



BODMIN TOWN COUNCIL
MINUTES
Community Services Committee

Minutes of meeting of **Community Services Committee** held on **Thursday 7th April 2022** at **6:00pm** in the Shire House Suite.

Present: Cllr D A Henderson (Chair), Cllr T M Barbery (Vice Chair), Cllr J P Cooper (Town Mayor- ex-officio), Cllr K J Phillips, Cllr B Crowle, Cllr P T Cooper, Cllr E Ahearn, Cllr H Blacklaw.

Also present: P Martin (Town Clerk), A Bright (CSM/ATC), J Wheten (Community Services Officer), S Martin (Senior Admin Assistant), E Mason (left after presentation), C Wilkes (left after presentation)

Started at 6pm

CS/2022/36

1) A presentation from Ms E Mason from Bodmin Life.

Ms E Mason addressed the council with details regarding the Bodmin life publications with comparison to Launceston life magazine to show how Bodmin life magazine could be improved and further ideas of potential content.

The Wasson section is mostly for community events and any upcoming events coming up can put these in the Wasson section. Also create website articles, interviews, social media and Tiktok to reach out to the community. Publicise positive community news only. No pure selling adverts as there must be to benefit the community. The content policy is very strict. Only carry first hand articles, interviews are conducted by own staff for first-hand information. Happy to attend any community events when requested and would like to become more familiar with Bodmin.

Plan to keep Bodmin Life publication as every two months, have an environmental policy with carbon balanced publications.

Takes 5 days to print but require information for publication at least 18 days in advance as this is when they send publications out to Royal mail.

2) A presentation from Mr C Wilkes for a re-establishment of the Court Room experience and to re-install a police presence within the Shire House.

Please see video presentation, on SharePoint.

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C Wilkes- Lots of potential for the Shire Hall and court room experience, a lot of social history to be presented for educational purposes which could create a lot of foot fall for Bodmin Town centre. C Wilkes has started to put a framework together over the last few months. Automations could be up and running within a month. Have cash reserves of own for smaller steps and improvements to get court room up and running. Grant funding possible for larger improvements.

A dispute arose regarding who authorised permission for C Wilkes and associate to film in the court room and to look at the electrics. Mr Wilkes was not authorised by a councillor to film and check the electrics. The room was booked and officers allowed access to only view the court room.

STANDING ITEMS: -

CS/2022/37 (a) Mayor/Chairperson’s announcements

No announcements

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

Apologies received from Cllr J Gibbs, Cllr P Skea.

CS/2022/38 Declarations of Interest relating to business on the agenda – Standing Order 53 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 Barberby declared an interest in item CS/2022/55.

CS/2022/39 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.

No members of the public present.

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CS/2022/40 Correspondence received: -

No correspondence received.

PREVIOUS MINUTES AND ACTIONS: -

CS/2022/41 To confirm the accuracy of the minutes of the last meeting 24th February 2022.

RESOLVED to confirm the accuracy of the minutes of Community Services meeting 24th February 2022.

CS/2022/42 List of actions from the previous minutes, for update.

CS/2021/114- ongoing, no updates from Cornwall council. Cllr J Cooper written to Kate Kennally and received no response.

CS/2021/115- Notice board- not been updated, update at Estates- waiting to break down the invoice.

CS/2021/120- Cllr D Henderson- Going to the Greenspace strategy? A bit disappointing particularly as the deadline is May 22.

Cllr K Philips- Deputy Estates Manager doing work on the play park strategy and including the signage.

Separate this from the Green Space strategy and update at next CS meeting.

CS/2021/122- Moved to Estates, agreed policy and will be ongoing. Kay Crescent- waiting for engagement to take place. Houses on Kays crescent will receive an update with letter drop once have all the benches. Have some of the benches in the yard, just awaiting the community engagement letters to go out.

CS/2022/21- Staging- ongoing, emailed three sandblaster services and still no reply from them. Alternative can buy solutions to remove rust.

CS/2022/27- Tour series town-based race-
CSM/ATC- Now deferring to sweet spot and have a meeting with director in a few weeks.

Cllr J Cooper- regarding devolution for making space for nature, believe that Mr F Erwin working on making space for nature on Burgage plots, no further information from Cornwall Council. Estates Manager has been in contact with community link officer regarding devolution process and no further information

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received. Need to be careful and keep up to date on what is happening as we do not want EDRF money to be reclaimed.

Cllr D Henderson- Proposes CSM contacts Cornwall council and community link officer to clarify if Finn taking on 15 years management obligation.
Majority carried.

