

Minutes Policy & Resources Committee Meeting

Date 20/07/2023
Time 18:30 - 21:35
Location Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ
Chair Cllr P Skea
Attendees Cllr E Ahearn, Cllr P Brown, Cllr A Coppin, Cllr K Phillips, Cllr C Rowe, Cllr P Skea and Cllr J Whatton
Mr P Martin (Town Clerk), Mrs C Aldridge (Senior Accounts Officer), Mrs A Stallard (Office Administrator/Secretary)

PR.2023.77 Mayor/Chairperson's announcements

Decision:

It was **RESOLVED** for Vice Chair, Cllr Skea, to act as Temporary Chair for the Policy & Resources Committee Meeting held 20th July 2023.

Minutes:

The Chair reminded members that the meeting is being recorded for the purposes of minute taking. The recording will be deleted once the minutes have been ratified.

In the absence of the Committee Chair Cllr Joshi, a proposal for Cllr Skea, as Vice Chair, to stand as temporary Chair of the meeting was made, seconded and the vote taken. All in favour. Cllr Phillips abstained from the vote as not present when the proposal was made.

There were no other announcements made.

PR.2023.78 To receive and record the grounds upon which apologies for absence are tendered and resolve upon accordingly

Decision:

it was **RESOLVED** to receive and record the grounds upon which apologies for absence are tendered.

Minutes:

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature
	PR.2023.113	It was RESOLVED to confirm the accuracy of the Policy and Resources minutes held 20th July 2023	

Apologies have been received from the following councillors:

- * Cllr P Cooper (Mayoral commitments)
- * Cllr R Joshi (personal reasons)

PR.2023.79

To receive declarations of Interest relating to business on the agenda including reference to the extract from Code of Conduct

Minutes:

No declarations of interest relating to business on the agenda have been received.

PR.2023.80

Public representation session

Minutes:

There were two members of the public present at the meeting representing Bodmin Youth Football Club (BYFC), Secretary Lee Morford and Vice Chair Darren Vickers. The Chair welcomed them to the meeting and offered them the floor to speak on items listed within the meeting Agenda.

Mr Morford explained representatives from BYFC wanted to attend the meeting to reassure the Council, dispel the rumours, and clarify points in the minutes and comments raised by Councillors in the last meeting in relation to BYFC, the use of Coldharbour Football Ground and their commitment to the Clubhouse rebuild. It was confirmed by Mr Morford they have received an email from the Town Clerk relating to the proposal of a hire agreement and a response in writing has been made. It was explained the project to rebuild the Clubhouse has been in process for five years, and BYFC have access to funds that BTC would not be able to submit an application to obtain. Cornwall FA have supported the Club, and they have been involved in discussions relating to investment of Coldharbour Football Ground. The Football Foundation have funded for a grass pitch, fencing to the Ground, and now are involved in the process of funding the rebuild of the Clubhouse, in the sum of £250,000. However, the Football Foundation will not provide any written documentation in relation to the £250,000 funding until a signed Lease for the Ground can be produced. A brief timeline of communications between BYFC and BTC was given, starting in June 2021 with an initial request for an amendment to one clause in the Lease to satisfy the Football Foundations requirements for the funding application. The matter is in the hands of solicitors, and it is believed resolution hasn't been agreed as they are not communicating with each other.

Page 2

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature
	PR.2023.113	It was RESOLVED to confirm the accuracy of the Policy and Resources minutes held 20th July 2023	

Mr Morford addressed other alleged rumours circulating around the town, these include:

- * BYFC owe BTC money - this is not true, all invoices received are paid
- * BYFC are going bust - this is not true, BYFC are a fully solvent, well funded group
- * BYFC is a business and no longer a community association - not true. BYFC registered as a CIC in 2020, as a requirement to be an incorporated company in order to sign the Lease for Coldharbour Ground. The CiC was dissolved, and registered incorporated a company limited by guarantee, which will enable BYFC to apply for Community Action Sports Company status in the future.

BYFC volunteers running children's football, and with all subscription based community organisations funds are precious, and its the people of Bodmin who pay their children's subs to enable BYFC to run.

The Chair thanked Mr Morford for attending the meeting and asked if there were any questions or comments from the Members. Comments from Members included BYFC have been offered a Lease followed by a Tenancy At Will, yet neither document have been signed. It was also highlighted that BYFC have had sole use of Coldharbour Football Ground, yet no income for its use has been received by BTC, with other organisations in the area who would be willing to pay to hire the area.

The Chair reiterated every proposal or idea BYFC would like to make in relation to the Coldharbour Football Ground, has to be heard at a Policy & Resources meeting for members to appraise. BYFC do not have to be present at the meeting, an email can be sent to Town Clerk and the item added to the relevant Committee meeting agenda. Mr Vickers asked for it to be noted, that should Councillors wish to receive direct information from BYFC, please contact the Town Clerk and BYFC would be happy to attend another meeting. Cllr Brown highlighted the Council support everything BYFC are doing, and he would like to see representatives from BYFC at the P&R meetings in order to resolve this matter. Cllr Rowe agreed BYFC attending meetings was beneficial and requested future presentations to be in the format of a slideshow, or alternative method of presentation.

The Town Clerk enquired whether there was a commitment to now sign the Tenancy at Will including the maintenance schedule, until the

Page 3

Page 6

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature
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Lease is sorted. BYFC advised they would need to review the figures within the Tenancy at Will, with the future plan to be for the maintenance agreement terms to be removed as they will have their own equipment to undertake any maintenance, with a provision being they will require a storage container at Coldharbour Football Ground. And they would potentially aim to take on the maintenance of the site by Spring 2024 and would require the Tenancy at Will to be amended. BYFC expressed there is a commitment to sign the Tenancy At Will, and they were advised by the Town Clerk that should a signed copy of the Tenancy at Will including the maintenance schedule not be received in due course, the hire agreement of which they have been notified will be implemented as the Council cannot continue to lose revenue on the land.

The Chair thanked them again for attending, gave an open invitation for BYFC representatives to attend a future meeting, and closed the item at 19.10hrs. Representatives from BYFC left the meeting room.

PR.2023.81 Correspondence received

Minutes:

No items of correspondence have been received.

PR.2023.82 To confirm the accuracy of the minutes of the last meeting 14th June 2023

Decision:

It was **RESOLVED** that the minutes of the meeting held on 14th June 2023 are a true and accurate record.

Minutes:

Members had no comments to make with the accuracy. The minutes were agreed by members as a true and accurate record. Cllr P Skea and Cllr P Brown abstained from the vote as they were not present at the meeting of the 14th June 2023.

PR.2023.83 List of actions from the previous minutes, for update.

Minutes:

The Chair advised the list of actions were available and had all been completed.

Town Clerk's Signature		Date:	
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	PR.2023.113	It was RESOLVED to confirm the accuracy of the Policy and Resources minutes held 20th July 2023	

PR.2023.84 To receive reports, updates and information from Bodmin Council representatives on Outside Bodies

Decision:

It was **RESOLVED** to discuss St Lawrences Church as an additional item within the Confidential section of the meeting.

Minutes:

The Chair advised he had an update on the current provision of CCTV, which is listed as Item 106 and would be discussed later in the agenda.

Cllr Skea attended Safer Bodmin meeting last month where anti social behaviour in and around the town was discussed. Agencies attending Safer Bodmin meetings were invited to a future Full Council meeting to discuss any issues.

Cllr Phillips advised the preparations for Bodmin Carnival is progressing and going well. The date of the Carnival is 19th August 2023. Thanks were expressed to BTC and BTC Officers who have been very supportive. The Chair also expressed his thanks.

Cllr Coppin gave an update on St Lawrences Church. The Lease has as yet not been signed by all Trustees, and queries have been raised with the solicitor handling the matter. The TC advised there is a further update, however due to the nature of the business, it will need to be discussed during the confidential section of the meeting. The Chair proposed to move to confidential, all in favour.

PR.2023.85 To note the Summary of Accounts (Income and Expenditure)

Decision:

It was **RESOLVED** to **note** the Summary of Accounts (Income & Expenditure)

Minutes:

The Chair asked members for comments or questions on the Summary of Accounts (Income & Expenditure). There were no comments regarding the summary of accounts.

PR.2023.86 To note the Summary of Accounts (staffing)

Decision:

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature
	PR.2023.113	It was RESOLVED to confirm the accuracy of the Policy and Resources minutes held 20th July 2023	

It was **RESOLVED** to **note** the Summary of Accounts (Staffing)

Minutes:

The Chair asked members for comments or questions on the Summary of Accounts (Staffing). There were no comments regarding the summary of accounts.

PR.2023.87 To consider and approve the Schedule of Payments

Decision:

It was **RESOLVED** to approve the Schedule of Payments - July 2023.

Minutes:

The Chair asked members for comments or questions on the Schedule of Payments. There were no comments regarding the Schedule of Payments - July 2023.

PR.2023.88 To note the Risk Management update, risks scoring 11+

Minutes:

The Chair advised he was the only member present at the last Risk Management meeting, and asked if there were any comments or queries. The SAO advised there have been no amendments to the Risk Management schedule since the committee last met. There were no further comments received

PR.2023.89 To consider and resolve upon adoption of the Final Internal Audit Report 2022-23 and to implement any recommendations

Decision:

It was **RESOLVED** to adopt the Final Internal Audit Report 2022-23 and to implement any recommendations.

Minutes:

The Chair asked members for comments or questions on the adoption of the Final Internal Audit report 2022-23. There were no comments. All were in favour.

PR.2023.90 To consider and agree draft model publication scheme document

Decision:

It was **RESOLVED** to agree the draft model publication scheme document.

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature
	PR.2023.113	It was RESOLVED to confirm the accuracy of the Policy and Resources minutes held 20th July 2023	

Minutes:

The Chair asked members for comments or questions on the draft Model Publication Scheme document.

It was clarified by the TC, that the Model Publication Scheme is a legal requirement for BTC to provide information on the type of information held by the Council, where that information is available and the charge made by BTC to provide information when requested by a member of the public. It is at the discretion of the local authority whether charge is made for information requests, and it viewed as an administrative charge.

All in favour.

PR.2023.91

To consider and resolve upon a clear way forward on the protection of staff and expectations when responding to out of hours calls - expectations should be clear

Decision:

It was **RESOLVED** to accept the continued engagement of Kestrel Guards for emergency or dangerous response.

Decision:

It was **RESOLVED** to improve the reception area at Shire Hall subject to recommendations highlighted within an appropriate Risk Assessment.

Minutes:

The Chair asked members for comments or questions relating to the report.

A discussion arose in relation to installation of safety screens in the reception area of Shire Hall and the parameters of calls the out of hours contract holder Kestrel Guards can respond to.

In the matter of Kestrel Guards continued engagement for emergency or dangerous situations - all in favour.

In the matter of improvements to the reception area - all in favour, Cllr Brown abstained from the vote.

PR.2023.92

To consider and resolve upon amendments to BTC Credit Management Code of Practice Policy

Page 7

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature
	PR.2023.113	It was RESOLVED to confirm the accuracy of the Policy and Resources minutes held 20th July 2023	

Decision:

It was **RESOLVED** to agree amendments to the BTC Credit Management Code of Practice Policy and section 7.3 to remain.

Minutes:

The Chair asked members for comments or questions on the amended policy.

The SAO highlighted section 7.3 Debt Recovery, and asked members to consider whether the retraction of service provision following non payment of an invoice should remain within the Policy. The Chair proposed for this section to remain. All in favour.

PR.2023.93

To consider and resolve upon amendments to the BTC Working From Home Policy

Decision:

It was **RESOLVED** to agree the amendments to the BTC Working From Home Policy.

Minutes:

The Chair asked members for comments or questions on the BTC Working From Home Policy.

A discussion arose in relation to the frequency of BTC employees working from home, the number of employees it is in relation to, and the monitoring in place to ensure productive time management when employees work their home environment. Also discussed, how the provision for an employee to work from home may be an added incentive during recruitment of new employees.

All in favour.

PR.2023.94

To consider and agree amendments to the Employer Discretions Policy

Decision:

It was **RESOLVED** to agree the amendments to the Employer Discretion Policy.

Minutes:

Page 8

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature
	PR.2023.113	It was RESOLVED to confirm the accuracy of the Policy and Resources minutes held 20th July 2023	

The Chair asked members for comments or questions on the amendments to the Employer Discretions Policy. The SAO advised when the amendments are agreed, the Policy will be forwarded to Cornwall Pension Fund to ensure it meets their requirements.

All in favour.

PR.2023.95

To consider and resolve upon:

Decision:

a) It was **RESOLVED** to provide resource support to lift turf at the Boxing Club, Bodmin, for the purpose of wild flower seeding.

Decision:

b) It was **RESOLVED** for approval to be given for a grant application for this purpose.

Minutes:

The TC advised BTC have been approached by the Walker Line Trust to support and assist them to undertake these works.

a) All in favour

b) All in favour

PR.2023.96

To consider and resolve upon giving delegated authority for the Town Clerk to spend up to £18,000 for a five year contract to replace the current unsupported BTC phone system

Decision:

it was **RESOLVED** to defer item PR.2023.96 to a future Policy & Resources Committee Meeting where further information will be provided.

Minutes:

The Chair asked members for comments or questions.

Clarification was requested whether the description of £13,000 per annum was correct, and what are the implications of the phone system being unsupported. As the officer who compiled the report was not present, it was proposed for the item to be deferred to a future P&R Committee Meeting. All in favour.

Page 3

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature
	PR.2023.113	It was RESOLVED to confirm the accuracy of the Policy and Resources minutes held 20th July 2023	

PR.2023.97 To consider and resolve upon the use of a room in the Shire House to temporarily hold equipment for a week, commencing 8th August 2023, for Bodmin Town Band.

Decision:

It was **RESOLVED** for Bodmin Town Band to use a room at Shire House, free of charge, to temporarily hold equipment for one week, commencing 8th August 2023.

Minutes:

The TC advised Bodmin Town Band are undertaking maintenance to their building and require somewhere secure to hold their equipment. insurance implications were discussed, and items would be covered under insurance policies arranged by Bodmin Town Band.

It was agreed for a room to be used, and proposed this would be free of charge. All in favour.

PR.2023.98 CONFIDENTIAL MATTERS

Decision:

It was **RESOLVED** to move into the CONFIDENTIAL MATTERS section of the meeting.

Minutes:

It was proposed that the meeting move into CONFIDENTIAL MATTERS. All were in favour.

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature
	PR.2023.113	It was RESOLVED to confirm the accuracy of the Policy and Resources minutes held 20th July 2023	

Policy & Resources Committee Minutes

Date 21/09/2023
Time 18:30 - 22:00
Location Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ
Chair Cllr P Skea (until 18.40) Cllr R Joshi (from 18.40)
Attendees Cllr P Skea, Cllr E Ahearn, Cllr P Brown, Cllr P T Cooper, Cllr A Coppin (arrived 18.43), Cllr R Joshi (arrived 18.39), Cllr K Phillips, Cllr C Rowe, and Cllr J Whatton

Cllr M Barbery; Cllr J Renals; Cllr J Cooper and Cllr H Blacklaw

Mr P Martin (Town Clerk); Mrs C Aldridge (Senior Accounts Officer); Mrs S Roberts (Office Administrator/Secretary) and Mrs S Gooch (Senior Admin Assistant)

PR.2023.108

Mayor/Chairperson's announcements

Decision:

It was **RESOLVED** for Vice Chair Cllr P Skea, to act as Temporary Chair for the Policy & Resources Committee meeting held on 21st September 2023 until Cllr R Joshi arrived.

Minutes:

The TC advised that the Chair of this evening's meeting won't be able to make the start of the meeting due to traffic delays, the delay will be no more than five minutes. In the absence of the Chair it was agreed that the Vice Chair opened the meeting and welcomed everyone to the meeting.

The Vice Chair reminded members that the meeting is being recorded for the purposes of minute taking and will be deleted once the minutes have been ratified.

There were no further announcements.

PR.2023.109

To receive, record and resolve upon the grounds upon which apologies for absence are tendered.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Minutes:

The Vice Chair reported advised that no apologies had been received other than Cllr R Joshi would be arriving late due to traffic conditions and Cllr A Coppin would be arriving late due to work commitments.

