

LISKEARD TOWN COUNCIL

AT A MEETING of the **PROPERTY COMMITTEE** held in the Council Chamber on Tuesday 8 December 2015 at 7.30 pm there were present:

The Deputy Mayor Councillor Jane Pascoe, Ex-Officio

Councillor Ian Goldsworthy - in the Chair

Councillors - Adam Hodgkins, Sally Hawken, Sue Pike, Hella Tovar and Christina Whitty

Also in Attendance - Councillor Roger Holmes

Town Clerk - Mr Steve Vinson

Minute Clerk - Stuart Houghton

Member of the Public – None

The Chairman advised those present of Housekeeping matters.

536/15 APOLOGIES

An apology was received from the Mayor, Councillor Phil Seeva

537/15 DECLARATIONS OF INTEREST

None

538/15 MINUTES OF MEETING HELD ON 10 NOVEMBER 2015

The Deputy Mayor proposed, Councillor Tovar seconded and the Committee **APPROVED** the Minutes of the meeting held on the 10 November 2015.

539/15 TO RECEIVE AN UPDATE ON ITEMS FROM THE LAST MEETING, TOWN CLERK'S REPORT

The Town Clerk's report, attached, had been circulated and was noted.

The Town Clerk reported that a meeting had been held earlier in the day with the Architect and Councillors to discuss the extent and phasing of the work to the Refreshment Room. It had been agreed that the work would be split into three phases, the first for improvements to the kitchen, the second for access into the Refreshment Room and the third stage for improvements to the access to the Quimperle Room. Details would be presented at the next meeting of the Committee and the work could be phased to suit budgets.

It was also reported that the tree work at Rapsons field largely was complete, some minor hedge work had to be finished and that the water pipe at Pengover allotments was due to be renewed tomorrow.



540/15 PUBLIC PARTICIPATION

No members of the public were present

541/15 BUDGET REPORT TO 30 NOVEMBER 2015

The budget report to 30 November 2015 as circulated, was noted

The Chair stated that the query last month about the Guildhall line had been answered. The Council recharged the Guildhall tenants for water used in the building; this was now shown as an income.

542/15 BUDGET SETTING AND PRECEPT

The Town Clerk informed the Committee that the Council was now working to a three year financial plan, up to the 2018/2019 year. This had been circulated. He thought that major projects might be shown over a three year period, year one design, year two construction and year three for completion/defects liability.

There was a one off item, the ten year service/test for the TIC/Museum lift. It was proposed to fund this from the first year's FIT tariff income.

The £30k budget that had been set for the PV panels would now be used to finance other projects and an estimate of the income from the feed in tariff had been shown.

Most of the reoccurring items for salaries, utilities and rates etc. had been increased in line with inflation.

Projects that had been included were the improvements to the Refreshment room, the need to increase Dilapidations to build up a reserve as the Guildhall had not been decorated for many years and the roof might need repairs in the future.

Finally an allowance for Devolution had been made, although discussions were ongoing with Cornwall Council it was not known when they would be completed. If Castle Park was taken over the play equipment might need to be improved.

In response to a question, the Town Clerk said that the council did receive a grant for footpath maintenance, although it had not been increased since 2007. Councillors Hawken and Holmes said that they were not aware of any planned changes to this grant.

Resolutions

1. Councillor Tovar proposed, Councillor Hodgkins seconded and the Committee **RESOLVED** to **APPROVE** the draft budget the year 2016/2017.

.2.

310/15

Property Committee 10 November 2015

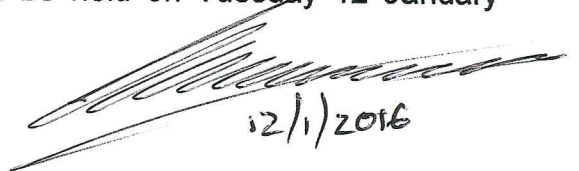


The indicative budget for future years was noted.

