

LISKEARD TOWN COUNCIL

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24 April 2015

FINANCE AND STRATEGY COMMITTEE

AGENDA

TUESDAY 28 April AT 7.30 pm

TO BE HELD IN THE COUNCIL CHAMBER AT THE PUBLIC HALL

The Chairman will advise those present of Housekeeping matters

Members of the public are invited to attend and take part in a public session for 15 minutes at the start of the meeting.

AGENDA

1. Housekeeping
2. To receive apologies for absence
3. To receive declarations of interest from Members relating to items on the agenda
4. To agree the Minutes of the Finance and Strategy Committee held in the Council Chamber on Tuesday 24 March 2015 as a true record of the meeting
5. To receive an update on items from the last meeting of the Committee
6. Public participation
7. Clerks report - for information
8. Budget report to 31 March 2015
9. Town Council Aims
10. Local Council Award Scheme
11. Grant Applications no new applications
 - a. Liskeard Ploughman's Festival
 - b. International Male Voice Choir, Choral Festival

12. Food Enterprise Zone - Expression of Interest
- 13 .Any other business
14. Date of Next Meeting Tuesday 28 April 2015
15. Part II To exclude members of the press and public for confidential matters
 - a. Extension of Contract to Ellis Whittam, Employment Law, H.R and H&S advisors
 - b. Town CCTV- renewal of maintenance contract

Steve Vinson TOWN CLERK

7. Clerk's Report – For Information – 28th April 2015

Meeting & Action	Update	When
F & S 24th Mar 2015 Town Council aims	Report on agenda for this meeting.	TC Apr 2015
F & S 24th Mar 2015 Local Council Award Scheme	Update report on agenda for this meeting.	TC SH Apr 2015
F & S 24th Mar 2015 Grant Requests	Update report on agenda for this meeting.	TC Apr 2015
F & S 24th Mar 2015 CCTV	Maintenance Agreement on agenda	TC SH Apr 2015

9. Town Council Aims – To receive and consider aims for the Finance and Strategy Committee. To receive and note progress from the other Committees.

On 17 March Full Council agreed a set of aims as the basis of its community consultation. It was agreed that committees be asked to draw up operational plans to implement the aims.

The following draft objectives are suggested for discussion at Finance and Strategy Committee, these include objectives relating to devolution and staffing

1 Improve social and leisure facilities in Liskeard.

- Look for opportunities to maintain and improve social and leisure facilities via the devolution process. (Finance and Strategy)

2 Boost prosperity and increase employment opportunities in Liskeard.

- Work with Cornwall Council and others to review the use of public sector assets in Liskeard to maximise employment opportunities. (Finance and Strategy)
- Promote Liskeard as a significant centre for public sector jobs. (Finance and Strategy)
- Encourage public and private economic development opportunities. (Finance and Strategy)

6 Engage and communicate well with local people around key issues.

- Engage with local people around options for devolution. (Finance and Strategy)

8 Work effectively with other organisations, building the community and increasing local resilience and sustainability.

- Work with other organisations and groups to explore options for devolution. (Finance and Strategy)
- Help local individuals and organisations understand the available sources of grants and how to apply. (Finance and Strategy)

9 Improve the town council's internal organisation to achieve our aims.

- Use the Local Council Award Scheme as a framework to improve the town council's functioning. (Finance and Strategy)
- Integrate the council's aims and objectives with the appraisal system. (*Staffing*)

10 Work together well as a team of councillors and staff.

- Clearly identify councillors and staff responsible for projects/work and their respective roles. (*Staffing*)
- Ensure councillors and staff receive relevant training, including joint training. (*Staffing*)
- Find opportunities for councillors and staff to meet informally. (*Staffing*)

Council Aims – Contribution by Service Committee (Combined feedback from the Communications and Engagement and Property Committees)

1. Improve social and leisure facilities in Liskeard

- Promote social and leisure opportunities (C&E)
- Audit the current provision (P)
- Improve play equipment and spaces at Thorn Park, Rapsons and other green spaces (P)
- Support the increased use of Westbourne gardens (P)
- Develop an amenity area on the Maudlin Farm site (P)
- Improve the Public Hall to broaden its appeal, accessibility and potential uses (P)

2. Boost prosperity and increase employment opportunities in Liskeard

- Work with the Town Centre Partnership and local businesses to attract new businesses to the Town and retain and expand existing local businesses (C&E)
- Explore what sectors of new business to target to complement existing businesses. (C&E)
- Provide 6 business units in the Guildhall to help support the economy of the Town Centre with a view to supporting start-up businesses where possible (P)

3. Market what Liskeard had to offer to local people, businesses and visitors

- Make better use of the Website (C&E)
- Produce leaflets to market the Town (C&E)

