

LISKEARD TOWN COUNCIL

AT a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held in the New Liskeard Room on Tuesday 25 September 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, Simon Cassidy, Ian Goldsworthy, Jane Pascoe, Tony Powell.

Members of the Public – Carole Theobald (iSight Cornwall), John Straker (Lighthouse Community Centre CIC) and Elliott Straker (Lighthouse Community Centre CIC).

The Mayor advised the meeting of Housekeeping matters.

210/18 APOLOGIES – Councillors Hawken and Smith.

211/18 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE – The Deputy Mayor agenda item 15 Schedule of Payments bacs payment 259.

212/18 TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 24 JULY 2018 – The Mayor proposed, the Deputy Mayor seconded and the Committee **APPROVED** the Minutes of the meeting held on Tuesday 24 July 2018.

213/18 PUBLIC PARTICIPATION –

Carole Theobald – (iSight Cornwall) presented further information and answered questions relating to the project. Key points of which were:

- 103 Liskeard residents are registered with them for sight related issues. Referrals include those from GPs and also from Plus and Active Plus.
- Changes in individuals sight over time mean that the piece of equipment being purchased for Liskeard resident Ms J. might well be donated back to iSight Cornwall if the situation regarding her sightedness changes.
- 40+ people are likely to attend the 11th February 2019 drop in event which is being held in Liskeard.

John Straker and Elliott Straker (Lighthouse Community Centre CIC) showed a video, and answered questions relating to the project. The key points of which were:

- Venue – there was no building, as such, that the CIC used as their centre. They hired venues as needed and stored equipment etc. in a garage.
- IT equipment – it was suggested that, this was of a very high specification. Less expensive equipment could achieve the same results. Their current laptop was of limited capability. They thought that the equipment specified would well suit their needs.
- Other groups, including those working with young people were looking at similar media and performance projects. Had they thought about combining with them and going for a larger grant from a specialist arts or film body?. They had been aware of our funding and had prepared a bid for it.
- Were they a church-based organisation? Whilst, they were Christians of various denominations, they avoided referring to themselves in that way so as not to put some people off.

214/18 TOWN CLERK'S REPORT – Minute 136/18 Budget Following discussion of feedback from Graham Deacon the accountant, it was decided to investigate the availability of a new accounting package. This should not involve the manual transfer of data from one system to another e.g. SAGE to EXCEL. This would reduce inaccuracies and save time. It was considered that an item be included for budget purposes. In addition, to looking at other town councils, the school and community college were believed to be looking at a new package.

215/18 BUDGET – The changes to the EXCEL spreadsheet were considered an improvement. Producing and printing in landscape would add to the volume of text that could be accommodated in the Notes box.

216/18 GRANT APPLICATIONS – a). iSight Cornwall. Following discussion, the Deputy Mayor proposed, Councillor Powell seconded, and the Committee **RESOLVED** to award a grant of £450.

b). Sterts Centre. Following discussion, Councillor Brooks proposed, Councillor Powell seconded and the Committee **RESOLVED** to award a grant of £250.

c). Lighthouse Community Centre CIC. – Following consideration, it was agreed that the applicant be contacted regarding: the high specification (and hence cost) of the IT, the possible progression of a joint application with other groups proposing similar projects that might be more successful in bidding for funding to other larger scale arts specific grant programmes.

217/18 AIMS AND OBJECTIVES 2018/2021 – The Town Clerk reported that, in connection with the “Liskeard Together” bid, the board advising the Department of Work and Pensions on European Social Fund applications had recommended the bid for approval. The Department of Work and Pensions would progress their consideration of the application. It was not known when any spending would be incurred. Hence, the proposal at agenda item 10.7 was still a sound recommendation.

Following discussion, the Mayor proposed, Councillor Brooks seconded and the committee **RESOLVED** to adopt the objectives 2019/2020 subject to amending 8.3 Employment Land Study and to adopt “That given the very limited capacity to deal with the current workload, it is proposed that the Council resolve that any suggestion for a new item of work should be accompanied by an explanation of what corresponding element of the existing workload could be dropped in order to take up the new item.”