PR.2023.110

To receive declarations of interest relating to business on the agenda including reference to the extract from Code of Conduct

Minutes:

The TC advised that no declarations of interest in respect of any item on the agenda had been received. Nor had he received any written requests from members for dispensation.

The Vice Chair asked if any members had any declarations of interest to declare or special requests for dispensations. None were received, however, the Vice Chair reiterated that members would still have the opportunity to raise any declarations at the time of the agenda item. The Vice Chair advised that as there was no show of hands indicating a declaration of interest he felt it was safe to continue with the meeting.

PR.2023.111

Public representation session

Minutes:

One member of the press was present at this evening's meeting.

Cllr P Cooper reported that a representative from Explore by Bike was unable to attend the meeting this evening but would like a copy of any documentation used for discussion tonight. The TC would look at the exemptions after the meeting and would, if possible to do so, share the documents with the representative.

PR.2023.112

Correspondence received

Minutes:

Items 137, 138 and 139 were all exempt from disclosure due to the confidential nature of the content and will be discussed in the confidential section of the meeting.

PR.2023.113

To confirm the accuracy of the minutes of the last meeting 20 July 2023

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Decision:

It was **RESOLVED** to confirm the accuracy of the Policy and Resources minutes held 20th July 2023

Minutes:

The Vice Chair has read the minutes through and is happy to propose they are a true and accurate record of the last P&R minutes. Cllr J Whatton seconded. Majority carried with Cllr P Cooper abstaining as he was not present at the meeting held on 20th July 2023.

PR.2023.114

To confirm and resolve upon the actions from the Policy & Resources meeting dated 20 July 2023

Decision:

It was **RESOLVED** to confirm the action from P&R meeting 20th July 2023

Minutes:

The Vice Chair was happy that all actions have been completed and therefore proposed to accept the actions from P&R committee 20th July 2023. Cllr K Phillips seconded and all were in favour.

PR.2023.115

To confirm and resolve upon the actions from Full Council meeting dated 17 August 2023

Minutes:

The Vice Chair reported that he hadn't reviewed these actions and asked for another member of the committee to confirm the actions.

Cllr C Rowe enquired about Action 64 Explore by Bike is marked as complete, Cllr K Phillips said she was about to ask about that too.

The TC responded by saying the topic refers to two items, the first being the relocation and the second refers to a claim, which is on this evenings agenda under confidential for further discussion. The TC advised that action in question was to scope the relocation of Explore by Bike from Priory Car Park to a location closer to the start of the Camel Trail which has been completed to a point until it is required to bring back to Council sometime in the future. BTC are still waiting on other issues relating to that area in terms of other agreements.

The issue to be discussed under confidential concerns a claim under costs paid which will be discussed under confidential session.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Cllr R Joshi arrived at 18.38

Cllr J Cooper reported that under the correspondence section PR.2023.137 referred to Explore By Bike under confidential matters, however the action 64 list is in the open section of the meeting.

The TC advised committee that the confidential section is not to discuss the scoping of the relocation of the project

The Vice Chair handed the meeting over to Cllr R Joshi at 18.40 who apologised for his late arrival.

PR.2023.116

To receive a verbal update from BTC outside body representatives to include receipt of copies of minutes of meetings, constitution and terms of reference to be provided at the meeting

Minutes:

The Chair asked for verbal updates from BTC outside body representation.

Cllr J Cooper

Neighbourhood Development Plan

Cllr J Cooper reported that the NDP was progressing with community feedback sessions taking place including Morrisons supermarket. There is a delay in collation of the feedback due to ill health of the consultant. Once the feedback has been collated the NDP can progress on to the next stage. It is hoped that the NDP should be completed by the end of term of the Council.

Cllr A Coppin arrived at 18.42

Cllr P Cooper

Fireworks Committee

Cllr P Cooper advised that plans were well under way for the event at Priory Park this year. A further meeting is scheduled for 25th September. Access is required to the compound, fencing, gazebos etc and the usual support from BTC is requested.

Safer Bodmin

Cllr P Cooper also commented that he continues to raise concerns about parking on pavements and that Bodmin is being overlooked for funding.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Wadebridge Foodbank

Cllr P Cooper said that he had spent time with Wadebridge Foodbank and that the facts and figures are horrendous, but they are working with other bodies and receiving support from supermarkets, including Morrisons where they have introduced a family food bag costing £8.

Kinsman and Treningle AGM

Cllr P Cooper reported that he had attended the Kinsman and Treningle AGM, and thought it was amazing what they are doing as they are one of the most deprived areas of our town. They held a successful funday which had a great response and the committee are now staying on for another year.

Cllr J Cooper

Town Team - Cllr J Cooper could only report on updating the Town Team with the NDP progress as he had to return to working commitments and Cllr P Skea kept losing connection that night and was unable to give further feedback.

Cllr P Skea - CCTV Working Group

Cllr Skea had attended a working group with the ATC/CSM. Unfortunately, the meeting and information was very disjointed. The next meeting is scheduled for 4th October at 14.00 but unfortunately, he is unable to attend and requested that Cllr E Ahearn could attend in his absence.

Christmas Lights Switch On

Cllr P Cooper reported the Christmas Lights switch on would be the last Friday of November, with activities and maybe a procession with community choir, scouts, guides etc. The new lamp post lights will be used. All safety tests will be carried out and road closures are in place.

Cllr J Cooper said that Neil Caddy is looking forward to the Christmas lights switch on too.

A member of the public arrived at 18.52.

PR.2023.117

To note the Summary of accounts (income and Expenditure) April - August 2023

Decision:

It was **RESOLVED** to note the summary of accounts (Income and Expenditure) April-August 2023.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Minutes:

The Chair asked members if everyone had read the statements of accounts and could we make a note of those.

A comment by Cllr H Blacklaw was made in connection to the servicing contract for the copier. The SAO advised that this had been miscoded originally and is being corrected as the invoices are received.

It was proposed by Cllr P Skea to note the statement of account. Seconded by Cllr P Cooper. All in favour.

PR.2023.118 To note the Summary of accounts (Income and Expenditure) and (Staffing) April - August 2023

Decision:

It was **RESOLVED** to note the summary of accounts staffing April-August 2023

Minutes:

There were no comments recorded for the statement of accounts staffing.

Cllr P Skea proposed to note the statement of accounts staffing April-August 2023. Seconded by Cllr E Ahearn and agreed by all.

PR.2023.119 To consider and approve the Schedule of Payments September 2023

Decision:

It was **RESOLVED** to approve the Schedule of Payments September 2023

Minutes:

The Chair asked for comments on the schedule of payments September 2023.

Members requested some clarification over some items including water charges for disused toilets which it was clarified by the SAO was for daily standing charges only and the water supply is turned off; a drainage survey which was required for a planning application outlined some work that needed to be carried out for the new toilets at Fair Park which is on BTC owned land. Equipment costs are to allow BTC

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

staff to safely complete inspection works on the roof at Shire Hall including the testing of equipment which would be more expensive if carried out by contractors compared to the cost of staff training.

The TC responded that we have to adhere to the surveys requested by Cornwall Council planning.

The TC and SAO clarified that fees of £900 against Shire House for the instruction for Ward Williams to find a way forward on the construction and repairs to the Shire House and Hall was agreed at an extraordinary meeting of the Estates Committee a cost up to £5,000.

Cllr P Skea proposed to approve the Schedule of Payments September 2023, seconded by Cllr R Joshi. Majority carried with Cllr P Brown abstaining from the vote.

PR.2023.120

To note the payments included on Record of Expenditure authorised out of schedule

Decision:

It was **RESOLVED** to note the payments included on Record of Expenditure authorised out of schedule.

Minutes:

The Chair asked for comments on the record of expenditure authorised out of schedule.

Cllr H Blacklaw queried the cost of £126 to South West Water for the proposed new cemetery. The SAO reported that this fee was to provide a quote to divert the large water main which came out at £600k.

Cllr P Skea proposed to note the payments included on record of expenditure authorised out of schedule. Seconded by Cllr R Joshi. All in favour.

PR.2023.121

To note the Reserves as at 30th June 2023 (1st Quarter 2023/24)

Decision:

It was **RESOLVED** to note the Reserves as at 30th June 2023 (1st Quarter 2023/24)

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Minutes:

The Chair asked if members had any questions/queries on the reserves as at 30th June 2023.

