



BODMIN TOWN COUNCIL

The Council Offices
Shire House
Mount Folly Square
BODMIN
PL31 2DQ

Our Ref: SF/BB/AG-FS&PM 02/19

15 February 2019

Dear Councillor,

FINANCE, STAFFING & PERFORMANCE MANAGEMENT MEETING – THURSDAY 21 FEBRUARY 2019 AT 6.30 P.M. – THE SHIRE HOUSE SUITE, BODMIN

I hereby give you notice of a Finance, Staffing & Performance Management Meeting to be held on Thursday 21 February 2019 at 6.30 p.m. in the Shire House Suite, Bodmin.

Yours faithfully,

S M Facer
TOWN CLERK

COMMITTEE MEMBERS

Councillors
P Brown
P T Cooper
A J Coppin
L L Frost
J Gammon
A Kerridge (Chairman)
S Kinsman – *Ex-Officio*
P L G Skea
K W Stubbs

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.

Person(s) wishing to record the Meeting are required to abide by the Council's Guidelines for recording, filming, broadcasting or using social media at Council meetings. These guidelines are available from the Council Offices and on the Council's website www.bodmin.gov.uk

A G E N D A

Please note that this Committee must have a quorum of five people

1. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES**
2. **PUBLIC REPRESENTATION SESSION – An opportunity for local residents to make representations or ask questions relating to items on this agenda.** (Note: a maximum of 15 minutes will be allocated for this session and there will be a time constraint of 5 minutes per speaker);
3. Declarations of Interest – Members to declare interests in respect of any item on the agenda;
4. Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 13 December 2018 (copy enclosed);
5. Minutes of the FS&PM Committee (Budget) Meeting held on 3 January 2019 (copy enclosed);
6. Correspondence, to include:
 - (a) Letter from Sowenna Appeal requesting support dated 3 January 2019 (copy letter enclosed);
 - (b) Email from New Life Church, Bodmin regarding regular Sunday bookings of the Shire House Suite (copy email enclosed);
 - (c) Any other important item of correspondence which the Mayor considers appropriate;
7. To consider the draft Treasury Management Strategy and Annual Investment Strategy (copy enclosed);
8. To consider the draft Credit Management Code of Practice (copy enclosed);
9. Review of Cemetery Charges 2019/20, to include:
 - (a) Review of Bodmin Town Council Cemetery Fees (copy enclosed);
 - (b) Draft Cemetery Fees from 1 April 2019 (copy enclosed);
 - (c) Parish/Town Council Comparison of Interment fees and Exclusive Rights fees (copy enclosed);
10. Notes from meeting of Shire House Working Party held on 7 February 2019 (copy enclosed);
11. Fair Park May Fair – provision dates Thursday 9 to Sunday 19 May 2019, with operational days of Saturday 11th to Saturday 18th May;
12. Year to date budget 31 January 2019 – RFO to report on variances (copies enclosed);
13. Risk management update (copy enclosed);
14. To consider and, if appropriate, pass for payment the Schedule of Accounts for February 2019 (to follow);

15. **ITEMS CONTAINING EXEMPT INFORMATION** To consider passing the following Resolution in respect of the items listed below: 'That the press and public be excluded from the Meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, for the following items of business on the grounds that they involve the likely disclosure of confidential and exempt information.'
16. Confidential Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 13 December 2018 (copy enclosed);
17. Confidential Minutes of the FS&PM Committee (Budget) Meeting held on 3 January 2019 (copy enclosed);
18. Staffing matters, to include:
- (a) To discuss the provision of out of hours call-out cover;
 - (b) Shire Hall Cleaner;
19. CCTV, to include:
- (a) To authorise expenditure for CCTV upgrade work and to utilise grant funding from the Police and Crime Commissioner (quotation ref 658815/C002 dated 16 January 2019 – copy enclosed) – Town Clerk to report;
 - (b) Collective Agreement – Additional monitoring charges – Councillor P L G Skea and Town Clerk to report on agreed monitoring charges by West Cornwall CCTV Management Group at its meeting held on 23 January 2019 (copy enclosed for information);
20. Cemetery matter – Town Clerk to report;
21. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate