



## **BODMIN TOWN COUNCIL**

### **Minutes**

#### **Community Services Committee**

**MINUTES** of the **Community Services Committee** will be held on **24<sup>th</sup> February 2022** at **6.30pm** in the Shire House Suite.

**Present:** Chairman, Councillor D A Henderson; together with Cllr B Crowle, Cllr K Phillips, Cllr P Skea, Cllr P T Cooper and Cllr J P Cooper (*Ex officio*).

Also present but not able to vote as not a member of the Committee: Cllr H Blacklaw

**IN ATTENDANCE:** Peter Martin (Town Clerk) Amanda Bright (CSM/ATC), Scott Martin (Senior Administration Assistant).

Meeting commenced at 18.30

Members of the public: 5

**CS/2022/06. To elect a temporary Chairman. Deferred from the adjourned extraordinary meeting Item CS/2022/01**

Cllr Henderson confirmed she will remain as chair for the Community Services Committee for the rest of the term, until the Annual Town Council meeting in May 2022, when all new chairs will be appointed.

**CS/2022/07. (a) Mayor/Chairman's announcements**

No announcements received.

**(b) To receive and record the grounds upon which apologies for absence are tendered. LGA 1972, Sch 12, para 40**

Apologies received: Cllr T M Barbery

**CS/2022/08. Declarations of Interest relating to business on the agenda – Standing Order 13 Localism Act 2011, S39 to 34**

- **Members to declare interests in respect of any item on the agenda**
- **To consider written requests from Members for dispensations. These must be submitted to the Proper Officer in advance of the meeting date**

Cllr J Cooper declared interest regarding CS/2022/26.



**CS/2022/09.**

**Public representation session: An opportunity for residents to make representations to Council or ask questions relating to items on this agenda. (Note: a maximum of 15 minutes will be allocated for this session and there will be a time constraint of 5 minutes per speaker). LGA 1972, ss100 and 102, Public Bodies (Admissions to meetings Act) 1960.**

5<sup>th</sup> Member of the public joined.

Public expressed concern regarding reports they have heard of 400 trees to be planted on Berryfields and they would like to object to this.

Main concerns and reasons for objection are:-

- This area is used by local children as an open playing space. Local children need somewhere safe to play and near to the estates. It is a large open space and many nearby properties do not have garden spaces.
- Dog walkers use the site including at night. Would be less safe to walk if covered in trees.
- The site is also often used for fetes and parties.
- Certain areas of the site attract drug and alcohol users, if there is more tree cover here it may encourage more drug and alcohol misuse at the site.
- Members of public present feel there are other more suitable locations for trees. Alternatively, wouldn't mind a much smaller number of trees at the site. Also expressed concerns that Berryfields is currently poorly managed in terms of grass cutting and general condition.
- The public feel they do not always get told what is being planned by the council. Also, the rubbish on the estates near to Berryfields is left for long periods of time. Cornwall Council do not seem to be able to collect fly tipped rubbish from pavements.
- One member of the public suggested the beacon, south side for tree planting- grass field cut by farmer, sky larks go nesting in the springtime when the farmer cut the fields during nesting times. English Nature own this land. Woodland's officer produced a plan up off the beacon for suggested planting with trees.

BTC Council members response:

It is not a rumour that trees could be planted but it is not a full gone conclusion. Members of public should have received a letter regarding a public engagement event for which they can express their interests in such matters. The plan for tree planting is a nationwide campaign to plant trees for the Queens green canopy, for the Jubilee. Berryfields is one site BTC are looking at but there has



been no final decision. The chair invited public to the engagement event where they can express these concerns. The purpose of the event is for BTC to listen to the public and gain ideas as what they would like to see for the town and specific areas.

There are other sites under consideration, or the number of trees maybe split across sites or better accommodated in private gardens/ lands.

Drug taking happens all over town and is a blight of all communities, not an isolated problem with Berryfields.

The Town council cuts grass and maintains area for the benefit of Bodmin as Berryfields belongs to whole of Bodmin and not just nearby estates. Councillors not disconnected from the issues expressed by the public and many councillors lived here all life and understand. However, there is a need to determine the best use of land for the community.

A member of the committee explained that he walked around estate and delivered leaflets for upcoming public engagement event. Also engaged with people on the estates who were out and about also spoke to people and no one spoke against the trees. The site was marked with spray paint to mark the proposed areas of tree planting.

The chair suggested BTC can invite County Councillor to the engagement event to discuss the messy areas of the estates. The roads and estate are managed by Cornwall Council. In the meantime, advised for the public to please email in correspondence regarding collection of fly tipping to [info@bodmin.co.uk](mailto:info@bodmin.co.uk). BTC will take this up with Cornwall Council. The community engagement event is 5<sup>th</sup> March. Proposed site for trees will be spray painted again so that the public can see the proposed planting sites. Recommend more people come along to take part.

