

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held remotely on Tuesday 28th July 2020 at 7.30 p.m. there were included:

The Mayor – Councillor Rachel Brooks – in the chair.

The Deputy Mayor – Councillor Sandra Mitchell.

Councillors – David Ambler, Ian Barlow, Simon Cassidy, Ian Goldsworthy, Sally Hawken, Sue Shand, Julian Smith, and Christina Whitty.

Town Clerk – Steve Vinson

Mayors Chaplain –

Responsible Financial Officer and Deputy Town Clerk - Yvette Hayward

Facilities Manager - Jacqui Orange

Members of the Public – Nick Craker (Cornwall Councillor) and David Orr (resident).

The Deputy Mayor led the council and members of the public in saying prayers for the town and council.

84/20 APOLOGIES – Councillors Anna Clarke, Jane Pascoe, Tony Powell and Naomi Taylor.

85/20 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON-REGISTERABLE

– Councillor Goldsworthy declared an interest in Agenda Item 16 Policy for contracts involving Councillors. Councillor Ambler declared an interest in Agenda Item 16 Policy for contracts involving Councillors and Agenda Item 21 Remote Meeting IT options. Councillor Smith declared an interest in Agenda Item 16 Policy for contracts involving Councillors.

86/20 MAYOR'S REMARKS – I would like to apologise for the delays in financial reporting over the last few months. This was for a number of reasons, including the extra demands and constraints relating to Covid-19, the new software, and the fact that the financial modelling needed for the CLLD application was much more than any of us expected. I feel that I didn't spot quickly enough that there was a problem, partly because we are all operating remotely. We've now made some changes to the way we work to stop this happening in the future.

I'm glad to say that with some excellent work from Yvette and Trudy, all the year end work has now been completed, we've received a very positive internal auditors report, and we are well on the way to having the ongoing financial management information we need. Yvette emailed the reports to end May earlier today and it is intended to be completely up to date by our August meeting.

It is great news that Cornwall Council cabinet agreed last week to enter into a collaboration agreement with us for the Cattle Market Makers project and to allocate over £300,000 from their match fund to the project. As you'll have seen, a recommendation is also going to the full council Cornwall Council for a total of over £700,000 of investment in the Digital and creative workspace project and Cattle Market Makers.

Councillor Sally Hawken has played a key role in helping to get this investment for our town and Cornwall Council officers including Adam Birchall, Arron Jones and Lindsay Knuckey have put in a lot of work with us to make it possible. I'd like to thank all of them.

We've had another very positive Liskeard Unlocked meeting and are well on with developing a programme of mostly outdoor and online activities for September. This will include an event in Castle Park, mostly around the Making Space for Nature consultation, and an event in the Cattle Market which will combine a display on the history, an opportunity to learn more about future plans and a food market.

Finally, I'm delighted to report that a total of £980 was raised in the last financial year for my two Mayor's charities, Get-Together Cornwall and the Dreadnought Project. This has been sent to the organisations and received with thanks.

87/20 TO RECEIVE AND ADOPT THE MINUTES OF THE 30TH JUNE 2020

COUNCIL MEETING: – Subject to changing Minute 38/20 Declarations of Interest the Mayor proposed, Councillor Shand seconded, and the Council **RESOLVED** to **ADOPT** the minutes of the Council meeting held on 30th June 2020.

88/20 PUBLIC PARTICIPATION – David Orr (resident) gave a presentation in connection with the possibility of developing further the Neighbourhood Plan policy related to making it easier to cycle and walk around Liskeard. There are a number of funding opportunities around this. A meeting on cycling was being held on Thursday.

89/20 TOWN CLERK'S UPDATE – ITEMS FROM 30TH JUNE 2020

There were no comments to responses contained in the report.

90/20 COMMITTEE MEETING – MINUTES: a) Councillor Cassidy proposed, Councillor Smith seconded, and the Council **RESOLVED** to **RATIFY** the minutes of the Planning Committee held on Monday 22nd June 2020. b) Councillor Cassidy proposed, Councillor Smith seconded, and the Council **RESOLVED** to **RATIFY** the minutes of the Planning Committee held on Monday 13th July 2020.

RESPONSIBLE FINANCIAL OFFICER (RFO) REPORTS 8 – 15

91/20 RFO REPORT – to provide an update on the Council's accounting systems. 8i. Balance Sheet as at 31 March 2020, 8ii. Income & Expenditure for year ended 31 March 2020.

In response to questions, the RFO would provide a breakdown of the debtors figure on the balance sheet for information. It was noted that the figures to 31st March 2020 were produced by the new Rialtas system. The information for the previous financial year used the SAGE accounting system which employed different narratives making direct comparison not possible in this change over year, but the RFO would circulate the 2019 balance sheet for information.

