

**MINUTES** of the Community Services Committee Meeting held on Thursday 17<sup>th</sup> June 2021 at 6:00 in Shire House Suite.

**Present:** Chairman, Councillor D A Henderson; together with Councillors J Gibbs, Peter Skea, T M Barbery, P Brown, J P Cooper, K J Phillips, E Ahearn, P Cooper (arrived 18:19) and G Frost (arrived 6:25pm)

**IN ATTENDANCE:** Mr Peter Martin (Town Clerk), Mr Alex Harrod (Deputy Town Clerk) Mr D Bidway (Executive Assistant), Mrs Shirley Gooch (Senior Administration Assistant) and Mrs N Davis (Senior Administration Assistant), Amanda Bright (Community Services Officer)

Meeting commenced at 18.00

<b>ITEM 1</b>	<b>(a) Mayor/Chairperson's announcements</b> None		
	<b>(b) To receive and record the grounds upon which apologies for absence are tendered.</b>		
CS/2021/094	Apologies had been received from Cllr Joshi.		
<b>ITEM 2</b>	<b>Declarations of Interest</b>		
CS/2021/095	There were no declarations of interest.		
<b>ITEM 3</b>	<b>Election of Vice Chairman</b>		
	2 nominations were received: Cllr Barbery and Cllr Skea.		
CS/2021/096	Cllr Barbery was elected.		
<b>ITEM 4</b>	Presentation by David Birch of Bodmin Oracle to outline a proposal for the redevelopment of the Community Services website. A copy of Dave's presentation was available on <a href="#">Sharepoint</a> prior to the meeting.  Dave Birch formally worked for a large IT services company. He has volunteered his time to the National Trust, Air Ambulance and The Bodmin Way predominantly facilitating the development of communication plans. He also established Bodmin's Virtual Market on Facebook which is still running.  He is keen to work with BTC to build on the existing site and to develop a more accessible, more visual directory of information		

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	Minute ref	Comment	Chairman signature
Matters of accuracy	CS/2021/135	It was <b>RESOLVED to AGREE</b> the accuracy of the Minutes of the Community Services Committee meeting held on 30 <sup>th</sup> June 2021 (as circulated).	

