

LISKEARD TOWN COUNCIL

AT A MEETING of the **TOWN COUNCIL** held in the Council Chamber on Monday 5 September 2016 at 7.00 p.m. there were present:

The Mayor – Councillor Jane Pascoe – in the Chair

The Deputy Mayor – Councillor Christina Whitty

Councillors – Rachel Brooks, Sally Hawken, Roger Holmes, Sue Pike, Anne Purdon, James Shrubsole, Lorna Shrubsole, and Hella Tovar.

Cornwall Councillor Mike George

Member of the Public Dave Wells – Heartswell South West

The Mayor advised the Council of Housekeeping matters

Before the commencement of the meeting, the Mayor asked Annie Purdon to say prayers

158/16 APOLOGIES

Apologies were received from Councillors Ian Goldsworthy, Martin Menear, Tony Powell and Phil Seeva.

159/16 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE

None

160/16 MAYOR REMARKS

The Mayor thanked the Staff, Councillors and Deputy Mayor for the hard work they had put into a range of activities, in the summer recess, including Planning and the Neighbourhood Plan. Special mention was made of the Man Engine event which had been a tremendous success a great example of partnership working in the town.

The Mayor drew attention to the following events:

- Mayors Charity Pop Up Shop – for the 16th and 17th September – Councillors were encouraged to supply suitable items and if possible volunteer to staff the event.

- Mayor of Quimperle – visit 20th September 6.00 p.m. – 8.30 p.m.
- Engineering Project – the Kawasaki company have had discussions with the Engineering department at the Liskeard School and Community School.
- Bodmin Moor Dark Skies Bid – a letter of support had been sent and a visit was being arranged.
- Floral Displays – the Mayor had put a letter in the Cornish Times thanking those businesses and individuals that had contributed to the attractive floral displays.

161/16 TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 21 JUNE 2016

The Mayor proposed, Councillor Purdon seconded and the Council **RESOLVED** That the Minutes of the meeting held on Tuesday 21 June 2016 be adopted.

162/16 PUBLIC PARTICIPATION – DAVID WELLS – HEARTSWELL LTD

David Wells introduced himself and explained his role with the Heartswell Charity. He outlined the history and activities of Heartswell. He gave a display of the defibrillator that was being offered to the Town Council for free. He also indicated that the Charity would cover the annual cost of the support service provided by South West Ambulance which ensured that the defibrillator remained operational.

He indicated that a donation to contribute to the purchase of further defibrillators had been made by previous recipients. The St John's Ambulance had supplied training vouchers to enable staff to be trained in its use.

The Mayor thanked David Wells for his presentation which would be discussed later in the meeting.

163/16 COMMITTEE MEETINGS

a. PLANNING COMMITTEE HELD ON TUESDAY 21 JUNE 2016

The Deputy Mayor proposed, Councillor Purdon seconded and the Council **RESOLVED** to **ADOPT** the minutes of the Planning Committee held on Tuesday 21 June 2016.

b. COMMUNICATIONS & ENGAGEMENT COMMITTEE HELD ON TUESDAY 5 JULY 2016

Councillor Brooks proposed, Councillor Pike seconded and the Council **RESOLVED** to **ADOPT** the minutes of the Communications & Engagement Committee held on Tuesday 5 July 2016

c. PROPERTY COMMITTEE HELD ON TUESDAY 12 JULY 2016

Councillor Hawken proposed, the Mayor seconded and the Council **RESOLVED** to **ADOPT** the minutes of the Property Committee held on Tuesday 12 July 2016.

d. PLANNING COMMITTEE HELD ON TUESDAY 19 JULY 2016

The Deputy Mayor proposed, Councillor L Shrubsole seconded and the Council **RESOLVED** to **ADOPT** the minutes of the Planning Committee held on Tuesday 19 July 2016.

e. FINANCE COMMITTEE HELD ON WEDNESDAY 27 JULY 2016

The Mayor proposed, the Deputy Mayor seconded and the Council **RESOLVED** to **ADOPT** the minutes of the Finance Committee held on Wednesday 27 July 2016.