92/20 ANNUAL INTERNAL AUDITOR REPORT 2019/2020 to receive and consider the Internal Auditor's report. 9i. Internal Audit Report, 9ii. Annual Internal Audit Report (from AGAR), 9iii. Internal Audit Coverage Coronavirus Impact.

The Internal Auditor's report was received and some questions asked for clarification. Based upon the recommendations:

- a) The Mayor proposed, Councillor Cassidy seconded and the Council **RESOLVED** to return the monies in the Cattle Market Investment reserve to the general reserve
- b) That Councillor Ian Goldsworthy will undertake the bank reconciliation verification check in mid-August
- c) The Mayor proposed, Councillor Smith seconded and the Council **RESOLVED** that the RFO should make regular reports to Council on the progress of all actions from the internal auditor's report.

93/20 ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS AND RISK MANAGEMENT ARRANGEMENTS 2019/2020 – to review the effectiveness of internal controls and risk management arrangements for 2019/2020.

Subject to amendment of FRA on p8 Internal Financial Controls (raising the assessment of the potential impact from medium to high), Councillor Smith proposed, Councillor Cassidy seconded and the Council **RESOLVED** to approve the Statement of Internal Control 2020 and the Financial Risk Assessment.

94/20 ANNUAL GOVERNANCE STATEMENT 2019/2020 – to respond to each of the nine statements of the Annual Governance Statement (Section 1 – Page 4).11. AGAR. As advised by the internal auditor, particular consideration must be given the impacts of the current coronavirus pandemic.

Part 1 – Councillor Cassidy proposed, Councillor Shand seconded and the Council **RESOLVED** to confirm “We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements”.

Part 2 – Councillor Cassidy proposed, the Mayor seconded and the Council **RESOLVED** to confirm “We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness”

Part 3 – Councillor Shand proposed, Councillor Cassidy seconded and the Council **RESOLVED** to confirm “We took all reasonable steps to ensure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances”.

Part 4 - Councillor Cassidy proposed, Councillor Smith seconded and the Council **RESOLVED** to confirm “We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.”

Part 5 – Councillor Cassidy proposed, Councillor Whitty seconded and the Council **RESOLVED** to confirm “We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required”.

Part 6 – Councillor Cassidy proposed, the Mayor seconded and the Council **RESOLVED** to confirm “We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.”

Part 7 – Councillor Cassidy proposed, Councillor Smith seconded and the Council **RESOLVED** to confirm “We took appropriate action on all matters raised in reports from internal and external audit.”

Part 8 - Councillor Shand proposed, the Deputy Mayor seconded and the Council **RESOLVED** to confirm “We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.”

Part 9 – Councillor Cassidy proposed, the Mayor seconded and the Council **RESOLVED** to confirm “Trust Funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/ assets including financial reporting and if required independent examination or audit”

95/20 ACCOUNTING STATEMENTS 2019/2020 – to approve the Accounting Statements signed by the RFO. (Section 2 – Page 5).

Councillor Cassidy proposed, Councillor Shand seconded and the Council **RESOLVED** to approve the Accounting Statements 2019/2020 for signature by the Chairman.

96/20 BUDGET MONITORING 2020/2021 – to receive and accept.

The report was noted.

97/20 SCHEDULE OF PAYMENTS – The Mayor proposed, Councillor Cassidy seconded and the Council **RESOLVED** to approve the schedule of payments.

98/20 AGED DEBTOR – Minute 18/20 – to agree action.

Councillor Smith proposed, Councillor Shand seconded and the Council **RESOLVED** to seek payment through the Small Claims Court.

The Mayor proposed and the Council agreed to amend the order of the agenda bringing forward agenda item 21. Remote Meeting IT Options.

20.44 Councillor Ambler was excluded from the meeting at this point.

99/20 REMOTE MEETINGS IT OPTIONS – to consider the attached report.

During the discussion, the views of Councillors Barlow and Pascoe were reported. In the discussion, it was confirmed that IT equipment was an issue for some councillors and staff, that this would need to be addressed and would be the subject of a report to the next meeting of the Mayor, Deputy Mayor and Chairs (11th August 2020). It was also noted that switching of videoconferencing platform would not overcome broad connectivity issues in remote locations. Councillor Cassidy proposed, Councillor Smith seconded and the Council **RESOLVED** to switch to the ZOOM option as set out in the attached report.

21.12 Councillor Ambler was readmitted to the meeting.

100/20 COVID19 STANDING ORDERS AND FINANCIAL REGULATIONS

Following discussion, Councillor Cassidy proposed, Councillor Shand seconded, and the Council **RESOLVED** to extend the amendments to Standing Orders and Financial Regulations for a further 3 months until the end of October 2020 (to be reviewed at each Council meeting held during the period).

101/20 ADJOURNMENT MOTION – Councillor Ambler proposed, Councillor Smith seconded and the Council **RESOLVED** to adjourn the meeting and defer unconsidered items to a special meeting.