

## **LISKEARD TOWN COUNCIL**

**AT a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE** held in the Council Chamber on Tuesday 22 May 2018 at 7.30 p.m. there were present:

The Mayor – Councillor Christina Whitty – in the Chair.

The Deputy Mayor – Councillor David Ambler.

Councillors – Rachel Brooks, Ian Goldsworthy, Sally Hawken, Roger Holmes, Jane Pascoe, Tony Powell, Sue Shand and Julian Smith.

Members of the Public – Darren Arulvasagam (Liskeard Air Cadets), Justine Bennison (Bean Coffee Shop), Kirk Mason (Bean Coffee Shop), Rev. Steve Morgan (St Martins Church), Hella Tovar (Ploughman's Festival) and Brian Ugalde (Liskeard Radio).

The Mayor advised the meeting of Housekeeping matters.

**11/18 APOLOGIES** – None.

### **12/18 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON**

**REGISTERABLE** – The Deputy Mayor agenda item 15. Councillor Goldsworthy agenda items 7a and 15. Councillor Shand agenda item 8 and Councillor Hawken agenda item 8.

**13/18 TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 20 MARCH 2018** - Subject to one change, the Mayor proposed, the Deputy Mayor seconded and the Committee **APPROVED** the Minutes of the meeting held on Tuesday 20 March 2018.

**14/18 PUBLIC PARTICIPATION** – Rev. Steve Morgan – (St Martins Church) presented information relating to the project. Key points of which were:

- The capital refurbishment works to the church itself were nearing completion.
- The laptops would be used to support a range of activities including enabling those people with no IT facilities to access Universal Credit forms.
- Church's Against Poverty (C.A.P.) were holding close conversations regarding supporting the wider community.

Darren Arulvasgam – (Liskeard Air Cadets) presented information relating to the project. Key points of which were:

- Exercises were conducted at locations where poor or no mobile phone signals were obtainable and/or the multi day nature of an exercise meant that the a mobile charge would run out.
- The equipment needed to meet RAF specifications in order to achieve an element of the cadets qualification.
- The Air Cadets carried out marshalling duties in support of the Liskeard Agricultural Show.

Hella Tovar – (Ploughman’s Festival) circulated information relating to the project.

Key points of which were:

- The Festival was keen to build on the recent public and Town Council focus on plastic free, by taking the opportunity to use an innovative recyclable cornstarch tumbler, with “I am not plastic” on the tumbler.
- There had been consideration of the use of glass and reusable plastic tumblers, however, the small number of volunteers were too stretched to handle the washing and storage of the tumblers.
- The Festival was very popular with the public.

Bryan Ugalde – (Liskeard Radio) presented further information relating to the project.

Key points of which were:

- The Liskeard Radio has promoted local events, including those of the Town Council, such as, the Cornish Christmas etc.
- The need for the upfront payment of £5,000 causes the project cash flow issues as income from adverts is not received until later in the year.
- Liskeard Radio can’t supply accurate usage figures, as this would require the them to upgrade to an annual license. To qualify for this the volunteers, would need to broadcast for a full 12 months of the year. They lacked the capacity to do this.

**15/18 TOWN CLERK’S REPORT** – Noted.

**16/18 BUDGET** – The Town Clerk explained that the Accounts Clerk had been signed off for health reasons. The pressing need for the Council was the completion of the year end accounts for the auditor. Hence, the budget would be presented at the next meeting.

20.03 The Deputy Mayor and Councillor Goldsworthy left the meeting.

**17/18 GRANT APPLICATIONS – a). St Martins Church - Laptops and software.**

Following discussion, Councillor Powell proposed, Councillor Smith seconded, and the Committee **RESOLVED** to award a grant of £500.

