



# BODMIN TOWN COUNCIL

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

Our Ref: SF/BB/AG-FS&PM 10/19

11 October 2019

Dear Councillor,

**FINANCE, STAFFING & PERFORMANCE MANAGEMENT MEETING – THURSDAY 17 OCTOBER 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 17 October 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

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***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. 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 15 August 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 (to be considered under item 17(a) below);
6. Budget information, to include:
  - (a) Year to date budget 31 August 2019 – RFO to report on variances (copies enclosed);
  - (b) Project budget updates (copy report to follow);
  - (c) Reserves (copy report enclosed);
  - (d) Shire Hall stock levels (copy report enclosed);
  - (e) IT equipment for Councillors – RFO to report (copy quotes enclosed);
7. Three-year budget plan – requirements from Committees prior to 2020/21 budget setting process (copy report enclosed);
8. Bodmin Youth Football Club planning application in respect of the new changing facility at Coldharbour – to consider Bodmin Town Council assistance (copy report enclosed);
9. Correspondence, to include:
  - (a) Email from Citizens Advice Cornwall regarding request for support for provision of office equipment (copy email and report enclosed);
  - (b) Email from Cornwall Council regarding a free parking day during the festive period (copy enclosed);
  - (c) Letter from Front Line Emergency Equipment Trust (FLEET) regarding monitoring of public access defibrillators (copy letter and report enclosed)
  - (d) Zero Tolerance to Hate Crime newsletter (copy enclosed);
10. HSBC Premier Discretionary Management Service Portfolio Statement (copy statement enclosed);
11. Assertion review process (copy report enclosed);
12. Update on disposal of baby grand piano – RFO to report;

13. Risk management update (copy enclosed);
14. To consider and, if appropriate, pass for payment the Schedule of Accounts for October 2019 (copy 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. To consider and, if approved, adopt the Confidential Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 15 August 2019 (copy enclosed);
17. Staffing, to include:
  - (a) Update on staff review following meeting with staff held on Thursday 10 October;
  - (b) Year to date staffing budget (copy enclosed);
18. Insurance matters (if any);
19. Walker Lines Gymnasium Trust – item referred from Properties Committee meeting held on 26 September 2019 (minute ref PP/2019/96 refers; copy documents enclosed);
20. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.