<p>CS/2021/097</p> <p>CS/2021/098</p>	<p>that signposts people to activities, interest groups and general community and well-being resources. There is a lot of history and heritage around Bodmin, not much of which is promoted on the BTC website. There is a lot of information that, through collaboration with existing organisations, could be gathered and presented in a more visual way, to create Dave's vision of The Bodmin Oracle.</p> <p>Dave's offer is to work (free of charge) with a small group to take this forward.</p> <p>A working party of 4 people was identified to work with Dave over the next 12 months.</p> <ul style="list-style-type: none"> <li>• Cllr Skea</li> <li>• Cllr Phillips</li> <li>• Cllr P Cooper</li> <li>• Cllr Barbery</li> </ul> <p>Bodmin Live website is up for renewal and a short-term contract would be negotiated.</p> <p>It was RESOLVED TO AGREE to form the working party that works over the next 12 months (ToR to be agreed) to explore the options around purchasing a domain and proceed with the development of the ideas presented by David Birch.</p> <p>It was further RESOLVED to AGREE to delegate authority to TC to carry forward the negotiations with the current provider Rokk Media.</p>	<p>Working party</p> <p>TC</p>	
<p><b>ITEM 5</b></p>	<p>Presentation by Charlotte Evans relating to Making Space For Nature (MSFN).</p> <p>A copy of Charlotte's presentation was available on <a href="#">Sharepoint</a> prior to the meeting.</p> <p>Charlotte has been in post since January and had taken over the role previously held by Helen Fearnley, covering Bodmin, Liskeard and Penryn.</p> <p>The aims of the project in order of priority are:</p> <ul style="list-style-type: none"> <li>• Increasing biodiversity</li> <li>• Improving access to realise the benefits of getting people into nature</li> <li>• To engage local communities</li> <li>• Value for money that will be realised over the longer term</li> </ul>		
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	<p>There is about £200k, capital investment, per town. Consultation was held in the spring, involving many stakeholders for the Bodmin sites. Planting will begin in the winter and then enter a 1-year establishment phase before entering a 15 year management plan that must be adhered to so as not to risk claw-back of any expenditure.</p> <p>Bodmin sites:</p> <ul style="list-style-type: none"> <li>• Burgage plots, 1 hectare</li> <li>• Kinsman Estate, 2.2 hectares</li> <li>• Tredanick play area near the Camel Trail, just under 1 hectare.</li> </ul> <p>Construction is due to start first at the Burgage plots begin in September. It is an historic site with rare medieval field systems still intact which will be preserved.</p> <p>The investment in these outdoor spaces supports the concept of Bodmin as a tourist destination and will be an attraction as well as deliver benefits for the local community.</p> <p>The designs and plans for each site were presented.</p> <p>BTC are asked to consider:</p> <ul style="list-style-type: none"> <li>• publicly acknowledging and supporting these developments and allay any fears that residents may have about the removal of some trees, that are for the right reasons.</li> <li>• Developing a plan for the longer term risks associated with the devolution process so that the benefits of these sites are retained. For example extending the Fore Street conservation area to include the Burgage plots.</li> </ul> <p>Charlotte confirmed that schemes allow for the current requirements of the Air Ambulance to occasionally land in these spaces.</p> <p>A request was made that Charlotte meet with the Devolution team so that the agreements emerging from the process to ensure sustainability. The TC was asked to arrange this.</p> <p>There is 106 funding available for the Tredanick site and plans to spend this could potentially be used to realise further benefits which are beyond the scope of this project. Specifically featuring the stream/water on site.</p>		
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	The presentation was noted at this point and discussed later at item 16.		
<b>ITEM 6</b>	<p>Presentation by Phil Gale representing Bodmin Town Museum regarding to the Arts Council fund of £18.8m.</p> <p>A paper detailing the funding and eligibility was uploaded to <a href="#">Sharepoint</a>.</p> <p>BTC are committed to supporting the museum but there are issues to be addressed regarding health and safety such as air quality and negotiating any works to address this with the owners of the building, which is now Merlin Cinemas.</p> <p>The grant can only be applied for by BTC, the museum cannot apply direct. Expressions of interest need to be submitted by non-national, accredited museums 5 July 2021, with full applications submitted by 18<sup>th</sup> October 2021.</p>		
CS/2021/099	<p>It was RESOLVED to AGREE to delegate authority to the Deputy Town Clerk to meet as soon as possible and to work with the museum team to scope out the possibilities the grant (and other funding sources) present in terms of preserving the museum for the town.</p>	DTC	Asap to qualify for the funding
<b>ITEM 7</b>	<p>A resolution was passed to suspend Standing Orders to allow members of the public to speak</p> <p><b>Public Participation Session.</b></p> <p>There were 3 speakers and 7 other members of the public present.</p> <p>Sarah Horne – in relation to item 26, the Knit Happens proposal, the Bodmin Blue Tits have been collaborating with Julie Griffin. Item 20, could this be widened to include Higher Bore Street, Church Square and St Nicholas Street Square.</p> <p>Anthony Waller – Bikelights. Arts Council have refused funding for Wadebridge Bikelights this year. He will resubmit a bid for 2022 but disappointed to miss the opportunity the Tour of Britain presents this year. However, his other offering for Bodmin during the tour is the “moving picture” dance event at the Beacon, but again, is subject to Arts Council funding. It will cost £8.5k and will involve young people from local schools and dance groups.</p>		
CS/2021/101	<p>It was RESOLVED to AGREE that BTC could transfer the £1k budgeted for Bikelights to this venture. Anthony will be in touch when he hears back from the Arts Council.</p>		

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<b>ITEM 8</b> CS/2021/102	Standing Orders were reinstated.  Correspondence received – all items received appear on the agenda.		
<b>ITEM 9</b> CS/2021/103	<b>Minutes of the previous meeting.</b> It was RESOLVED to AGREE the accuracy of the Minutes of the Community Services Committee meeting held on 15 <sup>th</sup> April 2021 (as circulated).		