20.14 The Deputy Mayor and Councillor Goldsworthy returned to the meeting at this point.

b). Liskeard Air Cadets – Purchase of radio equipment. Councillor Smith proposed, Councillor Powell seconded and the Committee **RESOLVED** to award a grant of £1,400.

c). Ploughman’s Festival – Purchase of a stock of recyclable tumblers. Following discussion, it was decided to request further information from the applicants including: whether there were arrangements for separating out the tumblers within the waste stream at the event, whether the local industrial composting scheme could yet accept Cornstarch tumblers, whether as in some other events, it was possible to apply an initial additional £1 charge for a glass, the person then retaining the glass for all the subsequent drinks at the festival.

d). Liskeard Radio – Contribution towards the cost of the service. Councillor Brooks proposed, Councillor Pascoe seconded and the Committee **RESOLVED** to award a grant of £500.

**18/18 YOUTH FUND 2018/2019 – REFERRED FROM COUNCIL MINUTE 501/17.D 30<sup>TH</sup> JANUARY 2018 – RECOMMENDATIONS FROM THE COMMUNICATIONS & ENGAGEMENT COMMITTEE MINUTE 651/17 1<sup>ST</sup> MAY 2018** – It was confirmed that consideration of the report would be in two parts.

Communications & Engagement Committee – Consideration of the main recommendations arising from the Youth Survey Following extensive discussion, Councillor Brooks proposed, Councillor Hawken seconded and the Committee **RESOLVED** to examine various best practice examples of Youth Forums / Youth Councils including making visits where necessary and covering the relevant travel costs.

Following discussion, Councillor Brooks proposed, Councillor Powell seconded and the Committee **RESOLVED** to establish a £5,000 Youth Grants Fund from the £20,000 set aside for the Youth Fund 2018/2019.

21.05 Councillors Hawken and Shand left the meeting.

Communications & Engagement Committee – Recommendation regarding funding the Lyskerrys Youth Group. Following discussion, Councillor Goldsworthy proposed, Councillor Brooks seconded and the Committee **RESOLVED** that the Lyskerrys Youth Group be given a grant of £7,570 to cover their operations until the 31<sup>st</sup> March 2019. The format of the provision will be at their discretion. Furthermore, it should be indicated that it is anticipated that they will strive to achieve financial independence.

21.31 Councillors Hawken and Shand returned to the meeting.

## **19/18 CORNWALL COUNCIL/RIO – LISKEARD LIBRARY – COMPREHENSIVE IMPACT ASSESSMENT**

– Following the concern’s expressed by the Town Council regarding elements of the pre-application, a meeting had been held with the Mayor, Councillors Clarke and Smith, the Town Clerk and two senior Cornwall Council libraries and information services managers. During the discussions, the following key points were made:

- The Cornwall Council libraries budget was being cut by 55%.
- Should Cornwall Council retain the library they would make the necessary savings by moving the library services to Luxstowe House.
- The Cornwall Council libraries service Comprehensive Impact Assessment is focussed on the provision of a future library service.
- The Cornwall Council senior libraries managers were minded that the only viable way to retain the best library provision possible in the town centre was to support the delivery of the Devolution of the library to RIO.

The Committee noted that:

- The reduction in the numbers of people using the library, corresponded to a reduction in the number of days the library was open per week. If the reduced opening hours were taken into account, there was an actual small increase in library use.
- During the 6 months that the library was fully closed for conversion works, no indication for alternative town centre provision appeared to have been considered.

Following discussion, Councillor Hawken proposed, Councillor Brooks seconded and the Committee **RESOLVED** to contact RIO and Cornwall Council and ask for: a). an early completion of the stakeholder list and its supply to the Town Council. b). a schedule of the stakeholder meetings. c). a timetable for the progression of the planning application.

## **20/18 FINANCIAL REGULATIONS – UPDATE TO FINANCIAL REGULATION 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

– The Town Clerk updated with further advice from the Cornwall Association of Local Councils’, that should the Financial Regulations be so amended, it would be possible for a Vice Chair in the absence of the Chair to support the Town Clerk’s recommendation. Following discussion, Councillor Brooks proposed, Councillor Hawken seconded and the Committee **RESOLVED** to adopt the following:

### **“4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £25,000.

- the duly delegated Facilities committee of the council for items over £5,000 and for other duly elected committees of the Council for items over £2,500 or
- the Town Clerk/Responsible Financial Officer, in conjunction with the Mayor or Chair of the appropriate committee, for any items below £2,500.

