

**9. BUDGET AND PRECEPT SETTING 2019/2020 (RECOMMENDATION FROM 22<sup>ND</sup> JANUARY 2019 FINANCE, ECONOMIC DEVELOPMENT & GENERAL PURPOSES COMMITTEE – (see attached EXCEL spreadsheets FED&GP Budget, C&E Budget and Facilities Budget)** – to and receive and approve the

recommendations of the 22<sup>nd</sup> January 2019 Finance, Economic Development & General Purposes Committee. These being to set the 2019/2020 budget at £561,816 and the 2019/2020 precept at £438,960.

9.1 Background – the final changes to the draft budget and precept setting have been recommended by the Finance, Economic Development and General Purposes Committee. It recommends that the Council postpone the creation of an Economic Development officer post. This will enable the Council to assess:

- the focus and impact of the new Cornwall Council Project Manager post,
- the evolution of related capital projects (such as the cattle market)
- the development of the work programme of the proposed Economic Development officer post.

The changes to the Finance, Economic Development & General Purposes Committee budget sheet are:

- £30,000 Economic Development officer post – remove from the budget.
- -£10,000 to retain in the Neighbourhood Plan Future Projects Reserve.
- -£17,000 to retain in the CCTV Reserve.

On the Finance, Economic Development & General Purposes Committee spreadsheet and in the report below the changes and resulting impacts are in purple text.

9.2 Finance, Economic Development & General Purposes Committee – Proposed 2019/2020 (see attached EXCEL spreadsheet FED&GP Budget for full details). The main points are:

1. -£27,000 (-£37,000) £0 do not transfer funding from the reserves from the two reserve lines “Neighbourhood Plan Future Projects” £10,000 and £7,000 (-£17,000) “CCTV Reserve” and transferred to the salaries and associated costs section of the budget. Do not create the associated post. The unspent £10,000 from the Liskeard Together current 2018/2019 year has been placed alongside the 2019/2020 to cover the spend without the need to precept in 2019/2020 to cover the cost.
2. Grants Budget has been increased to £10,000.
3. The individual nominated reserves “Match Funding/Projects/S106 -£6,200” and “Cattle Market -£5,550” have been combined into a “Match Funding Projects -£11,750” nominated reserve. Previously, the Council had built up its Neighbourhood Plan nominated reserve in order to cover costs which did not

eventually prove necessary. To ensure progress with projects emerging from the Neighbourhood Plan, the Council has taken funding from the former “Match funding/Section 106” and “Cattle Market” nominated reserves. For example, £1,000 Sports Pitch Working Party costs and £1,000 contribution towards the Agri-Hub and Employment Demand Assessment. The EXCEL spreadsheet FED&GP22Jan2019 has been amended to include the reserve and adjustments to cover the cost of the Christmas Car Parking and Sports Pitch Working Party budget lines in 2019/2020:

- Match Funding Projects nominated reserve -£7,750
  - Christmas Car Parking transfer from reserves -£2,000
  - Sport Pitch Working Party transfer from reserves -£1,000
4. The invoice for Free Christmas Car Parking has increased to £3,000 against a £1,000 budget.
  5. The draft “Mayor Choosing” and “Mayoral Allowance” sums £900 and £1,700 (in total £2,600) have been reduced to £750 and £1,670 (£2,420 in total)
  6. Draft 2019/2020 – the gross budget of £218,045 original figure included Mayors Charity actual draft £217,112 – new gross £227,790 Gross Spend £197,790 which is £50,060 £59,805 £55,591 more than the current year. An increase of 29.8%. 35% 17.7% The transfer from the Committee’s current reserves of £27,500 £30,000 £3,500 and the use of the current years precepted £10,000 Liskeard Together to fund the same project next year and the use of the £5,000 from reserves to fund the Youth Grants Fund and a transfer from C&E committee of £4,500 combine to create a smaller net spend budget of £191,045 £172,380 £169,380. This is £23,660 more £273 less £1,395 or 14.1% more 0.16% less 0.8% more than the current year.

9.3 Communication & Engagement Committee – Proposed 2019/2020 (see attached C&E EXCEL spreadsheet for full detail). The main points are:

1. Marketing & Consultation Budget – reduce the draft budget from £3,000 to £2,000.
2. TIC Expenses reduced from £3,000 to £500 in 2019/2020.
3. TIC Expenses current year create nominated shelving etc reserve for TIC £2,000.
4. This will reduce the draft C&E budget of £76,260 for 2019/20 to £73,760. This is a 2.8% cut on the current year.
5. The C&E reserves will contribute a saving of £4,000 £4,500 into next years’ Economic Development review cost in the Finance, Economic Development & General Purposes Committee budget. This combines the “Signage” and “Town Centre Signs and Murals” into a new reserve, from which it is proposed £5,397 and contribute £4,500 into the 2019/2020 FED&GP committee.
6. £318 Cornish Christmas profit added to the reserve.
7. The C&E nominated reserves figure for 2019/2020 will be £44,342.