- Continue to help the TIC to develop (C&E)
 - Continue to improve signage, and provide map panels, within and around the Town (C&E)
 - Increase attractiveness of Town Centre, working with community groups and schools. (C&E)
6. **Engage and communicate well with local people around key issues**
- Produce the Town Crier to both inform people and to seek their views (C&E)
 - Make good use of our Websites and social media to engage and communicate better participation in local issues (C&E)
 - Encourage public involvement in the Council and local issues and to reach out to those not involved (C&E)
 - Gain press coverage through regular press releases (C&E)
7. **Protect and enhance the civic heritage of the Town and promote and develop the Council's assets for the benefit of the community**
- Communicate with local people and visitors about the Town's history, e.g. via signs and all available online communication methods (C&E)
 - Maintain and enhance the key civic heritage assets such as the Guildhall and Fountain etc. (P)
 - Improve income generation of heritage assets (P)
8. **Work effectively with other organisations, building the community and increasing local resilience and sustainability**
- Identify organisations and businesses we can work with in different ways (C&E)
 - Publicise what other organisations are doing (C&E)
 - Coordinate activities across different organisations, e.g. WWI (C&E)
 - Map the social support that was available in Liskeard (C&E)
 - Bid to the government for Rural Community Energy Fund (P)

Next Steps – Next Committee – to receive feedback from Museums Committee and Planning to inform the Council aims setting. To consider the complete picture with the view to making proposals to May Council meeting.

Committee should note that an important consideration will be scheduling the proposals for the period up to May 2017. Furthermore, consideration will need to take into account the limited resources of the Town Council itself and the potential to achieve our objectives by working with external public, private and voluntary sector partners where possible.

Recommendation: That the Committee consider the items listed to it in the early part of this report as aims under 1- 10 above and comment appropriately.

11.a. Grants – Liskeard Ploughman’s Festival – to receive information from the event organiser and consider whether to approve a grant. At the last meeting of the Committee an application was received from the Liskeard Ploughman’s Festival. The Committee asked that the Committee receive further information from one of the project prospers at the next meeting of the Committee which has been organised.

11.b .Grants – Cornwall International Male Choral Festival - to receive the response of the event organiser and consider whether to approve a grant. At the last meeting of the committee an application was considered from the Cornwall International Male Choral Festival for a grant of £200.

Committee asked for further information regarding the potential benefit to the town in particular, any schools, organisations, venues that might benefit.

The following response has been received for the organiser:

Dear Steve

Thank you for your email. At the time of our application an invite to participate in our Outreach Programme had been extended to your area. Subsequently arrangements have now moved on and regrettably we will not be involved with your local schools. However the local choirs mentioned in my application do all recruit from the Liskeard area and in addition we also hold a regional concert in St Neot which is close by.

Kind regards

John

12. Food Enterprise Zone (F.E.Z.) – Expression of Interest. – to consider the submission of an Expression of Interest. There is an opportunity to submit an Expression of Interest for a Food Enterprise Zone. The idea has come from the private sector and relates to a site not in our ownership but belonging to Cornwall Council. We could act as a conduit to direct the bid to Liskeard. Further information on the Rural Enterprise Zone is taken from the Cornwall and Isles of Scilly website below.

What is a Food Enterprise Zone?

The Cornwall and the Isles of Scilly Local Enterprise Partnership has secured “Pathfinder” status from the Department of the Environment, Food and Rural Affairs (DEFRA) to explore the use of a Local Development Order¹ to underpin the creation of Food Enterprise Zones or FEZ’s. It is hoped that this will help to encourage the private or public sector to take the lead in economic growth and job creation by removing planning barriers and other regulatory obstacles.

- The FEZ’s are likely to be single sites in single ownership; although in the recent round of full zones, there have been exceptions. They could utilise public and/or private sector land.
- They should focus on areas of genuine economic activity but which will deliver benefits to the wider area.
- They should be sustainable in the longer term and should involve business and the local community.
- There should be a strategic alignment with the LEP, Cornwall Council and the Cornwall Agri-food Council’s priorities
- The proposed sites should avoid localised competition, which could result in displacement. Growth should genuinely be additional to the area.
- The FEZ should support new additional growth and new jobs.
- It is expected that if successful further FEZ’s may be developed.

Rationale for a Food Enterprise Zone in Cornwall

The proposals should align with the priorities of the Cornwall Council [Economy and Culture Strategy](#), the LEP’s [Strategic Economic Plan](#) and the [EU Structural and Investment Fund Strategy](#).

Therefore, bringing together the rationale set by DEFRA for the FEZ and the priorities for the agri-food sector in Cornwall we expect the chosen site/sites to deliver the following:

- A new development area or premises that will be aimed at the agri-food sector. It may build on an existing location and should create the environment for new activity and the creation of new jobs. Displacement/relocation should be avoided, as this is not likely to create the anticipated additional growth.
- The activity can be wide ranging across the agri-food sector:
 - Agriculture, horticulture, forestry and other forms of primary production
 - Food, non-food and drink processing
 - Agri-food supply chains – logistics, innovative distribution, storage, aggregation
- The activity should ideally not just benefit a single businesses, instead it needs to bring wider economic benefits to the Agri-food sector in Cornwall

Process for identifying the location of the Food Enterprise Zone

An open process will be followed to identify the site(s) for the first round of FEZ's in Cornwall. Interested parties are requested to complete this EOI as the first stage of the process. The submitted EOI's will then be scored and the site(s) that presents the strongest economic case will be invited to work with the LEP and Cornwall Council to progress with the LDO² development process.