**ITEM 10** List of actions from the previous minutes, for update.

CS/2021/057	The Chair, having been contacted by Cllr Barbery, proposed that BTC plant a tree be planted in memory of Prince Philip, the Duke of Edinburgh, who passed away on 9 <sup>th</sup> April 2021. It was RESOLVED to AGREE to delegate authority to the EM to organise this.  Update - 17.6.21 – this is happening on 4 <sup>th</sup> September to coincide with the sounding of the retreat.	EM	
CS/2021/059	Fin Irwin outlined his proposal for holding the family show, a Dickensian Christmas, written and directed by Ben Kernow, as previously staged at the Old Library, in Court Room 2. It was RESOLVED to AGREE to delegate authority to the officers to offer court room 2 to Into Bodmin and to continue negotiations with Fin regarding access, security and licensing. It was further AGREED that council would utilize Narisa Hall as an alternative meeting space, if required during this period.  17.6.21 Agenda item 13a	TC/CSO	ongoing
CS/2021/060	Mr Brown – had written a letter re: Narisa Hall. Cllr Henderson had made an initial response, and a follow—up response will include an outline of the enquiries BTC are making to acquire the land at the rear of the building (belonging to Cornwall Housing) and the details of the revised rates that were more current than the information he had. Update – 17.6.21 - complete	Cllr Henderson	
	It was Resolved to Agree that the TC write to the owner of Priory House to remind them that the gates belong to the people of Bodmin and as such BTC hope they will remain in situ and be well maintained. Update – 17.6.21 - complete	TC	

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CS/2021/061	Come out for Cornwall - Cornwall Pride – their request was for a grant for the Cornwall Pride Bus Tour “Come out for Cornwall” in June or July (depending on Covid restrictions). It was RESOLVED to AGREE that TC would send them a grant application form and the grants policy.  17.6.21 – Agenda item 24	TC	
CS/2021/062	National Education Union - CC Adult Education – they requested use of Mount Folly on a Saturday in July. It was RESOLVED to AGREE to delegate authority to the TC to find out required information so a decision could be made on this occasion. Also to ensure that the booking officer was aware of current charges.	TC	complete
CS/2021/104	Update – 17.6.21 - this request cannot be facilitate as it comes under the heading of union activity.		
CS/2021/066	Hillside Park - Form a delegation of members from the Community Services and the Estates committee to meet with tenants to obtain agreement on various maintenance tasks, costs and other responsibilities, together with costs associated with this site. Update: It was RESOLVED to AGREE to defer this action until the new council is formed.  Update – 17.6.21 - deferred	Committee Chair	deferred
CS/2021/073	Tour of Britain: To consider and, if appropriate, agree the offer to become a funding partner for this event. It was RESOLVED to AGREE to support Cllr J Cooper to pursue the enquiry with his contact at the insurance company but otherwise this did not fit with the BTC priorities.	Cllr Cooper	complete
CS/2021/105	Update –17.6.21 - BTC declined the offer to become a funding partner at the Tour of Britain event.		
CS/2021/074	BT Museum: To consider and agree potential solutions to identifying alternative space for the storage room and office which are not fit for purpose. It was RESOLVED to AGREE to delegate authority to EM and CSO to continue sensitive negotiations with the museum.  Update- 17.6.21 – Agenda item 6&17	EM	ongoing
CS/2021/075	Bike Lights – to consider and agree any funding application in respect of this event and to agree an alternative date to be offered to the organisers. It was RESOLVED to AGREE to delegate authority to officers to continue negotiations with the organisers and to forward the grant application form and policy.  Update – 17.6.21 – considered in the public presentation section of the meeting	TC/CSO	ongoing

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CS/2021/080	Discovery42: To discuss and agree the hire terms of Narisa Hall. It was RESOLVED to AGREE to offer Narisa Hall to Discovery 42 on cost neutral terms.	TC/CSO	complete
CS/2021/106	Update – 17.6.21 - the lease is being drawn up and they have been given permission to store items.		
CS/2021/081	Loveny Male Voice Choir: To consider and agree to book them for Christmas on Mount Folly. It was RESOLVED to AGREE that authority be delegated to the CSO to accept this offer and to encourage them to perform more than once over the Christmas period. It was further agreed to contact Bodmin Town Band and any other, local, musical ensemble, and encourage them to consider performing on Mount Folly throughout the year.	TC/CSO	
CS/2021/107	Update – 17.6.21 - It was RESOLVED to AGREE to delegate authority to the Chair and Community Services Officer to negotiate with the choir and CC re free parking.		
CS/2021/082	Marathon, The Bodmin Way (Beacon Beast): To consider and agree to the idea of transferring the idea to an experienced external party to organise and take responsibility for the event. It was RESOLVED to AGREE to delegate authority to DB to negotiate a handover with a suitably experienced organisation.	DB	ongoing
CS/2021/108	Update – 17.6.21 – organisation has been handed to a co-organiser of the inbetweeners running club with advice from Biz Bike and Cornish Trails. Proposed date is 10/4/2022 subject to permission from landowners. Called Marathon, The Bodmin Way (Beacon Beast). Help in kind can be applied for via the grant application process.		
CS/2021/084	To consider and, if appropriate, agree the proposed changes to the reception service and operating procedures including opening and closing times. The aim is to support the reception service into becoming an integral part of the means to deliver Community Engagement as part of the Community Development Strategy. It was RESOLVED to AGREE to adopt the proposal as the way forward.  Update – 17.6.21 – will need to be considered on a future agenda.	TC	ongoing
CS/2021/087	To consider and, if appropriate, agree a Community Development framework that fits within the context of direct service delivery and community connectedness. It was RESOLVED to AGREE to adopt the Community Development framework.  Update – 17.6.21 – this is an evolving framework that will need to be refreshed and revisited as progress is made.	TC	ongoing