9.4 Facilities Committee – Proposed 2019/2020 (see attached Facilities EXCEL spreadsheet for full detail). Main points are below:

1. The draft 2019/2020 gross budget needs to accommodate some small increases such as the 5year electrical testing of the buildings £2,500. A sum of £2,500 has been taken from the Large Buildings Nominated Reserve to cover the cost of the 5year electrical testing of the buildings.
2. Seagull Control Measures - £2,500 has been taken from the Street Furniture Nominated Reserve to cover the cost the seagull control measures which would include seagull proof bins.
3. The dilapidations budget has been cut by £2,000. The Guildhall electricity and water costs have been reduced by £2,050.
4. The number of staff has been reduced by one due to retirement with a division of hours between existing staff.
5. The committee recommends that prices for the Public Hall be increased by 5% (Cornwall Council being charged a standard commercial rate) and that the allotments rents be increased by 10%. This will uplift in the annual income will be by £2,933.
6. The draft gross expenditure has been reduced from £292,488 to £290,266.
7. The gross income has been revised slightly from £66,205 to £68,055 £69,135 a net increase of £1,850. £2,930 and the amount of £5,000 has been included from the (Large Buildings £2,500) and Street Furniture £2,500) nominated reserves. However, this is a significant increase compared to the current year due to the completion of the refurbishment works.

Budget Comparison 2018/2019 – Proposed 2019/2020 budget and precept.

Committee	Current 2018/2019	Proposed 2019/2020
Gross Expenditure		
C&E (Museum)	£75,936	£76,260 (0.4% increase) Revised £75,260 – reduction £676 – 0.9% cut on current year. Revised £73,760 – Reduction £2,176 – 2.8% reduction.
Facilities	£262,304	£292,488 (11.5 % increase £30,184 – 10.3% £27,055 if toilet UBR legislation comes into effect) Revised £290,266. 10.6% increase £27,962 – or if toilet UBR comes into effect £24,833 9.4% increase over last year.) Gross Spend figure £290,266 – increase of £27,962 or 10.6%. UBR toilet relief will not come into effect until the 2020/2021 financial year at the earliest.

FED&GP	£167,985	£217,112 (£49,127 – 29.2% increase) Revised Christmas Car Parking invoice £218,045. £50,060 higher gross spend. 29.8% increase on gross spend in previous year. £227,790 (£59,805 35% increase). Gross Spend £197,790. (Increase of £29,805. 17.7% Increase).
Total Spend	£506,225	£585,860 (16.3% increase - £78,210) Revised £583,571 (15.2 % - £77,346) £591,816 (£85,591 16.9%) £561,816 (£55,591 increase 10.9% Increase).
Income Internal		
In Year Movements from Reserves	-£5,436 (*-£2,000 C&E, -£3,711 FED&GP +£275 Facilities)	-£27,500 FED&GP (-Neighbourhood Plan Future Projects £10,000, £7,000 CCTV reserve, 2018/2019 Liskeard Together Reserve £10,000. -£4,000 C&E reserve transfer to General Reserve. Additional Total -£55,500 from reserves made up as below: -£50,500 FED&GP (-Neighbourhood Plan Future Projects £10,000, CCTV reserve £17,000, 2018/2019 Liskeard Together Reserve £10,000. General Reserve £5,000 Youth Grants Fund, £2,000 Christmas Car Parking, £1,000 Sports Pitch Negotiations both transfer from the Match Funding Reserve. -£23,500 FED&GP (2018/2019 Liskeard Together Reserve £10,000. General Reserve £5,000 Youth Grants Fund, £2,000 Christmas Car Parking, £1,000 Sports Pitch Negotiations both transfer from the Match Funding Reserve. -£4,500 C&E reserve transfer to the FED&GP Committee. – -£5,000 Facilities Committee (-£2,500 Large Buildings and -£2,500 Street Furniture) nominated reserve transfer.
C&E (Museum)	-£3,000	-£3,000 (unchanged) (unchanged)
Facilities	-£47,820 (*gross income figure)	-£66,205 (*gross income incl. rents from 6 tenants at Guildhall, footpath maintenance grant and allotments) (Increase £18,385 – 38.4%) Revised -£68,055 (Increase £20,235 + 42% on current year. -£69,135 (Increase -£21,315. +44% increase on current year.
Council Support Grant	-£27,430	-£25,221 (reduction of 8%)
Precept	-£422,539	-£491,434 £68,895 (16.3%) * Increase in Council Tax Base £8,777 – Revised -£455,795 (Increase £33,256 +7.8%) Revised -£438,960. Increase of -£16,421 which is +3.8%
	-£506,225	-£585,860 Revised -£583,571 Revised £583,571 (15.2 % - £77,346) £591,816 £85,591 16.9%) £561,816 (£55,591 increase 10.9% Increase).

