

# LISKEARD TOWN COUNCIL

**AT a MEETING of the FINANCE, ECONOMIC DEVELOPMENT AND GENERAL PURPOSES COMMITTEE** held in the Council Chamber on Tuesday 19<sup>th</sup> November 2019 at 7.30 p.m. there were present:

The Mayor – Councillor Rachel Brooks – in the chair.

The Deputy Mayor – Councillor Sandra Mitchell.

Councillors – David Ambler, Simon Cassidy, Ian Goldsworthy, Jane Pascoe, Tony Powell, Julian Smith, Naomi Taylor and Christina Whitty.

Town Clerk – Stephen Vinson

Responsible Financial Officer/Deputy Town Clerk – Yvette Hayward

The Mayor advised the meeting of Housekeeping matters.

**328/19 APOLOGIES** – Councillor Sally Hawken.

**329/19 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE** – The Mayor agenda item 10 cheque 103364, Councillor Ambler agenda item 10 payment 780 and Councillor Taylor agenda item 10 payment 794 and PARTII agenda item 15.

**330/19 TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE FINANCE, ECONOMIC DEVELOPMENT AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 17 SEPTEMBER 2019** – The Mayor proposed, Councillor Ambler seconded and the Committee **APPROVED** the Minutes of the meeting held on Tuesday 17<sup>th</sup> September 2019.

**331/19 PUBLIC PARTICIPATION** – None.

**332/19 TOWN CLERK'S REPORT** – Special Council meeting 7<sup>th</sup> November 2019 Events Area agenda item, following discussion in which further information was requested in relation to National Non Domestic Rate (NNDR) potentially payable on the proposed Events Area, Councillor Powell proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to refer the item back to Council.

**333/19 BUDGET – BUDGET REPORT 6A 2019/2020** – The Responsible Financial Officer spoke to the written report and clarified some points that were raised. The Mayor proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to note and accept the budget report.

**334/19 BUDGET – DRAFT BUDGET 6B 2020/2021** – Following discussion, that a future report include an update on Salaries, NIC and the Election Expenses Reserve, Councillor Powell proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to accept the budget as the draft for 2020/2021.

**335/19 UNITED TRUST BOND** – Following discussion, subject to the Responsible Financial Officer and Town Clerk being content with a more up to date Credit Reference Check, Councillor Goldsworthy proposed, Councillor Smith seconded and the Committee **RESOLVED** to reinvest £145,000 in a one year fixed rate bond with United Trust Bank.

**336/19 AGED DEBTORS** – Noted that we are well under control.

**337/19 INTERNAL CONTROLS** – Following discussion, the Mayor proposed, Councillor Pascoe seconded and the Committee **RESOLVED** to adopt the new system of internal controls and review it again after 12 months.

Following offers to volunteer, the Mayor proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** to approve Councillors Smith, Cassidy, Whitty and Pascoe to undertake the internal control checks.

**338/19 SCHEDULE OF PAYMENTS (ATTACHED)** – The Mayor proposed, Councillor Cassidy seconded and the Committee **RESOLVED** to approve the Schedule of Payments. The Mayor initialled and signed the Schedule of Payments.

**339/19 BUDGET AND PRECEPT SETTING 2020/2021** – The Town Clerk updated that the Precept Calculator 2020/2021 had been received and circulated to Councillors. The information was noted.

**340/19 ENVIRONMENT EMERGENCY WORKING GROUP** – Following discussion, it was felt that the declaration of the Climate Emergency would have more significance should it take place at a meeting of the Full Council accordingly the item was deferred to the Full Council. In respect, of the draft work plan, the Mayor proposed, Councillor Cassidy seconded and the Committee **RESOLVED** that the service committees be asked to include the proposals in their respective works plans with a view to the Town Council becoming carbon neutral by 2030.

**341/19 CORRESPONDENCE** – 13<sup>th</sup> November 2019 Cornwall Council – Cabinet papers Appendix 1. Liskeard Digital Design and Creative Workspace. The positive news was noted.

**342/19 DATE OF NEXT MEETING** – Tuesday 17 December 2019.

Councillor Taylor left the meeting.

The Mayor proposed, Councillor Cassidy seconded, and the Committee **RESOLVED** to move into PARTII

**343/19 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 items of Business:

**344/19 STAFF SALARIES AND ARRANGEMENTS** – To confirm staff salary scales and contracted hours and consider the recommendations arising from the Communications & Engagement Committee and our HR advisors Ellis Whittam.

**345/19 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 were readmitted to the meeting.

**346/19** – The Mayor proposed, Councillor Smith seconded and the Committee **RESOLVED** to adopt the resolutions made in **PARTII** as set out below.

**347/19 STAFF SALARIES** – That the staff salary scales and hours worked are confirmed.

**348/19 MUSEUM COORDINATOR POST** – That the role is retained on a permanent contract.

**349/19 TIC CASUAL COVER** – That it is offered as a ‘worker’ contract on SCP6.

**350/19 FACILITIES MANAGER** – That a new full time Facilities Manager be recruited in accordance with the proposed timetable at SCP17.

**351/19 CARETAKING TEAM** – That the caretaking team be approached regarding interest in a possible reduced hours role as developed with the advice of Ellis Whittam.