

**MINUTES** of the Community Services Committee Meeting held on Thursday 17<sup>th</sup> December 2020 at 6:30 via Zoom Conference call.

**Present:** Chairman, Councillor D A Henderson; together with Councillors T M Barbery, P Brown, J P Cooper, K J Phillips, P L G Skea, J Hutchens

**IN ATTENDANCE:** Mr Peter Martin (Town Clerk), Mr C Harris (Community Services Manager), Miss L Hancock (Executive Assistant), Mr D Bidgway (Executive Assistant) and Mrs N Davis (Senior Administration Assistant)

**AGENDA ITEM 1  
CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES**

Meeting commenced at 18.33

Apologies had been received from Councillors E Ahearn, J Bassett, P Cooper and J Gibbs (IT issues could not be resolved).

		Action	Date
CS/2020/035	<b>Public Participation Session</b>  Mrs N Cooper was in attendance but did not wish to speak.		
CS/2020/036	<b>Declarations of Interest</b>  There were no declarations of interest.		

**AGENDA ITEM 5**

**Matters arising from the minutes or the meeting held on Thursday 12<sup>th</sup> November 2020.**

Action Points:

CS/2020/037	<b>Minutes of the previous meeting</b>  To consider and confirm the accuracy of the Minutes of the meeting held on Thursday 12 <sup>th</sup> November 2020. It was <b>RESOLVED</b> to confirm the accuracy of the minutes.		
CS/2020/038	<b>Camper van facility – Beacon Nature Reserve</b>  The committee <b>RESOLVED</b> to delegate authority to Pete Martin to provide the solicitors with a list of information they require about the operation, including matters relating to HM Land Registry. The committee also requested confirmation of the proposed litter sweep before leaving the area after each business session.	Peter Martin	

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/05	It was RESOLVED to confirm the accuracy of the minutes of the meeting held on 17.12.20	

CS/2020/039	<b>Winterwonderland</b> – To note the completion of this event.		
CS/2020/040	<b>Use of Car Park by Mobile Testing Site</b>  Chris Harris reported: “Following a request for confirmation on the use of the car park by the operator, a response was received by the Booking Clerk that a final decision has not been made. Therefore, <b>no further action</b> Thursday 12 <sup>th</sup> November 2020. Will be taken until confirmation is received that the car park is required.		
CS/2020/041	<b>Fuel usage and log books</b>  Deferred to P&R Committee		
CS/2020/042	<b>Council Procurement Process</b>  Chris Harris referred committee to his report. There are 3 requisitioners identified in the new procurement system; Town Clerk - Peter Martin, Assistant Town Clerk – Chris Harris and Estates Manager – Richard Davies. Additional licences have been purchased for £200.		
CS/2020/043	<b>Bodmin Way Marathon</b>  The marathon has been moved to 2022. Enthusiasm is high. Progress being made on route mapping. It was agreed that a digital map could be purchased to enable accurate route mapping, including A1 printing of a hard copy at a cost of £60.	Dave Bidgway	
CS/2020/044	<b>Information Centre and New Town Map</b>  Item deferred to next meeting awaiting report from Marie. It was also requested that an update be provided on progress on research around the potential for Courtroom 1 to again run as an attraction.	BIC	
CS/2020/045	<b>Outsourcing Car Parking Facilities</b>  A working party to draft a specification for the car park facility was agreed for 4/1/21. Membership was agreed as Councillors M Barbery, J Cooper, D Henderson, J Hutchens and K Phillips. It was confirmed that the Community Services Manager would circulate a scoped out brief prior to this meeting.	CSM	

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

CS/2020/046	<b>Christmas Lights</b>  It was agreed that BTC would work to provide an enhanced display of Christmas lights on the Mount Folly for next year. Cllr M Barbery to take the lead to ensure consideration be given to formulating an improved display in mount folly in time for next year's display. Also to raise awareness of the grants process whereby funding might be accessed for this purpose, once a scheme is proposed. The Christmas lights AGM is on 02/02/2021.	Cllr M Barbery	
CS/2020/047	<b>Website Compliance / Access</b>  BTC website is not currently compliant with the Equality Act 2010. Peter Martin is working with an organisation to identify where/ how with a view to rectifying this in January 2021.	Peter Martin	
<b>AGENDA ITEM 6</b> CS/2020/048	<b>To consider policies delegated to this committee</b>  Grants Policy - The process for anybody applying for a grant was agreed at P&R.		
<b>AGENDA ITEM 7</b> CS/2020/049	<b>To consider the Council Risk Management</b>  There has been a delay in the November accounting closedown. The document detailing the financial comparison will be circulated to members before presentation at full council on 14 <sup>th</sup> January 2021.	RFO	
<b>AGENDA ITEM 8</b> CS/2020/050	<b>Items referred to this Committee</b>  Chris Harris had circulated the Development Plan and Budget Proposals for 2021-22.  Additional items for consideration include reevaluation and refurbishment of the Mayoral and Deputy Mayoral chains. June-August is ideal as Mayoral duties are fewer during this period. Officers to research and present options/costing back to this Committee in time for inclusion in end of year accounts in March.  <b>Points of note</b> Salaries disaggregated and consolidated into P&R Committee. Car Park expenditure have been included pending any change of status due to successful transfer to independent operator. It was <b>AGREED</b> that an estimate be obtained, from contractors, as to the cost of surface repairs to Priory 1 that needs to be done prior to handing over to any third party. It was <b>RESOLVED</b> to approve the budget lines detailed in the Development Plan and Budget Proposals for 2021-22.	Council	