It was also suggested Safer Bodmin committee group perhaps could look into the issue of rubbish collection.

**CS/2022/10.**

**Minutes of the previous meeting.**

**To confirm the accuracy of the Minutes of the Community Services Committee meeting held on 16th December 2021 (as circulated). LGA 1972, Sch 12, para 41(3), LG (Miscellaneous Provisions)1976, s41**

**It was RESOLVED**

to confirm that the minutes are a true and accurate record of the Community Services Committee meeting held on **16th December 2021**.

**CS/2022/11.**

**To note list of actions from the previous minutes.** (see appendix 1).

**It was RESOLVED**

to Note the list of actions from the previous minutes- see action spreadsheet notes.



**CS/2022/12.**

**To Note the Summary of Accounts for 2021/22**

Members noted a deficit from sale of National Express cards.

TC- Explained this is due to an increase in credit card transactions. BTC are charged for credit card transactions.

General mayoral civic events that haven't taken place. Is this being carried forward or being brought into reserves? Suggested proposal for these to be reviewed by P and R committee. It's in community services budget. But should be scrutinised by P and R.

Heritage Day where these haven't happened may be glad of extra funding, rather than absorbing back into the funds.

Members noted- Lockdown influenced car park moneys received. Thought we received money back due to loss of income?

Town Clerk- Yes we have received money back from car parks losses due to pandemic but this should still show as deficit.

**It was RESOLVED**

under the auspices of general mayoral and civic events 2022, that contributions roll over to all community events.

**CS/2022/13.**

**To consider, and if appropriate agree, the schedule of payments for January 2022.**

No schedule of payments received. Most recent schedule of payments went through P and R committee last week and the Town Clerk signed off the December and January Schedule of Payments last week. Therefore, there would not be a schedule to be received.

**It was RESOLVED**

to agree that if there are any Schedule of Payments in the meantime that these are deferred to full council.

**CS/2022/14.**

**To note Risk Management Updates.**

The last meeting was cancelled, therefore there are no updates to note.

**CS/2022/15.**

**To Note that the deferred item from extraordinary meeting is to be discussed under items CS/2022/17 and 18.**

**CS/2022/05** - *To consider and agree, if appropriate, the proposal by Carol Randall in respect of application for market license and the hiring of Welcome Back Fund Equipment for the town Charette event. Subject to adherence to the booking and hiring process to be agreed at Community Services Committee on 24th February 2022.*

It was noted that Carol Randall withdrew the idea due to time constraints., therefore, the equipment will not be used for the charrette.



**It was RESOLVED**

to note that the deferred item is to be discussed under items 17 and 18.

**CS/2022/16. To resolve upon risk management actions resulting from CS/2022/14.**

The last meeting was cancelled, therefore there are no actions to resolve upon.

**CS/2022/17. To consider and agree the presentation and frequency of the markets.**

Members expressed Concerns regarding the capacity of BTC staff to deal with equipment hiring and return and capacity to staff Saturdays. Suggested flexibility regarding the equipment return day and time. Also concerns regarding electrical supply charges and where cables will run.

Stalls to be non-facilitated by BTC unless charitable or for the community. Hirers will need to erect and take down gazebos.

Next phase for us to talk to stall holders to gauge long term use.

Power supply charges based on other markets but BTC will seek to remedy charge if not enough.

There is an element of risk regarding overall charges for the market pitches but current charges are based on reasonable charges made by other Town Councils. However, there is scope and possible requirement for adaption going forward.

**It was RESOLVED**

to adopt the 1-2 year plan subject to amendments and review in 6 months, or sooner if required / considered appropriate.

**CS/2022/18 To consider and agree the following documents to allow the progression of BTC Market:**

**1) Stallholder Application Form**

Q- Free application form, there's no facility for a non-commercial, non-charity person to have a stall?

A. Going back to clarify, haven't yet had clear guidelines around this. No urgency to adapt this as most stall holders have own equipment.

Allow officers to adjust forms and bring back to committee if need to.

**It was RESOLVED**

to adopt the Stallholder Application Form, subject to adjustment and review in 6 months or sooner if required and appropriate.

**2) Market License Application Form**

Agreed with the Stallholder application form above.



**It was RESOLVED**

to adopt the Market License Application Form, subject to adjustment and review in 6 months or sooner if required and appropriate.

**3) Regulations**

All documents are currently with insurers to make sure BTC are covered.

Q. How do we ensure illegal items not sold? Is this at market traders discretion? Have we got capacity to support enforcement/ security of cease and desist of illegal sale of items?

A. Some town councils have a facility team that can use radios to liaise with security.

Q. Will there be safety training and high visibility jackets to identify BTC officers?

A. BTC will be conducting first aid training for officers.

Town Clerk- Illegal goods are a matter for police to enforce.