First Draft Precept figure for 2019/2020 is £491,434. This is an increase of £68,895 on the 2018/2019 precept. The increase is 16.3%. A Band D property currently paying £139.42 per year will increase to £157.94 per year in 2019/2020. This is an increase of 13.2% which will mean £18.52 per year or 35p a week. (Note the council has tried to set small increases in the precept. In the previous two consecutive financial year's Band D increases were 2p a week. The last significant increase was in 2015 when the precept was increased by 30.4% to fund a range of improvements including the fitting of PV panels to the roof of the Public Hall).

Second Draft Precept figure for 2019/2020 is £455,795. This is an increase of £33,256 on the 2018/2019 precept. The increase is 7.8%. A Band D property currently paying £139.42 per year will increase to £146.49 per year in 2019/2020. This is an increase of 5% which will mean £7.07 per year or 13p a week. (Note the council has tried to set small increases in the precept. In the previous two consecutive financial year's Band D increases were 2p a week. The last significant increase was in 2015 when the precept was increased by 30.4% to fund a range of improvements including the fitting of PV panels to the roof of the Public Hall).

Third Draft Precept figure for 2019/2020 is £438,960. This is an increase of £16,421 on the 2018/2019 precept. The increase is 3.8%. A Band D property currently paying £139.42 per year will increase to £141.08 per year in 2019/2020. This is an increase of 1.1% which will mean £1.66 per year or 3p a week. (Note the council has tried to set small increases in the precept. In the previous two consecutive financial year's Band D increases were 2p a week. The last significant increase was in 2015 when the precept was increased by 30.4% to fund a range of improvements including the fitting of PV panels to the roof of the Public Hall).

**RECOMMENDATIONS:** a). That the Council set a budget of £561,816 in the 2019/2020 financial year. b). that the Council set a precept of £438,960 in the 2019/20202 financial year.

## **10. LYSKERRYS SUSTAINABLE FUNDING**

### **To agree a contribution from the Newsletter reserve to Liskeard Arts and Media Body (LAMB) to finance a project to put the magazine on a sustainable financial footing.**

LAMB which produces the Lyskerrys magazine, has now been formally registered with Companies House as a CIC. It currently has 3 directors; Rachel Brooks (LTC), Tom Butt (RIO) and Jenny Foster (Liskerrett Centre).

As we had hoped, the first four issues of Lyskerrys have proved to be both a good way to celebrate and publicise lots of positive Liskeard stories and an important way to communicate with people about Town Council activities and events. We have had excellent feedback.

However, the challenge remains to make the magazine sustainable financially. As well as the Town Council's contribution of £1,000 an issue, and support from RIO, the first four issues were financed with £10,000 grant money from Awards for All and £10,000 from content partners who sponsored magazine editions. (See the attached financial information). There should be just enough money to fund the spring edition but after that the magazine will fold unless the CIC can bring in substantial extra funds.

RIO believes that more content sponsors can be found and has a prospect for the Spring 2019 edition. The CIC is also looking at other grant options although it's unlikely they can finance core costs from these.

The Town Council has always seen carefully chosen advertising or sponsored content as an important part of financial sustainability.

The LAMB CIC, which produces the magazine, has agreed to pursue all three finance routes - advertising, content sponsorship and grants, and would like to fund a role to focus on bringing in money and setting up a sustainable financial model.

C&E has £7,840 in a newsletter reserve.

It is proposed to provide the LAMB CIC with £2,000 per quarter for 2 quarters to fund a project role for financial sustainability. LAMB will report back to the Town Council on progress after the first quarter and any later payments will be contingent on this being satisfactory. If it is not possible to recruit to the post the money will not be paid.

A draft job role is attached which provides further information.

Comparative information on similar posts is being sought.

