



## BODMIN TOWN COUNCIL

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

Our Ref:

5 November 2020

Dear Councillor,

**A MEETING OF THE POLICY AND RESOURCE COMMITTEE – WEDNESDAY 11  
NOVEMBER 2020 AT 6.30 P.M. – VIA ZOOM- Link <https://zoom.us/j/94821498087>**

I hereby give you notice of a Policy and Resource Committee meeting to be held on Wednesday 11 November 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 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)

P Martin  
DEPUTY CHIEF EXECUTIVE

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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**

- 1. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES**
- 2. 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);
3. Declarations of Interest – Members to declare interests in respect of any item on the agenda.
4. To confirm the accuracy of the minutes of the Policy and Resources Committee meetings held on 6 August 2020 and 30 September 2020 (copies to follow)
5. To receive Cornwall Council Bodmin members report
6. To consider and agree I.T. contract quotations for the purpose of selecting a provider of IT management services
7. To consider and agree the purchase of I.T. equipment including telephones, Laptops, monitors and software.
8. To consider and agree the priority places to invest money and agree the amount for investment
9. To consider and agree development plan budget proposals, Committee chairs are requested to identify any projects both completed or on a rolling project plan including time scales.
10. To consider and agree budget planning required for 21-22 and beyond budget setting for the projected three-year period
11. To consider and agree a new purchasing system and arrangements to be implemented by December 2020.
12. To consider and agree payment schedules for October 2020
13. To consider and agree the COVID 19 implications on Bodmin Town Council in terms of home working and service provision during periods of lockdown.
- 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 agree on Staffing matters:
  - Contracts
  - Recruitment including process
  - Public written statement
16. To consider a training matrix:
  - Needs
  - Compliance
  - Course availability
17. To receive an update on BTC web site compliance and management
18. To consider and agree outcomes from I.T. audit update carried out by Cyfor Auditing.
19. To consider and confirm the accuracy of confidential minutes of the meeting held on 6 August 2020 and 30 September 2020.
20. To consider and agree a Health and Safety and Staffing Panel
21. To consider and agree whether to continue with the Franking machine contract or to use the post office services for this purpose
22. To consider and agree the future of Poorsfield
23. To consider and agree a procedure for granting funding following receipt of applications
24. To consider and agree Standing Orders and performance management and key indicators
25. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.