



# BODMIN TOWN COUNCIL

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

Our Ref: SF/BB/AG-FS&PM 04/19

12 April 2019

Dear Councillor,

**FINANCE, STAFFING & PERFORMANCE MANAGEMENT MEETING – THURSDAY 18 APRIL 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 18 April 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](http://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. To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 21 February 2019 (copy enclosed);
5. Correspondence, to include:
  - (a) Email from Army Recruiting Group requesting use of Mount Folly on 10 and 12 June 2019 and 3 and 10 September 2019 (copy email enclosed);
  - (b) Email from David Rowland requesting use of Fair Park from 22 July to 29 July, with operational days of 25 July to 28 July, for KIDZ World event (copy email enclosed);
  - (c) Any important item of correspondence which the Chairman considers appropriate;
6. Mayor Choosing arrangements – to confirm ceremony to be held at 2.00 p.m. on Thursday 16 May 2019 and Mayor's Sunday to be held at 10.00 a.m. on Sunday 19 May 2019 at St Petroc's Church;
7. Update on BTC Objectives, to include:
  - (a) To undertake a staffing review to ensure sufficient capacity and capability to deliver agreed objectives (items 16 and 17 refer);
8. Notes from meeting of Shire House Working Party held on 2 April 2019 – to consider revised hire charge recommendations (copy notes enclosed);
9. Risk management update (copy to follow);
10. HSBC Premier Discretionary Management Service Portfolio Statement – 1 October to 31 December 2018 (copy statement enclosed for information);
11. To consider and, if appropriate, pass for payment the Schedule of Accounts for April 2019 (copy to follow);
12. **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.'

13. To consider and, if approved, adopt the Confidential Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 21 February 2019 (copy enclosed);
14. St Lawrence's Church Lease – to note correspondence from Chair of the Trustees (copy enclosed for information);
15. Staffing matters, to include:
  - (a) Pay review update – RFO to report;
16. Bodmin Information Centre Service Review, to include:
  - (a) To receive presentation on service review findings, together with report recommendations from Skylite Associates (copy enclosed);
  - (b) To consider, and if appropriate, agree next steps:
    - i. Courtroom Experience;
    - ii. Bodmin Information Centre;
17. To consider phase 2 of the Council's Strategic Aim 'to undertake a full organisational and staff review' and to include:
  - (a) Receive fee quotation from Skylite Associates to progress an organisational wide staff review;
  - (b) If appropriate agree a level of expenditure to progress this piece of work, together with any milestones to implement organisational wide recommendations;
18. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.