However, BTC should keep a record of events or illegal trading.

BTC will require security radios. We have been renting radios, perhaps we should purchase ones we have. Perhaps 4-5 radios required permanently for markets.

**It was RESOLVED**

to adopt the market regulations, subject to adjustment and review in 6 months or sooner if required and appropriate.

**4) Market License Agreement**

Q. As Bodmin Town Market Licence Holder we will issue licences anywhere within 5 miles and will this incorporate other markets BTC license?

A. Town Clerk- licence applies to markets on any land within Bodmin area, even if on private land, stall holders will be required to apply to BTC for a markets license.

Q. Will there be control of certain goods?

A.- This is specified in terms and conditions and code of conduct.

A. Town Clerk- there are restrictions to ensure no over competition.

Q. Need to stop stalls selling weapons etc. in a "A market operated within the Bodmin town council's markets area"

A. This is an obligation on part of the stallholder and their code of conduct.

Q. Does this gives us control over street traders?

A. That would be a separate policy licensed by Cornwall Council.

Street traders are more mobile compared to market stall holders.

Town Clerk- We could refer to Cornwall Councils policy within this policy.



Q. Should BTC refer to street traders, perhaps create a bylaw for no street traders in Mount Folly square or during Christmas lights event?  
Can we include something in the terms and conditions regarding street traders?

**It was RESOLVED**

to adopt the Market License Agreement, subject to adjustment and review in 6 months or sooner if required and appropriate.

**It was RESOLVED**

to agree the documents to allow the progression of BTC Market, subject to adjustment and review in 6 months or sooner if required and appropriate.

**CS/2022/19.**

**To consider and, if appropriate, agree officer recommendation on councillor surgeries going forward and agree a schedule and frequency of meetings.**

Concerns expressed regarding using Mount Folly square for Council surgeries, particularly in the winter. Also concerns regarding staff availability on Saturdays.

CSM/ATC – Court room 2 will also be available for councillor surgeries. This is just an example of a system we could use. However, coinciding councillor surgeries with market days could have benefits such as increased public participation, increased security already in place and BTC staff already present for the market.

**It was RESOLVED**

to agree officer recommendation on councillor surgeries going forward. However, the schedule and frequency of meetings was not agreed at present.

**CS/2022/20.**

**To consider and, if appropriate, agree the purchase of an e-builder module for the website at an approximate cost of £500 (new financial year 2022/23) to enable the ability to produce surveys, questionnaires and e-newsletters on the website and all other social media platforms.**

CSM/ATC - need software and e builder modules. SO can upload bookings onto website.

1,2 and 5 are the expansions we need.

**It was RESOLVED**

to agree the purchase of the e-builder module to include the expansions 1,2 and 5 at an approximate cost of £500 from the budget of the new financial year 2022/23.



**CS/2022/21. To consider, and if appropriate agree the sale or donation of staging currently stored in cells.**

Comments from members: -

Are we keeping any for ourselves?

We have had a need for staging over the years and didn't know we had any.

CSM/ATC - There is a lot of corrosion on the safety brackets, these no longer work. Therefore, not usable in a staging format.

Members asked if the brackets could be cleaned or repaired?

**It was RESOLVED**

that a cost-benefit analysis be carried out regarding the cleaning/repair or replacement of the safety brackets with an end goal of BTC retaining the staging for events when required.

**CS/2022/22. To consider, and if appropriate agree to request that Royal British Legion Bodmin liaise with Royal British Legion Camelford and Camelford Council to support their Remembrance events going forward and to facilitate the laying of a wreath on their behalf at the 43rd Wessex memorial on Rough Tor, Bodmin Moor.**

**It was RESOLVED**

to agree this request, a BTC officer or a member of the council will be chosen to perform the request closer to the required time.

**CS/2022/23. To receive and note a report from the Museum Advisory Group.**

Report not yet received.

**It was RESOLVED**

to defer this to the next Community Services meeting.

**CS/2022/24. To consider and agree a 'Royal British Legion Sleep out' event at Priory Park War Memorial to raise funds to help homeless ex-servicemen and women. The event involves spending a night sleeping out by the War memorial in March (date tbc) and will involve veterans from Bodmin's Armed Forces and Veterans Breakfast Club.**

**It was RESOLVED**

to agree the 'Royal British Legion Sleep Out' event.

**CS/2022/25. To consider and agree a grant application from 'Marathon the Bodmin Way (Bodmin Beast)' of £250 (new financial year 2022/23).**

**It was RESOLVED**

to agree the grant application from 'Marathon the Bodmin Way' for £250 (new financial year 2022/23).





**CS/2022/26. To discuss and agree either free use or discounted use for the Mayor's Charity bingo on Monday nights.**

It was noted to correct the title of this item to state the 'Mayors Charity Bingo' and not the 'Mayors Bingo'.

A member expressed concerns regarding allowing free of charge for this particular charity when other charities are required to pay £6 hire charge. Hire charge already the lowest possible charge. However, it was argued that the hiring of the suite requires no staff time. Policy does state that the mayor can use the suit for free for up to 6 times in the year, if required for a charity.

Mayor Cllr J Cooper declared interest and made a statement- Previous Mayors of Bodmin haven't held mayors' charity events and so no local organisations have been able to benefit from these in the past. To date these events have raised close to £15000 for charities. The people who benefit will be the charities and not the mayor. It is raising money for good causes. If only 6 free hirings available, then can we roll those over from 2020 as could not use due to Covid restrictions?

Cllr P Skea- Supported the Mayors statement and has been very impressed with fundraising done over the past two years. Taking covid situation into account. At very least agrees to keep Mayor's charity bingo free of charge.

Chair noted that to date Mayor's charity has been paid in full. In May the mayor's term will end and at present the mayor has not used all of 6 free hiring options.

Cllr J Cooper abstained from the vote.

**It was RESOLVED**

to agree that the room hire for the Mayor's Charity Bingo should remain free of charge use until May 2022, when the current Mayor's term of office comes to an end.

**CS/2022/27. To consider and agree the proposal from Cornwall Council to host a 'Tour Series' town-based race and to make a significant contribution to the hosting fee of £75000, to keep momentum going for another full Tour of Britain event in 2025.**

It was noted that the previous Tour of Britain was a success and the community seemed to benefit from it. The event was successful despite BTC not paying excessive amounts of money to Cornwall Council who hosted the event.

This current proposal is for a mini race and not the end stage of the race like last year.



It was argued that that information provided for this event is too sparse. Would like to know what TV coverage there is, and which teams are signed up to compete. Also, what companies would be signing up to support, i.e. refreshments.

Willing to consider but would like more info and willing to talk in more depth. Sweet spot also involved in running a town-based series, plans to do this in Cornwall, perhaps this should be considered.

**It was RESOLVED**

to consider the proposal providing BTC receive more information regarding the event.

**ACTION:** BTC officers to contact Cornwall Council for further information.

**CS/2022/28. To consider and agree a grant application from Bodmin St Piran's Day Committee for the St Piran's Day event being held on the 4.3.22 for £180.**

Agreed by rolling it over will cover more than £180.

Propose we note to incorporate with above agreement. Roll over authority.

**It was RESOLVED**

to note that the £180 is to be covered by the RESOLVE of **CS/2022/12**. Where it was proposed that under auspices of general mayoral and civic events for 2022 the contributions not spent, are to roll over to all community events.

**CS/2022/29 To consider and agree the following documents under the Welcome Back Fund scheme:**

**a) A Service Level Agreement between Bodmin Town Council and Chamber of Commerce.**

**b) An Equipment Hire form to be utilised as part of the bookings process.**

It was noted that Delivery Level Agreement is new terminology- Service Level Agreement terminology better contained in application process.

**It was RESOLVED**

to agree documents a) and b).

**CS/2022/30. To consider and agree for officers to create a policy and facilitate progress to develop park benches. Historical minute reference- CS/2021/122 (see agenda pack item).**

Members proposed that this should be deferred to Estates committee and goes through work wallet. Policy should also cover replacement of benches.



**It was RESOLVED**

to defer any matters concerning park benches to the Estates committee and for the Estates department officers to create a policy for park benches to be considered and agreed at the next Full Council meeting.

**ACTION:** Estates Manager to create Policy by 17<sup>th</sup> March 2022.

**CS/2022/31.**

**To consider and agree Delegated authority to officers/members to ensure the ability to progress the Queen's Green Canopy event and the Platinum Jubilee (funds have already been agreed) successfully.**

**It was RESOLVED**

to agree an amount of up to £6000 to cover the cost of these two events.

**CS/2022/32.**

**To consider and agree a Partnership proposal and Grant application from the Rotary Club of Bodmin for the Queen's Platinum Jubilee.**

Members noted that this would ease workload from Community Services Office staff and as a result may be more cost effective.

However, it was argued that although this is 6 acts it should only be classed as one evening of events as the acts are simultaneous across different venues.

Public can only enjoy one event and not all 6. Would like to see more details i.e. list of venues, type of music and acts.

CSM- advised members that cost is for one evening of events only.

TC- confirmed BTC have £40,000 in general community services PiD funds allocated for events to cover this cost.

**It was RESOLVED**

to support this partnership proposal and delegate officers to spend up to £10000.

**CS/2022/33.**

**CONFIDENTIAL MATTERS**

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".

**It was RESOLVED**

to move into Confidential Matter.

**Date of next meeting:** 7<sup>th</sup> April 2022

**Meeting Closed:** 21.36pm