4.5. In cases of extreme risk to the delivery of council services, the Town Clerk/RFO in consultation with the Chair of Facilities Committee may authorise revenue expenditure on behalf of the council which in the Town Clerk/RFO's judgement is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £7,500. The Town Clerk/RFO shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter."

It was noted that all relevant councillors and staff should be trained in the revised Financial Regulation 4.

**21/18. FEAST (SEE ATTACHED OPEN SMALLER GRANT APPLICATION FILE) – Application for grant to the Cornwall Arts Centre Trust (Truro) Ltd – to approve a match-funding contribution of £250 from the C&E events budget for the 'Hats Off to Liskeard's Women Workers project.'**

Councillor Brooks proposed, Councillor Hawken seconded and the Committee **RESOLVED** to approve the match funding contribution of £250 from the Communications & Engagement Committee events budget for the 'Hats Off to Liskeard's Women Workers project

22.26 Councillor Ambler left the meeting.

**22/18. TOWN COUNCIL (OFFICES, TOURIST INFORMATION CENTRE AND MUSEUM) TELEPHONE SYSTEM – to approve the purchase of a new telephone system with reduced annual operating costs.**

It was confirmed that regulations required an emergency telephone with a landline connection in the lift proposed by the Public Hall Refurbishment project. Hence, the retention of the line made redundant by the decommissioning of the franking machine.

Councillor Brooks proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to approve the purchase and installation of the new telephone system with reduced annual operating costs.

22.30 Councillor Ambler returned to the meeting.

**23/18 CORNWALL COUNCIL DEMOCRATIC SERVICES – TOWN COUNCIL – VACANCY. Notification of no election to be held. The Town Council is now able to fill the vacancy by co-option.**

Councillor Goldsworthy proposed, Councillor Smith seconded and the Committee **RESOLVED** to adopt the co-option time table as:

1st June – place advert in local press, website and noticeboards.

18th June (noon) – closing date for receipt of applications.

26th June Council or pre meeting to Council – conduct of interviews.

**24/18. CORNWALL COUNCIL – NOTIFICATION OF THE COMMUNITY NETWORK HIGHWAYS SCHEME (SEE ATTACHED LISKEARD LOOE HIGHWAYS REQUEST LIST AND HIGHWAYS SCHEME INDICATIVE COSTS)**

The Committee noted that the Cornwall Council notification was being referred to the 29th May 2018 Planning Committee for more detailed consideration.

**25/18. SCHEDULE OF PAYMENTS FOR APPROVAL** – Councillor Brooks proposed, the Mayor seconded, and the Committee **RESOLVED** to approve the schedule of payments.

**26/18. CORRESPONDENCE** – 22<sup>nd</sup> May 2018 – Cornwall Council's Legal Service have sent the draft Westbourne Gardens Management Agreement with modifications. The Town Clerk proposed to send immediately to the Town Council's solicitor Coodes with a request to supply any comments with a view to reporting to the next Town Council meeting 26<sup>th</sup> June 2018.

**27/18. DATE OF THE NEXT MEETING** - Tuesday 24 July 2018

The Mayor proposed, Councillor Brooks seconded and the Committee **RESOLVED** to go into **PARTII**

**28/18. 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 items of Business;

**29/18. SITE ACQUISITION – LEASE RENEWAL** – The Mayor proposed, Councillor Hawken seconded and the Committee **RESOLVED** to adopt the resolutions made in PARTII as set out below.

**30/18. A. SITE ACQUISITION** – to clarify the points raised and report back.

**B. LEASE RENEWALS** – that the item is differed pending the receipt of further information.