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CS/2021/088	Officers to organise monthly surgeries, advertised within the community and supported by a member from each committee on a rotational basis. The Bodmin representatives on CC will be invited to participate. It was <b>RESOLVED</b> to <b>AGREE</b> to delegate authority to TC to identify the most appropriate way to facilitate these surgeries.		
CS/2021/109	Update – 17.6.21 – It was Resolved to Agree to delegate authority to the Community Services Officer to liaise with members to agree a timetable for these surgeries and that they be included on the schedule of meetings.	CS officer	ongoing
CS/2021/089	To consider and agree a way forward with the CCTV management and discuss the recent vandalism to the bench in Fore Street. It was <b>RESOLVED</b> to <b>AGREE</b> to delegate authority to officers to find out more information about how Newquay and Tolvadden operate.  Update 17.6.21 – deferred to P&R 24.6.21	TC	ongoing

<b>Item 11</b>	To consider and agree the statement of accounts (Income and Expenditure) for May 2021.		
CS/2021/110	This item was deferred due to end of year accounts processing,		
<b>Item 12</b>	To receive Risk Management updates		
CS/2021/111	An item relating to the Tour of Britain had previously been considered at a risk management meeting and was noted and will be reviewed as required.		
<b>Item 13</b>	To consider and agree grant applications.  a) IntoBodmin – Christmas show The application was for non-financial resources including use of toilets, access to power, exclusive access to court room 2 for the period 29/11/21 – 24/12/21.  The week before the show opens the cast would be rehearsing for a few days so exclusive use would be preferable. Once the show opens there would still be space to have meetings but cast members would start arriving around 5pm.		
CS/2021/112	It was <b>RESOLVED</b> to <b>AGREE</b> to offer use of Court Room 2 on a cost neutral basis.	CSO	

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<b>ITEM 14</b>	To consider and agree requests in relation to the use of BTC facilities for the summer performances on Mt Folly.  The request was mainly in relation to access to power for the performances. There is a power outlet that is accessible without having to open Shire Hall at the weekend. A risk assessment could be carried out to consider use of internal toilets.		
CS/2021/113	It was RESOLVED to AGREE to IntoBodmin's requests in relation to these summer performances.	CSO	
<b>ITEM 15</b>	To consider and agree recommendations and/or actions emerging from the presentation to redevelop the website.  No further discussion was required as resolved at item 4.		
<b>Item 16</b>	To consider and agree recommendations and/or actions emerging from the presentation relating to MSFN.  This item was deferred until BTC can ascertain the requirements of the 15 year maintenance plan and it's impact on the devolution process.		
CS/2021/114			
<b>Item 17</b>	To consider and agree recommendations and/or actions emerging from the presentation relating to the Arts Council £18.8 fund for improvement and maintenance of non-national museums.  No further discussion required as resolved at item 6.		
<b>Item 18</b>	To consider and agree to replace the notice board on Mt Folly  Councillors considered the different designs and materials. The need for planning permission should be investigated. The board should be robust material, cast iron, and more durable so as to be resistant to vandalism.		
CS/2021/115	It was RESOLVED to AGREE to delegate authority to the Estates team to spend up to £3000 to procure the replacement notice board.	EM	asap
<b>Item 19</b>	To consider and agree the provision of a sign/s to be provided and installed on The Camel Trail and at the end of the cycle lane adjacent to Sainsbury's for the purpose of signposting the town centre.  Suggested sites are:		

