

MINUTES of the **Policy and Resources Committee** Meeting held on Thursday 24th June 2021 at 6.00pm in Shire House Suite.

PRESENT: Councillor P T Cooper, presiding, together with Councillors K J Phillips, E M Ahearn, T M Barbery, J Basset, P Brown, J P Cooper (18.20), A Coppin (18.19), D A Henderson, J Gibbs, G Mountcastle and R Joshi.

IN ATTENDANCE: Mr A Harrod (DTC and CSM), Mr D Bidgway(EA), Mr P Martin (TC) (18.20), Mrs S Gooch (AA) and Mrs N Davis (AA).

The meeting started at 18:10

Presentation by Carol Randall of the Bodmin Chamber of Commerce about the Welcome Back Fund.

A copy of the presentation was uploaded to [Sharepoint](#) prior to the meeting.

The initiative is funded by ERDF and follows on from Reopening High Streets Safely fund which Bodmin did not bid for. The objective is to get people back into town centres safely, post Covid, and bids are invited from towns whose aim is to organise and promote events and activities that encourage people back into town centres. Cornwall Council have £600k to award to Cornish towns. It is anticipated that a bid from Bodmin amounting to approximately £30k would be a realistic expectation. The fund cannot be used for capital funding or permanent development and the deadline to submit a bid is mid to end of July 2021.

The proposal is that BTC and The Chamber of Commerce work in partnership to develop a joint submission. Carol has done research, commenced consultation and scoped supplier options that would support the bid but requires support from BTC to ensure compliance with the regulatory aspects of the project.

Discussion continued at item 8.

		Action	Date
Item 1 PR/2021/062	<p>(a) Mayor/Chairperson's announcements New officers Alex Harrod and Shirley Gooch were introduced to members. There were no further announcements.</p> <p>(b) To receive and record the grounds upon which apologies for absence are tendered. LGA 1972, Sch 12, para 40</p> <p>Apologies had been received from Cllrs A Coppin, Cooper and R Joshi (late) and P Martin (late)</p>		
Item 2 PR/2021/063	<p>Declarations of Interest – Members to declare interests in respect of any item on the agenda</p> <p>None received.</p>		

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	PR/2021/92	The accuracy of the minutes of the meeting held on 22 st June 2021 (as circulated) was confirmed.	

Item 3 PR/2021/064	Election of Vice Chair Councillor Bassett was nominated and duly elected as vice chair.		
Item 4 PR/2021/065	Public Representation Session There were no other members of the public present, other than Carol Randall who delivered the presentation.		
Item 5 PR/2021/066 PR/2021/067 PR/2021/068	Correspondence received a) TC received a letter of resignation from Councillor K Rutherford. This vacancy will not be formally notified until we receive notice from Cornwall Council. b) Response from Cornwall Council Monitoring Officer relating to a complaint relating to a social media post during the election period. The Cornwall Council monitoring officer Simon Mansell has found No Further Action required. c) Vacancy notification for the office of councillor for St Mary's and St Leonard's ward has been advertised on 7 th June 2021 (final date for nominations 25 th June 2021) – this was noted. This vacancy was created by the failure of C Archambault to accept his position as elected Councillor for St Mary's and St Leonard's ward. Newly elected or co-opted members will fill the vacancies on committees. If co-option is required, it will take place at the next meeting of Full Council on 22 July 2021. It would be helpful if a co-option policy could be adopted before then.		
Item 6 PR/2021/69	To consider and agree committee aims and objectives for 2021/22. This item was deferred to the next meeting of P&R on 26 th August. Committee members are requested to submit their aims and objectives, prior to this meeting, in order to inform the development of the P&R aims and objectives.		
Item 7 PR/2021/70	Minutes of the previous meeting The accuracy of the minutes of the meeting held on 22 nd April 2021 (as circulated) was confirmed.		
Item 8	To consider and agree any required actions from the Welcome Back Fund presentation. The process is as follows: Joint bid developed jointly. Joint bid submitted. Bid approved (or, if not, end)		

