

MINUTES of the Community Services Committee Meeting held on Thursday 16 December 2021 at 18.30 in Shire House Suite.

Present: Chairman, Councillor D A Henderson; together with Councillors T M Barbery (Vice Chair), B Crowle, K Phillips, and J Cooper

Also present but not able to vote as not a member of the Committee: Cllr P Cooper

IN ATTENDANCE: Peter Martin (Town Clerk) Louise Pinnegar (Senior Administration Assistant), Amanda Bright (Community Services Manager / DCT)

Meeting commenced at 18.30

CS/2021/202

(a) Mayor/Chairperson's announcements

(b) To receive and record the grounds upon which apologies for absence are tendered.

Cllr Frost due to illness, Cllr Joshi has resigned from the Committee, Cllr Skea, and Cllr Blacklaw (not a member of the committee)

CS/2021/203

Declarations of Interest relating to business on the agenda

Cllr J Cooper and Cllr D Henderson declared an interests in item CS/2021/2015 as Trustees of BRIN. It was confirmed they could take part in the debate, but not vote.

CS/2021/204

Public representation session:

There were no members of the public present.

CS/2021/205

Minutes of the previous meeting To confirm the accuracy of the Minutes of the Community Services Committee meeting held on 14th October 2021

It was RESOLVED to confirm the accuracy of the minutes of the meeting of 14 October 2021.

CS/2021/206

List of actions from the previous minutes for update (see appendix 1)

Action spreadsheet updated accordingly.

CS/2021/207

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

To note the financial Statement (Income and Expenditure) for November 2021

Noted

CS/2021/208

To consider and agree the Schedule of Payments relating to the Community Services Committee for November 2021

Noted

CS/2021/209

To receive Risk Management updates

Town Clerk highlighted new risk for community services which was for cultural burial grounds to be included in the new cemetery.

Cllr J Cooper highlighted the need to liaise with the Church to consecrate some of the ground of the new cemetery.

Noted updates.

CS/2021/2010

To consider a booking for the Town Team charrette 25th and 26th March which coincides with BTC community tree planting event at Berryfields

Community engagement was discussed and was felt it was important at both events.

It was RESOLVED to request that the Town Team to choose a different date, so they don't clash. It was proposed that the Officers negotiate a suitable date.

CS/2021/2011

To consider and agree the use of a Bodmin Town Council vehicle and staff member to move 150 bags safely and securely from Shire Hall Suite to St Petroc's church for the Bodmin marathon

To move kit bags from Shire House to St Petrocs. Security of personal belongings was discussed, and the merits of the request.

It was RESOLVED that this request be facilitated with a condition that this be at the participants own risk.

CS/2021/2012

To consider and agree Terms of Reference for the market working party

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Town Clerk wished committee/working party to note that all administration should come via Officers rather than Chair of working party.

It was RESOLVED to adopt the Terms of Reference for the market working party with the amendment as pointed out above by the Clerk.

CS/2021/2013

to consider and agree the management of car parks, currently under the remit of Community Services Committee, be transferred to the Estates Committee and Terms of Reference adjusted accordingly.

It was explained that there has been some confusion as to the ownership of tasks due to the management of car parks being split across two committees.

It was RESOLVED to AGREE to transfer the management of car parks to the Estates Committee.

CS/2021/2014

To update on progress of Shire Hall ground floor: Reopening of court room and cells and relocating reception

Update given by Community Services Manager. An assessment of the whole area has been performed, still trying to source an electrician for a quote for the necessary work. Can only move forward once the electrical work is sourced. The only other issue to flag up is the fire escape door that currently opens inwards, so seeking advice from local fire authority.

Costings already agreed - £1000 budget for courtroom and Town Clerks limit for reception area.

CS/2021/2015

To consider and agree the current stock holding value and to apportion values and stock donations to BRIN and the Museum

CSM provided a valuation of stock at approx. £2,000

Town Clerk advised that an auditable disposal would need to be conducted to identify where the stock had been disposed, then it would sit in the de-minus section.

It was clarified that all stock left over at 4.1.2022 would be donated.

It was RESOLVED that all shop stock is advertised as a job lot, reserve price set at £500 end date 3.1.2022.

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CS/2021/2016

To consider and agree proposed solutions to storage shortage issues for items including Christmas lights, outdoor furniture and market gazebo's.

A report and recommendations of options were provided.

It was RESOLVED to purchase two 'as new' 20ft single storage containers.

CS/2021/2017 ITEMS CONTAINING EXEMPT INFORMATION

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 section.

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Date			
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