

**5. TOWN CLERK'S REPORT - FINANCE AND GENERAL PURPOSES COMMITTEE – For Information – Update on Resolutions from 27 September 2016**

Item	Update
Library Building and Services.	As requested by the Committee, RIO have modified the Partnership Agreement. The Town Council (25 <sup>th</sup> October 2016) agreed to enter into the modified Agreement. Both RIO and the Town Council have signed the Agreement.
Liskeard Triangle Centre	Costings supplied indicated that the application was for normal running costs and as such was not eligible under the grants policy. The applicant withdrew the application. The applicant has been informed that future purchases and activities might well be eligible under the policy and suitable for application for grant.
Solar Panels Scheme	An update on progress has been obtained from the contractor and is attached to the agenda.

**7. GRANT APPLICATIONS a). Liskeard Traders Association (see attached).**

Background – The application includes an indication that no watering will be undertaken as part of the proposal. The Facilities Committee 8<sup>th</sup> November 2016 received a report on the retirement of the contractor the currently carries out the watering for the Council and some of the businesses. The report was deferred pending the outcome of a meeting arranged for 11<sup>th</sup> November with the Liskeard Traders Association and the Town Council to discuss watering issue.

**RECOMMENDATION:** That the outcome of the 11<sup>th</sup> November 2016 meeting is reported and the request for grant considered.

**7. GRANT APPLICATION b). Liskeard School and Community College (see attached)**

**RECOMMENDATION:** That the grant request for £500 is approved.

**8. DEVOLUTION – CORNWALL COUNCIL - To receive an update on progress and consider and approve the approach taken and submission of an Initial Proposal Form (I.P.F.)**

8.1 Background – At the last Committee meeting, Councillors considered the need to progress a resolution of the outstanding lease of the Rapson's Multi Area Games Area and the possibility of progressing a more general Devolution package with Cornwall Council. The Committee resolved the following:

## 216/16 DEVOLUTION – RAPSONS’ MULTI USE GAMES AREA

Following discussion, it was proposed by Councillor Hawken, seconded by Councillor Goldsworthy and the Committee RESOLVED that discussions should take place with Cornwall Council regarding options to:

1. Obtain a package of the freehold of Rapsons’ MUGA, the adjacent Rapsons’ green space and the Rapsons’ car park.
2. Package 1. Plus additional items that emerge from the discussions but including Castle Park (but not the freehold) and the potential for lower Westbourne car park to be used as a free or reduced cost short stay car park.

8.2 Update – on 21<sup>st</sup> October 2016, the Mayor, Chair of Facilities and the Town Clerk met with the Community Link Officer David Read to discuss the above.

8.3 Cornwall Council – Devolution Policy and Sites – Cornwall Council outlined the Policies relating to Devolution. A key driver was the significant changes to the Cornwall Council budget. Not least being that from a position in 2010 when 50% of the Cornwall Council budget had been funded by Government supplied Revenue Support Grant by 2020 Cornwall Council will no longer be receiving funding of that nature. Cornwall Council also outlined their preferred ownership and management options for a range of sites. The options and sites are outlined below.

8.4 Cornwall Council Preferred Ownership and Management Options – They have put forward three options:

1. Owned and managed by Cornwall Council – ((Cornwall Council, with consideration of risk profiles and financial impacts, retains the freehold and primary management responsibilities for an asset due to its significant strategic function, commercial opportunities (current and potential income) or strategic importance.))
2. Owned by Cornwall Council and managed by a third party (Town Council) – ((Cornwall Council retains ownership of a site due to the strategic function, commercial opportunities, regional/national importance. The management of the site is transferred to a third party (this could be a commercial partner, third sector or other) through a lease or management agreement. This will also include assets which are leased out commercially and require the tenant to repair and maintain the asset and provide the Council with a rent from the tenancy.))
3. Transfer of Ownership and management to a third party (Town Council) – (The Council devolves the freehold or leasehold of the site and the on-going repair/management is then arranged separately by the new owner of the site).

