

**MINUTES** of the Community Services Committee Meeting held on Thursday 4<sup>th</sup> February 2021 at 6:00 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 (joined the meeting at 18.35), J Bassett, J Gibbs (joined the meeting at 18.10), L Ahearn (joined at 18.40), P Cooper (joined at 18.30)

**IN ATTENDANCE:** Mr Peter Martin (Town Clerk) (joined the meeting at 18.53), Mr C Harris (Community Services Manager), Mr D Bidgway (Executive Assistant) and Mrs N Davis (Senior Administration Assistant)

18.03

<p><b>Guest Presenter – Roy Jones</b> CS/2021/001</p>	<p>Roy Jones representing Discovery 42 gave a presentation about a proposed pilot exhibition that would promote an interest in science and careers in science, which is growth sector in Cornwall. Currently the nearest dedicated science museum in in Bristol and hence inaccessible and/or expensive for many residents in Cornwall. The proposed exhibition is to be called “Reality Re-imagined” and intends to demonstrate how science impacts and features in everyday life by offering an interactive science journey that promotes learning through play and participation. The idea has already attracted funds to build the exhibits. And development would be a collaboration with local schools and colleges.</p> <p>The aim is to be up and running after a 2 month build time in time to open in August for 4 months, initially. There would be potential to remain and grow, if successful. It will be organised in a way to ensure social distancing was possible and would also be accessible by people with wheelchairs. Mr Jones made a request for premises / space in which the exhibition might be hosted, although he was unsure about size of the space required. He requested the charges for premises be minimal or free so that charging for entry into the exhibition could be kept as low as possible. He would also consider offers from other organisations, including Berryfield Community Centre. There was overall enthusiasm and support from councillors for the idea. Chris Harris reminded the committee that there are forms to be completed before any offer or agreement is made and will send the necessary forms to Mr Jones.</p> <p>The committee <b>RESOLVED to AGREE</b> to provide Mr Jones with a list of potential premises that might be suitable, together with contact details, as soon as possible</p>	<p><b>Cllr D Henderson</b></p>	
<p><b>AGENDA ITEM 1</b></p>	<p>Meeting properly commenced at 18.33</p>	<p>Action</p>	<p>Date</p>

<p>Chairman signature</p>			
<p>Date</p>			
<p>Matters of accuracy</p>	<p>Minute ref</p>	<p>Comment</p>	<p>Chairman signature</p>

<b>CHAIRMAN'S ANNOUNCEMENTS &amp; APOLOGIES</b> CS/2021/002	Apologies had been received from Councillors E Ahearn, J. Hutchens and Town Clerk Pete Martin that they would join the meeting late.		
<b>AGENDA ITEM 2</b> CS/2021/003	<p><b>Public Participation Session.</b>          Presentation: Mr Fin Irwin from IntoBodmin.</p> <p>Fin and IntoBodmin are keen to work with BTC to create celebratory activities and experiences. The initial proposals concentrated on outdoor activities and performances because of Covid restrictions likely to still be in place this summer. Mount Folly offers an ideal location for outdoor based activity.</p> <p>The discussion around the possibilities to reuse Courtroom 1 for dramatic and entertaining purposes included likely restrictions and considerations because there were aspects of this exhibit (mainly autonomons) that were funded by other sources and as such, are protected. The theatrical plans would work within any restrictions. The development of a puppet theatre would be ideal for the space as is.</p> <p>Admission to IntoBodmin events are "pay what you can" basis. Seating may have to be considered.</p> <p>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.</p> <p>The crux is that IntoBodmin have things they can do, the detail of which can evolve, once there is general agreement that BTC can facilitate a range of productions.</p> <p>There was general support for working with IntoBodmin to further develop ideas for a range of performances and activity this summer in Bodmin, utilizing BTC owned spaces where available and possible.</p> <p>Nikki Cooper was present but did not wish to speak.</p> <p>There were no other public questions.</p>	Chris Harris	
<b>AGENDA ITEM 3</b> CS/2021/004	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>		