Motions:

- 1). The Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** to **ADOPT** the proposed Scheme of Delegation and the proposed Terms of Reference for the Council.
- 2). The Mayor proposed, Councillor Hawken seconded and the Council **RESOLVED** to **ADOPT** the General Power of Competence.
- 3). The Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** to **ADOPT** the Health & Safety Policy Statement as provided by Ellis Whittam.
- 4). The Mayor proposed, Councillor Hawken seconded and the Council **RESOLVED** to **ADOPT** the following modifications to the Council's Financial Regulation 5.5 a
 - i) Grants approved by the Finance Committee.
 - ii). Reimbursement of previously incurred eligible costs by Volunteers, Staff and Councillors
 - iii) Payments to small local contractors.
- 5). The Mayor proposed, Councillor Brooks seconded and the Council **RESOLVED** to **ADOPT** the Consultant's Recommendations 1 – 13 to be approved with the following modifications to take account of development's since the review:
 - i) Recommendations 5 and 6 have already been approved
 - ii) Recommendation 9 is no longer necessary.

- iii) Recommendations 2 and 4 the Spinal Point 16 grade shall commence with the two new Administration Assistants (Support Services and Facilities) posts.
- iv) Recommendation 1 the Spinal Point be increased to 41.

f. PLANNING COMMITTEE HELD ON TUESDAY 9 AUGUST 2016

The Deputy Mayor proposed, Councillor J Shrubsole seconded and the Council **RESOLVED** minutes of the Planning Committee held on Tuesday 9 August 2016.

164/16 ANNUAL GOVERNANCE STATEMENT 2015/2016

The Annual Governance Statement 2015/2016 had been previously circulated to Councillors. Following consideration of the advice given by Grant Thornton the External Auditors, the Town Clerk read out Section 1 of the Annual Governance Statement 2015/2016 and the ticked the respective boxes as the following votes were taken:

Part 1 We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.

The Mayor proposed, Councillor L Shrubsole seconded, and the Council **APPROVED** this 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 J Shrubsole proposed, the Deputy Mayor seconded, and the Council **APPROVED** this as a correct statement.

Part 3 We took all reasonable steps to ensure ourselves that there are matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant effect on the ability of this smaller authority to conduct its business or on its finances.

Councillor Tovar proposed, Councillor L Shrubsole seconded, and the Council **APPROVED** this 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 Hawken proposed, Councillor Holmes seconded, and the Council **APPROVED** this 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 Brooks proposed, Councillor Holmes seconded, and the Council **APPROVED** this as a correct statement.

Part 6 We maintained throughout the year an adequate effective system of internal audit of accounting records and control systems.

Councillor Holmes proposed, Councillor Pike seconded, and the Council **APPROVED** this as a correct statement.

Part 7 We took appropriate action on all matters raised in reports from internal and external audit

The Mayor proposed, Councillor L Shrubsole seconded, and the Council **APPROVED** this 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 Purdon proposed, Councillor Pike seconded, and the Council **APPROVED** this 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 Deputy Mayor proposed, Councillor Pike seconded, and the Council **APPROVED** this as a correct statement.

165/16 HEARTSWELL SOUTH WEST CHARITY – DEFIBRILLATOR

Following discussion, it was agreed that the question of a possible donation be referred to the Finance Committee.

Councillor Hawken proposed, Councillor Pike seconded and the Council **RESOLVED** to **ACCEPT** the kind offer of Heartswell South West a free defibrillator for use in the Public Hall.

166/16 LOOE VALLEY TRAIL – FEASIBILITY STUDY

Councillors Brooks and L. Shrubsole volunteered to be part of the Steering Group for the feasibility study. The proposer would be contacted to ascertain whether Town Council representatives would be acceptable.

167/16 CORNWALL COUNCIL PLANNING DECISIONS

The information was noted.

168/16 ACCOUNTS

The Mayor proposed, Councillor Purdon seconded and the Council **RESOLVED** to **APPROVE** the schedule of payments.

169/16 CORNWALL COUNCILLOR UPDATES

Cornwall Councillor Holmes

Outlined the discussion at the relevant Policy Advisory Committee regarding the provision of nine Enterprise Centre type developments and considered Liskeard would make an ideal location for such a development. He also indicated that discussions were continuing regarding an Outer Harbour for Looe which he felt would be beneficial to Liskeard.

Cornwall Councillor George

Updated on proposals for junction improvements and a change in the speed limit on the A38.

170/16 OTHER REPORTS

None

171/16 CORRESPONDENCE

None

172/16 DATE OF THE NEXT MEETING

The next meeting of the Town Council would be held at 7.00 p.m. on Tuesday 25th October 2016.