Cllr J Cooper queried the internal painting of Higher Bore Street toilets. The SAO replied that this is a historical figure included for painting prior to Covid 2019. The toilets were then subject to vandalism and are still closed. The committee will have the opportunity to agree to vire the reserves at the next meeting of the committee.

Cllr R Joshi proposed to note the reserves and it was seconded by Cllr C Rowe. Agreed by the majority as Cllr E Ahearn briefly left the meeting for a comfort break at 19.16.

Cllr P Skea proposed to adjourn the meeting for a five minute comfort break at 19.16. Seconded by Cllr R Joshi. Majority carried.
Cllr P Brown left the room for a comfort break

Cllr P Skea proposed to restart the meeting after a five minute comfort break at 19.19, seconded by Cllr R Joshi. All in favour.

It was resolved to restart the meeting at 19.19 as all members are now present.

Cllr R Joshi introduced Sarah Roberts (Office Administration/Secretary part time) to members.

PR.2023.122

Resolve to note the Risk Management update, risks scoring 11+

Decision:

It was **RESOLVED** to note the Risk Management update, risks scoring 11+

Minutes:

The Chair asked for comments from members on the risk management update and asked the TC if there was anything specific that the committee should be made aware of.

The TC stated that risk management is very important for the council to scrutinise any risks to the council both financial and reputational. There are currently some concerning risks which are currently being looked at. Which is no different to many other town councils, however, BTC do have better controls in place than most. BTC need to ensure

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

that in terms of risk management, councillors attend both risk management meetings and assertion review meetings, both very important meetings.

Cllr R Joshi attends as many of the assertion reviews as possible but notes that they are not well attended by others and suggested that other councillors are invited other than members from the P&R committee. The SAO acknowledged the poor attendance at the reviews and confirmed that the remaining dates for the reviews have been sent to all councillors but as of today's date no responses have been received.

The TC reminded members that BTC have new external auditors on board.

Cllr R Joshi feels that assertion reviews are very well organised, perfectly put together and would like to commend the team and the council.

The SAO confirmed that the potential risk associated with the lack of space available in BTC cemeteries is reviewed at Estates Committee when it meets. And will be brought back to this committee when it becomes a financial matter some time in the future.

The TC reported that under BTCs obligations in the 1977 Act and subsequently the 1847 Act the council has to decide which way it wants to go with memorial and issues. Other issues dating back to the 1960's could reflect on this council going forward.

Cllr C Rowe enquired about the costs associated to Freedom of Information requests. The TC reported that there is a financial cost for advice from the IOC and other bodies, officer time etc, risks are not just financial but reputational etc too and there is a template which is used to calculate the risks. BTC officers are currently working on three FOI requests which to date have taken up over 200 hours of officer time.

Cllr P Cooper suggested that cemeteries should be the responsibility of Cornwall Council as it is in other parts of the county.
Cllr P Cooper suggested the membership for the risk management reviews should be extended to vice chairs of committees. The TC was in agreement if councillors attended.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

It was agreed that the SAO would review the policy and update to enable vice chairs to attend the risk management reviews and take to Full Council for approval in November 2023.

The TC stated that best practice should be followed in order to be as transparent as possible with regard to FOI requests.

Cllr R Joshi proposed to note the risk scoring. Seconded by Cllr C Rowe all in favour.

PR.2023.123

To consider and resolve upon a minor amendment to the memorial bench policy including amendment of Terms of Reference as directed by Full Council FC.2023.115

Decision:

It was **RESOLVED** to accept the minor amendment to the memorial bench policy including amendment to Terms of Reference as directed by Full Council FC.2023.115.

Action items:

It was **RESOLVED** for a minor amendment to the memorial bench policy including amendment of Terms of Reference

Minutes:

The current bench memorial policy refers to applications being approved by Full Council. The amendment would be for memorial bench applications being approved by Estates Committee, this would mean an amendment to their Terms of Reference.

Cllr P Cooper proposed to accept the minor amendment to the memorial bench policy including amendment of Terms of Reference, seconded by Cllr P Skea and carried by all.

PR.2023.124

To consider and resolve upon the adoption of the Open Space Strategy including action plan

Decision:

It was **RESOLVED** to adopt the Open Space Strategy including action plan as a draft subject to further amendments.

Minutes:

The TC reported that he has written to Cllr J Cruise regarding the NDP and assured the councillor that the open space strategy will form part

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

of the NDP and answers the questions raised by Cllr Cruise in her recent letter. As yet the open spaces strategy is not yet adopted by BTC. No response received to date.

Cllr P Cooper would like to commend Gain Consulting for their excellent work on the open spaces strategy linking to the neighbourhood development plan and work by the Town Team and strengthened to identify youth obesity strengthening BTC's case. There is under provision in Bodmin for play parks open spaces etc but not by BTC. Cllr Cooper suggested that developers in Bodmin should link their open spaces together to provide a meaningful combined space rather small parcels of open spaces left by the developers.

Cllr C Rowe referred to comments received on the NDP consultation and suggested that No. 27 should include all the playing pitches associated with the Dragon leisure centre and to extend of all of their grounds (not in BTC's ownership).

The TC advised members that BTC could lead to adopt the OSS this evening and adopt subject to further amendments as listed.

Cllr J Cooper

There are two sections to No. 24 when Cornwall Council were discussing devolution Coxes Wood not Castle Canyke Wood No. 25 - Castle Canyke area. Cornwall Council land extends further and believes BTC should look to be proactive and seek expansion of recreational and heritage space

Between the Gilbert Road and Castle Canyke area there was an understanding that there would be a green buffer therefore not allowing development to encroach beyond the Gilbert Road development. An aspirational green buffer should be put in for that area.

No. 17 - There is also some open space in the Gilbert Road development around the side of the leat that were open for debate. As part of the planning for that area there should have been discussions around a sustainable management programme under adoption by the Town Council.

The TC reminded Councillors that we have a regional open space strategy developed by Cornwall Council and in their strategy they will comment on their open spaces including the high streets, which is more broader than our OSS. BTC will take account of items within the broader strategy however, we can include the aspirational idea.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Cllr J Cooper suggested that there are already parcels of land contained in the OSS which do not belong to BTC. BTC have to ensure that every parcel of land for recreational use/green land needs to be listed in the OSS for completeness with the NDP.

Cllr P Cooper land between item 25 and Item 26 must be listed as green space.

Cllr K Phillips noted Cllr J Cruise letter opposing mass housing development on the Halgavor Moor. If this was included in the NDP would it help influence the site to be non-developable? Although Cllr J Cooper agreed in principle but feels it is not achievable. The Dragon Leisure Centre is covered by an AVC and therefore subject to certain legislation, the NDP consultant advised it could be noted as a statement of fact but not overridden. There was at one point an offer of £2m funding to redevelop the Dragon Leisure Centre, however Cornwall Council did not accept it and therefore feels that Cornwall Council would not let BTC develop it through its NDP.

Cllr J Cooper said he is willing to liaise with Gain Consulting to review the Open Spaces Strategy.

Cllr R Joshi proposed to adopt the Open Space Strategy including action plan as draft subject to further amendments. Seconded by Cllr P Skea and all were in favour.

It was **RESOLVED** to adopt the Open Space Strategy including action plan as DRAFT subject to further amendments.

PR.2023.125

To consider and agree amendments to the following Human Resource Policies which will form part of the Staffing Handbook

Decision:

It was **RESOLVED** to agree amendments to the Alcohol & Drug Policy

Decision:

It was **RESOLVED** to agree amendments to the Annual Leave and Absence Policy

Decision:

It was **RESOLVED** to agree amendments to the Bullying and Harassment Policy

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Decision:

It was **RESOLVED** to agree amendments to the Capability Procedure

Decision:

It was **RESOLVED** to agree amendments to the Disciplinary Procedure

Decision:

It was **RESOLVED** to agree amendments to the Equal Opportunities Policy

Decision:

It was **RESOLVED** to agree amendments to the Equality and Diversity Policy

Decision:

It was **RESOLVED** to agree amendments to the Flexible Working Policy

Decision:

It was **RESOLVED** to agree amendments to the Maternity, Adoption & Paternity Policy

Decision:

It was **RESOLVED** to agree amendments to the Staff Handbook Introduction Sheet
Members were all in favour of the staff handbook introduction sheet.

