

LISKEARD TOWN COUNCIL

AT a MEETING of the **FINANCE AND STRATEGY COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 23 February 2016 there were present:

The Mayor, Councillor Phil Seeva - in the Chair

Councillors: Rachel Brooks, Ian Goldsworthy, Lorna Shrubsole, James Shrubsole and Hella Tovar

Town Clerk: Steve Vinson

Minute Clerk: Stuart Houghton

/15 APOLOGIES

The Deputy Mayor, Councillor Jane Pascoe and Councillor Adam Hodgkins

/15 DECLARATIONS OF INTEREST REGISTERABLE AND NON-REGISTERABLE

Councillor Brooks declared an interest in Agenda Item 7, the Liskeard Silver Band Grant Application and Councillor Goldsworthy in Agenda Items 8 and 11, the installation of WiFi equipment and wiring.

/15 MINUTES OF THE FINANCE & STRATEGY COMMITTEE MEETING HELD ON 26 JANUARY 2016

Councillors commented as follows;

Minute 647/15(Budget report to 31 December 2015)

add "the Town Clerk would investigate the reason for this high expenditure"

Minute 650/15(Draft Standing Orders)

add "subject to amendment of the attached document"

Minute 653/15 (Public Access Defibrillators)

add "This item should have a separate budget line"

Councillor Brooks proposed, Councillor Goldsworthy seconded and the Committee **APPROVED** the Minutes of the Finance and Strategy Committee meeting held on the 26 January 2016 with the above amendments.

/15 TOWN CLERK'S REPORT

The Town Clerk's report was noted.

The Town Clerk reported that at the last full meeting of the Town Council the revised Standing Orders, Statement of Internal Control and Model Publication Scheme had been adopted.

Councillors asked the Town Clerk to update the Committee, at its next meeting, on the progress of the work for the Town Council to qualify under the Local Council Award Scheme and obtaining "Power of Competence."

This item would be included in the Agenda of the next meeting of the Committee.

/15 TO RECEIVE THE COMMITTEES BUDGET REPORT TO 31 JANUARY 2016.

The budget report was noted.

The Accounts that had been presented to the last meeting of the full Council had contained an item for annual car park charges, where was this recorded in this budget?

A discussion for the need of these reserved spaces was held, an option might be to reimburse the Town Clerk and Mayor for car parking charges, as they are incurred, rather than paying an annual reservation fee.

The Town Clerk was asked to investigate the need for the reserved car parking spaces.

/15 PUBLIC PARTICIPATION

Dave Ambler would be asked to address the Committee when the WiFi/computer items were discussed.

/15 GRANT APPLICATIONS

1. CHICKS

Members discussed the merit of making an award to this organisation, comments included;

- i. Grants were to be made that would benefit the whole community, not an individual
- ii. That rule would only apply if only one individual would benefit, this scheme was open for all residents of Liskeard to benefit from, if they so required
- iii. Any resident that required help could apply to CHICKS for help
- iv. Grants could not be made towards the general running costs of a charity, they must be for a specific purpose
- v. If the grant was awarded, CHICKS should be asked to publicise the availability of the service in the Town and that the Town Council had contributed

Members agreed that the revised grant criteria should be sent to CHICKS for them to reapply under the revised conditions. They should also be requested to publicise their services in Liskeard.

2. LISKEARD SILVER BAND

Members commented about the good work that the band does in the Town; they supported all Civic events and encouraged young people to join which increased their confidence, self-esteem and helped them to integrate with the community. It gave them a sense of belonging.

The Town Council was supported by the band, without charge, but they made regular Grant applications which were always granted. It could be an item that could be budgeted for, separately, each year. The Council's Grants Policy allowed Committees to award amounts between £50 and £500; over £500 could be awarded for special events.

Councillor L. Shrubsole proposed, Councillor Tovar seconded and the Committee **RESOLVED** that a grant of £500 be awarded to the Liskeard Silver Band.

The Mayor proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** to **RECOMMEND** to the Council that the £500 be drawn from the Section 137 Grants budget.

3. THE MAN ENGINE ORGANISATION

The Town Clerk reported that he had received a request for a fee of £3k for the Man Engine to visit Liskeard in the Summer. He had responded that the Council's Grant Application forms should be completed, no details had yet been received. Members commented;

- a. The Council had not asked for the "man engine" to visit Liskeard; the route had been chosen by them
- b. It was agreed at the January Communications and Engagement Committee meeting to support this event, "in principle"
- c. It was believed that the "man engine" was being constructed
- d. At a recent CHAPS meeting limited information was available but a sum of £1k towards the costs was mentioned
- e. The Town Forum could be involved in this project

It was agreed that a decision on this item should be deferred until a formal Grant application had been received.

/15 PUBLIC ACCESS WiFi PC

The detail and quotation for the provision of a PC to secure and monitor public WiFi use in the Public hall had been circulated.

Dave Ambler, (PC Kernow), explained the reasons for this and the advantages it would give to the Council. Any software requirements would be at an extra cost.

The Mayor proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **ACCEPT** the quotation of £479 for the provision of a PC to secure and monitor public use of the Council's WiFi system in the Public Hall.

/15 MICROSOFT OFFICE

The options for the provision of Microsoft Office for the new laptop and tablet had been circulated.

Dave Ambler (PC Kernow) explained the options in the quotations.

Councillor Brooks proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to **ACCEPT** the quotation of £345 for the outright purchase of Microsoft Word for the laptop and tablet.

/15 CLOUD DATA SENDING, STORAGE AND BACK UP

The detail and quotations for the adoption and use of a Cloud based system had been circulated.

Dave Ambler (PC Kernow) explained the use and advantages for the proposed use of a Cloud based system.

The Mayor proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to **ACCEPT** the quotation of £186 pa for a Cloud based data sending, storage and back-up system.

/15 PUBLIC HALL COMPLEX AND OFFICES

The detail and quotation for the installation of fibre cabling to the Public Hall and Office had been circulated.

Dave Ambler (PC Kernow) explained how this would benefit the Council, especially in light of the forthcoming "paperless planning". It would enhance the capacity of the Council's systems.

Councillor L. Shrubsole proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **ACCEPT** the quotation of £605 for the installation of fibre cabling to the Public Hall and Office.

/15 FIRE SAFETY TRAINING

Details of the proposed Fire Safety Training had been circulated.

Councillor Goldsworthy proposed, Councillor J. Shrubsole seconded and the Committee **RESOLVED** to **ACCEPT** the quotation of £605 for the Fire Safety Training.

/15 ANY OTHER BUSINESS

None.

/15 DATE OF NEXT MEETING

The next Finance and Strategy Committee meeting would be held on Tuesday 22 March 2016.