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<b>AGENDA ITEM 4</b> CS/2021/005  P – Cllr Barbery 2 <sup>nd</sup> – Cllr Phillips	<b>Minutes of the previous meeting</b>  To consider and confirm the accuracy of the Minutes of the meeting held on Thursday 17 <sup>th</sup> December 2020. It was <b>RESOLVED</b> to confirm the accuracy of the minutes.		
AGENDA ITEM 5	<b>Matters arising from the minutes or the meeting held on Thursday 17<sup>th</sup> December 2020.</b>  Action Points:		
5(a) CS/2021/006	<b>Camper van facility – Beacon Nature Reserve</b> Waiting for more information about where the van will be sited but the lease is ready to go. There has been a delay in their proposed start date due to current restrictions.	Peter Martin	
5(b) CS/2021/007	<b>Bodmin Way Marathon</b> This item was not discussed		
5(c) CS/2021/008	<b>Information Centre and Town Map</b> Cllr Henderson expressed disappointment that there was no representative present from BIC. Item is discussed at 10(d)		
5(d) CS/2021/009	<b>Car Parking Facilities</b> Discussed as agenda item 10(a)		
5(e) CS/2021/010	<b>Website Compliance</b> BTC website is now “legally border line” compliant now but a lot more work to make it more accessible and more effective as a tool for capturing information the public want the Council to have.  Improvement is long overdue and Councillors expressed frustration at how long it’s taking to see any discernible improvement.  It was <b>RESOLVED to AGREE</b> to nominate Officer Dave Bidgway to lead the formation of a working party for this purpose. Cllrs Skea, Phillips, Hutchens, Henderson and Gibbs all volunteered to be involved.	Dave Bidgway	

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5(f) CS/2021/011	<p><b>To consider the Council Risk Management</b> This is the financial comparison, expenditure and income against the budget. But it is wider than that. BTC internal controls need to be strengthened.</p> <p>CH to produce a business risk management plan to be considered at P&amp;R which will outline the proposed controls.</p>	Chris Harris	
5(g) CS/2021/012	<p><b>Development Plan and Budget Proposal</b> CCC have noted that the BTC precept is reduced.</p> <p>Each committee needs to detail their rolling programs up to 2022, including PIDs to be completed. Chris Harris to support the chairs to do this.</p>	Committee Chairs and Chris Harris	
5(h) CS/2021/013	<p><b>Defibrillators – standing orders were suspended</b> to allow Mr Alan Odgers of Duchy Defibrillators to present us with details of the situation. Duchy Defibrillators are working alongside Fleet in their approach to BTC to take over the servicing of defib cabinets. Negotiations have been going on since April 2019.</p> <p>Initial set up cost per cabinet is £125+VAT and then £162+VAT per annum. (includes door vinyl, monitoring and listed on line). Any vandalism would be covered. Defib pads will be replaced as required (these cost £180). Fleet have been supporting the town's units by donating pads in the past. Monitoring is done on line. Reports are sent to the Ambulance service.</p> <p>BTC initially paid to support units at:</p> <p>Locations: Lighthouse, Spa at Rock Lane and Berryfields did have monitoring paid for by BTC. This has since lapsed.</p> <p>Others located in the town at: Ron's, Wovina and Proper Cornish are currently supported by Duchy. There are others at some supermarkets.</p> <p>Cllr P Cooper requested that the units be shown on the new Town Map.</p> <p>It was RESOLVED to delegate authority to Officers to pursue the issue of new contracts to take over the maintenance of BTC defibrillator units, and to consider the adoption of the unit at Ron's.</p> <p>Alan Odgers left the meeting.</p> <p><b>Standing Orders were re-instated.</b></p>	Peter Martin	

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5(i) CS/2021/014	<b>Bodmin Town Museum</b> The meeting to outline requirements and support is happening next week. Item deferred to next meeting.	Chris Harris	
ITEM 6 CS/2022/015	<b>To consider policies delegated to this committee</b>  None at this time		
ITEM 7 CS/2021/016	<b>To consider the Council Risk Management</b> Chris spoke to his report.  <b>Income</b> There is not much income due to current restrictions. The exception is Rhind Street car park have hit their income target.  <b>Expenditure as at November</b> Mayoral and Civic expenditure – 15% of budget Bodmin Town Museum – spent 63% of budget General car parks – 61% Priory Car Park – 31%  The budget line for Hillside Park shows legal expenses has pushed expenditure to 490% of budget. Cllr J Cooper reiterated the need for committees to monitor expenditure for the projects they are responsible for and suggested there be an action point to review expenditure in this area. He proposed that a delegation of members from the Community Services and the Estates committee meet with tenants to obtain agreement on various maintenance tasks, costs and other responsibilities, together with costs associated with this site.  It was RESOLVED to note the identified risks and an action agreed for the risk associated with Hillside Park.	Cllr Henderson/ Cllr Phillips	
AGENDA ITEM 8 CS/2021/017	<b>Items referred to this Committee</b>  None at this time		
AGENDA ITEM 9 CS/2021/018 9(a)	<b>Correspondence</b>  The Rifles – 4 <sup>th</sup> September 2021 Beat the Retreat. The proposal is for a Freedom Parade through Bodmin Fore Street, via Mt Folly and Priory Car Park, culminating in a meal hosted by BTC in honour of the freedom giving to the Rifles, followed by a beat retreat on the football ground.		

