

LISKEARD TOWN COUNCIL

AT a MEETING of the FINANCE, ECONOMIC DEVELOPMENT AND GENERAL PURPOSES COMMITTEE held in the Council Chamber on Tuesday 17th September 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, Sally Hawken, Jane Pascoe and Christina Whitty.

Members of the Public – Peter Murnaghan – Canal Lock 21 Project.

Town Clerk – Stephen Vinson

Responsible Financial Officer/Deputy Town Clerk – Yvette Hayward

The Mayor advised the meeting of Housekeeping matters.

175/19 APOLOGIES – Councillors Simon Cassidy, Ian Goldsworthy, Tony Powell and Julian Smith.

176/19 DECLARATIONS OF INTERESTS, REGISTERABLE AND NON REGISTERABLE – None.

177/19 TO RECEIVE AND ADOPT THE MINUTES OF THE MEETING OF THE FINANCE, ECONOMIC DEVELOPMENT AND GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 23 JULY 2019 – The Mayor proposed, Councillor Ambler seconded and the Committee **APPROVED** the Minutes of the meeting held on Tuesday 23rd July 2019.

178/19 PUBLIC PARTICIPATION – Peter Murnaghan spoke to the Canal Lock 21 project application. He thanked Councillor Jane Pascoe for helping to progress the involvement of Network Rail. He confirmed the support of many volunteers and the time sensitive nature of the initiative to preserve the canal lock.

179/19 TOWN CLERK'S REPORT – All items completed or on the agenda.

180/19 GRANT APPLICATION – CANAL LOCK 21 PROJECT – Councillor Ambler proposed, Councillor Pascoe seconded and the Committee **RESOLVED** to approve the grant request of £1,000.

181/19 BUDGET MONITORING – UPDATE OF INCOME AND EXPENDITURE AGAINST AGREED BUDGET TO 30 JUNE 2019.

The Mayor proposed, Councillor Hawken seconded and the Committee **RESOLVED** to accept the budget report to 30th June 2019.

182/19 YOUTH GRANTS POLICY – Following discussion, on review of a clause in the main grants policy, Councillor Ambler proposed, Councillor Hawken seconded and the Committee **RESOLVED** to adopt the Youth Grant Awarding Policy.

183/19 AGED DEBTORS – TO RECEIVE A REPORT ON AGED DEBTORS AND AGREE A WRITE OFF OF UNRECOVERABLE AMOUNTS – The Responsible Financial Officer updated that two invoices had since paid. The amount in the written report for 31-60 days should be revised from £558 to £192. The unusual circumstances relating to the debts to be written off was noted. The Mayor proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to agree the write off of £46.50 of unrecoverable debt.

184/19 BANKING ARRANGEMENTS – A). TO APPROVE THE USE OF BACS AND INTERNET PAYMENTS VIA HSBCNET. (ATTACHED). – (i). Following clarification and discussion, Councillor Ambler proposed, Councillor Pascoe seconded and the Committee **RESOLVED** to approve the use of BACS payments as per Financial Regulation 6.9. (ii). Councillor Pascoe proposed, Councillor Whitty seconded and the Committee **RESOLVED** to approve the use of HSBCnet to facilitate BACS payments compliant with Financial Regulations 6.9 and 6.10 as recommended by the Internal Auditor. (iii). The Mayor proposed, Councillor Ambler seconded and the Committee **RESOLVED** to approve the Responsible Financial Officer fulfils the role of System Administrator.

185/19 BANKING ARRANGEMENTS – B). TO REVIEW THE SIGNING MANDATE OF THE HSBC AND LLOYDS BANK ACCOUNTS (ATTACHED) – This item was deferred to check whether additional security software would be needed on devices at remote locations and revise the list taking account of the views of councillors including those that were not present at the meeting.

186/19 SCHEDULE OF PAYMENTS (ATTACHED) – The Mayor proposed, Councillor Hawken seconded and the Committee **RESOLVED** to approve the Schedule of Payments. The Mayor initialled and signed the Schedule of Payments.

Whilst the Responsible Financial Officer was present to advise, The Mayor proposed, Councillor Ambler seconded and the Committee **RESOLVED** to move into PARTII.

187/19 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 item of Business:

188/19 PARTII 22. LISKEARD & DISTRICT SPORTS ASSOCIATION – to report the response on the loan repayment request.

189/19 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.

The Mayor proposed, Councillor Pascoe seconded and the Committee **RESOLVED** to adopt the resolution made in PARTII as set out below.

190/19 LISKEARD & DISTRICT SPORTS ASSOCIATION – that the loan be written off.

191/19 CCTV MAINTENANCE CONTRACT OPTIONS (SEE ATTACHED) – The Town Clerk updated that the Office of the Devon and Cornwall Police and Crime Commissioner had confirmed their £15,000 grant contribution to the capital cost of the scheme. SSE (the nominated equipment supplier and installer) had indicated that the CCTV equipment will be installed from the first week in October. Four town councils had indicated that the reliability of the CCTV equipment was very good and the support service excellent. Councillor Ambler proposed, the Mayor seconded and the Committee **RESOLVED** to approve Option B of the maintenance options.

192/19 SILVER CHAIN OF OFFICE – Following discussion, the Mayor proposed, Councillor Hawken seconded and the Committee **RESOLVED** that when the Mayor is not present at an event and the Deputy Mayor is deputising, the Deputy Mayor may wear the silver chain.

193/19 FINANCE, ECONOMIC DEVELOPMENT & GENERAL PURPOSES COMMITTEE – TERMS OF REFERENCE (deferred from the 27th August 2019 Council Minute 158/19) – The Mayor proposed, Councillor Pascoe seconded and the Committee **RESOLVED** to adopt the terms of reference.

194/19 STAFF COMMITTEE (deferred from the 27th August 2019 Council Minute 158/19) – Following discussion, Councillor Ambler proposed, the Mayor seconded and the Committee **RESOLVED** to set up a Staff Sub Committee to meet as and when needed to deal with appeals and related matters.

195/19 BUDGET AND PRECEPT SETTING TIMETABLE 2020/2021 – Following discussion, the Town Clerk would add to the draft timetable an informal meeting for all councillors to discuss the draft budgets (either 26th November 2019 or 3rd December 2019 ((post event note 26th November 2019))), The Mayor proposed, Councillor Hawken seconded and the committee **RESOLVED** to approve the draft timetable.

196/19 GDPR – DATA PROTECTION AND RETENTION POLICY – The Mayor proposed, Councillor Ambler seconded and the Committee **RESOLVED** to approve the Data Protection and Retention Policy.

197/19 CORRESPONDENCE – 6TH September 2019 Rifles Secretary – agreed the attendance of Lieutenant Colonel (Retd) A R Trelawney at the 29th October 2019 Council meeting to outline further the process of extending and receiving the Freedom of the Town.

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

198/19 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:

199/19 FORMER CATTLE MARKET SITE UPDATE – to consider options for the overall management of projects located on the former cattle market.

200/19 ROUND BURY PARC – to approve the recommendations of the working party, that the project be considered on a phased basis – particularly, noting the topography, availability of Section 106 on a phased basis and the negotiations regarding land ownership.

201/19 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.

202/19 – The Mayor proposed, Councillor Hawken seconded and the Committee **RESOLVED** to adopt the resolutions made in **PARTII** as set out below.

203/19 FORMER CATTLE MARKET SITE UPDATE – to defer further consideration of the item until more councillors were present.

204/19 ROUNDURY PARC – to approve the recommendations of the working party, that the project be considered on a phased basis – particularly, noting the topography, availability of Section 106 on a phased basis and the negotiations regarding land ownership.