

## **6. TOWN CLERKS REPORT – FOR INFO Update on Items from 24 January 2017**

Land at Eastern Avenue and Springfield Road – This piece of land has now been transferred to Council ownership. Costings are being obtained from contractors for the maintenance of the site and will be reported to the Facilities Committee.

Precept 2017/2018 - Cornwall Council have been notified of the 2017/2018 precept figure. Cornwall Council have confirmed they have received the notification.

## **8. APPOINTMENT OF AN INTERNAL AUDITOR – to confirm the appointment of an Internal Auditor for the 2016/2017 and 2017/2018 financial years.**

Background – The Council is required to have an Internal Auditor. It has previously been reported to Council that the present Internal Auditor is regrettably unable to continue providing any Internal Audit services due to ill health. Owing to the closeness of the end of the financial year end, the Council agreed to delegate approval to the Town Clerk and Mayor to procure an Internal Auditor for the current 2016/2017 and 2017/2018 financial years. All Councillors were circulated by e-mail with details of the specification issued by the Council and responses of the three contractors. Taking account of the Councillor responses, a letter of appointment will be issued on 24<sup>th</sup> February 2017 to: Torpoint Town Council - whose Responsible Financial Officer will carry out the Internal Audit at a cost £350 per annum no VAT charged.

**RECOMMENDATION: That the Council confirm the delegated decision to appoint the Responsible Financial Officer of Torpoint Town Council as the Internal Auditor for the 2016/2107 and 2017/2018 financial years.**

## **9. HONOURED BURGESSES 2017 – to consider the appointment of Honoured Burgesses in 2017**

Background – The Town Council undertakes the award of Honoured Burgess status to individuals who are deemed to have made an outstanding contribution to the life of the town. This is marked by means of the award of a medal and certificate at a Mayor Choosing Ceremony, Council meeting or other venue as circumstances might permit. Thereafter, the Honoured Burgesses are invited to attend subsequent annual Mayor Choosing ceremonies, the Remembrance Day Parade and attend the Civic Services of the Town Council.

There have been recent Honoured Burgess awards in 2015 John Lennon and 2016 the late George Vaughan-Ellis. These were the first awards for several years. In the 1990's awards appear to have been made on a more frequent basis. If Council is minded to continue with a 2017 Honoured Burgess process, Councillors are asked to consider whether to appoint one or perhaps more Honoured Burgesses.

**10. FINANCIAL RISK MANAGEMENT – MAXIMISATION OF INTEREST EARNED ON RESERVE ACCOUNTS AND FORMER ONE YEAR BOND ACCOUNT – to consider and approve the transfer of funds between accounts and the closure of some accounts with a view to maximising interest earned.**

Background – The Town Councils’ main operational current account is with HSBC. This account does not earn interest. Hence, the Town Council has been depositing funds until they needed for operational reasons with the Cornwall Council interest earning deposit facility. This has the advantage of monthly compounded rates of interest compared with an end of term interest calculation on a Bond. It also has better access than a Bond and a higher rate of interest a current account.

The Town Council also holds reserves to invest in special projects and works upon its own buildings and property. The Town Council has some accounts with Lloyds which includes the former one year Bond account. The rates of interest are low compared with the Cornwall Council deposit facility. It has been calculated that an additional £2,040 interest per year could be earned if the funds currently held with the following Lloyds accounts were transferred to the Cornwall Council:

Lloyds (former one year bond) account	£128,852 (28 <sup>th</sup> December 2016)
Lloyds Instant Access Deposit account	£129,799 (9 <sup>th</sup> December 2016)
	£258,651

Interest Rates comparison:

Lloyds Instant Access Deposit account	0.05% fixed (9 <sup>th</sup> December 2016)
Cornwall Council – deposit facility	.88% - .99% daily variable rate December rates (12 <sup>th</sup> January 2017)

**RECOMMENDATION:** That the funds within the Lloyds accounts be transferred to the Cornwall Council deposit facility with higher interest, easy access and monthly compounded interest. The accounts and sums being:

**Lloyds (former one year bond account) - £128,852**

**Lloyds Instant Access Deposit Account - £129,799**

**11. IT SUPPORT PROVIDER – to consider and accept the most appropriate IT Support Provider for the Council in the 2017/2018 financial year**

Background – The Council has carried out an upgrade to its IT provision over the financial years 2015/2016 and 2016/2017. This took longer than anticipated not least because the upgrade to the Public Hall and Foresters Hall to BT Superfast Broadband which was marketed as taking 10 days eventually took 11 months. The Council also rewired the Public Hall. Some new pieces of hardware and the necessary software licenses were purchased for all machines. New working methods were introduced within the offices and training undertaken.

Going forward the Council will not need to receive as much IT Support Provision as has been the case in the last two years. To this end four IT Support Provider contractors have been approached to provide IT support in the next 2017/2018 financial year. All prospective contractors visited the Council buildings and saw the systems and uses. Four quotes have been provided and are attached as agenda item 22 under the PARTII reports. This costs are outlined in brief below.

