



BODMIN TOWN COUNCIL

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

Our Ref:

30 July 2020

Dear Councillor,

A MEETING OF THE POLICY AND RESOURCE COMMITTEE – THURSDAY 6 AUGUST 2020 AT 6.30 P.M. – VIA ZOOM- Link- <https://zoom.us/j/94088419242>

I hereby give you notice of a Policy and Resource Committee meeting to be held on Thursday 6 August 2020 at 6.30 pm - via zoom

9 Committee Members to include the 4 Committee Chairs, plus Mayor as ExOfficio – Quorum of 4

Yours faithfully,

COMMITTEE MEMBERS

Cllr P T Cooper (Chairman)
Cllr E M Ahearn (Planning 3. Chair)
Cllr T M Barbery Cllr J A Bassett
Cllr P Brown
Cllr J P Cooper (Ex Officio)
Cllr D A Henderson (Community Services Chair)
Cllr A M Kerridge
Cllr K J Phillips (Estates Chair)
Cllr K Stubbs

P Martin
DEPUTY CHIEF EXECUTIVE

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. **ELECTION OF VICE CHAIRMAN**
3. **To consider, and if appropriate, agree the Terms of Reference for this Committee**
4. **PUBLIC REPRESENTATION SESSION – An opportunity for 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. Declarations of Interest – Members to declare interests in respect of any item on the agenda.
6. To confirm the accuracy of the minutes of the FS&PM Committee meeting held on 20 February 2020, (Minutes to follow)
7. To consider and scope the allocation of funds for delivering Health and Safety recommendations and priorities, agree a recommendation from the Health and Safety Working Party, to source a project management organisation through the procurement process for delivering the projects and to provide a feasibility study for this purpose.
8. To consider and agree a recommendation from the Health and Safety Working Party to purchase two small Parks and Open Spaces Welfare units and agree a funding limit for this purpose. (Report to follow)
9. To consider, and if appropriate, agree to suspend policy in respect of contactless payments for use in Bodmin TIC. Agree to proceed with contactless payments during this time of uncertainty.
10. To note and discuss the payment schedule for July 2020.
11. **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.'

12. To consider and note the appointment of the vacant secretarial position. To note the advertising costs for the Senior Administration vacancy, agree the appointment for additional office support and future staffing requirements, agree on other confidential matters in respect of staffing matters.
13. To receive an update on progress regarding the re-organisation review
14. Consider and, if appropriate, agree Matters related to St Lawrences Church yard
15. To consider, and if appropriate, agree on matters related to the development of a new Cemetery in Bodmin
16. To consider, and if appropriate agree, to seek legal advice on confidential matters.
17. To receive and consider an update on Policy and Procedures
18. To consider and if appropriate agree, on a recent letter in respect of a Cemetery matter
19. To consider and review the impact of training requirements on Bodmin Town Council employees
20. To consider the impact of removing the polytunnel at Poorsfield.
21. Update on Bodmin Jail / Hillside Green Space lease
22. To review Bodmin Town Councils Cemetery responsibilities
23. To consider, and if appropriate, agree to pay CALC for work carried out on behalf of Bodmin Town Council on the 4 February 2020
24. To consider whether to chase debtors' payments or change policy due to current circumstances
25. To consider, and if appropriate, sign a lease, if returned, for occupation of office space in the Shire House.
26. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.