Decision:

It was **RESOLVED** to agree amendments to the Toil Guidelines

Decision:

It was **RESOLVED** to agree amendments to the Training Policy

Decision:

It was **RESOLVED** to agree to the Shared Parental Leave Policy

Decision:

It was **RESOLVED** to agree to the Whistleblowing Policy

Decision:

It was **RESOLVED** to agree amendments to the Absence Management Policy including additional amendment to referral cap.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Action items:

b) Absence management policy. To update the absence management policy to include a cap on occupational health sessions.

Minutes:

The SAO informed members that the majority of the policy documents are outdated so rather than do tracked changes for all of these policies South West Council have provided BTC with policies. Changes to these new policies are predominantly due to legislation and will be highlighted yellow. Policy documents M to P will show tracked changes. There previously wasn't a staff handbook but individual standalone policy documents. Following adoption of these policies this evening all staff will receive a copy and be asked to sign for them.

a) Staff Handbook Introduction Sheet

All members were in favour of the staff handbook introduction sheet.

b) Absence Management Policy (Previously named Sickness Policy)

It was queried why the Bradford scoring system had not been adopted. The TC confirmed that this would not be in line with the green book. It was also queried how many sessions are included for each occupational health referral. It was confirmed that there is no capping through green book guidance/NJC conditions. A cap was agreed to include an amendment to the policy of four occupational sessions, with any further sessions needing to be approved by the Policy and Resources Committee unless the timing of the next meeting requires a fifth session.

Cllr P Cooper proposed to accept the amendments to the Absence Management Policy to include a review after four sessions of occupational health. Any further sessions needing to be approved by the P&R committee unless the timing of the next meeting requires a fifth session. All in favour.

c) Bullying & Harassment Policy

Cllr R Joshi proposed to accept the minor date change, seconded by Cllr P Cooper, all in favour

d) Capability Procedure

Cllr E Ahearn proposed to agree the amendments to the Capability Procedure, seconded by Cllr A Coppin - all in favour.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

e) Disciplinary Procedure

Cllr C Rowe proposed to agree the amendments to the Disciplinary Procedure, seconded by Cllr P Cooper - all in favour.

f) Equal Opportunities Policy

Cllr A Coppin proposed to agree amendments to the Equal Opportunities Policy, seconded by Cllr P Skea - all in favour

g) Flexible Working Policy

Cllr C Rowe proposed to agree amendments to the Flexible Working Policy, seconded by Cllr P Skea - all in favour

h) Grievance Policy

Cllr P Skea proposed to agree amendments to the Grievance Policy, seconded by Cllr A Coppin - all in favour.

i) Annual Leave & Absence Policy

Cllr A Coppin proposed to agree the amendments to the Annual Leave and Absence Policy, seconded by Cllr P Skea - all in favour

j) Maternity, Adoption & Paternity Policy (Previously Individual Policies)

Cllr C Rowe proposed to agree the amendments to the Adoption & Paternity Policy (Previously Individual Policies), seconded by Cllr P Cooper - all in favour

k) Shared Parental Leave Policy

Cllr P Cooper proposed to agree the new Shared Parental Leave Policy, seconded by Cllr P Skea - all in favour.

l) Whistleblowing Policy

Cllr P Cooper proposed to agree the new Whistleblowing Policy (specifically for staff), seconded by Cllr R Joshi - all in favour.

m) Alcohol & Drug Policy

Cllr P Skea proposed to agree the Alcohol & Drug Policy, seconded by Cllr A Coppin - all in favour

n) Equality & Diversity

Cllr K Phillips proposed to agree the Equality and Diversity Policy, seconded by Cllr E Ahearn - all in favour.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

o) Toil Guidelines

Reception staff work 37 hours during a normal working week to accommodate Saturday working i.e. 37/six day week. The TC reminded members that it was never agreed officially for staff to work on Saturdays, in fact when staff work on a Saturday it potentially results in staff shortages during the normal working week in order for those working the weekend to take their time back. It is also stressed that there is a reliance on goodwill of officers to enable the facilities to open on a Saturday. The TC has not received any complaints/criticisms from staff losing toil and in fact the SAO can with the employees agreement change an annual leave day to toil. Cllr C Rowe proposed to agree amendments to the Toil Guidelines, seconded by Cllr P Brown - all in favour.

p) Training Policy

Cllr Coppin proposed to agree amendments to the training policy, seconded by Cllr P Skea. All in favour.

Cllr J Cooper asked what other policies that are due for review and is there a programme for review. Website shows number of policies with out-of-date review dates. It was suggested that BTC remove the review date subject to new legislation until such identified policies are reviewed.

PR.2023.126

To consider and resolve upon amendments to Employee Reference Policy

Decision:

It was **RESOLVED** to accept the amendments to the employee reference policy.

Minutes:

Cllr P Brown proposed to accept the amendments to the employee reference policy, seconded by Cllr C Rowe. All were in favour.

PR.2023.127

To receive advice from the Town Clerk relating to administration practice and good Governance of the Council

Decision:

It was **RESOLVED** to share BTC's proposed budget for 2024/25 with the residents of Bodmin.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Action items:

It was **RESOLVED** to share BTC's proposed budget for 2024/25 with residents of Bodmin.

Minutes:

The TC reported that this item had been discussed earlier at PR.2023.122 and reminded councillors that two versions of the Good Councillor guide had been emailed earlier so members could compare the changes and urged members to read the documents in order they could understand their roles.

The SAO had produced a spread sheet detailing low attendance at assertion and risk management reviews.

The TC also recommended consulting with the public on BTC's budget for 2024/25 as good practice and transparency.

Cllr R Joshi proposed to share BTC's proposed budget for 2024/25 with residents of Bodmin, this was seconded by Cllr P Skea. The majority of members were in favour with Cllr P Brown abstaining.

PR.2023.128

To consider and agree Internal CCTV Project documentation:

Decision:

It was **RESOLVED** to accept the 2023 Protection Impact Assessment.

Decision:

It was **RESOLVED** to accept the CCTV Policy Draft.

Decision:

It was **RESOLVED** to accept the Data Subject Access Request.

Minutes:

The TC advised members that the introduction of CCTV provision is to assist with security and safety of staff members and not to monitor staff whilst at work. Only two individuals will have access to the CCTC system, himself plus one other. Data subject access request forms will need to be completed before any review of CCTV footage. All data will be managed in line with the policy.

item 128a) 2023 Protection impact assessment

Cllr R Joshi proposed to accept the 2023 protection impact assessment, seconded by Cllr K Phillips and agreed by all.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Item 128b) CCTV Policy Draft

Cllr R Joshi proposed to accept the CCTV Policy Draft, seconded by Cllr K Phillips and agreed by all.

Item 128c) Data Subject Access Request

Cllr R Joshi proposed to accept the Data Subject Access Request, seconded by Cllr P Skea and agreed by all.

PR.2023.129

Councillors to agree to the development of a policy to address vandalism and damage to council assets.

Decision:

It was **RESOLVED** to agree to the development of a policy to address vandalism and damage to council assets.

Minutes:

Cllr K Phillips reported that this item links very closely with the previous item and had shared an email exchange with members on iBabs prior to the meeting. Whereby a gang of youths have been intimidating people and causing damage to some of BTC's property.

The member reported that several people feel that we should have a policy on how to deal with vandalism and there should be a zero tolerance to vandalism and asked councillors if they thought BTC should have a policy in place to guide the officers.

Cllr P Cooper asked the TC what the current procedure is for dealing with an incident and suggested that it is to report it to the police and keep a crime log.

Cllr J Cooper suggested it would be good for BTC to develop a policy and made reference to legislation available which would empower parish and town councils to create exclusion orders on individuals so they are banned from town and council premises and the council should use this. If there is an incident where individuals have been found to be using threatening behaviour or language, or physical violence towards town council staff or members of the public on council property, then they should be dealt with robustly and we should use the legislation there to create an exclusion order for the individual. Not only will you be protecting the people subject to the unsavoury behaviour you should make an example and stamp it out for the future, the legislation is there. This council could, if it wishes to, cite the legislation and identify individuals, requiring them not to set foot on council property again.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

A member had cause recently to speak to the police regarding antisocial behaviour he had witnessed on council land.