8.5 Cornwall Council Preferred Sites Cornwall Council put forward following sites as being potential sites for Devolution:

Name	C.C. Preference
Castle Park	1
Culverland Play Area – Culverland Park	3
Diggory’s Field – Penhale Close	3
Eastern Avenue	3
Hendra Park – green space adjacent to lodge	3
Henford Play Area (Henscol Vale – Henfordh Grange)	3
Jack Bice Play Area – Jack Bice Close	3
Lanchard Valley – area of meadow and woodland	3
Lanchard Cemetery	3
Land at junction of Barras Street and Dean Street	3
Pendray Play Area - Pendray Gardens	3
Peppers Park Play Area	3
Rapsons Field	3
Silvanus Jenkin Avenue	3
St Martins Churchyard Cemetery	2
Stanley Maggs Play Area – Stanley Maggs Way	3
Sungirt Valley – Natural Greenspace	3
Trevecca Sports Field – (opposite the Trevecca Units)	None given
Trevillis Park	3
Westbourne Gardens	2

Comment – It should be noted that in most cases the Cornwall Council proposed way forward would be to transfer all landownership and maintenance liabilities to the Town Council. Two of the exceptions (Castle Park and Westbourne Gardens) relate to more significant sites surrounded by residential development that have a potential significant future development value.

8.6 Town Council Proposals – Cornwall Council had been sent advance notice of the Finance and General Purposes Committee Devolution resolution above. In the discussions, it became clear that the list of items presented were effectively financial liabilities. No income generating assets such as the car parks either Rapsons or Westbourne Car Park were included. In the discussions, Cornwall Council indicated that whilst the Devolution of car parks could not be ruled out, the anticipation was that the Town Council would need to take on a significant package of liabilities to balance any income generating assets. This was the model followed by Penzance and St Austell Town Council’s in recent years.

The Town Council representatives indicated that a transfer of a package of liabilities without any income stream might well result in a significant increase in the precept levied by the Town Council. It was also mentioned that the business units at Liskeard Business Park might well provide a useful balancing income stream to offset any liabilities.

8.7 Next Steps – The Town Council representatives indicated that they would update the Town Council and seek guidance on the next steps to pursue. The Cornwall Council representative indicated that if the Town Council submitted an Initial Proposal Form (IPF) outlining the Town Council’s request the proposal could then be researched and costed to more properly inform both parties as to the financial and legal implications of the proposal.

8.8 Conclusion – Committee is asked to consider whether the Town Council should submit an Initial Proposal Form (I.P.F.) for the original Option A which would secure the Rapson’s site to enable as the Town Council to progress outstanding repairs and maintenance. Or whether the Town Council should submit an Initial Proposal Form (I.P.F.) for a comprehensive package including the list of liabilities but definitely including income generating assets such as Westbourne Car Park and the Business Units at Liskeard Business Park.

8.9 Observations - The Devolution process has been difficult from a Town Council perspective partly because even a modest sum might have a significant percentage increase in the precept and “unforeseen” developments such as other towns have experienced are more difficult to accommodate on a small Town Council budget than a Unitary Council’s budgets.

8.10 Recommendation - For this reason the previous lack of detail in costings and slow response times has not been of assistance in considering the merits of Devolution. The Committee may feel that if we submit an Initial Proposal Form (I.P.F.) and request information on the complete package on a “without prejudice basis” then the Town Council would be in better position to consider the Devolution potential.

**RECOMMENDATION: That Committee considers approving the submission of an Initial Proposal Form (I.P.F.) for a complete Devolution package including assets such as the Car Parks and Business Units at Liskeard Business Park.**

## **9. FINANCE AND GENERAL PURPOSES COMMITTEE BUDGET SETTING** **2017/2018 – to receive and approve the proposed 2017/2018 budget**

Background – The report should be read in conjunction with the attached EXCEL spreadsheet Financial Plan 2017/2018 – 2021/2022. Committee is asked to concentrate on the 2017/2018 financial year for the purposes of budget setting. The later years are indicative and will be amended in the light of future developments.

Committee is asked to note the following:

- Finance and General Purposes Committee – as with the other Committees, a 2% increase in baseline budgets unless indicated below.
- Council Review – Support Service Manager post – The Council has appointed a Support Service Manager in accordance with the Review recommendations. The total employment cost including salaries, NIC and Superannuation contributions is £29,581. This is being included in the new budget figure n1.
- Elections shortfall (£5,556.77) – Cornwall Council have notified the Town Council that if all three wards are contested in the 4<sup>th</sup> May 2017 Town Council elections, the cost to the Town Council will be £10,596.77. note n2 on attached EXCEL spreadsheet. The Town Council has budgeted for an elections budget of £5,040. n2 The shortfall is £5,556.77 to meet costs. This needs to be included in our precept setting. The 2016/2017 £2,000 elections budget should be placed into a nominated elections reserve along the 2014/2015 and 2017/2018 budgeted sums.
- Neighbourhood Plan – The Chair and Vice Chair of the Planning Committee and asked that until the Neighbourhood Plan process comes a live Planning document that the relevant, budget heading including grants and Nominated Reserves continue to be carried as part of the Finance rather than set up a separate Planning Committee budget. The 2016/2017 budget £7,550, plus grants and nominated reserves should be rolled forward into a nominated reserve for the 2017/2018 financial year.
- CCTV – as reported on previous occasions owing to the age of the CCTV system in the town centre, the repair and maintenance bill is increasing. The Police have also indicated that the newer systems available now have an enhanced capability compared with the extant machines. From initial contacts with another Town Council it is suggested that figure of £35,000 for replacement CCTV kit is put into a future financial year 2019/2020.
- Section 106 Technical Budget - £5,000 – The Town Council recently confirmed its desire to pursue Section 106 projects and Neighbourhood Plan projects of benefit to the Community. The Town Council will need to fund preparatory design, valuation and legal costs etc. Therefore, this new budget code is proposed to meet the aspiration. Note n4.