The timeline for this process is outlined below:-

- Launch of Expression of Interest Process 26 March 2015
- Expressions of Interest submission deadline 30 April 2015
- Selection process completed by 29 May 2015
- Selected FEZ site launch 4 June 2015
- LDO process completed by 22 February 2016

Private Sector – Project proposal

- Aim - To make better use of the space at the cattle market in supporting existing business and providing new opportunities and create an Agri/Food hub.
Liskeard Food and Farming Centre.

Objective 1

To support the existing business at the site and adjacent streets.

- 1 Livestock Auctions Kivells
- 2 Internet and phone livestock marketing. CQLP
- 3 Cafe. No 3
- 4 Tyre Company. No1
- 5 Veg and Plant sales. No3
- 6 Tools and Antique-reties. No2
- 7 Stationary supplies / cards No2
- 8 Photographic Shop No 1
- 9 Bakery. No 1
- 10 Auctioneers / Estate Agents No 4

Objective 2

Create the opportunity for new Food and Farming related business by using unused buildings to create an umbrella covered space to rent out stalls to small business on a Daily basis for markets eg

Farmers Markets

Saturday stalls.

Charity and Local events like the St Mathews fair and Primestock events.

Garden and Farming machinery displays.etc etc.

Building supplies Auction.

The creation of an exhibition hall could be done by pulling out the calf pens and having an open canvas.

(buildings are under lease but not used)

Next Steps: To assist in developing this bid advice is being sought from the relevant technical advisor to the Cornwall and Isles of Scilly Local Enterprise Partnership L.E.P. This person will be appraising the Food Enterprise Zone applications made to the LEP. The private sector project proposer and other relevant representatives will also attend the meeting.

Recommendation: That the Committee considers and approves an Expression of Interest in respect of the Rural Enterprise Zone.

2015 Foundation Award

The Council must confirm, by resolution at a full Council meeting that it publishes online the items listed.

GOVERNANCE

<u>Requirement</u>	<u>Location</u>	<u>Guidance</u>	<u>Traffic Lights</u>	<u>Who and When</u>
Criteria demonstrating good governance in managing the business and finances of a council	Committee Terms of Reference. In folder. ON WEBSITE	Should comply with current legislation & guidance & include date of next review		
Standing Orders and Financial Regulations	In folder	S. Orders or Financial Regs should explain procedure for contracts and internal control & compliance with Openess Regs		
Code of Conduct linked to councillors register of interests	Code of Conduct, in folder. Register of interests ON WEBSITE	No need to include on our Website if on C. C's site.		
Publication scheme	Cant find anything written. All contact details ON WEBSITE	Website should include details of the clerk, Council and Councillors contact details and responsibilities		
Last annual return	Was on notice board for 30 days	Post a copy of the last return on Website		

Transparent information about council payments	Not published	Information on all payments must be transparent as financial regs and statutory proper practice		
Calendar of all meetings including the annual meeting of electors	Provided monthly ON WEBSITE	Annual calendar to include Council's Annual meeting and the annual Town meeting		
Minutes for at least one year of full council meetings and all committee and sub committee meetings	ON WEBSITE	Minutes of council and committee meetings for the last year to be available		
Current agendas	ON WEBSITE			
Budget and precept information for the current or next financial year	Not published	Post current or next years budget. Show comparison with previous two years & how precept was calculated		
The complaints procedure	In folder			
Criteria demonstrating good governance in managing the business and finances of the council	Internal audit, in folder			

A risk management scheme	In folder, part of H&S Policy	Not to be published		
A register of assets	Needs to be updated	Not to be published		
Contracts for all members of staff	Almost done	Not to be published		

COMMUNITY

<u>Requirement</u>	<u>Location</u>	<u>Guidance</u>
Criteria representing a council's role in the community and how it engages with the community	Community engagement strategy, in folder	
Council contact details and councillor information in line with the transparency code	ON WEBSITE	See publication scheme
The action plan for the current year	In progress	List objectives for the current year
Evidence of consulting with the community	Questionnaires in the Town Crier	Evidence from council publicity the community is consulted. Annual report, web material or news bulletins
Publicity advertising council activities	Monthly list of council activities provided ON WEBSITE	
Evidence of participating in Town and Country Planning	Fortnightly planning committee meetings. Minutes ON WEBSITE	Council documents demonstrate comment on applications. Prepare Neigh Plan.

DEVELOPMENT

<u>Requirement</u>	<u>Location</u>	<u>Guidance</u>
Criteria representing council improvement through the management and development of staff and councillors	Staff appraisal and training records	
Disciplinary and grievance procedures	In folder	Not to be published
A policy for training new staff and councillors	Training procedure. In folder	Policy, statement of intent and full records of training for new staff and councillors inc CPD. Councillors should all receive training on financial management
A record of all training undertaken by staff and councillors in the last year	Incomplete record	Include date, title, provider to include updating , CPD and on line courses
A clerk who has achieved 12 CPD points in the last year.	Yes, evidence from training records, put in folder	