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PR/2021/071	<p>Items purchased as detailed in the bid.</p> <p>Receipts submitted by BTC to CC for reclaim.</p> <p>Equipment stored, maintained and booked/loaned is managed by BTC.</p> <p>The decision for BTC on whether to work with the Chamber on the bid rested on the balance between the officer time required to progress the bid to be ready for submission, the subsequent workloads to manage and use any equipment purchased using the fund against the current workload of officers and whether success would help BTC deliver on priorities that have been set and declared.</p> <p>It was concluded that successful award would help BTC achieve the pledge made to reintroduce a market to the town, which was a priority and so capacity should be found in BTC to support this.</p> <p>It was RESOLVED to AGREE to work in partnership with Bodmin Chamber of Commerce to submit to the Welcome Back Fund. To this end, a meeting between Carol Randall and Alex Harrod (DTC & CSM) and Amanda Bright (CSO) would happen on Tuesday 29th June at 11am.</p> <p>JC and DH voted against as they were concerned about officer workloads.</p>	CSM/ CSO	ongoing
Item 9	List of actions from the previous minutes for update.		

25 February 2021	PR/2021/016	<p>Departmental heads to produce an audit of assets within their departments and to delegate authority to RFO to consider and agree asset write-offs identified as appropriate within a PID, with full oversight of the TC. P&R to consider PID process to make this amendment. Asset register is being compiled and some issues have been identified mainly items that had been purchased but not previously included on the register.</p> <p>Update 24.6.21. Value of items to be included on the asset register has been lowered from £6000 to £100. Consideration of assets to be included should be overseen by the Risk Management group. This register needs to be completed by October 2021. The register has not been updated for 9 years so it started from scratch starting with the identification of expenditure</p>	departmental heads	ongoing
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	PR/2021/072	<p>over the last 5 years and tracking that to the item. If it transpires that high value items cannot be accounted for then consideration will be given to reporting to the police. At this point there is no evidence to suggest that items will not be reconciled in this process or the financial extent of any unidentified items. It was agreed that an audit of retrospective asset registering and/or disposal should focus on the last 5 years. Receipts and minutes will be the starting point to identify assets. A further decision will need to be taken if evidence emerges of a large extent of financial loss.</p> <p>It was RESOLVED to AGREE to commission an external professional body to conduct a forensic audit of assets going back 5 years, including an examination of audits over the last 5 years.</p>		
	PR/2021/019	<p>Repair of the mayoral chain. RFO will allocate reserves to get this done. Fatterini are specialists in this work. UPDATE: One estimate of £58k obtained for this work. It was RESOLVED to AGREE to investigate the potential for making an insurance claim, and other ways of getting it repaired that may reduce the direct cost to BTC and residents.</p> <p>Update 24.6.21 – TC is waiting for 2 further quotes.</p>	TC	ongoing
	PR/2021/020	Terminate the BOC contract.	EM	complete
	PR/2021/020	Monitoring and control of uniforms - develop a policy is to be submitted for consideration by committee.	TC	ongoing
	PR/2021/020	See agenda item 24 – deferred to FC 22.7.21		
22nd April 2021	P&R/2021/040	<p>It was RESOLVED to AGREE to delegate authority to the officers to draft a policy around how work mobiles can be used and submit back to committee for consideration.</p> <p>Item 28 – deferred to FC 22.7.21</p>	DB	ongoing
	P&R/2020/082	<p>Sharps bin renewal - Higher Bore St toilets. deferred to next meeting together with a report as to whether BTC continue to pay for cleaning, if they are still being cleaned, and if or when they will reopen and progress on the replacement of the sharps bin.</p> <p>Update 24.6.21 – EM was reported to have commissioned work to commence next week to re-open. An update to be provided to Estates committee 8.7.21</p>	EM	ongoing

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	PR/2021/044	To receive an update on outstanding Merlin Cinema / Town Museum insurance claim for flood. BTC had actually paid out initially so a cross reference is required to ensure BTC have claimed the full amount that they had been paid out to rectify damage. Update 24.6.21 – the claim submitted by the RFO was settled in full.	TC	complete
	PR/2021/045	To consider and agree to adopt the Market Regulations policy. It was RESOLVED to AGREE to delegate authority to TC to get the regulations agreed in time for a market to be held in June. Update 24.6.21 – the Bodmin regulations drafted by KP should be considered at the Estates committee meeting on 8.7.21	TC	ongoing
	PR/2021/048	To consider and agree Financial Comparison (Income and Expenditure) for March 2021. There was an error in the annual budget remaining column and needs rectification before it can be considered.	TC	complete
	P&R/2021/051	Fuel collection and use. Amend and implement appropriate policy and procedures, using asset tagging and proper authorisation and recording as well as clear lines of accountability. Included in H&S update at Item 12	TC	ongoing

