

Liskeard Town Council

AT A MEETING of the **TOWN COUNCIL** held in the Emily Hobhouse Room on Tuesday 30 May 2023 at 7.30 p.m. there were included:

The Mayor – Councillor Simon Cassidy – in the chair

The Deputy Mayor – Councillor Christina Whitty

Councillors – Rachel Brooks, David Braithwaite, Kerry Cassidy, Nick Craker, Richard Dorling, Annette Lee-Julian, Ian Goldsworthy, Tony Powell, Lori Reid, Julian Smith and Naomi Taylor.

Mayor's Chaplain 2023/2024 – Theresa Conway Officer in Charge of the Citadel.

Mayor's Chaplain 2021/ 2022 & 2022/2023 - Reverend Andrew Day.

Town Clerk – Steve Vinson

Members of the Public – Pip Harris (Liskeard resident), Peter Woodward – (Volunteer Centre Director – STERTS Arts and Environmental Centre – see agenda item 6.) and Kath Vineer - (Volunteer STERTS Arts and Environmental Centre - see agenda item 6).

The Mayor's Chaplain Reverend Theresa Conway outlined some thoughts and led the Council and members of the public in prayer.

012 / 23 **APOLOGIES** – Councillors David Ambler and Jane Pascoe.

013/ 23 **DECLARATIONS OF MEMBERS' INTERESTS REGISTERABLE AND NON-REGISTERABLE** – The Town Clerk drew attention to the new External Auditor's (BDO LLP) company policy of asking for new clients with which they will be dealing to confirm before the commencement of the relationship, that there no conflicts of interest. Noted and agreed.

014 / 23 **MAYOR'S REMARKS** – The Mayor outlined his recent visits and gave the following reminders:

- 18th May 2023 Mayor Choosing - the Mayor thanked the organisations, community groups and Councillors and Staff for organising and attending. In particular, to those who spent most of the day dressing and setting up the venue.
- 20th May 2023 Agricultural Event – at which the Shadow DEFRA minister attended. The Mayor, spoke with a number of attendees one of whom said that the Liskeard Agricultural Show was already getting well booked up.
- 24th May 2023 – Coronation Tree Planting – A magnolia tree had been planted to mark the Coronation of King Charles III in Thorn Park.
- 26th May 2023 - Police and Safer Liskeard Pop Up – the Mayor said that it was well supported by a number of our partner agencies. The Mayor had raised the issue of achieving the CCTV live link to the Police Station with the PCC and hoped this would be achieved soon.
- 27th May 2023 – The Relay for Life event. – had been extremely well attended with a good number of teams.
- Councillors Oath of Allegiance – the Mayor invited those Councillors who had not been able to attend the Mayor Choosing where the Oath had been taken by the Council to take the oath which Councillors Ian Goldsworthy and Tony Powell did.

015 / 23 **TO RECEIVE AND ADOPT THE MINUTES OF THE 25TH APRIL 2023 COUNCIL MEETING** – Councillor Lee-Julian proposed, Councillor Smith seconded and the Council **RESOLVED** to **ADOPT** the minutes of the meeting held on 25th April 2023.

016 / 23 **PUBLIC PARTICIPATION** – None present wanted to speak when asked by the Mayor.

Councillor Smith proposed, Councillor Dorling seconded and the Council **RESOLVED** to go into **PARTII**

017 / 23 **PART II - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, the Press and Public be excluded from the meeting for the following item of Business:

24. **GRANT APPLICATION – STERTS ARTS AND ENVIRONMENTAL CENTRE (2022 ACCOUNTS COMMERCIAL IN CONFIDENCE)** – To consider the request for grant agenda item 6.

018 / 23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**
Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, the Press and Public were readmitted to the meeting.

019 / 23 **GRANT APPLICATION - STERTS ARTS AND ENVIRONMENTAL CENTRE** – Following discussion, mindful that for a number of years the STERTS Centre has offered local people including Liskeard resident’s participation as a performer or as a member of the audience in a range of productions. That the Town Council grant support might be used to encourage other local Councils within the STERTS catchment area to provide a contribution. That the Town Council was happy to see its contribution as an indication of support for the STERTS bid for Arts Council funding for £65,000. Councillor Kerry Cassidy proposed, Councillor Brooks seconded and the Council **RESOLVED** to **APPROVE** a grant of £1,500 to STERTS for the “The Beast of Bodmin Moor” production in 2024.

020 / 23 **TOWN CLERKS UPDATE** – All covered on the written agenda.

021 / 23 **COMMITTEE MEETINGS – TO APPROVE THE MINUTES:**

- a. Councillor Smith proposed, Councillor Braithwaite seconded and the Council **RESOLVED** to note the minutes of the Facilities Committee held on 21st March 2023.
- b. Councillor Taylor proposed, Councillor Braithwaite seconded and the Council **RESOLVED** to note the minutes and ratify the minutes of the Planning Committee meeting held on 17th April 2023.
- c. Councillor Craker proposed, Councillor Braithwaite seconded and the Council **RESOLVED** to note the minutes of the Communications & Engagement Committee held on 11th May 2023.
- d. Councillor Taylor proposed, Councillor Craker seconded and the Council **RESOLVED** to note the minutes and ratify the decisions of the Planning Committee meeting held on 15th May 2023.
- e. Councillor Smith proposed, Councillor Reid seconded and the Council **RESOLVED** to note the minutes of the Facilities Committee meeting held on the 16th May 2023.

