

**MINUTES** of the Meeting of **Bodmin Town Council** held on Thursday 16 July 2009 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin.

**PRESENT:** The Mayor, Councillor R J Micek, presiding; together with Councillors C R Bell, A J Coppin (arrived at 6.40 p.m.), E T Denholm, OBE DL, M Denholm, M E Dominey, A Duffin, M J Griffiths, F M Hancock, J H Hartill, L G J Kennedy, P Kerridge, R Solomons, L A Spear, K W Stubbs and H G Vanderwolfe.

**IN ATTENDANCE:** Mr P O'Callaghan (Town Clerk), Mr S Facer (DCE), Mrs A McAuley (RFO), Ms L Hancock (Executive Assistant) and Mrs J C Perrins (Committee Clerk).

**CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES:** Apologies had been received from Councillor A J Coppin who anticipated being a few minutes late.

The Mayor announced that following discussion at the last BTC meeting the Specially Commissioned Armed Forces Flag - raised above Bodmin Shire Hall on 22 June 2009 in recognition of Armed Forces Day - would be presented Councillor H G Vanderwolfe who is a Normandy War Veteran.

A presentation of the Specially Commissioned Flag was made by the Mayor to Councillor H G Vanderwolfe and photographs were taken.

C/2009/109

**Public Representation Session** – Copies of statistical reports produced by the Police had been circulated.

PC Adam Barbery was present and advised on the content of the statistical reports. There are important areas of crime that are being reduced, e.g. violent crimes, sexual offences; however other areas are increasing – domestic burglary.

Queries had been expressed within the Police in relation to the domestic burglary increase but whilst it had been stated that this figure was still low regarding the size of Bodmin Town its increase had been thought to be due to the down turn in employment, it had also been noted that domestic burglary occurred in specific housing areas where people tend to leave their houses unlocked/door open whilst they 'pop out for a short while'. The Police / Neighbourhood Watch are advising people of the best way to secure their property, including the most likely times for crimes to take place (between 5.00 p.m. - Midnight Friday and throughout the weekend with alcohol being a contributory factor).

PC Barbery referred to the statistics that had been detailed on a street name basis. It was noted that where Launceston Road had been highlighted this is mainly due to the fact that the Court is based there and if someone were to enter Court with an offensive weapon that would be recorded as a crime.

Councillor K W Stubbs queried what crimes had taken place in Chestnut Grove.

PC Barbery was unable to answer without checking but advised that he would locate this information and report back to a future meeting.

The Town Clerk thanked PC Barbery for the assistance provided by the Police with information to allow provision of dispersal notices to motorists who had been gathering and causing nuisance on Priory Car Park. PC Barbery advised that the removal of the nuisance motorists was largely due to the work completed by the Town Clerk and DCE in issuing the dispersal notices to the relevant people.

Councillor C R Bell queried the availability of figures/statistics regarding motoring crimes.

PC Barbery advised that figures had been requested but had not become available yet.

The Town Clerk thanked PC Barbery for the information he had provided and advised that the Police and the Town Council are beginning to work in partnership as Planning Permission had been granted for builders on behalf of the Police (Midas) to commence work on the empty office within the Shire House – ensuring it will meet with Police requirements. A lay down area for a skip will be provided on Priory Car Park within the next few days.

C/2009/110

**Minutes of the Annual Council Meeting held on 21 May 2009**

The Minutes of the Council Meeting held on Thursday 21 May 2009 were approved and passed for signing.

C/2009/111

**Minutes of the Adjourned Annual Council Meeting held on 28 May 2009**

The Minutes of the Adjourned Annual Council Meeting held on 28 May 2009 were approved and passed for signing.

**Matters Arising: Page 6 (Item C/2009/090a) Switching to Digital TV:** The Town Clerk advised that following the Digital TV Trailer being available for consultation on Priory Car Park on 11 June 2009 a variety of information had been circulated to Bodmin Public.

