**TOWN CLERK’S REPORT – 18TH JULY 2022 COUNCIL**

**BACKGROUND** - The 21st June 2022 Town Council meeting decided not to proceed with the Cattle Market Makers capital project. Minute 52/22 “the Council RESOLVED to abort the capital delivery project as the risk that it will not complete within the time scales is now too great, and the Town Council has insufficient reserves to complete the project, which would equate to at least its whole annual precept, and continue with the ERDF and ESF revenue projects.”.

Possible ways of supporting the creative businesses and individuals through a different project approach have been investigated and are the subject of the attached report (5. Creative Incubator Proposal). This will be the subject of updates as responses are received from other parties on certain points.

**CORNWALL ASSOCIATION OF LOCAL COUNCILS (CALC) ADVICE** – Advice has been sought from the Cornwall Association of Local Councils (CALC). This is in respect as to whether the project is the “same one” that Council has already rejected and hence, should only be considered again if there is a special “recission” of the original minute or if it is in fact a new project approach. Their view is that it is a new proposal.

“From: Liskeard Town Clerk <townclerk@liskeard.gov.uk>

Sent: 07 July 2022 15:20

To: CornwallALC Enquiries <enquiries@cornwallalc.org.uk>

Subject: FW: Liskeard Market Makers

Hello Sarah – the Town Council had secured external funding to carry out a capital project £740,590. This consisted of a £708,424 project to provide a series of workspaces, admin office and “Fab Lab” in container units on the former cattle market site. Regrettably, the slippage that already occurred with the same contractor on the immediately adjacent Cornwall Council site (3 months) caused considerable concern that the contract would slip beyond the ERDF grant funding deadline and the Town Council would suddenly become liable for the ERDF element 63% (about £450,000). Hence the Town Council decided not to proceed with the capital project.

A new project (still using the external fundi) has been developed in which either the Town Council’s vacant Unit 2 or a space in the Liskerrett Community Centre could be used to house some of the equipment that would have gone into the “Fab Lab”. There will not be any workspaces or an admin office. The project might be £44,165.

On asking for this to be the subject of a Special Council meeting, it has been suggested that the item cannot be considered by the Council again under Council Standing Orders 7. Previous Resolutions. However, the view might be that it is not the same item being revisited a second time, but is a new item in its own right. What advice might you give?

• Creative Incubator Proposals – the revised proposal that we wish to put to a special meeting of Council.

• ERDF EXCEL – the original gross cost full scheme and in red the new project.

• Standing Orders – our standing orders

• Draft Minutes of the Council Meeting

Stephen Vinson

From: CornwallALC Enquiries <enquiries@cornwallalc.org.uk>

Sent: 07 July 2022 16:48

To: Liskeard Town Clerk <townclerk@liskeard.gov.uk>

Subject: RE: Liskeard Market Makers

Information Classification: CONTROLLED

Dear Steve

Thank you for your email. Further to our telephone conversation I am writing to confirm my advice.

Standing Order 7 allows for the recission of a decision so that discussion can be reopened. I have read the relevant minute and believe that it closes the door on the large capital project which exposes the council to a significant loss. Rescinding this decision would only allow the council to reopen consideration of the larger project.

The new proposal is for a completely different scheme using council premises at a greatly reduced cost and some of the same outcomes. I would see this as a completely new project and can be put on the agenda as a new proposal for consideration without the need to rescind the previous decision.

Kind regards,

Sarah Mason

County Executive Officer

Cornwall Association of Local Councils”

**COMMUNITY LEAD LOCAL DEVELOPMENT PROGRAMME (CLLD)** – The CLLD Programme Management have been informed of the Town Council’s decision not to proceed with the capital project. The programme management are still keen on progressing support for the businesses and individuals that are the target of the ERDF revenue and ESF revenue projects by retaining some elements of spend on the Fab Lab equipment which has initially been “£32,000 which is a combination of the Fab Lab and IT equipment and with the possible addition of £10,000 - £12,000 for the refurbishment of the unit that is being used.

They have been informed that a Special Town Council meeting (18th July 2022) would need to be held to approve the progression of the item. The LAG board is being provided with revised paperwork 14th July. This does include an update that the Town Council is considering a project that might deliver some of the required project outputs in accordance with attached report. (5. Creative Incubator Proposal). The LAG meeting itself is meeting on 21 July. The LAG meeting would need the approve the recommendations and revisions for the project to proceed. We have had to fit the Special Town Council around this timetable.

**LISKERRETT COMMUNITY AND ARTS CENTRE** – Have supplied the information below regarding the lease of part of their property for the project. We were particularly keen to know the time scales around the conversion of the space. In addition, the length of time that it would take to put a lease in place. Two options were looked at the Liskerrett Centre. One space in the “arts studio” in the hut away from the main building which was shared around existing tenants. The other more manageable space being the former IT suite which forms the basis of the response.

“Reference your interest in the ex- IT suite as an option for the Makers equipment, you asked for our assessment of timescales for refurb work and arranging a 5yr lease.

Refurb

Whilst Liskerrett does have trades people it uses, I’d suggest your preferred options are employed, so the timescales for work would be determined by their availability. My assessment of requirements without the specific details of the kit you would wish to install would be as follows:

Remove existing worktop.

Fit disabled width door

Fire hinges for the cupboard doors

Sound proofing of the wall shared with Doniert

Extraction installed & therefore new window

Small sink installation with electric water heater.

Flooring

Suitable electric supply for specification of the kit, install sub-metering.

Rotary isolation switch with lock out facility to prevent unauthorised use.

Cap off existing radiators & install two electric heaters sited for efficiency and not interfering with sensitive kit.

Works could start immediately if you have appropriate trades lined up and I’d calculate a potential September start. Works over August when we are quieter would be manageable.

Having considered the model described that would offer Liskerrett a percentage of hire charges, it does seem there is potential for it to be complicated to administer. I’d suggest an annual rent instead that covered the following overheads:

Fire alarm maintenance costs

Security alarm maintenance costs

Use of toilets

Basic cleaning

Water

First Aid qualified reception cover 9am – 5pm

Locking and unlocking out of hours.

Oversight of booking space ( we will want to reserve option for quiet computer use only during weekly meditation sessions next door for example)

Business rates

Internet

We would expect TC to cover:

Electricity

Insurance

Regular testing of fixed kit & PAT testing.

All mechanics of repairs to the kit

Marketing the offer & booking system (with negotiation)

Utility costs are the great unknown and impossible to predict over a 5yr span, hence I am recommending a separate electricity supply.

Rental

Currently our rents with longer term tenants cover all utilities so a comparison point is difficult. However, the facilities are important to the community and we would be prepared to set a rent that reflected that, so propose £2,500+ VAT per annum plus an allowance of usage of the kit for Liskerrett.

Lease

Our solicitors Earl & Crocker have said that with a proactive tenant and solicitor it is possible to complete a lease within two weeks.

Do let me know if there is any further information you require.”

**RECOMMENDATION: THAT THE COUNCIL CONSIDER THE PROPOSALS TO PROVIDE A CREATIVE INCUBATOR PROJECT BY PURCHASING AND INSTALLING EQUIPMENT IN A SUITABLY MODIFIED SPACE.**