

Liskeard Town Council

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Mr S Vinson
Town Clerk
3/5 West Street
Liskeard
PL14 6BW

19th June 2024

Dear Councillor

TAKE NOTICE THAT A MEETING of the TOWN COUNCIL will be held in the Emily Hobhouse Room at 7.30 pm on TUESDAY 25th JUNE 2024 which you are hereby summoned to take part.

Yours faithfully

Steve Vinson

Town Clerk

The Mayor and the Mayor's Chaplain invite Members and others taking part in the meeting to join them in prayer after which:

AGENDA

- 1. Apologies**
- 2. Declarations of Members' interests Registerable and Non-Registerable**
- 3. Mayor's Remarks**
- 4. To receive and approve the minutes of the a) 22nd May 2024 Mayor Choosing meeting and b) 28th May 2024 Council**
- 5. Public Participation** – Bob Hollingdale – Chair of Trustees – Stuart House Arts & Heritage Centre – (see Agenda Item 6a). Possible Speaker – Kathryn Skerrett – Fundraiser and Team Leader – Read Easy Cornwall – (see Agenda Item 6b). Possible Speaker – Nic Early – Artistic Director / Founder – Caradon Youth Theatre – (see Agenda Item 6c).
- 6. Grant Applications.** – 6.a. Stuart House Arts & Heritage Centre – To mount a major exhibition 30th July – 31st August 2024 to illustrate and highlight the lives of the many Cornish saints “The Cornish Saints – Faith, Fact and Folklore” – A grant of £500 requested towards the £1,500 costs of reusable items e.g. display boards, black out drapes, TV monitor and some one-off costs e.g. printing, publicity, etc. 6.b. Read Easy Cornwall – To support the roll out of a volunteer lead reading programme for adults to improve their literacy skills and employability. This national initiative appears to have benefits to some Liskeard residents. A grant of £221.15 is requested to fund the costs of the coach training session, the purchase of reader manuals and a set of reading books. 6.c. Caradon Youth Theatre – To mount a full-scale production of Disney's “Beauty and the Beast” featuring a cast of 36 young people and 8 young musicians with a number from Liskeard and the surrounding area. A grant of £500 is requested to support the £12,000 cost which will include hire of the Public Hall. £3,000)
- 7. Town Clerk's Update** – All on the agenda at the time of writing.

- 8. Committee Meetings – To Approve the Minutes:-**
a) To note the minutes of the Facilities Committee held on 21st May 2024.
b) To note the minutes and ratify the decisions of the Planning Committee held on 3rd June 2024.
- 9. RFO Reports** – (for information – bank balances, external audit, VAT advice, IT update)
- 10. Schedule of Payments.** – To review and approve the Schedule of Payments.
- 11. Budget Monitoring 2024/2025** – To receive and accept a budget report to 30 April 2024 for budget monitoring purposes.
- 12. Aged Debtors** – To receive a report on aged debtors and agree any further action required.
- 13. Bank Mandates** – To review the signing mandates for the HSBC and Lloyds Bank accounts as per financial regulation 6.1.
- 14. Direct Debits** – To confirm the use of variable direct debit mandates as per financial regulation 7.8.
- 15. Internal Controls** – To agree a member to review payroll reports half yearly as per financial regulation 11.6.
- 16. Employee Handbook** – To approve the updated Employee Handbook incorporating legislation changes to flexible working, paternity leave and carer's leave
- 17. Safeguarding Policy** – To approve the updated Safeguarding Policy.
- 18. CCTV – Joint Live Monitoring Hub Proposal (a. Breakdown of Operating Costs and Cost per Town Council) (b. Relevant Points raised by the Town Council partners).** – To receive an update on the live monitoring proposals to date and approve the principal of the participating in a joint Live Monitoring CCTV Hub involving the 7 Town Councils near the Silver Control Command at the Cornwall Council New County Hall premises.
- 19. Cornwall Councillor Updates-**
- 20. Cornwall Council Planning Decisions** – as per addendum
- 21. Correspondence** – None at the time of writing.
- 22. Date of next Town Council Meeting** – 30th July 2024 at 7.30 pm

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Pursuant to Section (2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the businesses to be discussed, the Press and Public be excluded from the meeting for the following item of business.

- 23. Appraisals and Salaries – To note completion of staff appraisals and the staff salary and spinal points and hours contracted.**

24. Liskeard Redevelopment Working Group – To note the minutes of the 14th May 2024 meeting