**Page 7 (Item C/2009/090b) Support for Athelstan Day Care Centre:** The Town Clerk informed that he had met with Alistair Quinnell and the Mayor in relation to this issue and that there is a strong feeling that Athelstan House needs to be supported in taking this forward. The Town Clerk will arrange further meetings to ensure that this vital service is not lost to the town.

**Page 7 (Item C/2009/090c) Heritage Kernow Event – 22 June 2009:** The DCE advised that he had been unable to attend this event but that minutes had been requested and that this item will be taken forward in due course.

**Page 9 (Item C/2009/096) Questions to the Mayor:** The Town Clerk informed that a letter of commendation had been sent to Wooton Bassett in regard to the town's actions in paying their respects to British Troops lost whilst at War in Afghanistan. It was noted that this is happening increasingly with more and more people attending the town as bodies are repatriated.

C/2009/112

**Item deferred from previous Full Council Meeting without debate in accordance with Standing Order 70 – To amend Standing Order 40 to include provision for new Standing Committee – Cornwall Council Liaison Committee – and concomitant amendment in respect of constitution of FS&PM Committee – Report from Town Clerk**

A copy of the Report from the Town Clerk had been circulated.

Within the report the Town Clerk had recommended the following:

- a) Bodmin Town Council amends Standing Order 40 to include the wording: *Cornwall Council Liaison Committee* – 8 Committee Members plus the Mayor as ex-officio, with a quorum of 3, and amendment of the constitution of the FS&PM Committee to read Finance Staffing and Performance Management Committee – shall be 8 Members comprising the Chairman of 6 Standing Committees and 2 other Members plus the Mayor as ex-officio, with a quorum of 5;
- b) In accordance with Standing Order 70 this recommendation be proposed and seconded but stand adjourned without discussion until the Meeting on 16 July 2009; and
- c) In furtherance of the efficient working of the Council, it is recommended that the new Committee be populated with Terms of Reference to be considered at the first meeting of the new Committee.

Following discussion, it was **RESOLVED** to amend the Council's Standing Orders as detailed above.

C/2009/113

- a) **To note the resignation of Councillor L G J Kennedy as Chairman of the Cornwall Council Liaison Standing Committee following his election as a Cornwall Councillor** – The resignation of Councillor L G J Kennedy as Chairman of the Cornwall Council Liaison Standing Committee following his election as a Cornwall Councillor was accepted.
- b) **To elect a Chairman of the Cornwall Council Liaison Standing Committee** – Councillor R Solomons was unanimously elected as Chairman of the Cornwall Council Liaison Standing Committee.
- c) **To note that in accordance with Standing Order 40 the Chairman of this Standing Committee is also a Member of the FS&PM Committee – if the person elected to fill this position is already a Member of the FS&PM Committee, then to elect an additional Member to serve on the FS&PM Committee** – Councillor M E Dominey was unanimously elected to serve as a Member on the FS&PM Committee; and
- d) **To set a date for an inaugural meeting of the Cornwall Council Liaison Standing Committee** – The Town Clerk queried availability of Committee Members (day time/evenings) before attempting to set dates for this Committee. As some Members prefer day time meetings and some evening meetings it was agreed that optional dates will be 'doodled' to Members prior to placing a date/time on the calendar.

C/2009/114

**Minutes of the Extra-Ordinary Council Meeting held on 25 June 2009**

The Minutes of the Extra-Ordinary Council Meeting held on 25 June 2009 were approved and passed for signing subject to (a) amendment to the numbers – the first item to read number C/2009/101 and the final item C/2009/108; and (b) noted as a matter of accuracy that Page 3 (Item C/2009/101) Presentation by Martin Eddy: the question at the bottom of page 3 was raised by Councillor L A Spear.

C/2009/115

**Minutes of the Planning Committee Meetings held on 3 June 2009, 17 June 2009, 1 July 2009 and 15 July 2009**

The Minutes of the Planning Meeting held on Wednesday 3 June 2009 were approved and passed for signing.

The Minutes of the Planning Meeting held on Wednesday 17 June 2009 were approved and passed for signing.

The Minutes of the Planning Meeting held on Wednesday 1 July 2009 were approved and passed for signing.