Item 10	<p>To consider and agree section 2 of the AGAR statement.</p> <p>The statement is an accurate record that has been independently evaluated (by Brian White accountant) and reconciled with bank statements.</p> <p>Reserves remain high but covid has restricted expenditure and as restrictions lift the money will be spent to bring deferred projects back on-line.</p> <p>Income was also down on previous years due to covid restrictions.</p> <p>Further training for councillors was requested in order to gain a better understanding of the financial information and processes that generate the information that is included on the AGAR return.</p> <p>Discussion of the Aged Debtors was moved to the confidential session.</p>		
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PR/2021/073	It was RESOLVED to AGREE section 2 of the AGAR statement and the document was signed by the chair of Policy & Resources Committee in the presence of committee.		
Item 11	<p>To consider and agree Schedule of Payments (payments to suppliers for goods and services).</p> <ul style="list-style-type: none"> • Line 4 and 5 – “various business rates and various water charges” – needs more detail for transparency • Inv# 609795 – Bodmin Postcards – there was an agreement to stop selling items that are otherwise available elsewhere in the town • CCTV survey of the leat at Scarlet’s Well – further discussion was deferred to Estates (subsequently changed to Full Council) • Annual Hall Master licence – the venue booking system for BTC venues • Uniform costs are on the agenda for Estates • Can expenditure on Drying Cabinets over the last 4 years be checked. • Changing references to TIC on all BTC signage and the website 		
PR/2021/074	It was RESOLVED to AGREE the payment schedule for June 2021		
Item 12	<p>To receive Health and Safety updates:</p> <ol style="list-style-type: none"> a. To receive an update for the completion of the Estates compound – the contractor failed to turn up and resolve the drainage issue. AB to contact PB regarding potential alternative contractor. The report was noted. b. To receive an update in respect of buildings repair and safety management – 24 expressions of interest received. The report was noted. c. To receive an update in respect of safe storage of pesticides and fuel – all locked up appropriately and quantities reduced. The report was noted. d. To receive updates in respect of the car park resurfacing works, including the removal of the central reservation. The report was noted. 		
PR/2021/075	Full report was noted and the Estate Manager was thanked for his work.		
Item 13	To receive Risk Management updates. See risk register.		
PR/2021/076	There was a request that a line is added for Aged Debts. The register was noted.		

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Item 14	To provide an update relating to the purchase of seagull-proof refuse sacks for sale by BTC.		
PR/2021/077	It was confirmed that the bags are special seagull bags, hence the price. These are sold at reception to residents. This information was considered and it was RESOLVED to AGREE to continue providing this service and to advertise this fact on the BTC Facebook page.		
Item 15	To consider and agree re-joining CALC for the purpose of accessing policy updates from NALC.		
PR/2021/078	There are a lot of BTC policies that require review and revision. NALC have produced standard policies that could be amended to ensure they fit with BTC processes. It would include a notification system of policy updates. BTC would have access to these by re-joining CALC. It was RESOLVED to AGREE that BTC re-join CALC at a cost estimated to be £1200.	TC/DTC	
Item 16	To consider and agree a list of all policies, including review dates, who will be leading on each, which committee will be responsible for it, and, if appropriate, ensuring the reviews reflect updates provided by NALC and SLCC.		
PR/2021/079	A list of policies was uploaded to Sharepoint prior to the meeting. It was RESOLVED to AGREE the list of policies to review. Staff to download all policies from NALC, collate them by committee, who will consider and approve the reviewed policies.	TC/DTC	
Item 17	To consider and agree the updated Standing Orders.		
PR/2021/080	This item was deferred to Full Council. The Chair of FC requested that old and new versions be provided side by side with tracked changes visible for consideration.	TC/DTC	22.7.21
Item 18	To receive an update on the defibrillators contract with Duchy Defibrillators.		
	The TC has received 2 invoices, however he had not received that contract. Members are keen to understand the level of service being provided.		

