



BODMIN TOWN COUNCIL

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

Our Ref: SF/BB/AG-FS&PM 08/19

8 August 2019

Dear Councillor,

FINANCE, STAFFING & PERFORMANCE MANAGEMENT MEETING – THURSDAY 15 AUGUST 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 15 August 2019 at 6.30 p.m. in the Shire House Suite, Bodmin.

Yours faithfully,

S M Facer

TOWN CLERK

COMMITTEE MEMBERS

E M Ahearn
J A Bassett
P T Cooper – Chairman
J P Cooper – *Ex Officio*
D A Henderson
K J Phillips
L L Frost
A M Kerridge
S H Kinsman

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. Declarations of Interest – Members to declare interests in respect of any item on the agenda;
3. **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);
4. To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 20 June 2019 (copy enclosed);
5. Update on BTC Key Objectives, to include:
 - To undertake a staffing review to ensure sufficient capacity and capability to deliver agreed objectives (copy report enclosed);
6. Provision of IT equipment for staff and members – RFO to update;
7. To consider potential amendments and recommendations to the Policy Committee regarding Bodmin Town Council's Annual Leave and Absence Policy (copy enclosed) – Councillor P T Cooper to report;
8. Correspondence, to include:
 - (a) Email from National Autistic Association Cornwall Branch – request to hire the Shire House Suite on Saturday 28 September (copy email enclosed);
 - (b) Any other important item of correspondence which the Chairman considers appropriate;
9. Sport England Community Asset Fund Lottery Award – skate park, parkour, multi-use games area, seating and improved access – to consider, and if appropriate, agree to accept the grant award offer and conditions – RFO to report
10. Risk management update (copy enclosed);
11. To consider and, if appropriate, pass for payment the Schedule of Accounts for August 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 20 June 2019 (copy enclosed);
14. Staffing, to include:
 - (a) Staff structure and capacity - current staffing structure (copy organisational chart available online at <https://bodmin.gov.uk/wp-content/uploads/2019/06/2019-Organisational-Structure.pdf>) – Councillor P T Cooper to report;
15. Insurance matters (if any);
16. Walker Lines Gymnasium – Deed of Variation (copy letter from WLG dated 29 July enclosed) – RFO to report;
17. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.