2. Councillor Hawken proposed, Councillor Tovar seconded and the Committee **RESOLVED** that from 1st April 2016;
 - a. The hire charges for rooms within the Public Hall complex be increased by 50p per session.
 - b. That the furniture and equipment charges be increased to a flat rate of £10
 - c. That the wine glass hire charge be increased to £3 per 250 glasses
3. Councillor Hawken proposed, the Deputy Mayor seconded and the Committee **RESOLVED** that;
That the water charge for each allotment be increased to £5 pa from 1 April 2016
4. Councillor Pike proposed, Councillor Hodgkins seconded and the Committee **RESOLVED** that at the end of the 2015/2016 financial year any unspent Public Hall projects budget be transferred into a nominated reserve.

543/15 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Tuesday 12 January 2016.



12/1/2016

4. To receive an update on items from the 10th November 2015 meeting of the Property Committee and the Town Clerk's Report – For Information

Update
<u>Refreshment Room, Public Hall</u> – There have been several attempts to get a time for a meeting for all parties but this has proven difficult. A meeting date will be obtained.
<u>Well Lane</u> Councillor Hawken has discussed with Cornwall Council the operation of a local Responsible Landlords Scheme. The date for launch locally is 8 th December 2015. The aim is to get the Landlords involved by signing up to the scheme which involves a code of practice regarding how they meet their responsibilities on a range of fronts, including rubbish.
<u>Communal Bonfires Allotments</u> The Town Council approved the Committee's recommendations and the Plotolders have been contacted and informed of the new arrangements.
<u>Water Leak Allotments</u> . An application has been made to Cornwall Council for the relevant licence to enable the works to be carried out in the public footway.
<u>Fountain Works</u> are now finished.
<u>Budget Report - Guildhall – Water</u> The figure included income which exceeded the costs. The income has now been taken out and placed in the relevant headings in the Receipts for the Guildhall.
<u>Bus Shelter</u> The Town Council considered the question of the provision of a bus shelter at the requested location. Following discussion it was decided to defer the matter as a developer might be persuaded to install a bus shelter.
<u>Westbourne Gardens - New Entrance</u> The Town Council considered the recommendation of the Committee. The Council decided that the local engineering company be asked to provide a more detailed breakdown so that the costs of each stage could be seen and the stage ordered individually. The outline design element of the proposal could be progressed to a maximum cost of £800.
<u>Public Access Defibrillator</u> The Town Council approved the Committee recommendations. The PAD was installed on Wednesday 2 nd December. A photo opportunity is being organised involving the Town Council and the Liskeard and Looe Lions. The PAD was provided by a donor who wishes to remain anonymous. They will not be attending the photo opportunity.
<u>Unit 3 The Arcade Shops – Guildhall</u> The current tenant has confirmed that they will be handing back the keys to the unit on 4 th January 2016. Two expressions of interest have been received from prospective tenants. A notice indicating the unit's availability has been dated to run until 4 th January 2016.

5. Public Participation

6. Budget Report to 30 November 2015 (see attached)

7. Budget Setting and Precept – Draft Work Programme and Draft Budgets 2016/2017 – 2018/2019 - to receive, consider and approve a draft work programme and draft budgets 2016/2017 – 2018/2019 (see attached)

7. To receive consider and adopt the draft work programme 2016/2017 – 2019/2020 (see attached) and the draft budgets for the financial years 2016/2017 - 2018/2019 (see attached).

Draft Work Programme 2016/2017 – 2019/2020 At the present time the Council is using a combination of Aims and Objectives, Work Programming and the use of Multi Annual Financial Planning. There are a number of variables in this process not the least being the potential Devolution of liabilities and assets to the town. Given this we have attempted to put together a work programme that will enable the Council to undertake projects to its own properties and those that are or might become jointly managed Cornwall Council sites.

At the same time we are looking to set aside a separate Devolution budget line for items of opportunity that become available.

