



BODMIN TOWN COUNCIL

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

Our Ref: SF/BB/AG-PROP 11/19

22 November 2019

Dear Councillor

***PROPERTIES COMMITTEE MEETING – THURSDAY 28 NOVEMBER 2019 at 6.30 P.M. –
THE SHIRE HOUSE SUITE, SHIRE HOUSE, BODMIN***

I hereby give you notice of a meeting of the above Committee to be held on **Thursday 28 November 2019 at 6.30 p.m.** in the Shire House Suite, Shire House, Bodmin.

I hope you find you are able to attend.

Yours faithfully

S M Facer
TOWN CLERK

COMMITTEE MEMBERS

Councillors
J A Bassett
P Brown
J P Cooper – *Ex Officio*
P T Cooper
A J Coppin
L L Frost
S H Kinsman
K J Phillips – Chairman
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

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 Properties Committee Meeting held on 26 September 2019 (copy enclosed);
5. Update on the current status of key Council projects (copy report to follow), to include:
 - a) Skate Park, to include:
 - i. Skate Park User Group logo design;
 - b) Fair Park Toilets – to be considered under agenda item 14;
 - c) Site for new cemetery;
 - d) Machinery Shed – on hold given existing project workload (minute ref PP/2019/077(d) refers);
6. Three-year budget plan – to consider requirements from Properties Committees prior to 2020/21 budget setting process (copy to follow), to include:
 - a) Consideration of future Bodmin Town Museum works (minute ref FSPM/2019/086(c) refers);
7. Shire Hall roof woodworm infestation – to consider and, if appropriate, agree treatment works (copy report to follow);
8. Bodmin Beacon Monument (copy report to follow);
9. Bodmin Town Council owned bus shelters – to consider possibility of discharging responsibility (item referred from the Finance, Staffing and Performance Management Committee meeting held on 15 October 2019; minute ref FSPM/2019/086(a) refers);
10. Lower Midway Road Play Area – to consider and, if appropriate, agree granting of access to Cornwall Council for the purpose of carrying out a Site Investigation Survey on their adjacent land – Town Clerk to report;
11. Risk Management Update (copy enclosed);
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 Properties Committee Meeting held on 26 September 2019 (copy enclosed);
14. Fair Park Toilets – to consider RTP tender report following tender process deadline of 17 October 2019 (copy enclosed);
15. Shire House – tenant and security arrangements;
16. St Lawrence’s Church, to include:
 - a) Valuation reports (copy report to follow);
 - b) Lease update;
17. Staffing, to include:
 - a) To consider possibility of future provision of access training within the Parks Team – POSM to report;
18. Camel Trail easement – Town Clerk to report;
19. Insurance, if any;
20. Cemetery matter update – Town Clerk to report;
21. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.