

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held in the Long Room on Tuesday 26 June 2018 at 7.30 p.m. there were present:

The Mayor – Councillor Christina Whitty – in the chair.

Councillors – Rachel Brooks, Anna Clarke, Ian Goldsworthy, Sally Hawken, Roger Holmes, Sandra Mitchell, Jane Pascoe, Sue Shand and Julian Smith.

Town Clerk – Steve Vinson Mayor’s Chaplain – Kevin Grant

Members of the Public – Nick Craker (Cornwall Councillor) and Laura Kellaway (Amenities Manager – Looe Town Council).

Mayor’s Chaplain led the Council in prayer and remembrance of Mike Elford and the father of the former councillor Annie Purdon.

The Mayor advised the Councillors and members of the public of Housekeeping matters.

54/18 APOLOGIES – The Deputy Mayor, Councillors Bennetts, Powell and Taylor.

55/18 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

Agenda Item 15 Schedule of Payments – Councillor Clarke declared an interest in a payment to Young People Cornwall and Councillor Goldsworthy declared an interest in a payment to HE Goldsworthy.

56/18 MAYOR’S REMARKS - The Mayor updated Council on her engagements and activities since the last meeting - the more significant of which were:

Buckingham Place Garden Party 15th May – The Mayor and her consort had attended. (Cornwall Association of Local Councils – had been asked to put forward representatives from two Town Councils – Liskeard and Falmouth were chosen).

Wetherspoons – The Mayor had opened the new Wetherspoons.

Civic Service, the Furry Dance and Beating the Bounds – The Mayor thanked those Councillors who had taken part in these events, including Cornwall Councillor Nick Craker who had lead the Furry Dance with her.

Relay for Life – The Mayor had started the event and then walked for two hours.

Green Power Challenge – the Liskeard School and Community College team had done well as only one of five to complete the challenge.

57/18 TO RECEIVE AND ADOPT THE MINUTES OF THE ANNUAL TOWN MEETING HELD ON THURSDAY 19 APRIL 2018 - Councillor Clarke proposed, the Mayor seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Annual Town Meeting held on Thursday 19 April 2018.

58/18 TO RECEIVE AND ADOPT THE MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 24 APRIL 2018 - Subject to the amendments on pages 1 and 3, the Mayor proposed, Councillor Shand seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Council meeting held on Tuesday 24 April 2018.

59/18 TO RECEIVE AND ADOPT THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON TUESDAY 1 MAY 2018 - The Mayor proposed, Councillor Smith seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Special Council meeting held on Tuesday 1 May 2018.

60/18 TO RECEIVE AND ADOPT THE MINUTES OF THE MAYOR CHOOSING MEETING HELD ON WEDNESDAY 16 MAY 2018 - The Mayor proposed, Councillor Holmes seconded and the Council **RESOLVED** to **ADOPT** the Minutes of the Mayor Choosing meeting held on Wednesday 16 May 2018.

61/18 PUBLIC PARTICIPATION - None.

62/18 COMMITTEE MEETINGS

a. COMMUNICATIONS & ENGAGEMENT COMMITTEE HELD ON TUESDAY 1 MAY 2018 - Councillor Brooks proposed, Councillor Shand seconded, and the Council **RESOLVED** to **NOTE** the minutes of the Communications & Engagement Committee held on Tuesday 1 May 2018.

b. PLANNING COMMITTEE HELD ON TUESDAY 8 MAY 2018 - Councillor Holmes proposed, Councillor Shand seconded, and the Council **RESOLVED** to **NOTE** the minutes of the Planning Committee held on Tuesday 8 May 2018.

c. FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 22 MAY 2018 - The Mayor proposed, Councillor Brooks seconded, and the Council **RESOLVED** to **NOTE** the minutes of the Finance & General Purposes Committee held on Tuesday 22 May 2018.

d. PLANNING COMMITTEE HELD ON TUESDAY 29 MAY 2018 - Councillor Holmes proposed, Councillor Smith seconded, and the Council **RESOLVED** to **NOTE** the minutes of the Planning Committee held on Tuesday 29 May 2018.

e. PLANNING COMMITTEE HELD ON TUESDAY 19 JUNE 2018 - Councillor Holmes proposed, Councillor Smith seconded, and the Council **RESOLVED** to **NOTE** the minutes of the Planning Committee held on Tuesday 19 June 2018.

63/18 TOWN CLERK'S UPDATE – ITEMS FROM THE 24TH APRIL 2018 COUNCIL NOT ALREADY ON THE AGENDA - The Town Clerk said that Minute 635/17 reported the resignation of Councillor Sue Pike and the dates contained in the notice by which the public might request an election. He updated that, Cornwall Council had since informed the Town Council, that the requirements for requesting an election were not met. Consequently, the Town Council might fill the vacancy by co-option. The Town Council had advertised the vacancy and received 5 applications. On the 25th June 2018, Councillors had interviewed the 5 co-option applicants. The Councillors had voted to recommend that the co-option vacancy be offered to Simon Cassidy. Council could confirm this by formal resolution at its meeting this evening.