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CS/2021/116	<ul style="list-style-type: none"> <li>• Cardell Road junction</li> <li>• Cycle path behind Sainsbury's</li> <li>• Dennison Road Car Park toilets</li> <li>• Berrycombe Road Car Park</li> </ul> <p>The Town Map would also be a useful resource to assist orientating people into the town centre. Cllr Brown has retained a granite sign from many years ago that signposts the town centre and could be dug into BTC land at the end of the Camel Trail. This is an allowable expenditure potentially that could be funded from the Welcome Back Fund.</p> <p>It was RESOLVED to AGREE to delegate authority to The Mayor and TC to spend up to £600 to obtain suitable, plastiflex signs.</p>	Cllr J Cooper / TC	asap
<p><b>Item 20</b></p> <p>CS/2021/117</p>	<p>To consider and agree that BTC will assist with ongoing maintenance and watering of floral displays through the summer months once Cornwall Council have improved the general appearance of Honey Street.</p> <p>Ideas for this area have moved on and consideration is being given to the baskets and posts being removed. The area is managed by Cornwall Council and Cllr L Frost is working on a project to improve Honey Street and committee members are urged to write and enquire as to what is planned and when it would be started/finished.</p>		
<p><b>Item 21</b></p> <p>CS/2021/118</p>	<p>To consider and agree the Bodmin Town Council Team photoshoot, to include all staff and Members, both individual and grouped. Photos will be used on the website. To further agree a day and time for this to happen (will need to allow for a couple of hours).</p> <p>It was RESOLVED to AGREE that admin send out a "Doodlebug" invite to arrange this and that Fin Davis would be commissioned to do this.</p>	CSO/admin	asap
<p><b>Item 22</b></p>	<p>To consider and agree what role the BTC community services team should/could have in the reconvened Bodmin Tourist group proposed by Barbara Brittain.</p> <p>The proposal is that Bodmin Tourist group utilise some of the space on the Cornwall Live website. Previous discussion had centred around BTC moving away from Tourist Information and moving towards Community information. Perhaps this is a better fit for Bodmin Chamber of Commerce or other business partner.</p>		

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CS/2021/119	<p>There are many attractions in Bodmin that could be promoted to bring people into the town and consideration should be given to making sure the reception staff are able to provide information about these when asked.</p> <p>IT was RESOLVED to AGREE that this item be deferred to the working party supporting the development of the BTC website should consider and agree a way to include information about local attractions. In the meantime offer the Bodmin Tourist Group space on the Cornwall Live website to signpost tourist attractions.</p>	Website working party/CSO	
Item 23 CS/2021/120	<p>To consider and agree how BTC Bodmin could make the town and spaces within it a more enabling environment for children and adults with disabilities.</p> <p>Information had been received as to how some towns were promoting inclusivity by providing signs that feature Makaton symbols so that information provided about a facilities and attractions was accessible by people who did not read English.</p> <p>It was RESOLVED to AGREE to delegate authority to officers to scope a proposal to site a sign at Fair Park and Priory Park play areas to include cost and content and liaise with Eyesight Cornwall to ensure it is meaningful and useful to the people that it is aimed at.</p>	EM	
Item 24 CS/2021/121	<p>To consider and agree how to best support the Pride event proposed for Bodmin by Cornwall Pride, including the potential flying of an LGBTQ+ flag on 26<sup>th</sup> June on Mount Folly.</p> <p>The issue of flying a flag was discussed and it was RESOLVED to AGREE not to permit the flying of a flag on Share Hall on the grounds that it could set a precedent for flag flying for a lot of other occasions and there was uncertainty over which flag would be supplied as there are many variations and BTC would run the risk of not having the one that includes everybody.</p> <p>Whilst BTC supports and wants to celebrate it's diverse community, unfortunately, the information provided wasn't sufficient for committee members to support this particular event happening in Bodmin in the time until the event was due to happen which was 2 weeks' time.</p>	CSO to communicate this decision	
Item 25	To consider and agree the proposal to increase the number of benches within Priory Park.		

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	<p><b>ITEMS CONTAINING EXEMPT INFORMATION</b></p> <p>To consider passing the following Resolution in respect of the items listed below:</p> <p>“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”.</p>		
CS/2021/125	Committee voted to move into a confidential session.		

**Date of next meeting is Thursday 12<sup>th</sup> August 2021.**

Meeting closed at 21.30

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