

## **Liskeard Town Council**

**AT A MEETING** of the **TOWN COUNCIL** held in the Emily Hobhouse Room on Tuesday 20 May 2025 at 7.30 p.m. there were included:

The Mayor – Councillor Christina Whitty – in the chair

Deputy Mayor – Councillor David Braithwaite

Councillors – Tracy Adams, Rachel Brooks, Sylvia Berry, Nick Craker, Annette Lee, Jane Pascoe and Lori Reid.

Mayor's Chaplain – Kevin Grant

Town Clerk – Steve Vinson

Facilities Manager – Jacqui Orange

Caretaker – David Martell

Members of the Public – Lin Moore (Chair of the Liskeard Traders Association and local business owner), Councillor Kevin Grey – (Councillor – Cornwall Council), Andy Field – (Resident – Agenda Item 8), and Alfie Hillson – (Resident).

The Mayor's Chaplain Kevin Grant thanked the Mayor for having asked him to serve as the Mayor's Chaplain again to this point in time. He thanked the town councillors and staff for working so hard for the town. He led the Council and members of the public in the Lord's Prayer.

001 / 25      **ELECTION OF A MAYOR FOR THE 2025/2026 CIVIC YEAR** – The Town Clerk reported that one nomination for Mayor had been received this being for Councillor Christina Whitty. Councillor Reid proposed, Councillor Pascoe seconded, and the Council **RESOLVED** to **APPROVE** Councillor Christina Whitty as Mayor for the 2025/2026 Civic Year.

002 / 25      **ELECTION OF A DEPUTY MAYOR FOR THE 2025/2026 CIVIC YEAR** – It was reported that, initially, two nominations had been received, and one had since been withdrawn. Councillor David Braithwaite being the remaining nomination. The Mayor proposed, Councillor Adams seconded and the Council **RESOLVED** to **APPROVE** Councillor David Braithwaite as the Deputy Mayor for the 2025/2026 Civic Year.

003 / 25      **APOLOGIES** – Councillors Kerry Cassidy, Simon Cassidy, Richard Dorling, Tony Powell and Naomi Taylor.

004 / 25      **DECLARATIONS OF MEMBERS' INTERESTS REGISTERABLE AND NON-REGISTERABLE** – None.

005 / 25      **TO RECEIVE AND ADOPT THE MINUTES OF THE 15<sup>TH</sup> APRIL 2025 COUNCIL MEETING** – The Mayor proposed, the Deputy Mayor seconded and the Council **RESOLVED** to **ADOPT** the minutes of the meeting held on 15<sup>th</sup> April 2025.

006 / 25      **PUBLIC PARTICIPATION** – The Mayor asked whether any Members of the Public wished to speak. None did. The Mayor advised that as the Facilities Manager and the Caretaker who had researched and prepared the report on the Public Hall Sound System were available to answer any questions Agenda Item 21 be brought forward to this point in the meeting. The Council agreed.

01/25

007 / 25      **21. PUBLIC HALL SOUND SYSTEM – PHASE2 (ATTACHED. I.)** – The Deputy Mayor as Chair of the Facilities Committee indicated his support for the project. Councillor Pascoe indicated that there had been a loss of some Cornwall Council bookings’ owing to issues with the sound equipment. The Mayor proposed, the Deputy Mayor seconded, and the Council **RESOLVED** to **APPROVE** the purchase of essential equipment for the second phase of the Public Hall audio upgrade to bring the system up to full functionality at a cost of £8,774.00 + VAT. The cost to be met from the Public Hall Equipment and IT budget (£3,500) and the refurbishment budget (£5,244). To be sourced from the supplier of the first phase equipment.

008 / 25      **CONFIRMATION OF THE SUCCESSFUL COMPLETION OF THE “REGISTER OF INTEREST” AND THE “DECLARATION OF THE ACCEPTANCE OF OFFICE” REQUIRED TO COMPLETE THE ELECTION PROCESS** – The Mayor proposed, the Deputy Mayor seconded and the Council **RESOLVED** to **CONFIRM** confirm that 14 councillors have completed the required legal steps to become councillors in the 2025/2026 – 2029/2030.

009 / 25      **CO-OPTION ARRANGEMENTS – CENTRAL WARD (ATTACHED)** – Following discussion of the benefits of trying to appeal to a wider range of members of the public by the use of tradition media such as, newspapers, Councillor Reid proposed the Deputy Mayor seconded and the Council **RESOLVED** to **APPROVE** the timetable and the actions arising to promote the cooption vacancy including the placement of adverts in the press as outlined on the report.

010 / 25      **COUNCIL AND COMMITTEE SCHEME OF DELEGATION AND TERMS OF REFERENCE (ATTACHED (A) AND COMMITTEE MEMBERSHIP 2025/2026 (ATTACHED (B))** – (A). The Deputy Mayor proposed, Councillor Berry seconded and the Council **RESOLVED** to **APPROVE** the Council and Committee Scheme of Delegation and Terms of Reference and (B). Councillor Reid proposed, Councillor Lee seconded and the Council **RESOLVED** to **APPROVE** the membership of committees and working groups.