218/18 ECONOMIC DEVELOPMENT SUPPORT/REVIEW OF STAFF STRUCTURE

Following extensive discussion, Councillor Powell proposed, Councillor Goldsworthy seconded and the committee **RESOLVED** to support the development of the proposal that:

- the post of Town Clerk and Responsible Financial Officer (RFO) has the RFO element transferred to the Support Service Manager post. The Town Clerk to then become responsible for the delivery of the Council’s economic development objectives. This to include the line management of the new economic development post and projects and investments entered into with public and private sector partners.
- the post of Support Service Manager be modified to Deputy Town Clerk and Responsible Financial Officer (RFO). Some events and promotional elements relating to the Communications & Engagement Committee element of the current post be transferred to the Administration Assistant (Support Services (Part Time)).
- The Administration Assistant (Support Services (Part Time)) being offered an increase in hours to fit the requirements of the transfer. Noting that the current postholder does not wish to become a full-time post.

It was noted that the Neighbourhood Plan Referendum (25th October 2018) and Memorandum of Understanding with Cornwall Council in respect of the redevelopment of the former cattle market site (due to go to the October Planning and Council) would help set further the context to the development of the detail of the economic development post.

Subject to the above and modifying the role profile of the new economic development post (by reducing the number and range of tasks and producing realistic targets), Councillor Brooks proposed, Councillor Cassidy seconded, and the committee **RESOLVED** to develop the economic development role profile and include in the draft budgets the sums indicated the report (£45,000.)

219/18 BUDGET AND PRECEPT SETTING 2019/2020 – It was agreed that a report be taken to the next meeting of Council (30th October 2018) regarding the potential for re-investing the £175,000 from the United Trust Bond when it expires.

Councillor Brooks proposed, Councillor Powell seconded and the committee **RESOLVED** to confirm to Cornwall Council its desire for a review of the parish boundary.

220/18 INTERNAL AUDIT – REPORT OF FINANCIAL YEAR 2017/2018 –

Following discussion, Councillor Goldsworthy proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to adopt recommendations 1, 3, 4 and 5 and defer consideration of recommendation 2 until the Internal Auditor's view could be sought on whether the proposed increased frequency with which our current risk register (subject to any necessary amendments in content) from annual to quarterly monitoring would meet the requirement of identified at 5.9.8 in the Accounts and Audit Regulations 2015.

221/18 INTERNAL AUDIT – CONTRACT FOR THE PROVISION OF INTERNAL AUDITOR SERVICES FOR THE THREE FINANCIAL YEARS 2018/2019 – 2020/2021.

– The Town Clerk presented details of the responses received to the council's tendering exercise including through an advertisement and our website. Councillor Goldsworthy proposed, Councillor Pascoe seconded, and the Committee **RESOLVED** to appoint contractor B at an annual cost of £375 for the financial years 2018/2019 – 2020/2021.

222/18. ELLIS WHITTAM – HEALTH & SAFETY POLICY AND ACTION PLAN

Councillor Goldsworthy proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to adopt the Health & Safety Policy and implement those elements in the action plan that had not already been carried out since the 21st June 2018.

223/18 ENGAGEMENT OF A SPECIALIST VAT ADVISOR – Noted.

224/18 PAYMENTS SCHEDULE AND REPORTING OF THE BANK

RECONCILIATION – Councillor Cassidy proposed, Councillor Goldsworthy seconded, and the Committee **RESOLVED** to approve the schedule of payments.

225/18 FREEDOM OF THE TOWN – The possibility of the town being able to grant Freedom of the Town status was discussed. It was agreed that:

- More information be sought from other Town Councils on the “Freedom of the Town” status e.g. the process by which a unit of the armed forces might be adopted and the holding of receptions and parades etc.
- 6th Rifles appears to be the direct descendent of the former Duke of Cornwall’s Light Infantry (DCLI) – the former county regiment. They should be approached regarding the Freedom of the Town being offered to them.

226/18 CORRESPONDENCE – 12th September 2018 – Cornwall Council – it was confirmed that the council would support the Cornwall Council bid to the Government’s (DCMS) Enabling Social Action Fund programme currently administered by the University of Sheffield.

227/18 DATE OF THE NEXT MEETING - Tuesday 27 November 2018