CS/2022/30- Policy benches- Complete.

RESOLVED to note the update to the actions and for the CSM/ATC to contact Cornwall council and community link officer to clarify if F Erwin is committing to 15-year management obligation.

RISK MANAGEMENT UPDATE, if received: -

CS/2022/43 To note the Risk Management update

The last risk management update had to be cancelled therefore there is no update.

INCOME AND EXPENDITURE UPDATES, if received: -

CS/2022/44 To note the summary of accounts for month.

42300- Page 3- Youth committee- Cllr P Cooper attended both days of the Charrette, ideal opportunity to use money to build on engaging with younger people. Input from Youth Committee and speak to them about what they would like to see money used for. Cllr D Henderson would be happy to talk to youth council to discuss this.

74100 Maintenance of grounds- Tarmac costs for Priory car park maintenance of grounds. Have all the costs been paid for this or has some money been held back due to the required remedial works?

Town Clerk- Do not yet have an update from the Estates Manager regarding remedial works and have not yet signed off the tarmac on the Priory Car park.

Cllr P Cooper proposed to add this to the next P and R Agenda 21st April 22 to bring back update regarding Priory car park remedial works and sign off of works.

All in favour to note the summary of accounts.

RESOLVED to note the summary of accounts for the month.

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CS/2022/45 To note the new budget breakdown for Community Services 2022/23. Also, to note a rolling capital of £50,000.

Discussion took place regarding £10,000 from budget having already been spent on rotary event. Cllr P Cooper suggested that any underspend from Tour of Britain could go back to the Community Services budget. The Town Clerk stated that this was already on the P&R agenda to discuss virement of monies back to Community Services budget.

Cllr J Cooper expressed that full transparency of budget is important. Budgets are there to meet the overall objectives of the council. £50,000 is to be spent in line with committee TORs. The £10,000 already spend was agreed for a community event, this fits within the TORs of the Community services committee.

RESOLVED to note the new budget breakdown for Community Services 2022/23 and a rolling capital of £50,000.

SUB/ADVISORY COMMITTEE AND OUTSIDE BODY UPDATES, if received: -

CS/2022/46 To receive reports, updates, and information from Bodmin Council representatives on Outside bodies.

Cllr J Cooper- there was a Town team meeting and there will be another on 13th April and there will be a Neighbourhood plan meeting on 12th April. Calstock have a reference to solar panels in their plan, if more members can make that meeting this would be good.

Town team: F Erwin- Burgage plot project, as discussed earlier. Focusses from Charrette- Market Arcade, Honey Street and Fore Street.

Cllr P Cooper- Safer Bodmin: Issues with parking on pavements which forces pedestrians into the road, especially those with mobility scooters etc. A person has been hit by a car twice due to this issue. Another Safer Bodmin meeting tomorrow and asked for this to be raised again.

Cllr D Henderson- police and crime commissioner meeting, held meeting in Shire House suite. It was a good meeting, 84% of community police work is not crime related but an extension of social services.

There is a new police programme called Scorpion to stamp out drugs in Cornwall. Councillors encouraged to get message out there to report drug use, should call crime stoppers and not 101. Next meeting next month at Exeter racecourse.

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It was discussed that whilst crime stoppers do react to reports promptly, they do not record a crime number. 101 police number is official and do record crimes, crime stoppers is a charity and do not keep a record of reports.

MAIN ITEMS FOR CONSIDERATION: -

CS/2022/47 To consider and agree recommendations and/or actions emerging from the presentation by Ms E Mason.

Consideration was given to how this would be a cost effective and environmentally friendly way to reach the community. Also, very much a requirement to have a regular newsletter and this was requested by the public at the last Annual Town Meeting. However, some scoping required to compare the costs with that of creating a newsletter on the BTC website or consideration for both a BTC E- Newsletter and a spread in Bodmin Life to be utilised.

RESOLVED to scope feasibility of engaging with Bodmin life for a council community page in their publication.

CS/2022/48 To consider and agree recommendations and/or actions emerging from the presentation by Mr C Wilkes.

A dispute arose regarding who authorised permission for C Wilkes and associate to film in the court room and to look at the electrics. Mr Wilkes was not authorised by a councillor to film or check the electrics. Mr Wilkes booked the court room, but officers were not made aware prior to the booking that Mr Wilkes would be filming or checking the electrics and therefore no permission for these actions was given. As a result, the Town Clerk has now created a dangerous occurrence report for this event. Cllr K Philips requested that it be minuted that no councillor has the right to authorise visitor access to BTC buildings.