011 / 25      **COUNCILLOR REPRESENTATION ON OUTSIDE BODIES 2025/2026 (ATTACHED)** – It was noted that there were some items such as, the Office of the Police and Crime Commissioner Councillor Advocate Scheme which was a role, rather than an Outside Body membership, subject, to that and other amendments suggested, Councillor Craker proposed, Councillor Pascoe seconded and the Council **RESOLVED** to **APPROVE** the councillor representation on outside bodies.

012 / 25      **LOCALISM ACT 2011 – GENERAL POWER OF COMPETENCE** – Councillor Brooks proposed, Councillor Reid seconded and the Council **RESOLVED** to **RETAIN** its General Power of Competence as defined by the Localism Act 2011 s1(1) and s8 and defined further in statutory instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

013 / 25      **STANDING ORDERS (ATTACHED A) AND FINANCIAL REGULATIONS (B)** – (A) Councillor Pascoe proposed, Councillor Berry seconded and the Council **RESOLVED** to **APPROVE** the Standing Orders. (B) The Mayor proposed, the Deputy Mayor seconded and the Council **RESOLVED** to **APPROVE** the Financial Regulations.

014 / 25      **CIVILITY AND RESPECT PLEDGE (ATTACHED)** - Councillor Reid proposed, Councillor Pascoe seconded and the Council **RESOLVED** to reaffirm its commitment to the Civility and Respect Pledge and expect others to do the same.

02/25

015 / 25      **RFO REPORTS – (FOR INFORMATION - BANK BALANCES, TOWN CENTRE REVITALISATION FUND, VAT, LOCAL GOVERNMENT PAY AWARD 2025/2026, TRAINING UPDATE)**

– Councillor Pascoe proposed, Councillor Lee seconded and the Council **RESOLVED** to note the report.

016 / 25      **SCHEDULE OF PAYMENTS** – The Deputy Mayor proposed, and Councillor Craker seconded and the Council **RESOLVED** to **APPROVE** the Schedule of Payments totaling £76,521.74. It was noted that the amount budgeted for tree works at Castle Park might need to be increased if the BACS 31 A1 Tree & Grounds Works – Eastern Avenue £1,200 was a benchmark of such costs.

017 / 25      **BUDGET MONITORING 2024/2025** – It was clarified that the 4770 Conservation / Collection Care £4,624 related to costs associated with the Museum Collection. Councillor Craker proposed, the Deputy Mayor seconded and the Council **RESOLVED** to **ACCEPT** the final budget report to 31 March 2025 for monitoring purposes.

018/ 25      **INTERNAL AUDITORS REPORT** – A. Councillor Brooks proposed, Councillor Lee seconded and the Council **RESOLVED** to confirm the independence of the Internal Auditor Hudson Accounting. B. Councillor Brooks proposed, Councillor Pascoe seconded and the Council **RESOLVED** to receive, consider and **ACCEPT** the Internal Auditors report.

019 / 25      **ANNUAL GOVERNANCE STATEMENT – SECTION 1 - 2024/2025** –

1. The Deputy Mayor proposed, Councillor Craker 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 Pascoe proposed, the Deputy Mayor 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. The Deputy Mayor proposed, Councillor Berry 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 Brooks proposed, the Deputy Mayor 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 Craker proposed, Councillor Pascoe 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 where required.”
6. Councillor Craker 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 Berry proposed, the Deputy Mayor seconded and the Council **RESOLVED** that: “We took appropriate action in all matters raised in reports from internal and external audit”.
8. Councillor Lee proposed, Councillor Brooks seconded and the Council **RESOLVED** that:

03/25

“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 Pascoe proposed, the Deputy Mayor seconded and the Council **RESOLVED** that:

“In our capacity as the sole managing trustee discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. “

020 / 25 **ACCOUNTING STATEMENTS 2024/2025** – Councillor Brooks proposed, Councillor Berry seconded and the Council **RESOLVED** to **APPROVE** the Accounting Statements 2024/2025 signed by the RFO (Section 2 – Page 5)

021 / 25 **EXERCISE OF PUBLIC RIGHTS** – Councillor Craker proposed, Councillor Lee seconded and the Council **RESOLVED** to confirm the dates for the statutory 30 working day period when the Authority’s records are available for public inspection – commencing Tuesday 3 June to Monday 14 July 2025 inclusive (date of announcement Monday 2 June 2025).

022 / 25 **CORNWALL COUNCIL PLANNING DECISIONS** – Noted.

023 / 25 **DATE OF NEXT MEETING** – 24<sup>th</sup> June 2025 at 7.30 pm Council.