

MINUTES of the Community Services Committee Meeting held on Thursday 4th March 2021 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, J Hutchens, J Bassett, J Gibbs, L Ahearn (joined at 18.47), P Cooper

IN ATTENDANCE: Mr Peter Martin (Town Clerk), Mr D Bidgway (Executive Assistant) and Mrs N Davis (Senior Administration Assistant)

Meeting commenced at 18.30

<p>ITEM 1 CS/2021/031</p>	<p>(a) Mayor/Chairperson's announcements There were none.</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 were received from Cllr P Skea and Cllr EL Ahearn (late)</p>		
<p>ITEM 2 CS/2021/032</p>	<p>Declarations of Interest There were no declarations of interest.</p>		
<p>ITEM 3 CS/2021/033</p>	<p>Correspondence received.</p> <ul style="list-style-type: none"> Letter to councillors received from Cultivate Cornwall who have worked since the start of the pandemic to provide 40,000 food drops to people in Bodmin. Their funding is coming to an end and are requesting BTC cover half the cost of continuing this service from March to June - £3150. The criteria for being eligible to receive food, or how people access it from this scheme is not known. <p>Members can request a copy of the entire letter from Cllr Henderson.</p> <p>JC – they should be thanked and commended for all they have done to support Bodmin residents during the pandemic and sign post them to the grant application process.</p> <p>It was RESOLVED to AGREE to thank this organisation for the work they've done during the pandemic and inform them to complete a</p>	<p>D Henderson</p>	

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	grant application and their request can be considered within the established process, as for any other applicant. TC to send Cllr Henderson the grants policy.		
ITEM 4 CS/2021/034	Public Participation Session. There were 4 members of the public present but no one wished to ask questions or otherwise speak		
ITEM 5 CS/2021/035	Minutes of the previous meeting To consider and confirm the accuracy of the Minutes of the meeting held on Thursday 4 th February 2021. It was RESOLVED to confirm the accuracy of the minutes.		
ITEM 6	Matters arising from the minutes or the meeting held on Thursday 4th February 2021. Updates on Action Points:		
6 b) CS/2021/036	IntoBodmin 2021 performance and activity proposals - Chris Harris requested base line information such as budgets for projects, forms to be completed and the accounts of IntoBodmin. He will send the necessary forms to Fin. Update: None received as CH was absent.	Chris Harris	
6 c) CS/2021/037	Form a working party to ensure the BTC website is made more accessible and more effective as a tool for capturing information the public want the Council to have. Cllrs Skea, Phillips, Hutchens, Henderson and Gibbs to join. Update: DB has set up a sharepoint group for the working party and provided links to other Cornwall council websites for the working party to have a look at. In particular, the Penzance website looks quite good. The main principle is that it's functional, accessible with as few clicks as possible for residents to get what they want. It must also be easy for officers to upload information easily and be cost effective.	Dave Bidgway	
6 d) CS/2021/038	Council Risk Management Strategy - to produce a business risk management plan to be considered at P&R which will outline the proposed controls.		

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	<p>Update BTC needs to develop a strategy to address issues raised by the internal report which are both general and sometimes specific to committees</p>		
6 e) CS/2021/039	<p>Development Plan and Budget Proposal - Each committee to prepare PIDs for projects proposed for 2022</p> <p>Update Each committee to decide their objectives for 2022 and how they align to existing</p>	Committee Chairs and CSM	
6 f) CS/2021/040	<p>Town Defibrillators - New contracts to take over the maintenance of BTC defibrillator units, and to consider a proposal to adopt the unit at Ron's.</p> <p>Update It was RESOLVED to AGREE that once the Old Library re-opens, negotiations will commence to relocate this unit from Ron's to the Old Library.</p>	TC	
6 g) CS/2021/041	<p>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.</p> <p>This was deferred until more information is received.</p>	Cllr Henderson	
6 h) CS/2021/042	<p>Freedom Parade - negotiation with the Rifles to agree form, route and date of parade</p> <p>Update The date has to remain as it coincides with other Freedoms around the country. It was RESOLVED to AGREE to defer the item so that officers could liaise with Tour of Britain organisers to ensure the 2 events are co-ordinated.</p>	D Bidgway / Cllr Henderson	
6 i) CS/2021/043	<p>Contact the Camel Trail committee chair to understand what dialogue they have had with the Jail and any arrangement that has been agreed.</p> <p>Update Cllr Henderson has emailed Rhys Harry, of the partnership trust. He has spoken to the Cornwall Council countryside officer who says They "have insisted any lease arrangement preserve the existing free parking area. A coach turning area was discussed but the last they'd heard this area wasn't considered suitable". They have also regraded and refilled in all the potholes in Scarletts Road car park.</p>	Cllr Henderson	