**RECOMMENDATION: That the draft 2017/2018 budget is approved along with the proposed precept growth items and the nominated reserves relating to elections and Neighbourhood Plan be carried forward.**

## **10. PRECEPT AND BUDGET SETTING 2017/2018 – to receive an update on the 2017/2018 Precept and Budget setting and recommend to Council accordingly**

10.1 Background – several external and internal factors need to be considered when looking at precept and budget setting and making recommendations to Council.

10.2 Council Tax Base Cornwall Council has provided a formula which shows the impact of residential completions on the size of the Council Tax base. The 2016/2017 tax base was 2833.2. This has increased to a 2017/2018 figure of 2899.17. This has the impact of spreading any precept that the Town Council might set over a greater number of households thereby reducing the impact on individual households.

10.3 Cornwall Council – Council Support Grant – The Committee may recall that advice from Cornwall Council and C.A.L.C. was that over the current three-year funding period the Council Support Grant paid by Government to Cornwall Council for Town and Parish Councils would be reduced.

Although the countywide figures are not yet available, contact with Cornwall Council has indicated that the Liskeard Town Council, Council Support Grant has been reduced.

Council Support Grant	
2016/2017	£45,492
2017/2018	£33,566.31
Reduction	£11,925.69
Percentage reduction in Council Support Grant	26%

The initial notification regarding the provisional cuts in the Council Support Grant over a three-year period has not proven particularly accurate. This impacts upon the Town Council in budget planning.

	2015/2016	2016/2017	2017/2018
Indicative Cut	15%	10%	10%
Actual Cut	22%	+5.3%	26%

10.4 Cornwall Council Notification of Town Council Elections 4<sup>th</sup> May 2017 – the Town Council has been contacted by Cornwall Council regarding the costs of the Town Council elections. The details are:

### Liskeard North Ward

Uncontested Election	£274.98
Contested Election	£2,675.79

Liskeard West Ward  
 Uncontested Election £274.98  
 Contested Election £3,442.75

Liskeard East Ward  
 Uncontested Election £274.98  
 Contested Election £4,478.23

Town Council – Elections Budget

2014/2015 – Elections - reserve	£1,000
2016/2017 – Elections – approved budget	£2,000
2017/2018 – Elections draft	£2,040
Town Council – Elections Reserve	£5,040
Potential Maximum Cost	£10,596.77
Potential Elections Funding Shortfall	£5,556.77

10.5 Reserves – The Town Council holds the following reserve accounts. These will not need to be drawn upon in the current financial year to meet the normal operating costs of the Council as there is sufficient funds within the HSBC current account.

Lloyds Deposit Account (30 <sup>th</sup> August 2016) (interest rate 0.5%)	£133,777.50
Cornwall Council – (9 <sup>th</sup> November 2016) (daily variable interest rate .87% - .99%)	£401,212
Total Reserve	£534,989

10.6 Communications and Engagement Committee – 2017/2018 approved draft budget figure £67,355 which was 2% higher than for the 2016/2017 year. Note that the review subsequently made two significant changes:

- Liskeard In Bloom - £9,180 removed from Communication and Engagement Committee and transferred to the Facilities Committee.
- Museum Committee - £24,900 separate budget line changed to an annual grant within the Communications and Engagement Committee budget.

£83,075 – draft 2017/2018 Communication and Engagement Budget (incorporating the former Museum Committee budget).