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P – JC 2 <sup>nd</sup> - KP	Negotiations around dates should have consideration of the Tour of Britain date (5 <sup>th</sup> Sept), school term dates. However, if dates are non-negotiable an alternative route could be worked out.  It was RESOLVED to delegate authority to CSO to discuss the Freedom Parade in Bodmin.		
9(b) CS/2021/019	<b>Proposed Murals</b> Committee considered proposed designs. The artist has permission to create a mural to honour the NHS.  Committee liked all of the proposed designs.		
9(c) CS/2021/020	<b>Camel Trail Partnership</b> The newsletter contained a section on the Camel Trail Carpark with concerns about the Jail taking over management and maintenance of the hedgerows and bank in front of the carpark.  Chair will contact the Camel Trail chair to understand what dialogue they have had with the Jail and any arrangement that has been agreed.	Cllr Henderson	
9(d) CS/2021/021	<b>Stop Loan Sharks</b> Newsletter was noted		
9(e) CS/2021/022	<b>Peninsula Strategic Assessment</b> This item was not discussed		
AGENDA ITEM 10 10(a) CS/2021/023	<b>Proposed Projects</b> Car Park Management Franchise  Chris will produce a summary of bids for complete management of car parks and asked committee to consider weighting assessment criteria to acknowledge the benefit of awarding a contract to a provider that was geographically close, which has cost saving benefits down the line in terms of contract management.	Chris Harris	
CS/2021/024	<b>Markets Authority and Markets Update</b> Chris has circulated the recommendation from the last Markets working party. The proposal is that BTC runs a monthly the market. BIC officers will run the market diary, take the booking, check insurance certificates and be available on the day as a point of contact and maintain a list of potential stall holders.  Cllr Bassett has a contact in Liskeard regarding the formulation of a list of stall holders and collaboration with other local markets.		
10(c)	Discussed earlier		

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10(d) CS/2021/025	<p><b>Bodmin Information Centre</b> Chris Harris reported that BIC staff are receptive to organising the markets.</p> <p>There was a discussion about what BTC want to be delivered by the BIC. Suggestions that JDs and budgets be reviewed. Cllr Ahearn expressed concerns about what they were doing during the pandemic. BIC had returned her call 2 hours after her leaving a message and was concerned that if it were a member of the public this didn't reflect a level of service response that was acceptable. The aspiration is to offer the BIC as a "One-stop-shop".</p> <p>Cllr Philips is still waiting for receipt of an update on the town map (from) October and a report outlining the potential re-purposing of court room 1.</p> <p>Chris Harris was referred to previous minutes where it was agreed that BIC staff would be asked to return to Share Hall on Monday 8<sup>th</sup> February. There was acknowledgement that footfall would be reduced and hence less busy, but there are other tasks that could usefully be done like updating the "Minutes" book.</p>	Chris Harris	
10(e) CS/2021/026	<p><b>Bodmin Town Museum</b> This item was deferred.</p>		
10(f) CS/2021/027	<p><b>Council Lettings, Hirings and SLA/MOA</b> Chris Harris is working to produce a policy document and handbook that will cover all aspects of hiring and letting procedure.</p>	Chris Harris	

#### AGENDA ITEM 11

CS/2021/028	<p><b>Accounts for Payment</b></p> <p><b>Bodmin Christmas Lights</b> BTC will contribute £1,000 to the Bodmin Christmas Lights committee.</p> <p><b>Schedule of Payments - January</b> It was RESOLVED TO APPROVE the schedule of payments for January 2021.</p>		
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#### AGENDA ITEM 12

Date of next meeting is Thursday 4<sup>th</sup> March 2021.

CS/2021/029	<p><b>Date of next meeting</b> Thursday 4<sup>th</sup> February 2021</p>		
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**AGENDA ITEM 13**

CS/2021/030	<p><b>Any business that has not been disclosed to the Chair and members prior to the meeting.</b></p> <p>None at this time.</p>		
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Meeting closed at 8:25pm

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