

MINUTES of the **Community Services Committee** Meeting held on Thursday 12 November 2020 at 6.30 pm via Zoom Conference call.

PRESENT: Chairman, Councillor D A Henderson; together with Councillors E M Ahearn, T M Barbery, J A Bassett, P Brown, J P Cooper (arrived 6.36 pm due to IT issues), J R Gibbs (arrived 7.17 pm due to internet issues), K J Phillips and P L G Skea.

Councillor John Hutchens was also present but did not vote, not being a Member of this Committee.

IN ATTENDANCE: Mr Peter Martin (Acting Town Clerk), Mr C Harris (assistant to Acting Town Clerk), Louise Pinnegar (Senior Admin Assistant/MS)

CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES:

Meeting commenced at 18.33

There were apologies from Cllr J Gibbs (joined meeting later due to IT issues)

		Action	Date
CS/2020/016	Declarations of Interest There were no declarations of interest		
CS/2020/017	Public Representation Session There were 3 members of the public present Mark & Nicky from Coffee Camper explained they were there as they had an application which was being discussed later for a Coffee Campervan facility by the Beacon Nature Reserve. The Chair invited members to ask questions about the proposal. Cllr J Cooper – his concern is the control of litter and would be interested to know what provisions they plan to put in place to control litter if the proposal went ahead. Mark – this is a subject that concerns them, they use the Beacon themselves for leisure, the Camper has its own bin with recycling facilities, they take all their rubbish home with them, and they also collect their own wastewater. Everything they use they take away. They would encourage customers to use the bin and at the end of the day they would make sure the area is clear of rubbish. Cllr Ahearn – also concerned about litter, she asked that they do a sweep of the area, to check for litter. She has no problem with the serving of drinks. Mark confirmed all products are compostable or		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/037	It was RESOLVED to AGREE the accuracy of the minutes of the meeting held on 12.11.21	

	<p>recyclable and they mention to customers that there is a recycling bin to use.</p> <p>Cllr Barbery asked how it would impact on other local traders. Mark explained they don't sell hot meals, they will only be selling hot drinks and pre-packaged snacks, they plan to go early in the morning before the other outlet opens, and they will not be there all day, every day.</p> <p>Cllr J Cooper – wants to support a new business venture provided area is kept clean by regular litter picks, Mark agreed that was no problem.</p> <p>No other members of the public wished to speak.</p>		
CS/2020/018	<p>To consider and, confirm the accuracy of the minutes of the Meeting of the Community Services Committee meeting held on 14 October 2020 (copy to follow)</p> <p>It was RESOLVED to confirm the accuracy of the minutes</p> <p>Action Points:</p> <p>Winterwonderland – Cllr Henderson was asked to get more information; she has done so and understands that Fin is working collaboratively with the Christmas Lights committee so there will not be any conflict of interests. The decision made to continue with the donation of £1000, will happen again, and it will be up to the Christmas Lights committee to share as appropriate.</p> <p>Louise to book Mayors Lounge for presentations of charity cheques, yes done.</p> <p>Top Tier of Priory Car Park to be used as mobile testing site – Officer to come back on update. C Harris confirmed he has received a request from EM to raise a temporary licence, he suggests we use a Tenancy at Will, more information required to submit, if CC still wish to use the site. The Chair clarified that for future reference as car parks come under community services now the Officer responsible would be the Clerk not EM.</p> <p>Fuel usage, accounts to be asked to provide a break down of fuel use per road going vehicle – in hand. Cllr J Cooper advised he and two other Chairs attended a procurement meeting with C Harris and the accounts team; gave a great insight into the new approach of managing the budget lines and also the statement of accounts that are presented to Council each month, and after seeing the presentation is confident, we will be able to drill into the accounts</p>		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/037	It was RESOLVED to AGREE the accuracy of the minutes of the meeting held on 12.11.21	