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	JC – this is a gateway to Bodmin and would be beneficial to nurture an ongoing relationship with the partnership trust.		
6 j) CS/2021/044	<p>Car Park Management Franchise - produce a summary of bids for complete management of car parks</p> <p>Update A working party to be established to look at complexities around pricing and other issues.</p> <p>It was RESOLVED to AGREE to delegate authority to TC to continue contractual negotiations with the tendering bodies to come up with a package that's suitable. To present the package back to committee.</p>	TC	
6 k) CS/2021/045	<p>Market for Bodmin – update</p> <p>Update None received so item deferred to next meeting</p>		
6 l) CS/2021/046	<p>BIC - improve response times, identify additional tasks to take up any spare capacity within the team.</p> <p>Update Item to be discussed under confidential matters at the next meeting.</p>	CSM	
6 m) CS/2021/047	<p>Council Lettings, Hirings and SLA/MOA - produce a policy document and handbook that will cover all aspects of hiring and letting procedure.</p> <p>Update Cllr Phillips spent a long time reviewing and updating hiring policy and pricing structures which were approved at the time.</p> <p>It was RESOLVED to AGREE that Officers locate information from previous proposal and to review it in the light of Health and Safety audit and bring it up to date and resubmit it to committee once updated. Information should be available online together with the ability to book a venue.</p>		
ITEM 7 CS/2021/048	<p>To consider and discuss the list of potential premises that might be suitable to accommodate the proposed science exhibition by Discovery 42, to be provided to Mr Jones.</p> <p>The project is to start in August for 4 months. After some discussion the potential venues were narrowed down to Court Room 1, but there are health and safety issues to be considered or, Narisa Hall.</p>		

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	It was RESOLVED to AGREE to offer Narisa Hall to Discovery 42 for the setting up of the interactive science project. Further work to agree a cost to them for this would start with the existing pricing structure and following discussion, possibly lead on to a grant application.	Cllr Henderson	
ITEM 8 CS/2021/049	<p>That the Committee considers sustainable enabling approaches that reduce the impact of local issues through coordinated policy strategy and substantive quantitative, qualitative research of for achieving this purpose. Also, how this Committee intends to address the matters via its pending strategy. That a full and thorough training analysis is approved for the purpose of delivering any agreed policies / strategies and time scales also agreed as to when this Committee expects to receive outcomes.</p> <p>BTC are reviewing the community engagement and governance strategy. TC is looking for a steer from this committee as to the way forward for developing this strategy and business plan using consultation, surveys and polling to engage, manage and decide content and priorities, although, although existing plans (Neighbourhood plan as an example) and strategies can provide some of the information required.</p> <p>We would need to decide on the appropriate format to engage the community in it's development. The outcome would be to identify the projects to put forward as proposals that meet the objectives identified.</p> <p>Further research is required to understand what the community identify as their priority of needs and therefore inform the budget setting of BTC in the future.</p> <p>It was RESOLVED to AGREE that we adopt this approach and support community engagement events.</p>		
ITEM 9 CS/2021/050	<p>To reconsider and potentially remodel the BTC reopening the High Street Safely bid – JB</p> <p>It was RESOLVED to AGREE that JB contact Sarah Sims to express the BTC's concern that any funding available be used to support council's in other ways and not be lost.</p>		
ITEM 10 CS/2021/051	To consider and agree, if appropriate, delegating authority to the town clerk for expenditure for 'receiving boxes' for the Neighbourhood plan surveys.		

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	<p>Official looking, secure boxes are required for the purpose of receiving questionnaires and, potentially, other community engagement responses in the future.</p> <p>It was RESOLVED to AGREE to delegate authority to the TC to purchase boxes for this purpose.</p>		
<p>Standing Items ITEM 11 CS/2021/052</p>	<p>To consider and agree Financial Comparison (Income and Expenditure) for December 2020.</p> <p>TC produced a reformatted Financial Comparison for each committee to consider their monthly income and expenditure. It was noted that this digital form was more accessible than the previous versions. It is also integrated with the Sage system that is generating the purchase order system.</p>		
<p>ITEM 12 CS/2021/053</p>	<p>To consider and agree Schedule of Payments (Payments to suppliers for goods and services) for January 2021 - February 2021.</p> <p>These were approved previously at P&R committee on 25th February 2021</p>		
<p>ITEM 13 CS/2021/054</p>	<p>To receive Risk Management updates</p> <ul style="list-style-type: none"> Interim Internal Audit Report – recommendations for improving financial controls have been implemented, including more extensive use of Sage. 		
<p>ITEM 14 CS/2021/055</p>	<p>ITEMS CONTAINING EXEMPT INFORMATION</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> <p>Committee voted to move into a confidential session.</p>		

Date of next meeting is Thursday 15th April 2021.

Meeting closed at 8:25pm

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