is drawn to the 2017/2018 external auditor report which included the following 'except for' matters:

- The smaller authority has disclosed that it made proper provision during the year 2017/18 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in the reports from the internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.
- The AGAR was not accurately completed before submission for review. Please ensure that the amendments are corrected in the prior year comparatives when completing next year's AGAR. Information received from the smaller authority indicates that the figures are wrong in section 2, Boxes 3, 7 and 8. These figures should be restated to read £139,619, £630,437 and £626,070 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

- In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to significant weaknesses in relation to carrying out periodic bank reconciliations. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

Resolutions should be made with this advice in mind. The Accounting Statements to be approved under point 12 have amended the figures for 2017/2018 as advised and brought forward the correct figures to the current year.

Bank reconciliations have been carried out monthly, however the reports produced by the Sage accounting system do not allow the nominated Councillor, designated to check these under the internal controls, to see continuity of balances brought forward from the previous month and carried forward to the next, as the system updates them internally as transactions are reconciled. The new RBS Rialtas system currently being installed to be used for the 2019/2020 accounting period presents information in a more user-friendly style which overcomes this problem.

RECOMMENDATION: To approve each of the nine Statements of the Annual Governance Statement.

12. ACCOUNTING STATEMENTS 2018/2019 – to receive and approve the Accounting Statements for 2018/2019 (Section 2 – page 5).

Background – the final stage is for the Council to approve the Accounting Statements 2018/2019 as a single item. These are signed and dated by the Mayor and the Town Clerk and Responsible Financial Officer. The Annual Governance and Accountability Return (A.G.A.R.) 2018/2019 are then sent to the external auditor.

RECOMMENDATION: - to receive and approve the Accounting Statements for 2018/2019 (Section 2 – Page 5).

13. CLIMATE EMERGENCY WORKING GROUP - to approve the setting up of a Climate Emergency Working Group and agree membership.

Background – Following discussion at the February Council meeting, copies of the town council plans for St Just and Helston have been obtained. Cornwall Council has itself received an updated report on how best to tackle the issue of climate change. A draft template of a possible town or parish plan has also been sent to us and is included under Correspondence.

RECOMMENDATION: That a Climate Emergency Working Group is set up to progress the issue of climate emergency.

14. CCTV UPGRADE – PROVISION OF A REPLACEMENT CCTV SYSTEM (attached revised camera location plan – the old system was a 5 camera system, following consultation with external partners the new system is proposed as being 8 cameras) – to approve the revised CCTV locations plan as attached.

Background – following the decision to progress a replacement town centre CCTV scheme, further meetings and site visits, have been held with partners including the prospective contractors, the Police, Safer Liskeard and various Cornwall Council services including the monitoring hub and those officers dealing acquisition and installation of equipment.

Attached is a revised plan of the location of CCTV cameras within the town centre. This includes:

- An increase in the number of cameras from 5 to 8.
- Repositioning of 2 cameras to lamp standards (Kebab Shop and Nat West Bank)
- 3 new cameras – * Lower Lux Street (line of sight up to Andrews garage – down to the Red Lion – side of the Ough’s building)
- * Lighting Column near CAB (Dean Street both directions (down to Westbourne Gardens entrance – back in the direction of the Albion) and into the entrance of the cattle market – along Fairpark Road).

- * Lighting Asset corner of St Johns Ambulance building – to cover the former cattle market area.

Next Steps – presentation of finalised capital scheme costs for approval 23rd July 2019 Finance, Economic Development & General Purposes Committee. Consideration of recommendations regarding the live monitoring contract - 27th August 2019 Council. This would help inform the setting of revenue budget setting process for 2020/2021,.

RECOMMENDATION: That the revised layout is approved as the basis for the CCTV replacement scheme.

15. HIGH VISIBILITY VESTS – to consider the acquisition of High Visibility Vests.

Background – Councillors and staff might be involved in activities that would benefit from wearing a high visibility vest upon which text could be included. It is possible for a high visibility vest to be purchased and have wording added at a total cost of £10.26 per vest.

RECOMMENDATION: That consideration is given obtaining high visibility vests with or without text.

Agenda Item 16 - Progress on Lyskerrys Financial Sustainability Role

Following the decision of Full Council on 29 January, the advertisement for the role was placed on the YourLiskeard website and publicised via social media on 1 February. It was also posted on the Indeed website. In addition, information was sent directly to interested individuals. A reminder was sent out on social media on 15 February.

By the deadline of 22 February LAMB had received six applications. They shortlisted two of the applicants and Rachel Brooks and Jenny Foster interviewed them on 1 March. They were both strong candidates with credible approaches and they chose the one who was most local - David Crawford of Drakewalls Marketing.

David Crawford started work on 8 March. He produced a marketing plan and programme of work which were agreed by the LAMB directors. This includes specific quarterly financial targets:

Summer edition - £500 advertising

Autumn edition - £1,500 advertising

- £2,500 content sponsorship/other funding

The immediate priority was to follow up on previous advertising contacts and making new ones, including attending the Community Fair and visiting businesses in town.

David also worked with LAMB to set up the invoicing system.

This work resulted in two advertisements in the Summer edition - a total of £250.

Work so far for the Autumn edition includes:

Drawing up a list of potential advertising targets with contact details in three tiers -

Tier 1: Public sector, LA/Council Charity/ Social Enterprises, Community orgs, Health

Tier 2: local, independent businesses, part of community

Tier 3: Other businesses

Putting together a marketing email which sets out what the magazine can offer, advertising prices and deadlines.

Sending the email to 200 targets with 60 follow up telephone calls, as well as personal visits.

To date, there is verbal confirmation of the following for the autumn edition:

Four and a half pages of advertising for £715. One half page is a repeat for 4 editions.

Work is continuing on this - the copy deadline is end July for the Autumn edition.

During this period LAMB also successfully applied to the School for Social Enterprise for a place on their Trading Up programme. This provides 10 learning days on running a successful social enterprise, including income generation. All successful applicants receive £2,000 and match funding of increases in traded income is available up to £10,000. The programme starts at the end of June.

The process of making Lyskerrys financially sustainable is not proving to be easy but LAMB believes that significant progress has been made in a relatively short time and this will be given a further boost by the Trading Up programme. The funding previously provided by the Town Council runs until the end of August and LAMB is asking for the release of a third tranche of £2,000 funding though to end November, which would enable them to continue building on the work so far and support income generation for the Winter edition.

Update Provided by The Mayor Councillor Rachel Brooks – 19th June 2019