TC advised that the council has, under bylaws and the Public Health Act 1875 the power to install and maintain CCTV equipment for monitoring. There is not an all-encompassing policy but several policies. We currently do not have such bylaws in place, they would take a lot of management and applications to Cornwall Council and the courts would have to be made. It can be done but it would be very time consuming and costly process for civil litigation.

We have a duty of care to protect staff. We have external and internal CCTV to assist in crime prevention and management. None are easy and most are costly, but does take on board that we need to consider something in terms of damage to land and property and safety of our staff.

Cllr E Ahearn reported that BTC should have a policy to deal with vandalism as the police know the individuals in question who light fires and graffiti but are not prepared to deal with them so BTC have a duty to pursue it if BTC are able to identify the individuals.

Cllr J Cooper said BTC could develop an internal policy but there is legislation already available out there and we should apply it i.e. The Anti-Social Behaviour, Crime and Policing Act 2014 allows the council to issue a public space protection order to deal with anti-social behaviour itself, if this order is not abided by then the police are called.

TC commented that public space protection orders are good but time limited, at the end of the order they are then investigated by the police. The PPO's are supported by the police and by BTC if BTC were to put bylaws in place.

Cllr K Phillips understands there is lots of legislation out there but BTC need to know how to apply it. Previously there has been damage to our buildings and we never seem to do anything about it, whilst the tax payer has to bear the brunt of costs of vandalism. We should have a policy to understand what we need to do and what action we need to take. If it means we have to take civil action then we shouldn't shy away from it even if it comes at a cost.

Cllr P Cooper suggested that we should in the first instance find the

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

legislation to help us, given the area we live in, residents shouldn't have to pay twice for the police to police and perhaps we should ask the Police Inspector of Bodmin to join us at a future meeting to hear the views of councillors on this matter before we look at developing a policy as we do not want extra financial burden on our residents.

Cllr K Philips said our policy shouldn't cost us, the tax payers, more money if we report everything to the police in the first instance.

Cllr P Brown supports Cllr P Cooper's suggestion of asking for support from the police to provide BTC with a steer on its policy.

Cllr R Joshi referred to a recent Police Commissioner of London's interview, where much of what was said applies to Bodmin too. However we do need to protect the precept financially, but we are in a position of too much tolerance is now here.

Cllr J Cooper suggested that BTC adopts the Anti-Social Behaviour, Crime and Policing Act 2014 and speak to the inspector and tell him this is what you would like to adopt in order to support the police officers in dealing with vandalism etc. and that BTC will create a policy to adopt this piece of legislation, identify the individuals, create the PSPO which will support his officers removing those individuals from those areas stopping the antisocial behaviour.

The Chair supported Cllr P Brown's proposal that BTC should invite the police inspector to a future meeting of the Full Council.

Cllr K Phillips agreed that it is a good idea, however, that is not on the agenda to discuss and she had already received a seconder to her proposal to agree to the development of a policy to address vandalism and damage to council assets and had received a seconder from Cllr E Ahearn.

Cllr E Ahearn acknowledged she had seconded the motion.

The TC said that BTC can't produce such a policy without guidance as to what is required from the committee.

Cllr E Ahearn said BTC needs a policy on how BTC are going to approach vandalism and agreed that we could invite a senior police officer for guidance.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Some members felt BTC should receive guidance from the police before writing the policy.

Cllr K Phillips reiterated that BTC need first to agree whether BTC has a policy. If we agree that we do then we could look to speak to the police for guidance

The TC reminded members of the motion which is to consider and agree to the development of a policy and clarity on this is required.

Cllr K Phillips for clarity said we need to develop a policy and invite police for advice on how to get legislation into a document that could work for BTC.

The Chair suggested the action would be to invite/engage a senior police officer to provide BTC with some guidance.

Cllr K Phillips said that is not the proposal, does the council feel it should develop a policy on vandalism yes or no? Cllr K Phillips made a point of order and said she had made a proposal and it had been seconded and councillors need to vote on it.

Cllr R Joshi countered the point of order on this regarding standing orders and referred back to the TC for clarification/guidance before we can go to that.

The TC understand Cllrs Phillips and Ahearn's points of view and what they are trying to achieve and we need clear and concise instruction from councillors tonight without ambiguities as we have had previously. If there is any level of ambiguity here this evening then the motion will have to be taken to a future meeting to be discussed.

The TC confirmed to the Chair that if there is a proposal on a motion that has been made and seconded then a vote can be taken.

Cllr K Phillips proposed to agree to the development of a policy to address vandalism and damage to council assets, seconded by Cllr E Ahearn. The majority of committee councillors present voted in favour of the development of the policy. Six in favour and three councillors were against the proposal.

PR.2023.130

That councillors review the current set-up charges for the Shire House Suite for local and charity organisations

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Decision:

It was **RESOLVED** not to review the current set up charges for the Shire House Suite for all local and charity not for profit organisations

Minutes:

Cllr K Phillips commented that the Shire Suite is used a great deal, including by a lot of charitable organisations to raise money for the community. Currently with a reasonable hourly charge of £6 plus VAT, which is attractive to charities and they can use it for fundraising. A set up charge of £35 was also agreed by council in December 2022, but Cllr Phillips stated that a few local residents had complained to her that it was a bit much, particularly when you look at the demographic who were using the room and so was proposing to either reduce or remove the setup fee for local charities.

The SAO confirmed that the room set up fee was based on one member of staff spending one hour setting up and one hour taking down the room, two hours in total.

The Chair asked for clarity around which charitable organisations are included and specifically if Bodmin Jail are included in this bracket.

Cllr Phillips responded by saying any charitable organisations who were fund raising for the benefit of the local residents including Bodmin Jail.

Set up fees are £35 plus VAT but charitable organisations of a certain type would be exempt from paying VAT.

Cllr Barbary stated that Age Concern, Time Together and Get Together from the Church use the facility. Three hours of hire charge totals £75 with the set up, and questioned charging when we have caretakers. Those who use the facilities would need to raise £75 just to break even. If we are looking after the people of this town and this asset is for the people of the town, why should we be charging when we have caretakers to set up? On a Monday when Bingo finishes at 9.20 he sets the room up for Age Concern on Tuesday morning and it does not take an hour. Therefore why should we charge Age Concern and Bingo for a room that we have caretakers to set up.

Cllr E Ahearn stated that those doing charitable work are often pensioners who cannot set up the room themselves as they haven't got the ability to do so and are at a disadvantage already and she doesn't agree with the current charges.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Cllr P Cooper commented that other venues usually expect you to set up and take down the room yourself, BTC's prices are very reasonable as we want the room to be used. There is a grant funding application form which bodies hiring the venue can complete if they wish, which would be a fairer way to control it rather than having to differentiate between hirers.

Cllr K Phillips responded by saying groups can be differentiated by looking on the form outlining the charges i.e., private hire/functions and parties.

Cllr Cooper stated that how can you differentiate between having a private party for pensioners for a birthday party for example compared to an Age Concern meeting on a Monday or Tuesday? And there could be another party event who wouldn't be able to set the room up by themselves but then a charge of £35 plus VAT would then be chargeable. The standard charges should stand, and those who are unable to set the room up themselves could apply for grant funding to assist.

The Senior Accounting Officer stated that £980 had been received this year for set up charges, as a whole the building is running at a loss of £10,000 excluding staff time.

Cllr P Cooper stated that as an example there were two committee members of Age Concern present amongst the councillors and they could complete the grant application form, the appropriate committee could then decide if that was a worthy cause to support, this would be done on merit and need and could include those on lower income as would the other group Cllr Barbary mentioned i.e Bingo the same would apply.

Cllr E Ahearn stated that she could not remember voting for a set up charge, the TC confirmed that it was approved in 2019.

Cllr K Phillips said she appreciates that the building on the whole runs at a loss but it is not our money to make, it is the precept payers money that actually provides this place and to some extent pays the staff salaries and therefore we should be providing services with tax payers money and not to look to make money from them on top of what they pay already.