The Minutes of the Planning Meeting held on Wednesday 15 July 2009 were approved and passed for signing.

**Declarations of Interest (15 July 2009):**

**Page 1 – P/2009/170-2009/00894: Remove rear perimeter wall and put in drop kerbs and create off road disabled parking – 5 St Leonards Terrace, Bodmin – Mr Dawe** – Noted that Councillors A J Coppin, A Duffin and J H Hartill all reiterated a personal interest as the applicant is known to them.

C/2009/116

**CORRESPONDENCE:**

a) **53<sup>rd</sup> Annual Conference of Sister Cities International based in Washington DC, being held in Belfast, Northern Ireland from 29 July to 1 August 2009** – Copy correspondence from North Down Borough Council had been circulated. This item was noted but there were no volunteers to attend.

b) **Proposed Meeting of the Morris Ring; 3-5 September 2010** – Copy correspondence from Trigg Morris Men had been circulated. The Executive Assistant declared a interest as her father is the Bagman to the Trigg Morris Men.

Councillor L A Spear expressed concerns that Bodmin College could not accommodate the Meeting of the Morris Ring; 3-5 September 2010 yet Poltair School at St Austell could do so.

Following discussion, it was **AGREED** to **RECOMMEND** that Councillor M J Griffiths should speak with the Head Teacher at Bodmin College and report back to a future Bodmin Town Council meeting.

C/2009/117

### **Minutes of Policy Committee Meeting held on 11 June 2009**

The Minutes of the Policy Committee Meeting held on Thursday 11 June 2009 were approved and passed for signing.

**Matters Arising: Page 2 (Item POL/2009/028) Sickness Leave and Absence Policy :** An amended copy of the Sickness Leave and Absence Policy (Version 1.2 – June 2009) had been attached to and circulated with the Policy Minutes.

Following discussion, it was **RESOLVED** to adopt the Sickness Leave and Absence Policy (Version 1.2 – June 2009).

**Page 2 (Item POL/2009/029) Maternity Guidelines:** An amended copy of the Maternity Guidelines (Version 1.2 – June 2009) had been attached to, and circulated with, the Policy Minutes.

Following discussion, it was **RESOLVED** to adopt the Maternity Guidelines (Version 1.2 – June 2009).

**Page 3 (Item POL/2009/033) Health and Safety Policy:** Councillor C R Bell raised a query regarding the timescales for the completion of risk assessments relating to Asbestos and Legionella, as he wondered whether BTC are vulnerable to claims.

Within discussion, Councillor L A Spear advised that whilst the work may not have been completed it is included within BTC's programme and is being worked upon. The Mayor informed that this is a review and an update of a current policy, not a new policy; therefore cover for this area had been set when the policy was first implemented and can only be improved in line with available funding.

C/2009/118

### **Minutes of Finance, Staffing and Performance Management Committee Meeting held on 18 June 2009**

The Minutes of the Finance, Staffing and Performance Management Committee Meeting held on Thursday 18 June 2009 were approved and passed for signing.

**Matters Arising: Page 7 (Item FSPM/2009/048) Budget Setting Process :** The Town Clerk advised that the meeting due to take place with Dean Ashton had been cancelled and the earliest possible meeting date is September/October 2009. This will proceed in due course. The Town Clerk had spoken about Precepts with the Town Clerk from Truro regarding a joint approach to Cornwall Council about extending the date for submission of Precept.

It was noted that within Page 7, last line paragraph 2 from bottom, the word 'is' requires amendment to 'if' before the minutes are signed.

### **Minutes of Promotions Committee Meeting held on 1 July 2009**

The Minutes of the Promotions Committee Meeting held on Wednesday 1 July 2009 were approved and passed for signing.

**Matters Arising: Page 5 (Item PR/2009/029b) - Museum Liaison Committee Meeting** : The Town Clerk/DCE had not clarified a date for this meeting; however this will be verified with meeting Members in due course.