Councillor Hawken proposed, Councillor Holmes seconded, and the Council **RESOLVED** to co-opt Simon Cassidy as a councillor.

64/18 PUBLIC HALL REFURBISHMENT PROJECT – The Town Clerk supplied the architect's appraisal which included an outline of the works, the tendering process and the recommendations of the architect regarding the appointment of a contractor. The plans relating to the project were provided as was information relating to the reserves held by the Council. In considering the report Councillors noted:

- This would be the first significant investment in the building since the mid 1990's.
- The items arising from the need to meet statutory requirements would have to be carried out in any case.
- The opportunity should also be taken to provide a lift to the stage to enhance the disabled access and operational utility of the Public Hall.
- The toilets for the use of the disabled should take account that often carers accompany the disabled person. Therefore, the toilets need to have sufficient room for more than one person and enhanced provision of supporting facilities and supplies.
- It was suggested that the noise reduction measures in the Long Room could extend to double glazing should the budget permit.

Following discussion, Councillor Brooks proposed, Councillor Smith seconded, and the Council **RESOLVED** to **APPROVE:**

- the letting of the contract to the company identified as 2 in the report.
- the project should be modified to include the provision of lift access to the stage, the disabled accessible toilets to have the size, capacity and facilities to accommodate two people.

- Double glazing be added to further reduce noise in the Long Room.
- the draft total budget be increased from £248,700 to £275,000.
- the £128,700 sum being sought from the General Reserve be revised to £155,000 to meet the additional requirements and aspirations sought by Council.

65/18 LOCAL GOVERNMENT BOUNDARY COMMISSION (LGBC)

CONSULTATION PROPOSALS – a). Councillor Goldsworthy proposed, Councillor Hawken seconded and the Council **RESOLVED** to **APPROVE** the revised post 2021 Cornwall Council division proposals for circulation to the Town and Parish Councils within the relevant wards.

Following discussion and the revision of the Town Councillor ward figures from Central 10 and South 5, to Central 9 and South 6 to better reflect the electorate projections, Councillor Goldsworthy proposed, Councillor Brooks seconded, and the Council **RESOLVED** to **APPROVE** b). the revised LGBC proposals for the new Town Council wards.

66/18 ANNUAL INTERNAL AUDITORS REPORT 2017/2018 - The Town Clerk circulated the revised Annual Internal Auditors report which had been completed and signed. The Town Clerk drew attention to the comment of the Internal Auditor regarding box I. and indicated that this would be implanted before sending the completed AGAR form to the External Auditor. In addition, the Internal Auditors report to Councillors which had already been circulated would formally be considered by the 24th July 2018 Finance & General Purposes Committee.

The Mayor proposed, Councillor Pascoe seconded, and the Council **RESOLVED** to **ADOPT** the Annual Internal Auditor's Report 2017/2018.

67/18 ANNUAL GOVERNANCE STATEMENT 2017/2018 - All Councillors had been supplied with copies of the Annual Return 2017/2018. The Town Clerk read to Council each of the parts of the Annual Governance Statement 2017/2018. Each Part was proposed and seconded and to obtain the single minute reference for the AGAR form the Council passed a single resolution at the end of the report.

Part 1 – “We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements”. - Councillor Brooks proposed, the Mayor seconded, approval of the Part 1 as a correct statement.

Part 2 – “We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness”
Councillor Pascoe proposed, Councillor Clarke seconded, approval of the Part 2 as a correct statement.

Part 3 – “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 smaller authority to conduct its business or on its finances”. - Councillor Smith proposed, the Mayor seconded, approval of the Part 3 as a correct statement.

Part 4 - “We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.”
Councillor Clarke proposed, the Mayor seconded, approval of the Part 4 as a correct statement.

Part 5 – “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”. - Councillor Pascoe proposed, the Mayor seconded, approval of the Part 5 as a correct statement.

Part 6 – “We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.” - Councillor Holmes proposed, the Mayor seconded, approval of the Part 6 as a correct statement.

Part 7 – “We took appropriate action on all matters raised in reports from internal and external audit.” - Councillor Smith proposed, the Mayor seconded, approval of the Part 7 as a correct statement.

Part 8 - “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 smaller authority and, where appropriate have included them in the accounting statements.” - Councillor Clarke proposed, Councillor Pascoe seconded, approval of the Part 8 as a correct statement.

Part 9 – “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”
The Mayor proposed, Councillor Brooks seconded, approval of the Part 9 as a correct statement.