This proposal was considered by the Communications and Engagement committee on 8 January 2019, where it was deferred to Council pending further **information, which is now being provided. An extract from the minutes of the C&E meeting** are included here for background information:

### **358/18 LYSKERRYS SUSTAINABLE FUNDING**

#### **To agree a contribution from the Newsletter reserve to Liskeard Arts and Media Body (LAMB) to finance a project to put the magazine on a sustainable financial footing.**

*Councillor Brooks answered questions confirming the following points, before leaving the room for the discussion:*

- *The new role created by the project would be advertised externally and LAMB would cover any costs related to this.*
- *LAMB would not be applying to the Town Council grant budget. Potential grants referred to would be externally sourced.*
- *It currently cost approximately £5,000 per edition to produce the magazine, and any monies awarded for this project would not be used towards production costs.*
- *Print runs had been adjusted to ensure there were not large numbers of surplus copies which did not get distributed.*

*Councillor Brooks left the room*

*The committee agreed Lyskerrys was a good magazine, and an effective way of distributing Town Council communications.*

*It was confirmed that under the LAMB CIC Articles of Association directors were not entitled to remuneration as directors or for any other services which they undertake for the company.*

*The committee felt an outline of the job description for the proposed role the project would create was required, along with comparative costings to purchase the different types of skills the role would require, to ensure the funding requested would be realistic for the project and sufficient to fund a piece of work which would work towards achievement of the desired outcome.*

*A decision on the proposal was urgent and could not be carried over to the next committee meeting as editorial and design work would commence on the summer edition at the end of March, and time was required for an appropriate recruitment process before any work could begin on bringing in funding for the project.*

*Councillor Shand proposed, Councillor Ambler seconded, and the Committee **RESOLVED** to refer the item to Council later in the month and request an outline job description and additional information on comparative costs.*

*Councillor Brooks returned to the room*

### **Lyskerrys magazine development role**

Could you help us get our successful community magazine onto a sustainable financial footing?

We're looking for someone with a proven record of income generation who shares our values around community development and can help us:

- Set up an advertising model which would enable us to pay for a significant amount of our costs via carefully chosen advertising, especially sponsored content.
- Develop further 'content partnership' relationships with like-minded organisations who pay towards the cost of an edition and are involved in decisions on the overall theme and content.
- Secure grants for projects related to the magazine.

We can provide:

- £2,000 a quarter, which we would expect to equate to around 80 hours of work.
- The chance to work with a small team of motivated people who have brought the magazine this far.
- A wealth of contacts with local organisations and businesses.

We would expect to agree with you:

- A set of objectives, including financial targets for each quarter.
- A pattern of working time.

The initial contract will be for six months. This could be extended by up to a further six months depending on results. There is also the possibility of a longer-term role within a sustainable financial model.



Lyskerrys is a quarterly magazine dedicated to celebrating positive initiatives and stories from in and around Liskeard. We are currently working on issue 5.

It combines a strong base in the local community with professional editing and design and we've had very positive feedback on the first four editions, which we know people read and keep.

It is distributed door to door to 4,500 households in Liskeard with another 1,500 available from pickup points which reach a much wider area.

It is run by the Liskeard Arts and Media Body (LAMB) CIC which includes representatives of Liskeard Town Council, Liskerrett Community Centre and RIO. Funding so far has included support from local organisations, content partnerships, grants and a small amount of advertising.

LAMB Budget is attached as an EXCEL spreadsheet.

**Recommendation: To consider a financial contribution to LAMB from the C&E Newsletter reserve to fund a project to secure future financial sustainability of Lyskerrys community magazine**

**11. COUNCILLOR JULIAN SMITH – PLANNING COMMITTEE - to confirm Councillor Julian Smith as a full member of the Planning Committee.**

Background – Councillor Julian Smith has been serving as a reserve member for the Planning Committee. It is recommended that he be made a full member.

**RECOMMENDATION: That Councillor Julian Smith is confirmed as being a full member of the Planning Committee.**

**12. NOMINATIONS FOR MAYOR AND DEPUTY MAYOR 2019/2020 CIVIC YEAR**

**To approve the timetable for the nomination and election of the Mayor and Deputy Mayor for the 2019/2020 Civic Year.**

Proposed timetable –

29th January 2019 - approve timetable

4th February 2019 – send all councillors both nomination forms

22nd February 2019 – noon closing date for receipt of nomination forms

26th February 2019 Council meeting – inform Council of receipt of nomination forms and hold any necessary votes.

22<sup>nd</sup> May 2019 – Mayor Choosing – formal end of 2018/2019 Mayoral year and commencement of 2019/2020.

**RECOMMENDATION: That Council approved the timetable.**