



BODMIN TOWN COUNCIL

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

Our Ref: SF/BB-PR.02/20

31 January 2020

Dear Councillor,

PROMOTIONS COMMITTEE MEETING – WEDNESDAY 5 FEBRUARY 2020 AT 6.00 PM – COURT 2, SHIRE HALL, BODMIN, PL31 2DQ

I hereby give you notice of a meeting of the above Promotions Committee meeting to be held on Wednesday 5 February 2020 at 6.00 p.m. in Court 2, Shire Hall, Bodmin

Yours faithfully,

S Facer
TOWN CLERK

COMMITTEE MEMBERS

Councillors:
E M Ahearn
T M Barbery
J A Bassett
P Brown
J P Cooper – *Ex Officio*
J R Gibbs
D A Henderson – Chairman
K J Phillips
P L G Skea

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 three people

1. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES;**
2. Declarations of Interest – Members to declare interests in respect of any agenda item;
3. To receive an update on Stage 1 of the Tour of Britain from Mr K Instance, Finish Manager;
4. **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);
5. To consider and, if appropriate, agree the accuracy of the Minutes of the Promotions Committee meeting held on 19 November 2019 (copy enclosed);
6. To consider and, if appropriate, agree the accuracy of the Minutes of Special Promotions Committee meeting held on 15 January 2020 (copy enclosed);
7. To consider and, if appropriate, approve the following VE75 event bookings and associated expenditure (copy report to follow):
 - a) First aid cover for event;
 - b) Bodmin Town Band;
 - c) Mirabelles singing group;
 - d) North Coast Harmony singing group;
8. Update on definitive list of events surrounding Stage 1 of the Tour of Britain, if any – DCE to report;
9. Update on scaled plans for all areas proposed for extra events during the Tour of Britain event – DCE to report;
10. Tour of Britain matters – to include:
 - a) To consider and, if appropriate, agree the placement of marquees;
 - b) Entertainment, to include:
 - i. To consider responsibility of entertainment provision;
 - ii. To consider duration of entertainment provision;
 - iii. Budgetary requirements – to consider and, if appropriate, agree any associated expenditure;
 - c) Stalls, to include:
 - i. Charging structure with consideration of charitable organisations, local community organisations and corporate organisations;
 - ii. Administration of bookings and associated paperwork;
 - d) To consider matters of security;

11. Update on meetings held with S Groome and P Wrixon with regards to Tour of Britain planning, as recommended at the Special Promotions Committee meeting held on 15 January 2020 (minute ref PR/2019/066 refers) – Councillor D A Henderson to report;
12. Update on sponsorship opportunities as considered and recommended at the Special Promotions Committee meeting held on 15 January 2020 (minute ref PR/2019/066 refers) – Councillors T M Barbery and K J Phillips to report;
13. Update on meeting held with Mr Ugalde regarding strategy in terms of food and drink provision at Tour of Britain events, as considered and recommended at the Special Promotions Committee meeting held on 15 January 2020 (minute ref PR/2019/066 refers) – Councillor J P Cooper
14. Update on progress regarding the provision of a big screen for the Tour of Britain event – Councillor D A Henderson to report;
15. Bodmin Information Centre report (copy enclosed);
16. To endorse the action of Full Council at the meeting held on 16 January 2020 regarding authorisation of expenditure of £30.00 for sponsorship of the printing of Bodmin Way leaflets (minute ref C/2020/003 refers);
17. To note correspondence marking 50th Anniversary of the Bodmin-Bederkesa school exchange (copy letter enclosed for information);
18. Risk Management Update (copy enclosed);
19. **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.’
20. To consider and, if appropriate, agree the accuracy of the Confidential Minutes of the Promotions Committee meeting held on 19 November 2019 (copy enclosed);
21. Bodmin Town Council awards – to consider and, if appropriate, agree award nominations, to include:
 - a) Community Volunteer Awards (copy nomination forms enclosed);
 - b) Honoured Citizen Award (copy letters enclosed);
22. To discuss Bodmin Information Centre / BTC Reception area cover – DCE to report;
23. Any other urgent and relevant item, for information, that the Chairman considers appropriate.