Members and officers present were also reminded that on 18th November 21 Full Council agreed the following:-

FC/2021/235
It was Resolved to Agree carry out the necessary, minimal work required to open Court Room 1 as an attraction. A budget of £1000 was agreed for the purpose

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It was not agreed to repair the automatons or for the use of audio in the experience. Any party that does not have appropriate authority should be stopped immediately.

The booking of the court room was for a viewing. What was being carried out was reported. What the officers were told and what happened is where the discrepancy is and it should have come to committee first to agree the filming and electrical check.

Cllr K Philips proposed to explore merits in presentation and ideas, not to commit to this proposal from Mr Wilkes but to add it to our list of future considerations. Further details would be required for a future decision regarding this proposal, i.e. formal commitment from the Police regarding their use of the Shire hall for a police presence. Any future proposals would need to be taken to Full Council. Furthermore, as a decision has already been made to open court room one solely as a basic attraction (FC/2021/235) then no decisions can be made within 6 months of this previous motion.

Cllr J Cooper proposed officers to be briefed and informed that people should not enter BTC buildings without the correct authority and permission.
All in favour.

RESOLVED to brief officers and inform them of the correct procedures for permissions and access to BTC buildings.

Cllr J Cooper proposed to note the presentation and wait for Burrell-Foley-Fischer to create a report before making any agreements as to the use of the court rooms.
All in favour.

RESOLVED to note the presentation by Mr C Wilkes.

CS/2022/49

To consider and agree a maximum amount of funding to be allocated to the Jubilee. Should be available from 2022-23 budget in accordance with TORs.

Cllr J Cooper proposed the virement of all monies left over from the Tour of Britain to be used for the Jubilee.

RESOLVED to vire all monies left over from the Tour of Britain to the Jubilee budget.

CS/2022/50

To note a proposal from Mr D Birch and consider and agree a partnership with Plastic Free Bodmin (subject to approval of a partnership agreement).

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Cllr Skea and Mr D Birch would like BTC to agree to be a member of the plastic free group and to set an example for the town. We have done quite a lot of steering away from plastic already. Events on BTC land and in BTC buildings, attendees are encouraged not to bring single use plastics. However, there is room for further improvement.

Cllr J Cooper proposed Cllr Skea and Cllr Coppin act on BTC behalf to represent the council concerning Plastic Free Bodmin.
The allocation of officer's time to contribute to Plastic Free Bodmin is to be discussed with the Town Clerk.
All in favour to take this to full council to consider and agree.

RESOLVED to note the proposal and to recommend to Full Council that Cllr Skea and Cllr Coppin act on BTC's behalf to represent the council concerning Plastic Free Bodmin.

CS/2022/51

To consider and agree to work in collaboration with Bodmin Town Band to hold a 'last night of the proms' style event in Priory Park in September 2022 in aid of selected charities (tbc) and to produce an event proposal plan to submit to Full Council on 16th June 2022.

Cllr J Cooper expressed the merits of supporting the band particularly after the relationship with band came to end when Narisa Hall practice room was no longer available to them. BTC should support them now. They attend parades and functions free of charge, they self-fund and represent the town across the country. Covid knocked them back as they could not perform. The band also have a youth band and they are trying to encourage more youngsters to join and take up instruments to keep the band going in the future.

Cllr K Philips proposed BTC consider and scope this collaboration and request that Bodmin Town Band submit a grant application form.
All in favour.

RESOLVED to scope this collaboration with Bodmin Town Band and request they submit a grant application form.

CS/2022/52

To consider and agree utilising a fire brazier belonging to Bodmin Rotary to take part in the Lighting of the Beacons Ceremony, taking place around the country on Thurs 2nd June 2022 as part of the Queen's Platinum Jubilee.

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This event would be organised by Bodmin Town council and the rotary club would like BTC to provide risk assessments and event management support. However, the rotary club would also help manage the event. Cllr B Crowle volunteered to write the risk assessment for the event.

Cllr J Cooper proposed to authorise the event and for Cllr B Crowle to write the risk assessment.
All in favour.

RESOLVED to utilise a fire brazier belonging to Bodmin Rotary to take part in the Lighting of the Beacons Ceremony, taking place around the country on Thurs 2nd June 2022 as part of the Queen’s Platinum Jubilee. In addition, Cllr B Crowle is authorised to write the risk assessment for the event.