10.7 Facilities Committee – The Facilities Committee in the 2017/2018 budget year carries the costs of the Public Hall capital. This results in a non-standard year budget for 2017/2018. The costs are artificially high but can be covered by the creation of

the relevant nominated reserves as recommended by Facilities. Similarly, the receipt of construction related on the building costs side is artificially. The only significant impact of the Public Hall project on the precept in 2017/2018 is anticipated loss of £9,500 of income from bookings during the refurbishment project. Thereafter, the £25,000 per year income is anticipated to increase to £40,000 which will in fact assist the Council in funding a greater proportion of the operating costs of the Public Hall from receipts.

10.7.1 Public Hall Refurbishment Project – The estimated gross project cost is £125,000. As of the 10<sup>th</sup> November 2016 grants to the value of £115,000 were being applied for the Public Hall project. The Town Council will need to make a final contribution from its own resources. In the draft budgets attached the Town Council element would be covered in the following way from the current approved budget:

Budget Heading	Amount
Nominates Reserves Budget 2015/2016	£12,700
Public Hall Project 2016/2017	£25,000
Dilapidations 2016/2017	£15,500
Total	£53,200

In this way, the Town Council contribution to the project cost could be accommodated from within a revised Facilities Committee Capital Programme. Consequent upon receipt of written confirmation the actual amount of Town Council contribution might need to be varied either increased or decreased. Should the Town Council contribution need to be increased it might be adjusted by taking the Dilapidations 2017/2018 budget which is £21,310.

10.7.2 Facilities Committee – Financial Plan 2017/2018 – 2021/2022 (see attached EXCEL spreadsheet)

Items of Note:

n 1 - 2017/2018 Public Hall Income -£15,500 – this has been reduced to take account of the disruption in the income stream.

n 2 – 2017/2018 Nominated Reserve Public Hall Income -£12,700 – this is the carry forward from the 2015/2016 financial year to fund n 5 below.

n 3 – 2017/2018 Grants External -£62,500 – anticipated external grants to support the Public Hall Refurbishment Project.

n 4 – 2017/2018 Salaries £11,530 – increase as a result of the Council approvals of the Salaries and Grading Report of the External Consultant and the Caretaker and Handyman Team review approved by Town Council at its 5th September 2016 meeting.



n 5 – 2017/2018 Public Hall £158,795 is the combined £125,000 cost of the Refurbishment Project and the normal annual operating costs of the Public Hall £33,795.

n 6 – 2016/2017 Public Hall from this £25,000 should be carried into next financial year as a nominated reserve for the Public Hall total at n 5.

n 7 – 2016/2017 Dilapidations £15,500 should be put into a nominated reserve to fund n 5 the Public Hall project.

#### 10.7.3 Project Codes (used in EXCEL spreadsheet)

Public Hall – pb

Foresters Hall – fh

Guildhall – gh

Westbourne Gardens – wg

Dean Street Toilets / Amenity Project – ds

Eastern Avenue – ea

Maudlin Farm – mf

#### 10.7.4 Nominated Reserves 2016/2017 Carry Forward

To assist in creating the Council financial contribution to fund the Public Hall Refurbishment Project it is recommended that the following are combined into a nominated reserve and carry forward into the 2017/2018 financial year.

Nominated Reserve Public Hall 2015/2016	£12,700
Public Hall (Projects Budget) 2016/2017	£25,000
Dilapidations 2016/2017 Budget	£15,500
Total	£53,200

Facilities Committee have recommended to Finance and General Purposes Committee and the Council that the attached Financial Plan is adopted and relevant nominated reserves £53,200 are authorised.

### **10.8 Consideration of Options for Budget and Precept setting – 2017/2018**

The input from the various Committees above has been used to create three Options below.

Option 1 is essentially the basic range of commitments that the Council has entered into already in the course of the year. It also includes some provision to cover the loss of income associated with the closure of the Public Hall. There some external factors beyond the control of the Council such as Council Support Grant cuts and the cost of the 2017 elections.

Option 2 and Option 3 cover Option 1 plus Devolution packages at various levels. They are put forward in the knowledge that the Devolution item on this agenda might help inform the Committees consideration of these options.

The tables below give further detail such as the impact upon the precept and the Band D payment per annum and per week.