	<p>with far more accuracy and detail. He recommends the other two Chairs (Estates & Community Services) make an appointment with the EM to attend a briefing with C Harris to gain this invaluable information.</p> <p>Audit of Logbooks to be carried out – ongoing with decisions made in the P&R meeting and the new procurement process.</p> <p>Information Centre and new town map – resolved that Council would support the officers and were looking for an update at the next meeting. Officer not at meeting to brief.</p> <p>Bodmin Way Marathon – David Bidgway leading, more information will be following as the project progresses.</p> <p>Cabinets, museum very interested, just need to organise their removal.</p>		
CS/2020/019	<p>To receive Cornwall Council Bodmin members report</p> <p>No Cornwall Council members in attendance, but it was stated that if any Cornwall Council members, that includes members of the Town Council that sit on Cornwall Council and the other two members who do not sit on Bodmin Town Council, are very welcome to attend any meeting and engage with Bodmin Town Council at any time.</p>		
CS/2020/020	<p>To consider and agree a new Town map and receive an update from BIC in respect of design and cost</p> <p>Clerk confirmed he has discussed further with Marie. She has tried to get some more information and designs but the companies she has liaised with cannot provide any further information than already provided. Cannot provide a map specific to Bodmin at this stage as they would have to charge for the work involved.</p> <p>Cllr Bassett asked if it was worth asking Chamber members if they wanted to sponsor. Clerk agreed he would like to see partners involved.</p> <p>It was RESOLVED that the Officer (Marie) speak to Bodmin Way and other organisations to see if they can share the document and the cost. To come back for the next Community Services meeting.</p>	Clerk/ Marie	
CS/2020/021	<p>To consider and agree a preferred image for the Mayors Christmas card (Cllr Henderson to supply images for drop box)</p> <p>50 cards left from last year which we can make use. Bodmin Camera Club has provided some photos for us to select for use for this year.</p>		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/037	It was RESOLVED to AGREE the accuracy of the minutes of the meeting held on 12.11.21	

	<p>It was RESOLVED to accept Image 3v2 (Folly Steps)</p> <p>Action Point to get printed and for Cllr J Cooper to write to camera club to thank for photograph.</p>	Louise / Cllr J Cooper	
CS/2020/022	<p>To receive an update and to note the Chamber of Commerce virtual Christmas market.</p> <p>Cllr Bassett to give update. Easy to use and free for local traders, producers, and crafters to join. Dave Burt from Bodmin Way looks after the technical side, helps stall holders get established with a photo album and if they have the means of taking payment themselves, they can trade. It is a way of helping to support business's during this tough time, and way for BTC to establish relationships with stall holders for when we can run live markets.</p>		
CS/2020/023	<p>To consider and agree to fill committee member vacancy</p> <p>It was RESOLVED to recommend to full council the election of Cllr J Hutchens to be a community services committee member.</p>		
CS/2020/024	<p>To consider and agree expenditure required for the purchase of Remembrance wreaths for service 2020</p> <p>It was recommended that Officers purchase extra Wreaths so there are spares for next year.</p> <p>It was RESOLVED to authorise expenditure to cover the cost of the Wreaths and to thank the Officers for all the work that went into arranging Remembrance Events 2020.</p>		
CS/2020/025	<p>To consider a markets policy for adoption and agree any recommendations for compliance</p> <p>It was resolved to bring agenda item 19 forward, before item 12.</p> <p>C Harris – The Market Policy is a piece of legislation that is allows BTC to standardise the arrangements for operating markets in Bodmin, a market is 5 stalls or more. Will allow BTC to engage and support SMEs, especially retail and wholesale, to increase footfall in the town, increase sustainability of businesses, become wealth creating and increase the economic viability of the town. Through the community and voluntary sector, to support initiatives, raising of funds, increasing in community engagement in its delivery. Encouragement of potential entrepreneurs, such as youth markets. Main purpose is to help the economic viability of the town centre and encourage community engagement.</p> <p>Full document provided.</p>		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/037	It was RESOLVED to AGREE the accuracy of the minutes of the meeting held on 12.11.21	

