

Liskeard Town Council

01579 345407
9am – 1pm
E-mail:
townclerk@liskeard.gov.uk
www.liskeard.gov.uk



Mr S Vinson
Town Clerk
3/5 West Street
Liskeard
PL14 6BW

11th March 2021

Dear Councillor

TAKE NOTICE THAT A MEETING of the FACILITIES COMMITTEE will be held remotely using Zoom at 7.30pm on TUESDAY 16th March 2021 which you are hereby summoned to take part.

Yours faithfully

Steve Vinson

TOWN CLERK

Members of the public are invited to view or speak at the meeting – please contact the Facilities Manager for a link by emailing facilities@liskeard.gov.uk

The Chair will advise those present of organisational matters.

AGENDA

1. Apologies

2. Declarations of Members interests Registerable and Non-Registerable.

3. Minutes of Previous Meeting

To approve the minutes of the meeting held on Tuesday 19th January 2021 as a true record.

4. Public Participation

None previously notified

5. Facilities Manager's Report

To receive a general update on the Town Council facilities – for information.

6. Booking Forms and Pricing Review 2021/22

To receive a report on the proposed revisions to the booking forms and pricing structure for the Public Hall and to approve the proposed changes.

7. Booking software

To approve the recommendation for purchase of Rialtas Booking software for the sum of £976.00 + VAT in first year to include set up and training and £296.00 + VAT per year thereafter.

8. Parks and Open Spaces Working Group

To receive an update from the Parks and Open Spaces Working Group and consider any recommendations.

9. Budget Monitoring 2020/21

To receive and accept budget report to February 2021.

10. Reserves

(a) To approve the transfer of monies precepted in 2020/21 and which have not been spent and need to be carried into next year for a specific project.

(b) To approve the combining of all the current reserves into either Large Property or Parks and Open Spaces Reserve.

11. Correspondence

None

12. Date of Next Meeting

To be confirmed.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section (2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the businesses to be discussed, the Press and Public be excluded from the meeting for the following item(s) of business.

13. Update on Guildhall tenants and the on-going impacts of COVID-19

To receive an update on the Guildhall tenants.

14. Update of Facilities Staff

To receive an update on Facilities Staff.