**Page 7 (Item PR/2009/031) – Revised Guidelines for the Display of Banners at Mount Folly** : An amended version of the Guidelines for the Display of Banners at Mount Folly (Version - July 2009) had been attached to and circulated with the Promotions Minutes. The recommendation contained within the Promotions Committee Minutes for Full Council to consider was:

- Local Voluntary / Community Organisations and Registered Charities – free;
- National Voluntary / Charity Organisations - £10.00 per week; inclusive of VAT;
- Commercial businesses - £25.00 per week plus VAT.

Following discussion, it was **RESOLVED** to adopt the above recommendation.

**Page 7 (Item PR/2009/032) – Shire Hall – Draft Charging Policy for the Shire Hall Gallery** : An amended version of the Charging Policy for the Shire Hall Gallery (Version - July 2009) had been attached to and circulated with the Promotions Minutes. The recommendation contained within the Promotions Committee Minutes for Full Council to consider was:

'Item 2' – For the purposes of these guidelines, 'local' is considered to be the Bodmin Community Network Area;

- Local Voluntary / Community Organisations and Registered Charities – free;
- National Voluntary / Charity Organisations - £10.00 per week; inclusive of VAT;
- Commercial businesses - £25.00 per week plus VAT.

Following discussion, it was **RESOLVED** to adopt the above recommendation.

### **Club Wifi Internet Access in the VIC – Report from Tourism Officer**

The Report from the Tourism Officer had been circulated (copy attached).

The RFO advised that the VIC had been receiving a large number of requests from the public for internet access within the VIC. The Tourism Officer had been in contact with Club Wifi and Padstow TIC. Club Wifi currently provide a service to the Padstow TIC and the Tourism Officer

wanted to check what is being offered and how Padstow have found this service to work.

The RFO informed that BTC would be required to supply relevant PC's, (which would not be costly as there are spare computers already available); the cost to BTC would be £195 licence fee for the software package.

The Tourism Officer made the following recommendation to Council:

Bodmin Town Council to install two internet points in the Bodmin Visitor Information Centre using Club Wifi as the provider.

Within discussion, a query was raised as to how the public would gain access to the Wifi system.

The RFO advised that anyone wishing to use the system would be required to purchase cards from the VIC that would give people a set time allowance, following which the timer would cut in and disconnect the Wifi. The fee for the cards would be split 50 / 50 between Club Wifi and VIC.

Following discussion, it was **RESOLVED** to follow the recommendation made by the Tourism Officer to BTC to install two internet points in Bodmin Visitor Information Centre using Club Wifi as the provider.

C/2009/121

**Informal meeting of the Bodmin Community Network Panel – invitation of BTC representative – Wednesday 29 July 2009**

Copy correspondence from Cornwall Council regarding an informal meeting of the Bodmin Community Network Panel on Wednesday 29 July 2009 had been circulated.

The Town Clerk informed Members that the DCE would attend the meeting of Bodmin Community Network Panel on 29 July 2009 on his behalf as he will not be available. Councillor R Solomons would also be attending.

The Town Clerk advised that following the recent discussion/presentation made by Martin Eddy to the Bodmin Town Council he is taking forward for consideration the request to increase Council representation for Bodmin (from one to two).

C/2009/122

**CALC Larger Councils Meeting – Report from Councillors L G J Kennedy and R Solomons on the meeting held on 24 June 2009**

Councillor L G J Kennedy and Councillor R Solomons had attended the CALC Larger Councils meeting held on Wednesday 24 June 2009. Councillor L G J Kennedy advised that two separate panels had now been set up within this group. There were many Councillors wishing to join the Main Panel of six but a decision had been made that only Members from Quality Status Councils should be included, and it seemed that representation was required from a certain category within the County – which reduced the options significantly.

Councillor P Kerridge asked which Councils had been included.

Councillor Kennedy responded, informing although he did not have notes to hand, he believed that Saltash, Padstow, Helston, Falmouth and Mawnan Smith were represented.

C/2009/123

**Schedule of Accounts for July 2009**

The Schedule of Accounts for July 2009, from cheque no.117157 to cheque no.117258 in the sum of £103,312.90 was approved and passed for signing.

C/2009/124

**Questions to the Mayor:**

There were no questions to the Mayor.

Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate sheet.