



# BODMIN TOWN COUNCIL

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

Our Ref: SF/BB/AG-FS&PM 12/19

13 December 2019

Dear Councillor,

**FINANCE, STAFFING & PERFORMANCE MANAGEMENT MEETING – THURSDAY 19 DECEMBER 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 19 December 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 17 October 2019 (copy enclosed);
5. BTC Aims and Objectives, to include:
  - (a) Update on current Key Objectives (to be discussed under item 17(a));
  - (b) 2020-21 Aims and Objectives – to note Policy Committee recommendation to Full Council (minute ref POL/2019/050 refers; copy spreadsheet enclosed);
6. Budget information, to include:
  - (a) Year to date budget summary to 30 November 2019 – RFO to report on variances (copy enclosed);
  - (b) Project budget updates (copy report enclosed);
  - (c) Reserves (copy report enclosed);
  - (d) Fixed asset register (copy report enclosed);
7. Project to update Health and Safety Policy, parts 1, 2 and 3 – to consider budgetary implications and, if appropriate, agree 2020/21 budget allocation – Item referred from Policy Committee held on 5 December 2019 (minute ref POL/2019/055 refers; copy report from DCE enclosed);
8. Community and civic events – Councillor P T Cooper to report;
9. Update on contactless payment option in Bodmin Information Centre – item referred from Shire House Complex Advisory Committee (minute ref SHA/2019/058 refers) – RFO to report;
10. HSBC Premier Discretionary Management Service Portfolio Statement 1 July to 30 September 2019 (copy statement enclosed);
11. Bodmin Lions bingo events – to consider use of Courtroom II for period of Shire House Suite works;
12. Risk management update (copy to follow);
13. To consider and, if appropriate, pass for payment the Schedule of Accounts for December 2019 (copy to follow);

14. **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.'

15. To consider and, if approved, adopt the Confidential Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 17 October 2019 (copy enclosed);

16. To consider installation of security and access equipment in Shire House;

17. Staffing, to include:

- (a) Update on service and staffing review following Special Council meeting held on Tuesday 17 December and staff meeting held on Wednesday 18 December;
- (b) Year to date staffing budget variance (copy enclosed);
- (c) Departmental sickness level summary (copy enclosed);
- (d) Parks team;
- (e) Executive Assistant – maternity cover;
- (f) Information Assistant – maternity cover;
- (g) Projects Assistant;
- (h) Update on staff training, if any;

18. CCTV (report enclosed), to include:

- (a) Bodmin Police Workstation;
- (b) Additional Monitoring during the festive season;

19. Insurance matters (if any);

20. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.