**RECOMMENDATION: That the Committee consider the range of Options and recommends one to the 6<sup>th</sup> December 2016 Town Council.**

	Option 1 Income Reduction and Elections	Option 2 (Option 1 plus Devolution package to a value of £75,000)	Option 3 (Option 1 plus Devolution package to a value of £125,000)
Precept	£472,215	£547,215	£597,215
Percent Increase	21%	40%	50%
Additional funding raised	£82,962	£157,962	£207,962
Band D payment per annum 2017/2018	£162.88	£188.75	£205.99
Comparison with the 2016/2017 £137.39	+£25.49 per year (.49p per week)	+£51.36 per year (.98p per week)	+£68.60 per year (£1.31 per week)

	2016/2017	2017/2018
<b>Expenditure</b>		
C&E Committee	£66,000	£83,075
Museums Committee*	£24,900	0
Facilities Committee	£239,345	Dependent Upon Option
F&GP Committee	£161,280	Dependent Upon Option
Staffing	£2,000	£2,040
<b>Total</b>	<b>£493,525</b>	<b>Dependent Upon Option</b>
<b>Income</b>		
Council Support Grant	-£45,492	-£33,566
Internal Income	-£58,780	-£49,280
Precept	-£389,253	Dependent Upon Option
<b>Total</b>	<b>-£493,525</b>	<b>Dependent Upon Option</b>
2% base increase	£9,870	
Income Public Hall down	£9,500	
Review Related Recommendations Facilities and Support Service teams.	£41,111	

Section 106 Project Fees	£5,000	
Council Support Grant cut	£11,925	
Election Shortfall	£5,556	
Option 1 Sub Total	£82,962	
Option 2 (Option 1 plus Devolution package of a £75,000)	£157,962	
Option 3 (Option1 plus a Devolution package of £125,000)	£207,962	

**11. CHRISTMAS CAR PARKING CHARGES – to approve delegation to the Town Clerk and Mayor the authority to approve an arrangement with Cornwall Council on Christmas Car Parking fees subject to the budget limit of £2,070.**

Background – discussions are underway with Cornwall Council and local businesses regarding the possibility of having free car parking on the Saturday's in the run up to Christmas. The Finance Committee holds a budget of £2,000 for this. Cornwall Council has indicated that they would hold the car parking charges at last year's levels. In this case one Saturday's car parking would cost £690 to cover in Westbourne and the Cattle Market Car Park. Rapsons' would cost £170. The combined cost for a Saturday would be £860. Two Saturdays would at £1,720 come within the budget. The relevant dates are 3<sup>rd</sup> December (Small Business Saturday), 10<sup>th</sup> December, 17<sup>th</sup> December and 24<sup>th</sup> December. The views of the businesses and the possibility of a contribution are being sought and will be reported to Committee if available in time. Owing to the need for Cornwall Council to serve the necessary notice it would be too late to leave a decision until the next Town Council on 6<sup>th</sup> December 2016.

**RECOMMENDATION:-** That the Committee approve delegation to the Town Clerk and Mayor the authority to approve an arrangement with Cornwall Council on Christmas Car Parking fees subject to the budget limit of £2,000.

**12. CORNWALL COUNCIL – G.R.E.G. REVIEW – to respond that the number of Cornwall Councillors representing the town should not be reduced**

Background – Cornwall Council are conducting a review of their governance systems and procedures. One issue under consideration is the number of Cornwall Councillors. Given the significant number of residential units consented and allocated for the town, the increase in the number of electors will reduce the amount of support that the Cornwall Councillors could give to individual electors. Any

reduction in the number of Cornwall Councillors would reduce even further the support that they are able to give to individuals and the community as a whole.

**RECOMMENDATION: That the Town Council respond that the number of Cornwall Councillors representing the town should not be reduced.**

**13. HEALTH & SAFETY, COSHH AND GENERAL COMPLIANCE SYSTEMS AND TRAINING– to receive and approve the Option 3 SWATT quote £1,330.**

Background – Ellis Whittam conducted their annual review earlier in the year. They indicated several steps which are being implemented. One was a suggestion that the Council update its Health & Safety, COSHH and general compliance systems and training. SWATT are currently being used for certain of the training for Staff and Volunteers. They have provided a quote which is attached. Option 3 at a cost of £1,330 is recommended by the Facilities Manager with the relevant costs being booked to the Staff budget £2,000 held by the Finance and General Purposes Committee.

**RECOMMENDATION: that Option 3 SWATT is approved at a cost of £1,330.**

**14. TRAINING AND DEVELOPMENT POLICY – to receive and approve the attached Training and Development Policy**

**RECOMMENDATION: That the Training and Development Policy is adopted..**

**15. INVESTMENT STRATEGY – to receive and approve the Investment Strategy**

**RECOMMENDATION:** That the Investment Strategy is adopted.

**16. EMPLOYEE HANDBOOK – to receive and approve the attached Employee Handbook.**

**RECOMMENDATION:** That the attached Employee Handbook is adopted.

**17. PAYMENTS SCHEDULE – to receive and approve the payments schedule.**

**RECOMMENDATION: That the Payments Schedule is approved.**

