

MINUTES of the **Policy and Resources Committee** Meeting held on Thursday 6 August 2020 at 6:30 p.m. via ZOOM conference call.

PRESENT: Chairman, Councillor P T Cooper, presiding; together with Councillors E M Ahearn, J A Bassett, P Brown, J P Cooper, D A Henderson, and K J Phillips,

IN ATTENDANCE: Mr P Martin (Acting Town Clerk)

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Apologies received: Cllr A Kerridge and M Barbery

Cllrs Stubbs resignation was read out and expressions of thanks were given for his services to the community.

Meeting commenced at 6.30 pm

		Action	Date
P&R/2020/01	<p>Election of Vice Chairman It was RESOLVED That Cllr J Bassett be elected as Vice Chair of this Committee</p> <p>Cllr J Gibb left the meeting at 18.34pm</p>		
P&R/2020/02	<p>To consider, and if appropriate, agree the Terms of Reference for this Committee It was RESOLVED To adopt the Terms of Reference provided for this Committee</p>		
P&R/2020/03	<p>Public Representation Session There were no public present at the meeting</p>		
P&R/2020/04	<p>Declarations of Interest</p> <p>Cllr J Cooper and P Cooper item 14 St Lawrence's Church. No other declarations of interest received</p>		
P&R/2020/05	<p>To confirm the accuracy of the minutes of the FS&PM Committee meeting held on 20 February 2020</p> <p>It was RESOLVED That the minutes of the above meeting are a true and accurate record of that meeting</p>		
P&R/2020/06	<p>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</p>		

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Matters of accuracy	Minute ref	Comment	Chairman signature

	<p>process for delivering the projects and to provide a feasibility study for this purpose</p> <p>Consideration was given to scoping the project and a briefing prepared for the project consultants. Cllr Brown offered to assist with developing the briefing and consolidate into one big project.</p> <p>It was RESOLVED: To scope the work as a whole package, Cllr Brown will assist with preparing the brief.</p>		
P&R/2020/07	<p>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)</p> <p>The previous secondhand unit could not be purchased due to the supplier wanting payment up front and without allowing us to see the condition of it. Therefore, two smaller units were considered for this purpose. Quotes were provided for both the ground works and two new units</p> <p>It was RESOLVED: That P and N Construction provide detailed groundworks. To give delegated powers to the Parks Manager for spending up to £16,000 total plus delivery charge and effluent tank Cllr Brown abstained</p>		
P&R/2020/08	<p>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.</p> <p>Due to COVID 19 and attempts to reduce difficulties associated with this problem and risks to staff.</p> <p>It was RESOLVED To suspend selling goods in the shop and take card payments for nothing less than £5.00 for the moment. In addition, to review contactless payment policy</p>		
P&R/2020/09	<p>To note and discuss the payment schedule for July 2020.</p> <p>It was RESOLVED To approve the July payment schedule A question was received from Cllr Brown- how long was the vehicle off site whilst travelling to Trago to collect materials. An explanation is required and must be given at the next Policy and Resource or Full Council meeting whichever is the nearest.</p>		

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Due to the confidential nature of the next business
it was **RESOLVED**
To move into Confidential matters.

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