CS/2022/53

To note the collaboration of estates and community services to initiate the stakeholder identification and engagement element of the Shire House and Shire Hall refurbishment appointment.

Cllr J Cooper asked if Burrell-Foley-Fischer will facilitate this or do BTC need to engage directly with the community and gather data.
CSM/AST- Officers will gather information via community engagement.
Cllr J Cooper encouraged members to attend the Town Team meetings as consultation with the Town Team is important to utilise them to build greater connection for the revitalisation and refurbishment projects and may save BTC officer time too. Link for virtual town team meeting will be sent out.
Cllr P Cooper also encouraged members and BTC staff to attend the neighbourhood plan meeting too so that we have communication with larger number of community groups and can work together.
Cllr J Cooper asked if Burrell-Foley- Fischer can be invited to the neighbourhood plan meeting or town team meeting.

RESOLVED to note the collaboration of estates and community services to initiate the stakeholder identification and engagement element of the Shire House and Shire Hall refurbishment appointment.

CS/2022/54

To consider and agree the reopening of Shire Hall toilets to the public.

Cllr D Henderson- Shire Hall is a public building. As covid restrictions do not exist anymore members of the public do request the use of a toilet in the Shire Hall.

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Cllr E Ahearn- Used to work cleaning contracts, members need to be aware of the workplace health, safety, and welfare regulations 1992 from the HSE. Page 38:-

“Facilities should be located so they are convenient. They do not have to be within the workplace, but they should, if possible, be within the building. If the facilities are being provided by someone else, for example the owner of the building, they should still meet the provisions of this code and be available at all times when workers might be expected to be in the workplace. The use of public facilities is only acceptable as a last resort, where no other arrangement is possible.”

Cllr E Ahearn believes it is acceptable for members of the public to utilise the downstairs ‘all access’ toilet. However, feel strongly that the upstairs toilets should remain for staff only.

Mr B Hammond did a risk assessment report for the Shire Hall and expressed concerns regarding public access upstairs.

BTC would like to discourage public moving around the building, particularly the upstairs and should remain for staff only.

Cllr P Cooper raised concerns regarding sharing of staff toilets with members of the public, particularly as Covid is still rife. May need to consider their use for public if there is an event on in the Shire Hall but this should be covered under a separate risk assessment. Disabled toilet downstairs should meet day to day demand from members of the public.

Cllr K Phillips clarified main concern and reason for this being on the agenda is to consider the use of the upstairs toilets when events are taking place in the Shire Hall. Otherwise, the use of only the downstairs easy access toilet is reasonable for day to day use by members of the public.

Cllr J Cooper proposed a sign in Shire Hall reception to state ‘toilet available upon request’ for members of the public to use the downstairs toilet and also a finger point sign on Mount Folly to indicate the direction of the Priory car park public toilets.

All in favour.

RESOLVED that the Shire Hall ground floor easy access toilet is the only toilet in Shire Hall that public will be allowed access to and with reference to this a sign is to be displayed on the reception/TIC desk to state “Toilet available upon request.”

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Also, a sign to be placed on Mount Folly Square to indicate the direction of the Priory Car park public toilets.

CS/2022/55

To consider expenditure of up to £200 for entertainment to support a joint Tea Party charity event with Cllr Barbery/BTC and Cornwall Air Ambulance on Narisa Lawn on 25th June 2022.

Cllr T M Barbery declared interest.

Cllr P Cooper recommended submission of this request via Grant application form.

The event will consist of cream teas, tables, and bunting. Cllr Barbery will be helping to run the event, BTC staff are not required.

Cllr J Cooper- great idea for a community event but should not publicise one specific charity. Proposed agree in principle pending a grant application and removal of the specific charity from the request.
All in favour; Cllr T M Barbery abstained.

RESOLVED to agree in principle expenditure of £200 to support this event, pending a grant application form and removal of the specific charity from the proposal.

CS/2022/56

To consider and agree the facilitation of regular weekend bookings of Shire House Suite (subject to appointment of full-time caretaker).

A church has asked if they can use the Shire House suite every Sunday afternoon on a regular basis.

Cllr K Philips reminded members that it was agreed in TORs that block bookings would not be accepted at weekends due to other parties and events.

Cllr P Cooper added that the plan is to eventually have the bar up and running in the Shire House suite to make the venue more suitable for weddings and christenings etc. These types of events will bring in more revenue and need to be a priority.

Cllr J Cooper proposed to not agree this proposal but to delegate authority to officers to book on an ad hoc basis. All in favour.