Cllr P Cooper reiterated the deprivation of the town and the fairest way around would be to apply for grant funding to assist with the set up charges for the room.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

The Chair said it is the precept payers money and we have to justify what we spend, charities and worthy causes are not all not for profit including multi-millionaires and suggested the use of a grant funding application was a good idea.

Cllr K Phillips said that there would be an awful lot of people applying for grants from Bodmin Town Council and not everyone would be successful.

Cllr K Phillips proposed that the current set up charges for the Shire House Suite for all local and charity not for profit community groups is removed. Seconded by Cllr E Ahearn. There were two votes in favour, four against and one abstention. The motion was not carried.

PR.2023.131

Council to establish a working party/subcommittee, if necessary, to agree areas of devolution and complete a CC devolution proposal form.

Decision:

It was **RESOLVED** not to re-establish the working party to consider devolution with Cornwall Council

Minutes:

Cllr P Cooper left the room at 21.49

Cllr K Phillips would like to re-establish the working party to consider devolution with Cornwall Council using the form attached.

The TC reported that BTC has a Memorandum of Understanding with Cornwall Council which was checked by a solicitor. The solicitor then raised some concerns which Cornwall Council did not respond to e.g. how would BTC pay for services that we take on through devolution, where does double taxation lie in terms of services we take on from Cornwall Council? BTC have in place an arrangement with Cornwall Council which does not include this new form which asks for BTC to decide and put forward proposals which BTC would like to take on.

Cllr Brown would like to vote on whether or not we have a subcommittee and would second Cllr Phillips proposal.

Cllr P Cooper returned 21.55

Cllr P Cooper said we have a list of our own aims and objectives to consider and we desperately want to be able to look after the assets we already have let alone whatever is devolved to us. Anything

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

devolved to us should be cost neutral which would be agreed by the working party.

The TC advised council that BTC have steps in place to deal with this issue including a memorandum of understanding but will be minded by the committee's decision.

Cllr Phillips proposed to re-establish the working party to consider devolution with Cornwall Council, seconded by Cllr P Brown. There were three votes in favour, four against and two abstained. The motion was not carried.

It was **NOT RESOLVED** to establish a working party/subcommittee to agree areas of devolution.

PR.2023.132 CONFIDENTIAL MATTERS

Decision:

It was **RESOLVED** to move into the confidential section of the meeting.

Minutes:

Members of the public and press left the meeting

Cllr P Skea proposed to move into confidential section of the meeting, seconded by Cllr A Coppin. All in favour.

It was agreed to move directly to Item 136

PR.2023.133  To consider and confirm the accuracy of the confidential minutes of Policy & Resources meeting 20 July 2023

PR.2023.134  List of confidential actions for update from the Policy and Resources meeting 20th July 2023

PR.2023.135  To note the Aged Debtors update

PR.2023.136  To consider and resolve upon a question from the solicitors in connection with priorities relating to land at Grass Valley.

Decision:

It was **RESOLVED** to accept the title and reject any offers less than £40,000 for land.

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Bodmin Town Council Minutes – Policy & Resources Committee 21 September 2023

Action items:

It was **RESOLVED** to accept the title and reject any offers less than £40,000 for land.





Minutes:

The TC asked committee to confirm its priority regarding obtaining title or monetary value for the land at Grass Valley.

BTC have been offered £5k but members felt it should be more.

Cllr P Brown proposed to accept title and reject any offers less than £40,000. Seconded by Cllr P Cooper, majority carried, one abstention.

The Chair adjourned the meeting at 10.00

- PR.2023.137**  **To consider and resolve upon information/documentation received in relation to PR.2023.104 Explore by Bike**
- PR.2023.138**  **To consider and agree matters relating to the KBSK lease.**
- PR.2023.139**  **To consider matters relating to burials**
- PR.2023.140**  **Staffing Matters**

Chairman signature			
Date			
Matters of accuracy	Minute ref	Comment	Chairman signature

Minutes

Policy & Resources Committee Meeting

Date 14/06/2023
Time 18:30 - 21:00
Location Shire House Suite, Mount Folly Square, Bodmin PL31 2DQ
Chair Cllr R Joshi
Attendees Cllr R Joshi, Cllr E Ahearn, Cllr K Phillips, Cllr C Rowe, and Cllr J Whatton

PR.2023.48 To appoint a Vice Chairman for the Policy & Resources Committee for the ensuing 2023-24 year

Decision:

it was **RESOLVED** to appoint Cllr P Skea as Vice Chair of Policy & Resources Committee 2023/2024 year.

Minutes:

The Chair asked for nominations for the Vice Chair for Policy & Resources Committee 2023/24 and reported that officers have received an email from Cllr P Skea who would like to put himself forward for this position.

Cllr E Ahearn proposed Cllr P Skea for Vice Chair of Policy & Resources committee 2023/24, seconded by Cllr C Rowe and agreed by all.

The Chair would like to send Cllr P Skea congratulations on his appointment.

PR.2023.49 Mayor/Chairperson's announcements

Minutes:

The Chair reminded members that the meeting is being recorded for the purposes of minute taking. The recording will be deleted once the minutes have been ratified. There were no further announcements.

PR.2023.50 To receive and record the grounds upon which apologies for absence are tendered.

Decision:

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature

it was **RESOLVED** to receive and record the grounds upon which apologies for absence are tendered.

Minutes:

Apologies have been received from the following councillors:

- Cllr P Cooper - Mayoral commitments
- Cllr P Brown - ill health
- Cllr P Skea - family matter
- Cllr A Coppin - family commitments

PR.2023.51 Declarations of Interest relating to business on the agenda including reference to the extract from Code of Conduct

Minutes:

No declarations of interest relating to business on the agenda have been received.

PR.2023.52 Public representation session

Minutes:

There were no members of public in attendance.

PR.2023.53 Correspondence received if any

Minutes:

No items of correspondence have been received.

PR.2023.54 To confirm the accuracy of the minutes of the last meeting 20th April 2023

Decision:

It was **RESOLVED** that the minutes of the meeting held on 20th April 2023 are a true and accurate record.

Minutes:

Members had no comments to make with the accuracy. The minutes were agreed by the majority of members as a true and accurate record. Cllr R Joshi, Cllr C Rowe and Cllr J Whatton abstained from the vote as they were not present at the meeting of the 20th April 2023.

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature

PR.2023.55 List of actions from the previous minutes, for update.

Minutes:

All actions are now complete including 20/04/2023 PR.2023.40 action no 296.

The TC has emailed the Leader of Cornwall Council who is looking into the costs. BTC are still waiting for South West Water to provide their report and, to date circa £7k has been spent on surveys and planning application on the Cornwall Council owned land. if the purchase of the land does not complete then BTC will present these costs to Cornwall Council for reimbursement and/or look to seek other suitable land opportunities from Cornwall Council

PR.2023.56 To receive reports, updates, and information from Bodmin Council representatives on Outside bodies.

Minutes:

Cllr K Philips updated members on the following groups:

- Bodmin Town Museum - An agreement for extra storage rooms has been reached between the Museum and Merlin cinema at a cost of an extra £1k per annum.
- Carnival Committee - Bodmin Town's carnival will be held on 19th August and the procession will start at Fair Park and finish at Priory Park with other activities arranged. Community Services team have supported the Carnival Committee with advice and sign posting but the support has not encroached on their time. There are ten members, five of whom are Bodmin Town Councillors.

PR.2023.57 To note the Summary of accounts (Income and Expenditure) and (Staffing) for April 2023.

Minutes:

The Chair asked members for comments or questions on both A and B summary of accounts, and thanked the SAO for her excellent work as usual.

There were no comments regarding the summary of accounts.

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature

Cllr J Whatton abstained from the voting due to being new to Bodmin Town Council and was still trying to understand the financial process.

If any new members wished to have training on the understanding of the Council's finance reporting systems then the TC or the SAO would be more than happy to assist.

The Chair reported that he had learnt so much from participating in the monthly assertion reviews and would recommend it to all members and are held remotely.

The Summary of Accounts June 2023 and the Summary of Accounts Staffing were **NOTED** by committee.

PR.2023.58 To agree the Schedule of Payments. June 2023

Decision:

It was **RESOLVED** to approve the Schedule of Payments - July 2023

Minutes:

Members had no comments regarding the payment schedule for June 2023.

PR.2023.59 To note the Risk Management update, risks scoring 11+.