	It was RESOLVED to adopt the Markets Policy and appoint the Community Services Officer to be Markets Officer; to administer applications with reference to Chair and Vice Chair of Community Services as required.		
CS/2020/026	<p>To consider and agree any recommendations from the Bodmin’s market status and receive an update from Mr Harris</p> <p>Item 12 on the agenda moved up to follow item 19</p> <p>C Harris – Now we have joined up, he will be getting all the information through from the National Association of Markets Authorities (NAMA). He will firstly focus on COVID restrictions. It will be an excellent source of support and information.</p> <p>Update Noted.</p>		
CS/2020/027	<p>To receive an update on the 2021 date for Tour of Britain, Chair to update the Committee</p> <p>Chair – date will be 5 September 2021 (Sunday). Still finish at The Keep in Bodmin and Bodmin Town Council aim to put on town wide activities. It will not be long before the community services committee need to start planning.</p> <p>Cllr J Cooper – re artwork mural done for Remembrance by artist Harry Maddox, apparently, he contacted BTC previously and was told we would not be interested. Cllr Cooper phoned him, he does industrial art on side of buildings etc, lives in Bodmin. He has an idea to create a huge “Welcome to Bodmin logo” in a field, on the approach to town, done in chalk, around 150 ft wide, 200 ft long. Research will be done to ensure chalk meets environmental standards. He hopes that the work would be picked up by helicopters / drones ensuring the name of the town is broadcast around the world. He supplied some rough pictures of his ideas and will provide some more detailed drawings now that he has spoken to BTC. For the field art it was suggested around the Tringle Hill area, the design to include bikes and historical references to the area. Also, he has ideas for further murals around the town. The gable end of Dennison Road toilet block was discussed, and he suggested he could draw “a Bodmin beast” coming out of a hole in the wall. He also mentioned the curved wall by St Lawrence’s clock, he would love to cover the graffiti and do a tribute mural to the NHS there, if we could help him out with some materials.</p> <p>Cllr Ahearn said she would speak to the owners of 1 St Marys street re permissions to paint there.</p> <p>It was RESOLVED that the committee support continued talks with Harry regarding Murals round the town and field art.</p>	Cllr Ahearn	

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/037	It was RESOLVED to AGREE the accuracy of the minutes of the meeting held on 12.11.21	

CS/2020/028	<p>To receive and note a community awards update from the Committee Chairman</p> <p>Chair – community awards, they know they have won, and it was decided to tag on to end of cheque presentation 19 November, this had to be cancelled, 2nd time these have been cancelled. Going to leave for now and chose a date in the future when more appropriate. Would prefer to err of the side of caution at the moment.</p> <p>Cllr J Cooper confirmed that they have now sent out the charity cheques but appreciated the suggestion from Cllr P Cooper of trying to create publicity by the presentations of cheques.</p>		
CS/2020/029	<p>To receive correspondence relating to disabled parking charge, Chair to report. Also, to agree any outcomes from this matter</p> <p>The Mayor received an email which Chair read out. Cllr Barbery was mentioned in the email due to his kindness of buying a ticket for a lady struggling to get a ticket.</p> <p>A further conversation was had about disabled car parking charges, being able to use card payments, reviewing the position of the disabled parking. It was discussed that it has been resolved at a previous meeting to review the carparking facilities.</p> <p>It was RESOLVED to action point the Officers to come to the next Community Services Committee Meeting with their progress on researching the outsourcing of car park facilities.</p>	Clerk	
CS/2020/030	<p>To receive a report on Bodmin Museum and agree to implement any recommendations provided by officers</p> <p>C Harris – met with the Chair of the museum committee, positive meeting and managed to acquire documentation including the constitution, so needs to look through that, and ascertain the relationships with BTC, and will give a more comprehensive brief once he has done all that.</p> <p>Museum accreditation coming up for renewal, so we need to review all documents as a priority, and find an alleged new lease, so costs to this work are not know yet.</p> <p>It was RESOLVED to review the Lease or the lack of Lease. Appraise, and combine that with the recommendations that the officers provide us with, for future works, that cannot be completed immediately to bring the Museum up to compliance. To then use that information to compare it with premises elsewhere to seek best value for the precept payers.</p>	Clerk / C Harris	

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/037	It was RESOLVED to AGREE the accuracy of the minutes of the meeting held on 12.11.21	

