

MINUTES of the **Policy and Resources Committee** Meeting held on Thursday 26th August 2021 at 6.30pm in Shire House Suite.

PRESENT: Councillor P T Cooper, presiding, together with Councillors K J Phillips, E M Ahearn, P Brown, A Coppin, D A Henderson, G Mountcastle, H Blacklaw and J Gibbs, J P Cooper (18.50)

IN ATTENDANCE: Mr P Martin (TC), Mr A Harrod (DTC and CSM), and Mrs N Davis (AA).

The meeting started at 18:32

Documents to support items on the agenda were uploaded to [Sharepoint](#) before the meeting.

		Action	Date
PR/2021/089	<p>(a) Mayor/Chairperson's announcements The Chair read a statement reminding attendees that the meeting would be audio recorded for the purpose of minute taking but that no permanent audio record is retained after production of the draft minutes.</p> <p>The suite was booked for the following morning so could councillors stay behind and help to clear the room.</p> <p>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 Joy Bassett and R Joshi for absence and Jeremy Copper (late).</p>		
PR/2021/090	<p>Declarations of Interest – Members to declare interests in respect of any item on the agenda</p> <p>None received.</p>		
PR/2021/091	<p>Public Representation Session</p> <p>There were no other members of the public present.</p>		
PR/2021/92	<p>Minutes of the previous meeting The accuracy of the minutes of the meeting held on 22st June 2021 (as circulated) was confirmed.</p>		
PR/2021/93	List of actions from the previous minutes for update.		
P&R/2021/059	<p>Update on Bodmin Town Football club lease and Grandstand insurance</p> <p>Update:26/8/21 – EM still working on this.</p>	TC	ongoing next meeting

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Date			
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	PR/2021/133	The accuracy of the minutes of the meeting held on 26 th August 2021 (as circulated) was confirmed.	

PR/2021/071	It was RESOLVED to AGREE to work in partnership with Bodmin Chamber of Commerce to submit to the Welcome Back Fund. Update 26/8/21: Meeting held with Cornwall Development Company and were given information about things that could be purchased and hired. Fixed or permanent assets cannot be purchased, but temporary, such as gazebos could be. A trailer to store/transport items, although required, seemed not to fit the criteria.	CSM/CSO	ongoing	next meeting
PR/2021/072	Audit of Assets - 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. Update 26/8/21: The audit will cost £15K to undertake with no opportunity to recoup any of the cost. It was proposed to take this to Full Council to abandon the audit. 9 councillors were present and would be willing to overturn the original proposal.	TC	complete	
PR/2021/019	Repair of the mayoral chain. TC is waiting for 2 further quotes. Update:26/8/21: A quote had been received to repair the links in the chain for approximately £4.5k.	TC	ongoing	next meeting
PR/2021/076	To receive Risk Management updates. See risk register. There was a request that a line is added for Aged Debts.	TC	complete	asap
PR/2021/079	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. Update 26/8/21: on the agenda	DTC	ongoing	next meeting

PR/2021/94	To consider and agree the proposal from Carlyon Systems for a Microsoft 365 backup solution. This would add security to documents and emails within the council. DB to investigate to ensure that the pcs used by the museum be included in any council IT contract. It was Resolved to Agree to purchase this support from Carlyon at a cost of £92.40 per month, to be reviewed once options about creating a BTC intranet are clearer.	IT Manager	
PR/2021/95	To consider and agree a proposal from Carlyon Systems regarding the provision of re IT, security and compliance support for councillor devices. It was RESOLVED to AGREE the ongoing support (including remote support) of councillor laptops at a cost of £40 per month.	IT Manager	
PR/2021/96	To consider and agree Financial Statement (Income and Expenditure) for July 2021. The reference to general carparks was historical.		

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	PR/2021/133	The accuracy of the minutes of the meeting held on 26 th August 2021 (as circulated) was confirmed.
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	The statement was noted.		
PR/2021/97	<p>To consider and agree Schedule of Payments (Payments to suppliers for goods and services) for August 2021 and to note the schedule for July 2021 (previously circulated on Sharepoint).</p> <p>There was a discussion about TV licences and Cllr Henderson explained that licences are required to screen or listen to anything.</p> <p>Purchasing and accounting systems need to be reviewed to ensure they work for the type of events that BTC want to hold. Recent experience with Tour of Britain events highlighted how difficult and inflexible the current systems are.</p> <p>Boo Consulting was a £600 expense for managing FoI requests and these costs look set to increase due to persistent requests from a single source., with a suspicion that confidential information has been obtained inappropriately. Consideration is being given to charging for costs associated with these requests.</p> <p>It was RESOLVED to AGREE the schedule of payments for August 2021. Could officers produce a detailed report on fuel usage for the Estates Committee to consider.</p> <p>Cllr J Cooper questioned expenditure on the Boxer van and queried whether this was still under warranty.</p> <p>The schedule for July 2021 was noted.</p> <p>References to BIC or anything relating to the Community Services Reception to be consistently referenced as such on paperwork, social media and, in time, uniforms.</p>	EM	Estates committee
PR/2021/98	<p>To consider and agree payments agreed out of schedule since 1 April 2021 by 2 Councillors.</p> <p>These payments were agreed outside of committee meetings as they were time sensitive and may have incurred a penalty if not paid within agreed payment terms. Future payments agreed in this way will be included as a standing item at future meetings.</p> <p>These payments were noted.</p>		
PR/2021/99	<p>To note Reserve Balances Quarterly Update 30 June 2021, including committed amounts.</p> <p>Reserves are largely allocated to building works.</p>		