Contractor A - £275 per month + VAT (plus initial one off charge £250 + VAT for checking the existing systems) – The Council has used this contractor in the past. They have provided good service when on-site.

Contractor B - £30 per hour + VAT. This contractor does not feel able at the present time to offer a one year support package to the Council. However, they are prepared to offer an online support package and on-site visits as required. The Council has used this contractor in the past and been satisfied with the results.

Contractor C - £225 per month + VAT. This contractor has not previously been used by the Council. Nevertheless they did appear approachable and capable.

Contractor D - £55 per month for two hours support (no VAT charged by the contractor) The contractor is suggesting that two hours per month could be provided for this amount. The contractor's work is known to the Council. The contractor has generally been quick to respond to the Council's requirements.

Clerks Comments: The Council does not have sufficient volume of ongoing IT work to justify spending too much on IT Support. There might be occasions in the future when additional support or hours could be purchased as and when needed. The Council does not have a separate IT budget line. Costs have been booked either to Administration and Miscellaneous budget heads within the Finance and General Purposes Committee. The IT support costs for the TIC and Museum are booked to the Communications and Engagement budget and Museum grant.

Contractors A and C would appear to be offering a service that is more expensive than the Council requires.

Contractors B and D – are very similar in terms of cost and appropriateness to our requirements for the forthcoming year. Both have provided IT Support to the Town Council and are known to be reliable. The only noticeable difference would appear to be the Contractor B is based in Tavistock and Contractor D is based in Liskeard. This might affect the time to respond in very urgent cases and the Council might be minded in cases where all other things are equal to place the contract with the local business.

**RECOMMENDATION: That the Council confirms Contractor D for the 2017/2018 year as the IT Support provider.**

## **12. UNAUTHORISED BANNERS AND SIGNAGE – APPROACHES TO THE TOWN – to consider the Town Council approach to take with regards unauthorised banners and signage.**

Background – The issue has been discussed at a recent meeting of the Planning Committee. No recommendations to Council were forthcoming from those discussions. This report focuses on the main approaches to the town notably on the series of roundabouts in the vicinity of the A38. The following points are relevant in considering what approach to take:

1. Ongoing Issue – the placement of unauthorised banners and signage has been an issue mentioned at previous meetings of the Forum.
2. The Town Council does not own the land in those areas. Hence, it does not have the rights of a landowner to approve or remove items.
3. Cornwall Council is the Planning Authority and hence issues such as compliance or breach of the advertisements consents rest with Cornwall Council to implement. The Town Council (and indeed members of the public) can request that Cornwall Council take enforcement action.
4. Cornwall Council is the Highways Authority and hence issues such as highway safety rest with Cornwall Council.
5. Authorised Use of Banners and Signage – most notably for the promotion of date specific events are generally to be welcomed when they relate to the Town.
6. Unauthorised Banners and Signs – non-local businesses. The Town Council may wish Cornwall Council to take enforcement action to remove unauthorised banners and signs from businesses not in Liskeard.
7. Unauthorised Banners and Signs – local businesses. Beyond anecdotal evidence, it is not likely that a local business could ‘prove’ the number of business enquiries generated from a particular form of advertising. Notwithstanding this, a business might ‘feel’ that the banners are of value to them. Nevertheless, there are also instances in which other local business might feel aggrieved when they are in direct competition with those with unauthorised banners and do no benefit from such adverts themselves.

**RECOMMENDATION: That the Town Council confirms that it supports banners and signage compliant with the relevant regulations. That it does not support unauthorised banners and signage from businesses not from Liskeard and asks Cornwall Council to take the necessary enforcement action against them.**

## **13. GRANT APPROVAL TRANSFER – to consider the transfer of an approval of grant from the Liskeard Traders Association to the Town Forum.**

Background – The 6<sup>th</sup> December 2016 Town Council meeting considered a request for a grant from the Liskeard Traders Association. The project was to extend the hanging baskets coverage in the town centre as a joint project with the Town Council. The Town Council approved a grant of £2,000 for two distinct elements of the project.

Forum – at the 22<sup>nd</sup> February 2017 Town Forum meeting, the Town Forum agreed to host the project to extend the coverage of hanging baskets. The Liskeard Traders Association representative present confirmed the Association would be happy for the transfer of the project to the Town Forum. The Town Forum requested that the Town Council transfer the offer of a £2,000 grant from the Liskeard Traders Association to the Town Forum.

Comments – The 6<sup>th</sup> December 2016 Town Council resolution was conditional and is contained in the recommendation below.

**RECOMMENDATION: That the offer of a grant of £2,000 be transferred from the Liskeard Traders Association to the Town Forum, subject to the understanding that the subsequent years consumable materials costs would be paid for by the businesses benefitting from the hanging baskets themselves and not form ongoing requests to the Town Council for grant, a grant of £1,000 to the one-off capital set up costs (e.g. purchase and installation costs of items such as brackets, baskets, etc.) and £1,000 towards the purchase costs of consumables materials and supplies such as compost, flowers etc. and to the cost of making up the hanging baskets themselves.**