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RESOLVED to disagree to the facilitation of regular weekend bookings of the Shire House suite but instead to delegate authority to officers to book on an ad hoc basis.

CS/2022/57 To note an update on the Welcome Back Fund.

CSM/ATC- Have purchased Bistro tables and chairs for Mount Folly and Priory Park, also a new PA system and bunting. By 20th April will have received confirmation of the Welcome back fund.

Cllr D Henderson- Community services have worked hard to get all receipts submitted and paperwork done.

Cllr J Cooper extended thanks and appreciation for the hard work by officers in requesting the Welcome Back fund.

RESOLVED to note the update on the Welcome Back Fund.

CS/2022/58 To note progress report on Reception/Court Room 1 refurbishment works.

The reception will be closed tomorrow 8th April 22 to complete works, install electrics and move the TIC desk.

All electrical work complete in court room 1. By Easter looking to have the court room open.

Town Clerk- We require a new risk assessment for the new reception.

Cllr J Cooper proposed that officers scope suitable supplier for a risk assessment for the new reception desk. All in favour.

RESOLVED to note the progress of the reception/court room 1 refurbishment works and for officers to scope a suitable supplier for a risk assessment for the new reception.

CS/2022/59 To note an update from Bodmin Rotary on ‘Music for All’ event progress and summary of allocated funds spent to date.

£7415 total expenditure so far, received £2400 in company sponsorship and applied for £2000 grant funding.

Cllr J Cooper expressed that believes this is an investment. We have efficiently managed capacity within BTC and almost subcontracted the event out to the rotary. Also, working in partnership with community organisations, so think this is money well spent.

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Cllr Henderson disagreed as this is only one evening's worth of events and have four days and evenings to fill.

RESOLVED to note the update from Bodmin rotary on 'Music for All' event progress and summary of allocated funds spent to date.

CS/2022/60

To note a verbal update on the Charrette weekend and Town Team/TVF progress.

Cllr J Cooper- Charrette was a fantastic event and was well subscribed by residents and they produced some great ideas. Need to do all we can to make sure feedback and ideas do not fade away and that we pick up and run with the impetus.

Cllr P Cooper spent Friday and Saturday at the charrette and there was pleasing synergy between all demographics. Many residents identified need for a community meeting space/youth venue and many residents mentioned the old GP surgery, which has previously been identified as an ideal building. However, JTP only published one line regarding the need for a community hub despite strong synergistic views from the community, need to notice these views so the ideas are not lost.

CSM/ATC- There is still a seat available on the town team for BTC councillor representation.

Cllr D Henderson volunteered as a new member of town team and recommended to be taken to full council to approve appointment. All in favour.

RESOLVED to recommend to Full Council, Cllr D Henderson as a new member of town team.

Town Clerk- On 23rd March there was a move by JTP for an illustrated master plan and feel this is something that BTC can implement.

Cllr J Cooper encouraged members and officers to attend the Neighbourhood plan steering group meeting next week.

Cllr K Philips- Old GP surgery would make ideal community hall, do wonder if Cornwall Council would prevent this due to value of the asset.

Several improvements stated in charrette are not within our control, i.e., Proposal to smarten up shop fronts, BTC do not own shop fronts so how can we control this?

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Cllr P Cooper- In JTP presentation there were examples of towns JTP have been into. Had champions that took over from JTP. One of councillors led group and identified building owners, took a few years but delivered on improvements.

Cllr J Cooper- Suggested at the town team meeting that priorities focus on local ownership and identified the Market arcade, Honey street and Fore street as initial areas of focus as we know who owns all the buildings in those locations.

Cllr B Crowle- Found the charrette interesting, became involved and presented twice. Two important pieces from this was the synergy within the community and simple small steps that can be made, concerned about missing the opportunity to take those small steps towards improvements. In Chamber of commerce, someone from Martin and Budge is the fore street trader’s representative we should invite to a meeting and build links.

Cllr H Blacklaw- signage improvements to shops, can BTC write to certain shops such as Specsavers?

Cllr J Cooper proposed BTC write to Specsavers and Livingston’s to put lettering back on their shop fronts and clean graffiti from shutters. TC or ATC to write letter to those two companies.

All in favour.

RESOLVED for BTC to write to Specsavers and Livingston’s to put the missing letters back on their shop fronts and clean graffiti from shutters.

CS/2022/61

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”.

All in favour.

RESOLVED to move into Confidential Matters.

Meeting closed 21.04pm.

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