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	<p>There was a request to allocate £4k to the Freedom Parade/Rifles event.</p> <p>The document is just a suggestion on future allocations and can be changed. Some allocations are against projects that have been not started and may no longer fit with current priorities.</p> <p>It would be helpful if the proposed allocation of reserves and underspends could be separated into committees.</p> <p>Any grant funding or s106 funds that are due should be chased including approx. £46k skate park grant.</p> <p>Total Reserves are £3,284,455.13 and earmarked reserves can be moved if agreed by council.</p> <p>The earmarked reserves were noted.</p>		
PR/2021/100	<p>To consider and agree changing the dates of some committee meetings so that the payment schedules are signed off within the 30-day payment period.</p> <p>The calendar of meeting would be amended to include Councillor surgery dates, Risk management meetings, Budget setting training, and altered dates for committees as required to sign off expenditure and comply with 30-day payment terms.</p> <p>It was RESOLVED to AGREE that admin revise the calendar with the amended committee and other pertinent dates and resubmit to Full Council for agreement.</p>	Admin team	
PR/2021/101	<p>To receive Health and Safety updates</p> <ul style="list-style-type: none"> Consider and agree costs relating to replacement of roof tiles on rear cells <p>It was RESOLVED to AGREE to delegate authority to the EM to spend up to £1,000 to replace the roof tiles and carry out other repairs including to guttering and down pipes as required to the cell roof at the rear of Shire Hall.</p> <p>A further request was made that the potholes in the football club car park be filled before the weekend's festival event before the longer-term re-surfacing programme. It was reported that Ron May had already been given instructions to get this done.</p> <p>The sign outside the Priory Park public toilets should also be removed as someone had hit their head on it.</p>	EM	
PR/2021/102	To receive Risk Management updates		

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	<p>These meeting are held virtually via Teams and the dates had been incorporated into the calendar of events. All committee chairs are advised to attend or send a deputy if unable to do so.</p> <p>There was an increase to the loss of reputation to BTC and of staff and councillors leaving was moved to its' highest levels.</p> <p>There is a legal obligation to hold risk management meetings. As BTC progress it's aims and objectives and various projects risks will increase. It is important that committee chairs or, in their absence, the vice chairs attend.</p> <p>The updated risks and measures to mitigate these were noted.</p>	Chairs/ Vice Chairs	
PR/2021/103	<p>Tour of Britain</p> <ul style="list-style-type: none"> To consider and agree the use of promotional merchandise <p>A supply of novelty wheel spoke items advertising a Bodmin printing firm has been offered.</p> <p>It was Resolved to Agree to accept these promotional items to give out at the Tour of Britain, in blue 287c.</p> <ul style="list-style-type: none"> To consider and agree expenditure in relation to the Tour of Britain to date. <p>There was a line item of £10k for the bar. This included the stage, the sound and lighting, power, guards, cleaning up after and toilets. The quote has been reduced as the acts were being paid by BTC separately. Working with the events company had been difficult. But the BTC team have worked beyond what could reasonably be expected to ensure the event happens. The legacy will be policies and experience that will stand the council in good stead for the future.</p> <p>It was Resolved to Agree the budget and expenditure related to the Tour of Britain.</p> <ul style="list-style-type: none"> To consider and agree proposed staffing costs in relation to the Tour of Britain, including update on staffing budget. <p>There is an underspend on staffing budget that can be used to fund the extra cost of staff working over the ToB weekend. The estimated cost of staff for the weekend of £7912.64 includes 1.5 x time on Saturday and 2 x time on a Sunday.</p> <p>It was Resolved to Agree that any staff that work over the Tour of Britain weekend will be paid.</p> <ul style="list-style-type: none"> To consider and agree security costs, including details of remote monitoring. 	CSO	