To obtain the consolidated minute reference for entry into the Annual Governance Statement of the Annual Governance and Accountability (AGAR) form, the Mayor proposed, Councillor Brooks seconded and the Council **APPROVED** the Annual Governance Statement.

68/18 ACCOUNTING STATEMENTS 2017/2018 - The Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** to **APPROVE** the Accounting Statements 2017/2018.

69/18 WESTBOURNE GARDENS 10 YEAR MANAGEMENT AGREEMENT (MINUTE 229/17 29TH AUGUST 2017 COUNCIL) – Following discussion, subject to the inclusion of “reasonable” at both clause 2.1.3 and 3.20 on the agreement, Councillor Goldsworthy proposed, the Mayor seconded and the Council **RESOLVED** to **APPROVE** the agreement. The Chair of the Facilities Committee thanked Cornwall Councillor Hawken for her efforts in progressing this within Cornwall Council.

70/18 SAFEGUARDING POLICY (MINUTE 531/17 27TH FEBRUARY 2018 COUNCIL) – Following discussion, Councillor Shand proposed, Councillor Brooks seconded and the Council **APPROVED** that the draft policy be revised (with the assistance of councillors with relevant experience) and brought back to the Council at its next meeting, and the draft policy be adopted pending the receipt of the revised policy.

71/18 SCHEDULE OF PAYMENTS – The Mayor proposed, Councillor Smith seconded and the Council **APPROVED** the schedule for payment.

72/18 CORNWALL COUNCIL PLANNING DECISIONS – noted.

73/18 CORNWALL COUNCIL COUNCILLOR UPDATES – main points:-

Cornwall Councillor Craker –

- A38 the document outlining the case for upgrading the A38 has been presented to the Transport Secretary Chris Grayling MP. It indicated a potential boost for the economy of South East Cornwall of £900 million. It was hoped that that the A38 would be included in the 2020-2025 transport infrastructure programme.
- COSTA the application had been approved by 7 v 6 at the Cornwall Council planning committee.
- 4G alternative – a meeting being organised with a company proposing an alternative to 4G which might prove useful in the Community Network Area.

Cornwall Councillor Hawken -

- Westbourne Gardens – a team of 10 volunteers have done an extensive litter pick including the removal of broken glass in advance of the Drumhead Service – the contractor would increase the frequency of waste bin emptying, if they are informed the bins are full. The dog wardens will commence visits to the Gardens (which have a dog ban order in place). Initially, they have been asked to take a softer approach as some members of the public will not be aware that there is an active dog ban.
- Maudlin Farm – the Town Council will be approached regarding the possible use of the amenity land during the active building phase of the Cornwall Council housing scheme.

Cornwall Councillor Pascoe -

- Green Power Challenge – through the Mayor’s Charity, the Town Council had supported the Liskeard School and Community College team in building a battery powered kit car. Councillor Pascoe and several other people including the Mayor, had been to see the Liskeard School and Community College team compete. Their car was one of only five that completed the challenge.
- Traffic – a meeting was held regarding the increasing levels of traffic in the Dobwalls parish, which was reportedly causing “rat run” type driving habits. Councillor Pascoe was of the opinion that this type might impact the Old Road part of Liskeard.

74/18 CORRESPONDENCE – 19th June 2018 – Cornwall Council - draft letter from the Chair of the Liskeard / Looe Community Network Panel regarding Police numbers and response times. It was confirmed that the Town Council would support the sending of the letter.

75/18 DATE OF THE NEXT MEETING – It was proposed that the office investigate alternative dates in early September instead of the indicated Tuesday 28th August 2018 date.

The Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** to move into PART II.

76/18 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 items of Business;

22. SITE ACQUISITION – (MINUTE 30/18A. 22ND MAY 2018 REFERS FINANCE & GENERAL PURPOSES COMMITTEE) – TO REPORT THE FINDINGS.

23. LEASE RENEWALS – (MINUTE 30/18B. 22ND MAY 2018 REFERS FINANCE & GENERAL PURPOSES COMMITTEE) – TO CONSIDER AND APPROVE THE LEASES.

77/18 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 the Press and Public were readmitted to the meeting.

The Mayor proposed, Councillor Clarke seconded, and the Council **RESOLVED** to **ADOPT** the recommendations made in closed session. The recommendations being:

78/18 SITE ACQUISITION – (MINUTE 30/18A 22ND MAY 2018 FINANCE & GENERAL PURPOSES COMMITTEE) That the Council approve the steps outlined in the report with the inclusion of the additional proposal.

79/18 LEASE RENEWALS – (MINUTE 30/18B 22ND MAY 2018 FINANCE & GENERAL PURPOSES COMMITTEE) That the Council approve the steps outlined in the report and enter into the approved leases.