



BODMIN TOWN COUNCIL

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

Our Ref:

4 December 2020

Dear Councillor,

A MEETING OF THE POLICY AND RESOURCE COMMITTEE – THURSDAY 10 DECEMBER 2020 AT 6.30 P.M. – VIA ZOOM- Link <https://zoom.us/j/95925227064>

I hereby give you notice of a Policy and Resource Committee meeting to be held on Thursday 10 December 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
TOWN CLERK

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. **To consider any correspondence the Council may have received**
3. **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).
4. Declarations of Interest – Members to declare interests in respect of any item on the agenda.
5. To confirm the accuracy of the minutes of the Policy and Resources Committee meetings held on 11 November 2020 (copies to follow).
6. To review Actions from previous minutes.
7. To consider and agree adoption of the following policies:
 - Grants Policy including criteria
 - Staffing handbook
 - Draft Health and Safety Policy
8. To consider and agree the level of investment under the Investment Strategy.
9. To consider and agree Christmas holiday closures and emergency response during this period.
10. To update and agree if necessary, any expenditure for progressing the new purchasing system.
11. To consider and agree payment schedules for December 2020 and anonymised debtors' reports.
12. To consider IT services cost analysis (all current IT supplied services and associated costs).
13. To consider and agree the costs associated with the provision of a temporary boiler in the Shire Hall.

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 confirm the accuracy of confidential minutes of the meeting held on 11 November 2020.
16. To consider and agree actions points arising from the above minutes.
17. To consider and agree on the following staffing matters:
- Claim for back pay Estates
 - To consider a review of the 2019 organisational review and its impact on recruitment, needs and shortfalls including gaps in the structure required to meet Health and Safety, IT, GDPR / FOI, Website and contract management.
18. To consider and agree Budgets for 2021-22.
19. To provide an update on Hillside car park also consider and agree any recommendations received from legal representation.
20. To update on employment contract matters and if required consider and agree delegated authority to manage the ongoing process.
21. To consider and agree outcomes from I.T. audit update carried out by Cyfor Auditing.
22. Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.