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	<p>Additional expenditure to extend the number of days that Kestrel Guards would patrol and prevent access by unauthorised people/vehicles to festival areas.</p> <p>It was Resolved to Agree an additional £141.12 to ensure this extra security.</p>		
PR/2021/104	<p>To receive Procurement Management Issues</p> <ul style="list-style-type: none"> • TVF funding <p>TC and Cllr Frost attended a Teams meeting which included members form Launceston, Helston and St Austell town teams. Launceston and Helston town councils were the lead for TVF funding with the town teams providing research, consultation and information to support any decisions. Other towns had installed the Town Clerks in the position of responsibility within the town team, authorising expenditure on instruction from the town teams, within financial rules and regulations. The members present at this meeting reported that an MoU was not required to progress their bids. And other councils had received more support in constructing their bids.</p> <p>It should be made clear that decisions made by the entity of the town team in Bodmin are separate and independent from BTC and we should seek terms and conditions that prevents CC from clawing back any funding spent that they deem not to fit their criteria. It was reported that although terms and conditions had been general at the start of the process, it was now planned that every town would get a bespoke terms and conditions, so there was no consistency guaranteed.</p> <p>Town team structures are consistent in as much as there are 2 or 3 CC members, and 1 or 2 town council members. Some were not called town teams. Also, none had received offer letters yet.</p> <p>It was Resolved to Agree to defer this item to Full Council on 16th September.</p>		
PR/2021/105	<p>To consider and agree whether to continue providing St Petroc's Church with a £2,500 annual grant for maintenance of the churchyard.</p> <p>Although there is reference to a Service Level Agreement, this cannot be located. There are concerns that although this is a closed churchyard and yet ashes are still being buried. Details of the agreement are unknown.</p>	Cllrs Phil Cooper, Karen Phillips and Jeremy Cooper and TC,	

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	<p>At no time should officers pay from their personal money for BTC goods or services.</p> <p>It was Resolved to Agree the revised Financial Regulations with the amendments discussed.</p>	DTC	
PR/2021/108	<p>To consider and agree a new Events policy and management plan.</p> <p>It was Resolved to Agree the Events policy.</p>		
PR/2021/109	<p>To consider and agree a new Volunteers policy.</p> <p>It was Resolved to Agree the Volunteers policy.</p>		
PR/2021/110	<p>To consider and agree a new Persistent and Vexatious complaints policy.</p> <p>It was Resolved to Agree the Persistent and Vexatious complaints policy.</p>		
PR/2021/111	<p>To consider and agree a new internal use of recording equipment policy.</p> <p>It was Resolved to Agree the internal use of recording equipment policy.</p>		
PR/2021/112	<p>To consider and agree a draft list of BTC policies for review / production by committee.</p> <p>The draft list was noted and accepted as a rolling programme for review and production of policies.</p>		
PR/2021/113	<p>To consider and agree a formal process for room hire bookings.</p> <p>It was Resolved to Agree to adhere to the established room booking policy that directs all books via the booking officer. The price list and booking form needs to be uploaded to the website.</p>	CSM	By 3 rd September 2021
PR/2021/114	<p>To consider and agree CCTV contract.</p> <p>TC has signed and sent back a letter of variation on operational times which are Cornwall wide.</p> <p>There is a request that the BTC representatives be included on the CCTV meeting invites and TC to ensure they are notified of meeting dates.</p>	TC	
PR/2021/115	<p>To receive an update on progress with the ongoing asset register work.</p> <p>The register is complete and QR coding is continuing. To be complete by end of September.</p>	Dave Bidgway/ EM	End of September

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PR/2021/116	To consider and agree the addition of appendices to the recently revised Standing Orders. It was Resolved to Agree the addition of appendices to Standing Orders.		
PR/2021/117	To consider and agree the scope and timeline of staff and member training in 2021/22, including the implementation of a training log. These are to align with agreed Aims and Objectives. New members, and any that need a refresher will need to attend Code of Conduct training. TC to contact Simon Mansell and arrange a local code of conduct training session. It was Resolved to Agree the scope and timeline of staff and member training in 2021/22.	TC/DTC	
PR/2021/118	To consider and agree enrolling in Cornwall Council's free Climate Literacy online training course. Two members/officers can sign up for accounts, which will last for one year and provide access to Cornwall Council's wider online training suite. It was Resolved to Agree to take up this training and by doing so would have access to the rest of CC's online training offer. 2 officers to be nominated to attend.	TC/DTC	
PR/2021/119	To consider and agree a model publication scheme document for addition to the BTC website, to ensure compliance. It was Resolved to Agree a model publication scheme document for addition to the BTC website, to ensure compliance.	TC/DTC	
PR/2021/120	To consider and agree a memorandum of understanding between BTC and the Bodmin Town Team. This item was deferred to Full Council on 16 th September 2021.		
PR/2021/121	To consider and agree the purchase of a new PA system to support BTC and external events. This item was deferred to Community Services Committee on 14 th October 2021.		
PR/2021/122	To consider and agree a list of potential new suppliers of legal services. This item was deferred to Full Council on 16 th September 2021.		
PR/2021/123	ITEMS CONTAINING EXEMPT INFORMATION To consider passing the following Resolution in respect of the items listed below:		

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	<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> <p>It was Resolved to Agree to move the meeting into the confidential session.</p>		
	Date of next meeting 21st October 2021.		

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