Methodology We are attempting to use two current budget lines to create the scope to undertake projects and support the Devolution process in future years. The budget lines in the current 2015/2016 year are:

- Public Hall Projects - £10,000
- PV Panels - £30,000

This gives us a potential combined leeway in future budget years of £40,000. The proposals in the work programme could mean the capability to undertake the following:

2016/2017	Public Hall Refreshment Room Upgrade (ph)	£25,000
	Devolution	£15,000
	Total	£40,000
2017/2018	Westbourne Gardens Entrance (wg)	£30,000
	Devolution	£10,000
	Total	£40,000
2018/2019	Guildhall Re-Roof Project (gh)	£30,000
	Devolution	£10,000
	Total	£40,000
2019/2020	Castle Park Upgrade (cp)	£25,000
Potential	Devolution	£15,000
	Total	£40,000

One Off Item The Foresters Hall lift requires a refurbishment and major once every 10 years' service. This activity falls due in the 2016/2017 year. It is estimated to cost £5,000. It is proposed that this be funded out of the first year's FiT tariff income. In future years this FiT income is shown as being placed into the Dilapidations reserve.

RECOMMENDATION: That the draft work programme 2016/2017 – 2019/2020 is approved.

Forecast Out Turn 2015/2016 Financial Year and Detailed Budgets 2016/2017 and Draft budgets 2017/2018 – 2018/2019

The Committee's detailed forecast out turn for the current 2015/2016 financial year is attached. This has helped to inform with other factors the preparation of the detailed budgets for the next 2016/2017 financial year. The key items of note are:

- The Approved budget for 2015/2016 included "Public Hall – Repairs and Maintenance £9,200" and "Consumables £0". Given the actual spend during the course of the year the draft 2016/2017 budget has been adjusted to "Public Hall Repairs and Maintenance - £5,400" and "Consumables £7,400".
- The "PV Panels £30,000" budget does not appear in 2016/2017.
- The "Public Hall – Project £10,000" budget line in 2015/2016 now appears in 2016/2017 as "Public Hall Refurbishment - £25,000". This has been topped up with £15,000 from the former PV Panels budget.
- The remaining £15,000 from the PV Panels budget has been put in a "Devolution £15,000" budget. This will allow us to make progress on sites and services such as, Rapsons, etc. Not covered in the mainstream work programme.
- Included in the 2016/2017 and subsequent years is "Receipts – FiT Tariff - £5,500". This is a new income stream arising from the Council's investment in PV panels earlier in the year.
- The Council needs to undertake a one off once every 10 year refurbishment and major service to the lift in the Foresters Hall. It is proposed that this is funded using the first year's income from the FiT tariff on the PV Panels. "Lift Refurbishment £5,000" appears in the Museum & TIC section of the budget.
- Dilapidations Budget – With the adoption of Work Programming by the Council it will enable more scheduled works to be carried out. To assist in building a dilapidations reserve the ongoing FiT tariff income has been used to boost the Dilapidations Reserve from the 2017/2018 financial year onwards.
- We are not sure when the Cornwall Council functions and staff will be transferred from Westbourne House and Graylands to Luxstowe House. It is

anticipated that volume of Cornwall Council bookings of the Public Hall might fall. Hence, the 2016/2017 estimate for Public Hall receipts has been reduced compared with 2015/2016.

- The 2015/2016 "Public Hall Projects £10,000" budget line is unlikely to spend more than the architects fees. It is recommended that the unspent Public Hall Projects budget at year end is rolled forward into a nominated Public Hall Refurbishment Reserve.
- Water Charges Allotments – The current charge for water per plot is £2.50. It is recommended that this is increased to £5.00. The income would go to Allotment Receipts which has been increased in 2016/2017 to £1,000.
- Public Hall – Fees and Charges – It is recommended that: room hire charges be increased by .50p, that furniture and equipment charges be increased to a flat rate of £10 and wine glass hire be increased to £3.00 per 250 glasses.

RECOMMENDATIONS: That the draft budget for 2016/2017 be approved.

That the indicative budgets for 2017/2018 – 2019/2020 be noted.

That room hire charges for the various rooms within the Public Hall be increased by .50p, that furniture and equipment charges be increased to a flat rate of £10 and the wine glass hire charge be increased to £3.00 per 250 glasses.

That the water charge per allotment is increased to £5.00 from 1st April 2016.

That at financial year end the unspent 2015/2015 public hall projects budget be rolled forward into a nominated reserve.