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PR/2021/081	<p>There are concerns that the Defibrillators are maintained effectively and continue to function as life-saving equipment.</p> <p>It was RESOLVED to AGREE to pay the invoices totalling £1368, but the contract will not be renewed until members have considered and approved the content. This to be done 6 months prior to the contract coming up for renewal.</p>		
Item 19	<p>To consider and agree a quotation that meets the requirements under section 4 of the procurement policy for catering and hosting of the Mayor's Regimental Reception for the Rifles (subject to receipt of quotations).</p> <p>The menus and costs were uploaded to Sharepoint prior to the meeting.</p>		
PR/2021/082	<p>It was RESOLVED to AGREE to accept the quote provided by The Westberry hotel for options 1 and/or 2. However, alcohol would not be permitted to be purchased using BTC resources. This issue would be addressed at future Tour of Britain planning meetings.</p>	CSO	
Item 20	<p>To consider and agree the CCTV privacy impact assessment and monitoring agreement.</p> <p>The TC should do a "walk-about" to check the location, angle, and view of all the town CCTV cameras to ensure they are operating legally. However, to date, no one has given him the opportunity. Members have previously done this walk-about. There was some discussion about the accuracy of the list of cameras and their location, the surveillance service provided and the accessibility and usefulness of any footage obtained against the money that taxpayers pay.</p> <p>The new contact for the CCTV partnership is Samantha Moore - Samantha.moore@cornwall.gov.uk</p> <p>Communication has been poor.</p>		
PR/2021/083	<p>It was RESOLVED to AGREE to delegate authority to the TC, supported by the Chair, or Vice Chair of P&R, to contact Torvaddon and the police inspector to assess the privacy issues and any others that arise to be taken forward by the BTC reps on the CCTV partnership group:</p> <ul style="list-style-type: none"> • Cllr A Coppin • Cllr J Gibbs • Cllr L Ahearn • Cllr P Skea 	TC And Cllrs P Cooper J Basset	ASAP

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Item 21 PR/2021/084	To consider and agree the MHR payroll service contract and cost. It was RESOLVED to AGREE to continue with this contract at a cost of £1500 per annum.		
Item 22 PR/2021/085	To consider and agree matters pertaining to contracting out section 151 of the accounting process, including associated management options. A document that sets out the pricing structure was uploaded to Sharepoint . Agreement would increase capacity in the accounts team as and when required. It was RESOLVED to AGREE in principle the use of these accounting services offered as and when required. It was further RESOLVED to AGREE to recruit another member of staff to the accounts team.		
Item 23	To consider and agree the development of a framework for progressing mechanisms for risk management and control. This item was deferred to Full Council on 22.7.21		
Item 24	To consider the request from Cornwall Rural Housing Association for additional members to ensure that their board continues to have a membership with a broad range of skills and experience. This item was deferred to Full Council on 22.7.21		
Item 25 PR/2021/086	To consider and agree the purchase of a printer for producing QR codes to assist with asset register management to meet requirements of PR/2021/016 . It was RESOLVED to AGREE the purchase of a printer for producing QR coded for the purpose of asset tagging.	D Bidgway	
Item 26	To consider and agree IT improvements: a. Leased line b. Live streaming facilities This item was deferred to Full Council on 22.7.21		

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Item 27	To consider and agree uniform and dress code policy to meet requirements of PR/2021/020 This item was deferred to Estates Committee on 8.7.21		
Item 28	To consider and agree mobile phone policy.		
Item 29 PR/2021/087	To consider and agree the cost of printing flyers to support engagement with the Neighbourhood Plan, plus additional hard copies of the survey. It was RESOLVED to AGREE the cost of printing flyers and additional hard copies of the survey.		
Item 30	To consider and agree terms of reference for the Bodmin Town Team group. This item was deferred to Full Council on 22.7.21		
Item 31 PR/2021/088	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”. Committee voted to move into a confidential session.		

Please see separate page.

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