022 / 23 **RFO REPORTS – (FOR INFORMATION - BANK BALANCES, BANKING AND CATTLE MARKET MAKERS PROJECT FINANCIAL UPDATE)** – Noted.

023 / 23 **TRUST REPORT** – It was noted that the Eva Bowles Memorial fund would be closed once the last funding had been disbursed. The Mayor proposed, Councillor Lee-Julian seconded and the Council **RESOLVED** to accept the report on the trusts administered by the Town Council.

024 / 23 **INTERNAL AUDITORS REPORT** – Councillor Smith proposed, Councillor Dorling seconded and the Council **RESOLVED** to accept the Internal Auditors report.

025 / 232 **ANNUAL GOVERNANCE STATEMENT – SECTION 1 - 2022/2023** –

1. Councillor Dorling, Councillor Taylor seconded and the Council **RESOLVED** that:
“We have put in place arrangements for the effective financial management during the year, and for the preparation of the accounting statements.”
2. Councillor Braithwaite proposed, Councillor Dorling seconded and the Council **RESOLVED** that:
“We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.”
3. Councillor Smith proposed, Councillor Dorling seconded and the Council **RESOLVED** that:
“We took all reasonable steps to assure 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”.
4. Councillor Dorling proposed, Councillor Lee-Julian seconded and the Council **RESOLVED** that:
“We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts and Audit Regulations.”
5. Councillor Braithwaite proposed, the Deputy Mayor seconded and the Council **RESOLVED** that:
“We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal control and/or external insurance cover were required.”
6. Councillor Lee-Julian proposed, the Deputy Mayor seconded and the Council **RESOLVED** that:
“We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems”.
7. Councillor Reid proposed, Councillor Taylor seconded and the Council **RESOLVED** that:
“We took appropriate action in all matters raised in reports from internal and external audit”.
8. Councillor Smith proposed, Councillor Braithwaite seconded and the Council **RESOLVED** that:
“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.”
9. Councillor Dorling proposed, Councillor Kerry Cassidy seconded and the Council **RESOLVED** that:

08/23

“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. “

The Mayor signed and the Town Clerk countersigned the relevant part of Section 1.

026 / 23 **ACCOUNTING STATEMENTS 2022/2023** – Councillor Dorling proposed, Councillor Powell seconded and the Council **RESOLVED** to **APPROVE** the Accounting Statements 2022/2023.

The Mayor signed the Accounting Statement Section 2.

027 / 23 **SCHEDULE OF PAYMENTS** – Councillor Dorling proposed, Councillor Braithwaite seconded and the Council **RESOLVED** to approve the Schedule of Payments.

028 / 23 **PROJECT PLAN TEMPLATE** – Councillor Reid proposed, Councillor Craker seconded and the Council **RESOLVED** to approve the template as the format for all new / ideas and projects to be presented to Council or Committee.

029 / 23 **GRANTS POLICY AND APPLICATION FORM REVIEW (ATTACHED)** – With the inclusion of the two items raised during the discussion Councillor Kerry Cassidy proposed, Councillor Taylor seconded and the Council **RESOLVED** to approve the revised grant policy and application form.

030 / 23 **CORNWALL COUNCIL – LISKEARD & LOOE / CORNWALL GATEWAY COMMUNITY AREA PARTNERSHIP** – Following consideration, Councillor Brooks proposed, and the Mayor seconded and the Council **RESOLVED** to confirm the 3 priorities to Cornwall Council as being – the Economy – Environment and Young People and that Councillor Taylor be the nominated reserve.

031 / 23 **CORNWALL COUNCIL – CASTLE PARK – DEVOLUTION (ATTACHMENTS)** - The Mayor proposed, Councillor Goldsworthy seconded and the Council **RESOLVED** to note the receipt of a response from Cornwall Council’s Solicitors and note and support the comments of the Town Council’s Solicitor and our observations (including the situation of the Civil Defence bunker and the taking out of a Chancel repair Indemnity Insurance.

032 / 23 **WORK NEST STAFF HANDBOOK REVIEW (ATTACHED)** – Councillor Smith proposed, Councillor Brooks seconded and the Council **RESOLVED** to approve the updated Staff Handbook and refer to the Staff Representatives for their acceptance.

033 / 23 **CORNWALL COUNCILLOR UPDATES** – Cornwall Councillor Nick Craker reported:

- That the After Hours Club had been referred by Devon and Cornwall Police for a full review of their licence. The deadline for anyone to make submissions to the review is 8 June 2023 to licensing@cornwall.gov.uk
- The new revised car parking charges order came into force on 31 May, despite concerns raised by Councillors and local businesses about the suitability of a zonal charging scheme and introduction of Sunday charges.

09/23

- Luxstowe House had been surveyed, showing some concerns with the integrity of the building. Little maintenance had been undertaken on Luxstowe for over 25 years. Continuity planning was being undertaken in case Cornwall Council needed to vacate the building before the new Integrated Services Hub was completed in the Cattle Market. The public facing services include the registration service and back office roles in planning, enforcement and housing. The Integrated Services Hub planning application was due to be determined at East Cornwall's Planning Committee on 12 June.

034 / 23 **CORNWALL COUNCIL PLANNING DECISIONS** – Noted.

035 / 23 **CORRESPONDENCE** – None

036 / 23 **DATE OF NEXT MEETING** – 27th June 2023 at 7.30 pm Council.

10/23