

# LISKEARD TOWN COUNCIL

**AT a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE** held in the Council Chamber on Tuesday 27 November 2018 at 7.30 p.m. there were present:

The Mayor – Councillor Christina Whitty – in the Chair.

The Deputy Mayor – Councillor David Ambler.

Councillors – Simon Cassidy, Ian Goldsworthy, Sally Hawken, Jane Pascoe, Tony Powell and Julian Smith.

Member of the Public – Tristram Besterman (Plastic Free Liskeard).

Town Clerk/RFO – Stephen Vinson

The Mayor advised the meeting of Housekeeping matters.

**306/18 APOLOGIES** – Councillor Rachel Brooks.

**307/18 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE** – Councillor Cassidy a non-registerable interest in Agenda Item 18.

**308/18 TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 25 SEPTEMBER 2018** – The Mayor proposed, Councillor Cassidy seconded and the Committee **APPROVED** the Minutes of the meeting held on Tuesday 25 September 2018.

**309/18 PUBLIC PARTICIPATION** – Tristram Besterman – (Plastic Free Liskeard)

- Tristram had presented the Plastic Free Liskeard concept to the February meeting of the town council. The town council had adopted the Cornwall Council developed resolution to reduce the use of single use plastics. He was pleased to report Looe Town Council had now also adopted the resolution.
- The initiative has developed to the point of setting up its own bank account. However, funds were limited currently. It was hoped that the town councils support might prompt grants from others. Cornwall Councillor Sally Hawken had agreed a contribution of £250 and local businesses were being approached.

- It was confirmed that the Plastic Free Liskeard logo would be available for use by local businesses on their own paperbags.

**310/18 TOWN CLERK'S REPORT – Minute 220/18 Internal Auditors Year End Report 2017/18**

The Internal Auditor's response was read out. It considered that the larger the Council the more frequently it should review its Risk Management Plan. For example, at Torpoint Town Council the review was undertaken at the level of the individual service committee. The Town Clerk indicated that presently, the Finance & General Purposes Committee carries out this task on behalf of the council. However, in future this could be extended to the Communications & Engagement Committee and Facilities Committee.

**311/18 BUDGET** – Liskeard Together – When the accountable body eventually receives, the grant offer letter from the Department of Work and Pensions it will contain important details. Such as, whether the 3 year project application would be reduced to just a 2 year project. The anticipated £7,500 underspend in the current 2018/2019 financial year would need to be carried forward.

Councillor Goldsworthy left the meeting at this point.

**312/18 GRANT APPLICATIONS** – a). Plastic Free Liskeard. Following discussion, the Deputy Mayor proposed, the Mayor seconded, and the Committee **RESOLVED** to award a grant of £500.

Councillor Goldsworthy returned to the meeting at this point.

b). Revitalise. Following discussion, Councillor Powell proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to award a grant of £354.

c). Lighthouse Community Centre CIC. – Following consideration, the Deputy Mayor proposed, Councillor Holmes seconded, and the Committee **RESOLVED** to award a grant of £279.

**313/18 REPORTING LINES OF ECONOMIC DEVELOPMENT ACTIVITIES TO COUNCIL** –

Following discussion, subject to changing the committee to “Finance, Economic Development & General Purposes Committee” and confirming that the Economic Development Working Party would not have a delegated budget. Councillor Powell proposed, Councillor Cassidy seconded and the committee **RESOLVED** to adopt the following:

- Finance & General Purposes Committee – to become the Finance, Economic Development & General Purposes Committee.

- Economic Development Working Party – be set up reporting to Council and the Finance, Economic Development & General Purposes Committee. The working party meetings to be once every two months. Appropriate private sector and support agency partners, along with relevant projects to transfer from the Attracting Business to Liskeard Working Party.
- Attracting Business to Liskeard Working Party – to be phased out once relevant contacts and projects transferred to the new Economic Development Working Party.
- Community Network Panel – input to be limited to Town Council approved project and the approved role profile of the new post.

**314/18 BUDGET AND PRECEPT SETTING 2019/2020** - Following extensive discussion, Councillor Cassidy proposed, Councillor Smith seconded and the committee **RESOLVED** to defer consideration of the budget and precept setting to a special meeting to which all councillors would be invited This would be held at 7.15 pm Tuesday 4<sup>th</sup> December 2018. The following points being among those to be discussed:

- F&GP – Liskeard Together – carry forward the element not spent in the current 2018/2019 financial year to next year (£7,500 estimate).
- F&GP - Mayors Charity (Expenditure & Income) – remove these items from the budget as they are not precepted items.
- F&GP – Youth Grant Fund is a one off £5,000 item funded from the general reserve. Best Practice examples are being sought from other town councils. This process has included visits to other towns. A report will be produced with recommendations regarding the use of the Fund. In the meantime, the budget and corresponding reserve were being carried forward a financial year.
- F&GP – Neighbourhood Plan (£30,195). This budget had been set up to cover costs associated with the Neighbourhood Plan. These included the Environmental Assessment and the cost of the Referendum. Owing to the quality of the preparatory work input by volunteers, it was not necessary to retain a consultant to prepare the Environmental Assessment. The cost of some leaflets and adverts will be taken from this years' budget. However, the Referendum itself was paid for by Cornwall Council. The town council has not taken from this budget the initial funding for the agri-hub employment land demand assessment, the valuation fees associated with the Roundbury Parc project, nor the contribution to the proposed regeneration of cattle market all of which are Neighbourhood Plan projects. It was suggested the budget be called "Future Projects".

- F&GP - £27,000 CCTV Reserve – Should this be maintained as a separate budget head as it could not be spent in 2019/2020.
- F&GP - £45,000 Minute 218/18 – The establishment of an Economic Development post £30,000 gross costs inclusive of salaries, national insurance and superannuation. £15,000 – in relation, changes to the back office functions that is the Support Service Manager post becoming the Deputy Town Clerk and Responsible Financial Officer (RFO), the events element transferring to the Administration Assistant (Support Services - Part Time) and Administration Assistant (Facilities – Part Time) having previously been designated the Safeguarding Officer.
- C&E – Brown Signs (£16,110 reserve and £5,000 draft budget 2019/2020) – Update required on likelihood of implementation in 2019/2020.
- C&E – Newsletter (£7,890 reserve & £4,000 in 2019/2020 budget) – Update on Newsletter including attainment of external advertising to cover cost.
- C&E – Events 2018/2019 budget £1,000 - proposed 2019/2020 budget £4,000 – what is the costed proposed spend?
- C&E – Marketing & Consultation 2018/2019 budget £1,500 – proposed 2019/2020 budget £3,000 – what is the costed proposed spend?

**315/18 EXTERNAL AUDITOR – YEAR END AUDIT 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.

**316/18 MAYOR’S CADET** – Following consideration, Councillor Powell proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to adopt the concept of a Mayor’s Cadet.

**317/18 FREEDOM OF THE TOWN** – Following discussion, the Mayor proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to seek further information regarding the costs associated with the proposal and seek an informal view from 6<sup>th</sup> Rifles regarding the possibility of their being offered the Freedom of the Town.

**318/18 VAT – OPTION TO TAX PUBLIC HALL** – Following the receipt of an update from Councillor Smith, Councillor Smith proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** not to opt to tax.

**319/18 PAYMENTS SCHEDULE AND REPORTING OF THE BANK RECONCILIATION** – The Mayor proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to approve the payments schedule and bank reconciliation.

**320/18 CORRESPONDENCE** – 20<sup>th</sup> November 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.

**321/18 DATE OF THE NEXT MEETING** - Tuesday 22 January 2019

Councillor Cassidy left the meeting.

The Mayor proposed, Councillor Pascoe seconded and the committee **RESOLVED** to move into PARTII

**322/18. 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 item of Business;**

**Sports Pitch & Recreation Provision Working Party**

**323/18. SPORTS PITCH & RECEPTION PROVISION WORKING PARTY** – The Mayor proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to adopt the resolutions made in **PARTII** as set out below.

Mount Pleasant Discretionary Trust – indicate the desire to progress the optimum scheme and its advantages. However, point out the difficulty with the other landowner. Would they be willing to:

- a). negotiate on the cost of a license to occupy the site for sports pitch and recreation provision use.
- b). negotiate a freehold purchase of the site.

Be prepared to follow up on a). or b). depending upon progress with the negotiations with the other landowner.

Mr & Mrs Higman – indicate that the 25th October 2018 Neighbourhood Plan Referendum result gives the Roundbury Parc an additional level of protection as a Sports Pitch and Recreation Provision site.

Indicate that there are a number of sites that have already been assessed as being more sustainable and acceptable under the sequential test approach for residential development than their site which is completely outside of the development boundary.

Indicate the strong desire locally from the partnership to progress the optimum scheme covering both landowners site.

Point out that their proposals as currently submitted make delivery of the sports pitch and recreation provision more expensive and far less useful. They should revise their expectations to assist in the delivery of the optimum scheme.

Indicate our willingness to pursue a Compulsory Purchase Order (C.P.O.) to acquire the site.

Cornwall Council – follow up on previous contacts regarding C.P.O.

Section 106 – make an application to Cornwall Council for funds to progress the next stages of the project. Suggested as Phase 1 Design and Planning. Phase 2 Site Acquisition.

Memorandum of Understanding (MoU) – it was suggested that it might be beneficial to draw up a MoU between the partners. This could cover the delivery of the project and its management thereafter.