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/05	It was RESOLVED to confirm the accuracy of the minutes of the meeting held on 17.12.20	

<b>AGENDA ITEM 9</b> CS/2020/051	<b>Correspondence</b>  Defibrillators Committee requires further information about how many, the ownership of units and where they are sited in the town. Also what is included in the maintenance charge (i.e. batteries, used pads etc). Item deferred and Norman Trebilcock to be invited to next meeting on 4 <sup>th</sup> February 2020. It was agreed to prioritise this as agreements seem to have lapsed.	Chris Harris	
<b>AGENDA ITEM 10</b> CS/2020/052	<b>Bodmin Town Council Business/ Development Plan and links to the Vision and NDP</b>  A plan is vital to underpin BTC bids for external funding e.g. Town Vitality, Awards for All. It also ensures connectivity between the Vision and NDP.  This report was withdrawn to be submitted to individual Committees for approval as appropriate, before submitting to Full Council for adoption.	Cllr J Cooper	
CS/2020/053	<b>Markets Authority and Markets Update</b>  The committee was referred to Chris Harris' report. The virtual market was applauded as a success. Bodmin is now a member of the National Association of British Markets. It was proposed that a working group be set up to consider the issues around reestablishing a town market and other options for generating business locally. Membership was agreed as Councillors J Bassett, P Brown, D Henderson and K Phillips.		
CS/2020/054	<b>Events</b>  Committee was referred to Chris Harris' report. An event(s) could be organised around the granting of "Freedoms" to the town. It presents the potential for celebratory ceremonies if deemed appropriate. It was suggested the RAF St Mawgan may be an appropriate body to approach. Full council would have to consider and agree the granting of Freedom.		
CS/2020/055	<b>Bodmin Town Partnership proposals</b>  This was deferred until 4 <sup>th</sup> February 2021.		

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

CS/2020/056	<b>Bodmin Town Museum</b> Committee was referred to Chris Harris' report. It was agreed that a meeting of officers, Councillors and members of the Museum Committee would take place in January 2021 to consider items as detailed in the report. Cllr Henderson requested to be involved.	Chris Harris	
CS/2020/057	<b>Council Lettings, Hiring and SLA/MOA</b> Committee was referred to Chris Harris' report. All the recommendations within that report were <b>AGREED</b> . All bookings to be consolidated within the role of the Bookings Clerk.		
CS/2020/058	<b>Christmas Events Day</b> This event was well received by residents and went to plan resulting in lots of people coming into town whilst observing social distancing protocols.		
CS/2020/059	<b>BRIN Updates</b> Oggy Oggy Pasty Company provided food to children over the half term break. BRIN paid just over £500. Accessing the bank account is still problematic. Mayoress Nicki Cooper has raised a further £500 for BRIN. BRIN has granted £1000 to the award-winning dance and exercise projects that Addy Dove has developed for the benefit of children and, now, older people.		
CS/2020/060	<b>Christmas Window Display Competition</b> Tourist Information participated in. £6 of goods were donated as an entrance fee. Committee agreed the £6.		
CS/2020/061	<b>Hall for Cornwall</b> HfC is due to reopen in September 2021 and they are taking a mini roadshow around the county. Bodmin Town Council would welcome this.		

**AGENDA ITEM 11**

CS/2020/062	<b>Accounts for Payment</b> None reported		
-------------	--	--	--

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature
	CS/2021/05	It was RESOLVED to confirm the accuracy of the minutes of the meeting held on 17.12.20	

**AGENDA ITEM 12**

CS/2020/063	<b>Date of next meeting</b> Thursday 4 <sup>th</sup> February 2021		
-------------	---	--	--

**AGENDA ITEM 13**

CS/2020/064	<b>Any business that has not been disclosed to the Chair and members prior to the meeting.</b>  It was <b>AGREED</b> that Covid Hotline banners to be removed from the Mount Folly railings and stored.		
-------------	---	--	--

Meeting closed at 8:34pm

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature