

**MINUTES** of the **Estates Committee** Meeting held on Thursday 9<sup>th</sup> September 2021 at 6.00 p.m. in the Shire House Suite.

**PRESENT:** *Councillor K Phillips, presiding, together with Councillors: M Barbery, J Cooper, E Ahearn, D Henderson, P Cooper, P Brown, Cllr Frost and Cllr H Backlow*

**IN ATTENDANCE:** *Mr P Martin (Town Clerk), Mr A Harrod (Deputy Town Clerk), Mr A Banner (EM), Mrs S Gooch (Senior Administration Assistant).*

**135. CHAIRMAN’S ANNOUNCEMENTS AND APOLOGIES:**

- There were no announcements.
- There were no apologies.
- The meeting commenced at 18:00 to receive a presentation

		Action	Date
2021/159	<p><b>Presentation from Trish Hawes of Mei Loci (landscape architect) regarding the new cemetery off Crabtree Lane.</b></p> <p>The initial designs were shared with the Committee who favoured the combination of formal and natural burials approach.</p> <p>The architect will ensure that the site will have pathways that are DDA compliant, welfare facilities provided, vehicular access across the site, water standpipes etc.</p> <p>Features of the cemetery will include contemplation areas some of which will be covered and monumental sculptures.</p> <p>Comments from members included:</p> <ul style="list-style-type: none"> <li>• Space must be maximised</li> <li>• Water standpipes and not taps</li> <li>• Sculptures should be Cornish/Celtic themed</li> <li>• Concerns over ASB – this could be allayed using CCTV, fencing and gates.</li> </ul> <p>The Chair thanked Ms Hawes for her presentation.</p> <p>A copy of the presentation can be found <a href="#">here</a>.</p>		
	<p>It was <b>RESOLVED</b> that:</p> <p>The designs are to be further worked up, taking into account the committee’s comments, including the mapping of the plots and to have formal areas on both sides of the natural burial plots.</p> <p>A further presentation will be received by committee at its next meeting prior to a planning application being submitted.</p>	EM	04/11/21

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	EC/2021/164	The accuracy of the minutes of the meeting held on 9 <sup>th</sup> September 2021 (as circulated) was confirmed.	

	The meeting started at 18:34 and the chair welcomed everyone to the meeting.		
2021/136	<p><b>Declarations of Interest – Members to declare interests in respect of any item on the agenda</b></p> <p>Cllr M Barberry declared an interest in item EST 2021/080 BTC Entrance Signs and Cllr J Cooper declared an interest in item 147 Resurfacing the Netball Courts.</p> <p>Both councillors will abstain from the decision making process.</p>		
2021/137	<p><b>PUBLIC REPRESENTATION SESSION</b></p> <p>There were two members of the public present from Bodmin Youth Football Club, Lee Morford (Acting Secretary) and Darren Vickers (Vice Chairman).</p> <p>Lee Morford addressed the committee about their frustrations with the delay in agreeing a way forward for the youth football club and had recently written to and met with BTC in a bid to agree the lease.</p> <p>In 2018 BTC agreed in principle a 40 year lease (this was the same length as agreed with Bodmin Football Club) and the S106 monies were confirmed. Since then plans have been drawn up and planning permission received for fencing and new club house. The site needs to be secure, and the club house needs to be rebuilt.</p> <p>The club currently has circa 300 members and teams ranging from under eights – under 18's, a women's football team together with a tiny tots club. Approximately 75% of those members are believed to be local to Bodmin.</p> <p>A 25-year lease would be acceptable to the football foundation to secure the funding.</p> <p>The Chair thanked both Lee and Darren for attending the meeting and as the item will be debated later on the agenda an officer will provide feedback tomorrow i.e. Friday 10<sup>th</sup> September 2021.</p>		
	<p>it was <b>RESOLVED:</b> That BYFC would receive feedback tomorrow 10<sup>th</sup> September following the formal discussion later this agenda.</p>	AB/AH	10/09/21

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2021/138	<p><b>Minutes of the previous meeting.</b> To confirm that the minutes of the Estates Meetings held on 8<sup>th</sup> July 2021, are a true and accurate record of that meeting (as circulated in advance) LGA 1972, Sch 12, para 41(3), LG (Miscellaneous Provisions) 1976 s 41</p> <p>The accuracy of the minutes of the meeting held on 8<sup>th</sup> July 2021 (as circulated) <b>was confirmed.</b></p>		
2021/139	To review any action from previous minutes		
2021/080	<p><b>9/9/21 update</b> amendments to design of arched black and gold template and to replace flowers with 15 balls. EM to contact highways to ascertain what restrictions there are on siting of the signs. It was <b>RESOLVED:</b> That revised designs be prepared for next meeting including an update on positioning signs from highways. Agend'd 04/11/2021</p>	MB/AB	04/11/21
2021/081	<p>To consider and agree an enquiry from St. Tudy Parish Council relating to Satellite Cemeteries. It was <b>RESOLVED</b> To delegate authority to EM/DEM to have a discussion with St Tudy Parish Council and scope out the opportunity. <b>Update</b> – EM team are waiting to hear back from St Tudy Parish Council and will report back after that time. 090921 update. No further responses received. Remove from action sheet.</p>	EM/DEM	complete
2021/082	<p>To consider an update relating to Priory Park Pond Water Quality, following the meeting with Councillors and Consultant on 1.4.21. It was <b>RESOLVED</b> To delegate authority to the EM to spend up to £3000 to engage the consultant and gather evidence to progress this issue. <b>Update</b> – work is ongoing but need two weeks of dry conditions for sampling to commence. Further work will be carried out during August/September. <b>09/09/21 update</b> EM is due to meet with Environment Agency about rubbish removal and has met with Making Space for Nature project with a view to repurposing the pond. Water sampling has yet to take place.</p>	EM	ongoing
2021/087	<p>To consider the investigation of lease agreement in respect of Football clubs and agree a course of action. It was <b>RESOLVED:</b> To delegate authority to the EM and TC to progress the negotiations with the football clubs and provide an update at the next meeting. <b>Update</b> – the TC is due to meet with the Bodmin Town football club next week.</p>	TC	ongoing

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	<b>09/09/2021 update</b> another consultant has been instructed by BTC .		
2021/88	To consider and agree tree works on Priory Pond Island. It was <b>RESOLVED:</b> To delegate authority to EM/DEM to scope costed options for the area. <b>Update-</b> to be provided 09/09/2021. <b>09/09/2021 update</b> work is ongoing, and it was suggested to include the following: to clear all but mature trees, incorporate weeping trees, reed beds and marginals too.	EM/DEM /CllrBarbery	Ongoing
2021/089	To consider and agree the removal of the centre reservation traffic calmer at Priory car park. It was <b>RESOLVED:</b> That the island is removed and incorporated in the scope of work detailed at minute number EST/2021/086. <b>Update –</b> works included under minute reference 086.	EM/TC	09/09/21 Agend'd complete
2021/110	To note the update on the Refurbishment of Shire Hall and Shire House Project.  The update was <b>NOTED</b> , and it was <b>AGREED</b> that a working group of officers and Councillors be set up to take this project forward. Members of the group are Councillor's K Philips, P Brown and M Barbery, with Estate Manager and Deputy Estate Manager. Terms of Reference should be agreed at the first meeting of the group. The group will present its short list for interview to the nearest Committee meeting.  It was also <b>RESOLVED:</b> that the working groups for the relocation of the museum and the refurbishment of the Shire Hall and Shire House should be combined. <b>NOTED</b> that the museum working party would only have input on its own feasibility study under its own terms of reference. <b>09/09/2021 update</b> the working group have shortlisted and will interview seven consultant's W/C 13/09/2021	EM/DEM	Complete
2021/112	To consider and agree the Aims and Objectives of the Estate Committee  The following Aims and Objectives of the Estate Committee were <b>AGREED:</b> i. To commence the refurbishment of Shire Hall and Shire House ii. To meet the health and safety requirements as detailed in the H&S report in relation to the new parks team accommodation iii. To complete the car parking resurfacing works iv. To research options for the old skate park	EM	04/11/21

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	<p>v. To look at options for refurbishing the towns public conveniences</p> <p>Together with an agreement to reinstate the Project Initiation documents (PIDS) by early October.  <b>09/09/2021 update</b> amend v. <u>to refurbish</u> the towns public conveniences and agreed to look to claim water rates rebate for the towns public toilets.</p>		
2021/115	<p>To note the update on play areas</p> <p>The update and schedule was discussed with the Committee. Noting that the inspection regime of routine, operational and annual. Routine inspections are now included in Work Wallet.</p> <p>The replacement schedule will be shared with the public via BTC website.</p> <p>The Committee <b>NOTED</b> the update.  <b>09/9/21 update</b> to not yet uploaded onto website</p>	EM	04/11/21
2021/118	<p>To consider and agree the proposals for Work Wallet</p> <p>The EM proposed Work Wallet be rolled out to the Facilities Administrator and Caretaker. it was suggested that the Town Clerk and IT/Office Administration and Projects Officer also trial Work Wallet for a period of one month to ascertain its merits for being introduced to the administration team on a permanent basis. This tool could assist with performance monitoring.  It was <b>RESOLVED:</b>  That the Committee approved the roll out of Work Wallet to the Facilities Administrator and Caretaker together with a month trial for the Town Clerk and IT/Office Administration and Projects Officer. Additional monthly cost would be £80.00.  The trial is to be reviewed at Estates Committee's next meeting with a more in depth update in 12 months' time.</p>	DEM	complete
2021/119	<p>To consider and agree the proposal for Christmas Trees</p> <p>The report was discussed.  It was <b>RESOLVED:</b>  That the Committee agreed to delegate authority for the DEM and Cllr M Barbery to visit Stacey's Christmas Tree farm to ascertain the quality of their trees. Visit to take place w/c 12/07/2021.</p>	Cllr Barbery/ DEM	complete
2021/120	<p>To note and agree the site security update and costs</p> <p>It was <b>RESOLVED:</b></p>	DEM	Complete

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	That the Committee approved the costs to standardise the 40 padlocks with combination locks across all sites.		
2021/121	To consider and agree the cost of rat bin and bait box It was <b>RESOLVED:</b> That the Committee approved the cost of the rat waste bin and bait box to be installed by the rats nest. <b>090921 update</b> – estimated delivery 22/10/21	DEM	04/11/21
2021/122	To consider and agree the proposal for the Parks Attendant Role With two vacant estate operative roles it was proposed that one role be more focused towards a park attendant role. This role would still fulfil many of the usual estate operative tasks such as grass cutting but would also have a more dedicated focus on Priory Park and Mount Folly. It was <b>RESOLVED:</b> That the Committee approved the proposal for the Parks Attendant role, with a view to an amendment of the job title to Parks Operative	DEM	completed
2021/123	To consider and agree the recommendations for machinery replacement It was noted that the cemetery equipment is not included on the schedule. The DEM will take a long term view on this and return to Committee at a later date. It was <b>RESOLVED:</b> That the Committee approved the recommendations for machinery replacement and agreed a month's trial of rechargeable Makita machinery. <b>090921 update</b> – delivery of the Makita equipment has been delayed	DEM	04/11/21
2021/124	To consider and agree the grass cutting policy The policy was discussed, and it was noted that a GIS plan would be produced for each site. The cutting standards can be adjusted to suit. The policy will be published on BTC website which will inform our residents of the excellent work of our estate operatives. It was <b>RESOLVED:</b> That the grass cutting policy, with some minor amendments, was agreed in principle by the Committee <b>090921 update</b> Policy to be uploaded onto BTC website together with maps.	DEM	04/11/21
2021/125	To consider and agree the grant application from Cardinham gardening club The EM briefed the Committee on a proposal to help supply the gardening club with bulbs to be planted on the roundabout at		

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	<p>Morrisons. It was suggested that Morrisons should be asked to contribute too.</p> <p>The Blue Tits are also looking to plant up Callywith roundabout and the Committee felt that both organisations should benefit.</p> <p>It was <b>RESOLVED:</b> That the Committee agreed that:</p> <ul style="list-style-type: none"> <li>i. The EM should contact Morrisons with a view to them gifting some bulbs for the roundabout.</li> <li>ii. Both the Blue Tits and Cardinham gardening club complete a grant application form</li> <li>iii Bodmin Town Council to supply two bags of bulbs per gardening group</li> </ul> <p><b>09/09/21 update</b> looking to obtain bulbs from nursery and Morrisons</p>	EM	04/11/21
2021/126	<p>To consider the proposal to install a height barrier in Priory car park</p> <p>The issue of larger high sided vehicles parking overnight was discussed. Height barriers would not work so a suggestion of signage was welcomed.</p> <p>It was <b>RESOLVED:</b> To delegate authority to EM to scope appropriate signage to deter the over night carparking of high sided vehicles.</p> <p><b>09/09/2021 update</b> – Lawnrock have agreed to put up signage. EM to chase Lawnrock with regards to signage.</p>	EM	04/11/21
2021/127	<p>To consider and agree issues emerging from the Welcome Back fund bid and development process</p> <p>The Welcome Back Fund Expression of Interest has now been submitted to Cornwall Council. It is essential that both the Estates Committee and Community Services Committee work together on this process.</p> <p>The bid requires information on the storage and maintenance of the equipment purchased with the grant funding. There were two options discussed:</p> <ul style="list-style-type: none"> <li>i. Purchase of trailer</li> <li>ii. Storage in one of the cells at Shire House</li> </ul> <p>It was <b>RESOLVED:</b> To agree in principle for the short term to store the equipment in one of the cells at Shire House, and to purchase a dehumidifier to assist in the drying out process. A longer term option can be agreed later.</p> <p><b>09/09/2021 update Agend'd 09/09/2021 removed from agenda</b></p>	ALL	Complete
2021/140	<p>To receive reports, updates, and information from Cornwall Council Bodmin representatives.</p> <p>There were none to report.</p>		

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2021/141	<p>To consider and agree Financial Statement (income and expenditure) for July 2021 The Chair said there were some queries on the financial statement from the recent P&amp;R meeting:</p> <ul style="list-style-type: none"> <li>• Fuel usage [81100] <ul style="list-style-type: none"> <li>○ A statement has been provided showing operatives recent fuel usage, albeit slightly higher than had been expected usage is being monitored.</li> </ul> </li> <li>• Vehicle repairs and maintenance Peugeot boxer van <ul style="list-style-type: none"> <li>○ This was for repairs outside of warranty</li> </ul> </li> </ul> <p>Other queries from the committee included the following:</p> <ul style="list-style-type: none"> <li>• Not all general rates are shown on toilets, please can these be reinstated. [201, 202, 203, 206]</li> <li>• Minor equipment purchases [82100] overspend £2k above budget which looks as though it has been mis posted and needs to be reallocated</li> <li>• Water rates for Horse Field [71300] why are we still paying these rates? EM to reclaim from BRIN</li> <li>• Energy costs [131] at Priory Park are twice as high as budget. Costs should not be this high at this time of the year, or is someone plugging into our supply</li> <li>• Priory Park play equipment repairs and maintenance [82500] over budget, however one item needed significant work.</li> <li>• 18270 new cemetery internments. There was no initial budget set aside for this line, however there is spend against it. This led to discussions about the grave digging equipment and where it is all kept including the shoring equipment. BTC have one new member of staff qualified in grave digging. Need to budget for extra expenditure for internments. BTC may have to look at alternative arrangements for internments as its outsourced grave digger may look to retire shortly.</li> <li>• The TC to check previous minutes as Cllr Barberry believed that the Committee had agreed to continue to use the outsourced grave digger option</li> </ul> <p>Cllr J Cooper proposed that when considering the financial statements that an over spend on any line over £200 the committee has the detail presented to them, which would provide some rationale behind the numbers.</p> <p>It was proposed to delegate authority to EM to conduct a cost benefit analysis for internments and report back once completed.</p> <p>It was also <b>RESOLVED:</b></p>	TC/EM	04/11/21

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	To delegate authority to EM to conduct a cost benefit analysis for internments and report back once completed and for the TC to check previous minutes regarding outsourcing the grave digging option. EM/TC.  The Committee <b>NOTED</b> the Tour of Britain Schedule.		
2021/142	To receive risk management updates  The Committee discussed the contents of the risk management update. Item 184 referred to the unsuitability of the current parks compound. Cllr J Cooper suggested that a site at Walker Lines may be worth investigating as a potential alternative option.  The risk register was <b>NOTED</b> and it was <b>RESOLVED</b> That Cllr Barberry and EM to visit the site at Walker Lines which was currently on the open market, to ascertain whether it would make a suitable site for new parks compound	Cllr Barberry/ EM	04/11/21
2021/143	To consider and agree for Bodmin Town Council to be a supportive partner of the 'Justice files' film project series. Whereby legal students from Plymouth University reinact famous law cases that established legal precedents in English common law in Court 1 and the cells.  It was <b>RESOLVED:</b> That the committee <b>APPROVED IN PRINCIPLE</b> to be a supportive partner of the Justice Files film project subject to risk assessment for access to cells being carried out and BTC have insurance cover and access to the area where the safe is in denied.	TC	04/11/21
2021/144	To consider and agree permitting the museum to share BTC 365 software.  The Committee considered the proposal, however there were some reservations over IT security. There would be a requirement that the museum adhered to BTC internet security arrangements and twin authentication process that all staff and councillors should be using.  The Chair proposed that BTC give the museum the option to either take the 365 licence which BTC would pay the £9.40 per month (In doing so the museum would need to adhere to BTC internet security policies) or to take out their own 365 licence which would only cost them £75.00 per year.	TC	04/11/21

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	<p>The option was seconded by Cllr Barberry, all were in favour except for Cllr J Cooper who abstained from the vote.</p> <p>It was <b>RESOLVED:</b> That BTC give the museum the option to either take the 365 licence which BTC would pay the £9.40 per month (In doing so the museum would need to adhere to BTC internet security policies) or to take out their own 365 licence which would only cost them £75.00 per year.</p>		
2021/145	<p>To consider and agree the purchase of a new Christmas light in memory of Mr Chapman. That the funding for this purpose is to be drawn from earmarked reserves Under Christmas lights.</p> <p>The Committee agreed that this was an excellent idea in memory of Mr Chapman and that funding is available.</p> <p>It was <b>RESOLVED</b> To agree that the Christmas Lights Committee scope the design and cost for a new Christmas light. The design and cost could then be presented to whichever Committee meets soonest thereafter for decision.</p>	EM	04/11/21
2021/146	<p>To consider and agree the resurfacing of the Priory car park aligned with drawing Appendix 1. Including the removal of the centre reservation at the entrance.</p> <p>Cllr Brown left the meeting at 20.00 hrs.</p> <p>The EM presented the report outlining the two quotes received. A further plan will be presented at a later date to incorporate E Bikes and white lining including the possible relocating some of the disabled bays. Electric conduit will be included.</p> <p>The Chair proposed to recommend the H Cooper and JHB White Lining quotes for the both the short and long stay car parks including the netball court and purchasing and siting the netball goal posts with funding from the tarmacking reserves. Seconded by the Cllr Ahearn. All were in favour. Cllr J Cooper did not vote.</p> <p>It was <b>RESOLVED</b> To agree the Estates Managers recommendation for the H Cooper and JHB White Lining quotes for the both the short and long stay car parks including the netball court and purchasing and siting the netball goal posts with funding from the tarmacking reserves.</p>	EM	04/11/21

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2021/147	To consider and agree resurfacing of the old tennis courts to bring them in line with the local netball team specification including a tarmacked surface and goal posts. Also agree where the cost is to be allocated from within earmarked reserves.  Agreed under 2021/146		
2021/148	To instruct the Estate Manager to explore costs and the feasibility for the introduction of inclusive play equipment together with changing places and adapted toilets.  The Committee agreed that this needs to be looked at going forward. There is S106 monies set aside for the redevelopment at Hillside park and a brief is currently being worked up for the inclusive play equipment.  The Keep are applying for funding from Cornwall Council for the provision of changing places, however this would preclude the use of the space outside of their opening hours.  There is a national register of changing places locations and there is a facility at Liskeard currently.  Cllr J Cooper suggested that members could attend the Town Team meeting on 13 <sup>th</sup> September to drive the changing places agenda for the town.  It was <b>RESOLVED</b> To instruct the Estate Manager to explore costs and the feasibility for the introduction of inclusive play equipment together with changing places unit.	EM	04/11/21
2021/149	To consider and agree tendering out the toilet cleaning contract/or to consider the option of in-house cleaning.  The Committee agreed that options need to be considered for the future contract.  It was <b>RESOLVED</b> To retender the toilet cleaning contract for Priory Park, Higher Bore Street and Fair Park together with considering looking at options to bring the toilet cleaning in house. A best value report is to be presented at the next committee meeting	EM	04/11/21
2021/150	To consider and agree the recommendations within the Estate Managers report in respect of Bodmin Youth Football Club.  This item was moved into Confidential		

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2021/151	<p>To consider and agree the purchase of a trailer to house gazebos purchased via the Welcome Back Fund for the purpose of the market. And to agree that the funds for this purchase are to be taken out of the ear marked reserves 'Promotions' at a cost of no more than £6k.</p> <p>This item was withdrawn from the agenda.</p>		
2021/152	<p>To consider and agree suspending Financial Regulations to agree a quotation received from Wildwood trees and to agree an annual contract.</p> <p>The EM briefed the committee on his proposal to suspend financial regulations to allow this year's quote from Wildwood trees based on their cost and knowledge of BTC's trees together with their compatibility of its mapping system.</p> <p>It was <b>RESOLVED</b> To suspend financial regulations and approve the quote from Wildwood trees for £3,400 to carry out the survey for 2021. The Estates team would then tender for a three-year contract from 2022 to carry out the tree inspections.</p>	EM	04/11/21
2021/153	<p>To consider and agree Councillor Frost's motion on tree inspections.</p> <p>The Committee discussed the report in detail and although supportive of the need to protect BTC's most specific trees it felt that in the first instance a tree survey could be obtained from Cornwall Council.</p> <p>It was <b>RESOLVED</b> To obtain a copy of Bodmin Town's tree survey from Cornwall Council's whereby BTC can use this data to see which trees we need to look to protect.</p>	EM	04/11/21
2021/154	<p>To consider and agree the recommendations on the proposals of a brief report and email from consultants on rating valuations.</p> <p>It was <b>RESOLVED</b> To agree the Estate Managers recommendations to instruct Goodman Nash to review potential business rates for the Museum and to <b>Delegate responsibility</b> to the EM to explore option of including other buildings at a fee of £75.00 per building.</p>	EM	04/11/21

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2021/155	<p>To consider and agree whether the committee wish to continue with the security services provided by Kestrel Guards for Narissa Hall following short term occupation.</p> <p>There has been no reports of vandalism and anti-social behaviour in the area of late.</p> <p>It was <b>RESOLVED</b> To discontinue the security services provided by Kestrel Guards for Narissa Hall as it is currently occupied on a short-term lease.</p>	EM	04/11/21
2021/156	<p><b>ITEMS CONTAINING EXEMPT INFORMATION</b></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><b>Due to the confidential nature of the next business, it was RESOLVED to go into a Confidential session of this Committee. Please see separate page.</b></p>		

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