	Cllr P Cooper wanted it noted that the Museum has custom built units in the premises, so that might prove costly to move.		
CS/2020/031	<p>To consider the Coffee Camper proposal to trade at Bodmin Beacon Nature Reserve Car Park</p> <p>Some questions were asked of the proposers and answered earlier in the public representation session.</p> <p>It was RESOLVED that we support the request by Coffee Camper to trade at Bodmin Beacon Nature Reserve Car Park provided that during, and before they leave, they have a sweep of the area and pick up any litter that is lying around.</p> <p>The Clerk will contact vendor to draw up legal paperwork to include no fly posters.</p>	Clerk	
CS/2020/032	<p>To consider and agree recommendations in respect of allocated reserves/capital reporting and accounting procedures (Chair to circulate document)</p> <p>C Harris – document provided</p> <ol style="list-style-type: none"> 1. Museum Lease arrangements works £11,558 – suggested that is left as it is depending on the outcome of museum lease enquiries 2. NDP - £9,000, (add £10,000, see below) 3. Car Park (Resurfacing) (Priory 2) £216,634 – parks and football club base, left there as a contingency for what may be needed for parks department but take £15,000 off, put £10,000 to NDP and £5,000 to parks for re-wiring 4. Power Supply for outside events £3,000 – some discussion as to what work had been completed already. 5. Cycle Racks £2,006 – remove as PID not raised 6. Replacement DMS System Tablets (Customers) £1,000 – information centre to have tablet to allow customers to use? 7. Replacement Banners/Signs/Leaflet £4,300 – could some come out to replenish BTC Mayors Christmas Card account. Put rest into general reserve. 8. Freedom Parade £4,000 – did not happen this year, need to contact RAF St Mawgan and look at Freedom documents produced at the time. Action point for C Harris. It was RESOLVED to change title to “Freedom Parade / World War I Events / Queens Anniversary”. C Harris to put an appropriate sum in. 9. Tour of Britain Event £15,000 – it was RESOLVED to add £10,000 10. Christmas Lighting Displays/Electrical Works £12,701 – Cllr P Cooper confirmed council agreed to a rolling replacement programme to the electrical boxes on the outside of the buildings, replacing two or three a year, pat testing for lights 	C Harris C Harris	

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/037	It was RESOLVED to AGREE the accuracy of the minutes of the meeting held on 12.11.21	

	<p>every year, testing of anchorage points, cherry picker, Christmas trees? Action Point – Cllr P Cooper to enquire with Christmas Lights committee and parks department as to yearly expenditure and to come back to next committee meetings with his findings.</p> <p>11. Riding & Heritage Day £500 – not taken last year, proposed to roll over and make it £1,000 for 2021</p> <p>Cllr P Cooper highlighted no line for Carnival in this Budget</p> <p>12. Museum Funds - £18677 – last 3 items on sheet, Museum Funds, Interest, and sale of Artefacta to be investigated along with actions in previous minute CS/2020/030. Might need treating differently within the accounting system, and iron out how money is treated and controlled in future.</p> <p>Last year this council agreed to create an environmental emergency committee and fund them to the amount of £20,000, it never happened. It was RESOLVED if that Climate Emergency allocation can be found it be re-allocated and combined with the Neighbourhood Development Plan pot as there will be a climate reference in the NDP and will see the money being used. It was thought this will be sitting in revenue account somewhere. It was agreed this spending would need approving by NDP committee.</p> <p>It was RESOLVED to agree all the above changes to the budget lines.</p>	Cllr P Cooper	
CS/2020/033	<p>To receive an update on the new Web page compliance improvements and agree recognised Members and staff for downloading data onto the system and Facebook page.</p> <p>Clerk – not satisfied, had a Cyfor report raising issues with the website. Not had a chance to look at report in detail yet. Will put the report on drop box as requested.</p> <p>It was RESOLVED to delegate authority to the officers to continue their work in making the website compliant.</p> <p>Chair – At the moment only members of staff can add things to website and Facebook, concerned that urgent information may not get actioned immediately if staff member not available.</p> <p>It RESOLVED that Chair and Vice Chair Community Services at a minimum should have access to post on website and Facebook. It was asked that Clerk check if there is any GDPR</p>		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/037	It was RESOLVED to AGREE the accuracy of the minutes of the meeting held on 12.11.21	

	<p>implications for this action which the Clerk suggested a half day training session. Clerk confirmed Facebook page may not be completely compliant but will be, and licences would be required to administer the website. Data Protection was also raised as a concern. Action point to come back to next meeting with an update on taking this forward, members of staff also be offered training if required.</p>	Clerk	
--	---	-------	--

Due to the confidential nature of the next business it was RESOLVED to go into Committee.
Please see separate page

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/037	It was RESOLVED to AGREE the accuracy of the minutes of the meeting held on 12.11.21	