

Responsible Financial Officer Reports (9-16)**9. RFO Report** - (for information – bank balances, internal controls, and s106 contributions)

Bank balances - as at 28 February 2025 are as follows:

HSBC	37,785.31
Lloyds Debit card	995.35
Cornwall Council deposit	599,338.18
HSBC Money Market Deposit	0.00
TOTAL	<u>£638,118.84</u>

Internal Controls – Councillor Dorling visited the office on Friday 14 March to carry out bank reconciliation verification checks on months October 2024, November 2024, December 2024, and January 2025 for internal controls, and all was found to be in order.

S106 contributions - £35,000 has been drawn down from the Off-Site Public Open Space Contributions held by Cornwall Council from the Persimmon development at Addington, to fund the next stage of the Roundbury project. The total contributions now drawdown to date are £61,743.17.

10. Schedule of Payments - To receive and approve the schedule of payments.

Attachment: 10. Schedule of Payments

Recommendation: to approve the schedule of payments

11. Financial Regulations - To approve the updated Financial Regulations to take account of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force on 24 February 2025.

Attachment: 11. Financial Regulations (March 2025)

Sections 5.4, 5.7 and 5.11 have been updated to take account of the new regulations.

Recommendation: to approve the updated Financial Regulations

12. Treasury Management Strategy 2025/26 – To review and approve the Treasury Management Strategy 2025/26

Attachment: 12. Treasury Management Strategy 2025/26

Minor updates have been made for the new financial year.

Recommendation - To approve the Treasury Management Strategy 2025/26

13. Deputy Mayor's Chain – To consider options for refurbishment of the Deputy Mayor's Chain

The Deputy Mayor's Chain currently consists of a medallion on ribbon. Gilt bars are usually added to the ribbon with the names of each Deputy Mayor – currently 28 since 1974. Over time the bars have become scratched and worn, and advice has been sought about refurbishment.

It has been suggested that the best solution may be to replace all the bars, as they are currently a mixture of etched, engraved and blue filled, and would not come out the same after replating. New bars have not been added since 2016/17, and therefore a further six bars are needed to bring it up to date at 2024/25.

An initial quote of £1,375 to replace the existing bars, plus £300 for a further six, totalling £1,675 has been received, and further advice is being sought. There is approx. £300 remaining in the Civic Duty & Members Expense budget line for the current financial year, and £1,000 allocated in 2025/26, therefore excesses costs would need to come from reserves.

Other options

The Town's Chain's of office include the Mayor's chain and the Mayoress's chain (these are not engraved to record the office holder), and a Deputy Mayor's chain and a Mayor's Consort chain (these are both of the medallion and ribbon design with engraved bars to record the office holder). The Consort's chain currently has only eight bars between 1986/87 and 2016/17 as it has only been used when the consort is male, but three more would be needed to bring it up to date (approx. £150).

While the Deputy Mayor's Chain has been away for assessment the Deputy Mayor has been wearing the Mayoress's Chain, which is more recognisable as a badge of civic office. This arrangement could continue with the Council approving this as the chain for the Deputy Mayor for the future, which would make more frequent use of it. Other regalia could be retired to maybe become part of a museum exhibition or similar in the future on the civic life of Liskeard.

There are now less formal events, when there is a need for full regalia, and not all partners enjoy the ceremonial part of supporting the role.

Recommendation: either

a). to agree to proceed with refurbishing the Deputy Mayor's Chain and updating the bars on this and the Mayor's Consort chain at a maximum cost of £1,825

b). to agree to reallocate the Mayoress's Chain to the Deputy Mayor and retire other regalia

14. Liskeard Town Vision – To consider the draft text of the report

CONFIDENTIAL Attachment: 14i. Draft Town Vision Report, 14ii. Town Vision Workshop Report

A first draft of the report has been received from the consultant. As the projects will require further development in partnership with Cornwall Council and potential support for funding bids, before it is circulated more widely, or we engage again with the community it is necessary to ensure there are no overriding practical, policy or legal issues that might hinder these projects. Therefore, an overall sense check is being made by relevant Cornwall Council officers to ensure it aligns with other policies. Comments will be returned to the consultant on Friday 21 March, and a draft report is expected from the designer on Monday 24 March which will be circulated to Councillors ahead of the meeting.

With Council agreement the draft report will be circulated to all those who attended the Town Vision workshop, and anybody else interested, when they will be asked to score the projects, with a closing date of 9am on Monday 7 April 2025. This activity will also be carried out at the Community Fair on Saturday 5 April 2025.

Further amendments will be carried out, with the final report brought back to Council on 15 April 2025 for adoption, to meet the funding deadline.

Recommendation - To agree to circulate the draft report to the public

15. Call for Sites – To approve submission of the suggested feedback from the Planning Committee to the Cornwall Council Call for Sites

Attachment: 15. Call for Sites

Following the recent Call for Sites by Cornwall Council (CC), landowners and other interested parties have put forward several sites within Liskeard for residential, commercial, nature and other uses. CC are not yet ready to ask if people support or oppose sites as there are many further steps before they progress towards formal allocation of sites. However, they have asked the Town Council for feedback by confirming which of the following statements apply:

- The site has the potential for development to commence within 3 years (e.g. landowner interest and no significant issues).
- We would support the site being developed to meet housing needs in advance of our next Neighbourhood Development Plan or the next Local Plan.
- We would consider a Neighbourhood Plan allocation on this site or support a Local Plan allocation.
- There are practical constraints that would hinder development of the site. *Please specify below e.g. environmental designation, local character, access difficulties, infrastructure requirements, amenity issues, contamination/pollution, flooding/coastal erosion, ground conditions/stability, topography, tree cover, ownership issues, legal issues, market viability.*
- None of the above.
- Comments on the site

In addition, the Town Council have been asked to identify further land that should be considered and where it could work with landowners to bring the site forward.

At its last meeting the Planning Committee discussed each of the proposed sites, and its suggested feedback is attached together with suggestions of a further four sites.

The Call for Sites remains open, to encourage more suggestions to come forward so that there is a good choice of locations.

Recommendation - To agree submission of the suggested feedback

16. Employee Handbook - To approve the updated Employee Handbook to take account of new legislation.

Attachment: 16. Employee Handbook (February 2025)

The Employee Handbook has been reviewed and updated by Worknest, and as a result includes extensive changes to take account of new and updated legislation. The changes include:

- Reference of the Green Book (Single Status Agreement – local government terms and conditions)
- Additions to section 1.1 Code of Conduct
- Additions to section 1.4 Whistleblowing
- Additions to section 1.6 Data Protection
- New section 1.7 Environmental Statement
- New section 2.8 Social Media
- New section 2.9 Telephones
- New section 2.12 Expenses
- New section 2.13 Council Property
- New section 2.14 General
- Additions to section 3.3 Adoption Appointments
- Additions to section 3.4 Sickness Absence
- Additions to section 3.9 Annual Leave
- Additions to section 5 Recording of meetings
- Additions to section 5.1 Performance Improvement Procedure
- Additions to section 5.3 Disciplinary Procedure
- Additions to section 5.4 Grievance Procedure
- Additions to section 6.1 Equal Opportunities Statement
- New section 6.2 Menopause Policy
- New section 6.3 Harassment and Bullying
- Other minor updates
- New Receipt

Please note some of the sections have been reordered and so may not appear in the same section as the previous version but have all been retained.

Recommendation - To approve the updated Employee Handbook