Minutes:

The scheduled risk management meeting had been postponed so no update can be provided.

PR.2023.60 To consider and resolve upon section 2 of the AGAR Statement

Action items:

It was **RESOLVED** to agree the Section 2 of the AGAR Statement.

Minutes:

For the benefit of new committee members the SAO explained to the Section 2 of the AGAR statement.

The figures in the 31 March 2022 are the figures from last year's AGAR. If there are variances of more than 10% you have to provide more information.

Box 1 is the B/F which was box 7 of the previous year.

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature

Box 2 is the agreed precept figure from budget setting
Box 3 Any income received from 1st April 2022 - 31st March 2023
Box 4 all staffing costs
Box 5 loan repayment is the same every year, there are just two loans and pay a standard interest and are due to be paid off in 2024
Box 6 payments - everything that has been paid out except staffing costs and loan interest charges
Box 7 Calculation of box 1,2 3 added together and 4,5 and 6 taken away
Box 8 is what is held in all bank accounts as at 31st March 2023.
Box 9 any fixed assets BTC own
Box 10 Total loan amount outstanding - this loan is interest only and will be paid off in full

The Section 2 of the AGAR is a format under JPAG process and Section 1 (which was signed at Full Council in May) is sent to our external auditors with a report from our internal auditors.
All information and documentation is provided to the internal auditor and they will ensure all is in order and correct, before completing their own form to send to the external auditors who will revert back to BTC if further clarification/evidence is required.

The internal auditor has yet to audit the profit and loss on BTC's sage system but everything else has been signed off.

The Chair thanked the SAO for her explanation of the process.

The Section 2 of the AGAR has to be submitted on 30th June 2023 but prior to that the document should be available to the public two days prior. In the spirit of transparency, members of the public can also request sight of BTC's accounts for a payment of £10.00
The Section 2 of the AGAR Statement was agreed.

PR.2023.61 To note the earmarked reserves as at 31.03.23

Decision:

The earmarked reserves as at 31.03.2023 was NOTED by Committee.

Minutes:

The SAO confirmed that BTC earmarked reserves allocated to specific projects. We can hold an unlimited amount of funds as long as they are held for a legitimate reason and linked to specific projects and that the

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature

council will eventually complete on those projects.
The earmarked reserves shows any movement over the last year.

As at 31st March 2023 BTC had a total of £4007290.10 within BTC earmarked reserves. BTC should only keep 3 months' worth of precept within the general fund for emergency expenditure. The general fund currently stands at £533.299.11

There is £5k set aside for the Priory Community Support Centre, feasibility project, which is now not moving forward. It was agreed that the council needs to focus on its current aims and objectives and refurbishment plans once agreed.

As at 31st March 2023 BTC's total reserves stand at £5,523,804.97

PR.2023.62 To consider and resolve upon any virements of funds within reserves.

Action items:

It was **RESOLVED** to vire £5,000 from Priory Community Support Centre, feasibility project to the Building refurbishment fund

It was **RESOLVED** to Vire £50,000 from the general fund to match funding for Pump Track

it was **RESOLVED** to Vire the remaining £72,299.11 from the general fund to the Machinery shed replacement/extension fund.

it was **RESOLVED** to vire £20,000 from Future Objectives fund to the Neighbourhood Plan

Minutes:

Committee considered and agreed the following virements of funds within reserves:

As BTC is a strategic based council and Priory Community Support Centre, feasibility project does not fall within its current aims and objects it was proposed to vire £5,000 from Priory Community Support Centre, feasibility project, to the Building refurbishment fund required for Shire Hall and Shire House. This was agreed by all.

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature

The SAO advised that as previously mentioned the council can hold three months' worth of precept which is £411,000. However as at 31.03.2023 the council held £533,299.11, therefore £122,299.11 needs to be transferred from the general fund.

It was agreed to vire £50,000 from the general fund for match funding to the Pump Track. Members all agreed that this is a worthwhile project and should be supported.

It was agreed by all that the remaining £72,299.11 be vired to the Machinery shed replacement/extension which has become a high priority.

The SAO reported that there was an additional funding request for Neighbourhood Development Plan of stages 4 and 5 and quotes received total £41,350. however, from what has been spent on Stage 3 and there was £25k budget for this year there is still a short fall of £26,862.20. It is the committee's collective view whether we move funds from the earmarked reserves or not. There could also be further costs down the line.

Members understood that the NDP needs to be completed for the betterment of the residents of Bodmin because having a neighbourhood plan opens doors for funding. The committee felt that the group should try to self-fund in some way.

The TC reported that BTC have previously sourced £9,500 funding for the NDP. There is not as much rollover fund as BTC expected to have plus coupled with the other projects BTC are currently working on, is cause for thought. Therefore, should the committee wish to support NDP in its conclusion BTC would need to vire monies from the same reserve where the NDP sits i.e., Corporate Governance Services.

It was agreed by all to vire £20,000 from Future Objectives fund to the Neighbourhood Plan and to request that the Chair of the steering group source the short fall of < £7,000 independently.

PR.2023.63 To consider a report in respect of progress made with the model publication scheme document.

Action items:

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature

it was **RESOLVED** to provide committee with an update on the progress made with the model publication scheme document on 20th July 2023

Minutes:

The TC reported that good progress is being made with regards to the model publication scheme documentation. No further staffing resource is required at this time. Members noted the update and agreed to consider an update at its next meeting.

PR.2023.64 To consider and resolve upon the review of the officer call out list

Decision:

It was **RESOLVED** to approve the officer call out list.

Action items:

It was **RESOLVED** to discuss the protection of Council staff and expectations when responding to out of hours calls at the next meeting of the Policy & Resources Committee

Minutes:

The TC reported that emergency calls are dealt with Kestral Guards out of hours primarily because he would not want staff to have to come out to buildings at 12.00 at night and to be faced with what we have been faced with recently both outside of Shire Suite and outside at the weekend. CCTV has been installed for the very purpose of keeping our staff safe and for those who are generally using the buildings.

In terms of call outs, if there was a genuine issue with buildings for maintenance of an urgent/emergency nature etc then BTC officers as key holders would be able to access the buildings outside of normal working hours. It was confirmed that there is no extra remuneration for staff when attending an out of hours situation other than the ability to claim TOIL for the extra time and this would be included in their contracts of employment.

The Chair highlighted that in other work places individuals would have to very highly trained in how to respond in awkward situations, they would be insured should anything happen, and would not attend alone.

The TC acknowledged the three relevant points and confirmed that BTC's staff would not be insured and that is why we employ Kestral Guards to attend, and he would not agree to training of staff in this way as they are

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature

not experts in this field. There are specialist agencies for dealing with difficult situations i.e., Police and Fire Service as they have the authority and Powers to deal with these situations and problems. Bodmin itself is experiencing problems and is being witnessed in news around the country, we need to protect our staff the best way we can from harm.

The TC expressed concern that the reception staff in the Shire Hall are not shielded with proper protection. This was a council decision in 2019 where levels of anti-social behaviour was far less then, and would like a proactive rather than reactive approach to staff health and safety.

The Chair said it is fine to have the out of hours contact details but would not recommend officers to attend to be able to activate the agencies that should be done, and asked if there any funding available.

It was agreed by all that this needs to be discussed more fully at the next meeting of the Policy & Resources Committee

To put members minds at ease the Council has agreed to install CCTV in the Shire House and Suite, policy documents and notices are currently being drawn up.

The Chair asked for the employee contracts to be reviewed in relation to the wording, in order that the expectations of an individual responding to an emergency call are explicit.

PR.2023.65 To review the staff training matrix

Minutes:

The staff and councillor training matrix was presented for information and a summary of the training matrix was given by the SAA.

Cllr Ahearn advised she has completed training in relation to Code of Conduct at Liskeard some time ago and asked that the matrix be updated.

The TC advised that it is best practice for Committee Chairs to complete the Chairs training,

In light of recent incidents in the town, Cllr C Rowe asked if any additional training had been provided. The TC advised that both the Mayor and

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature

himself had been in contact with Cornwall Council and Safer Bodmin who will be creating a policy for emergency incidents with input from BTC representatives.

The Chair suggested that HR policies need to be in place to ensure the safety and protection of staff.

PR.2023.66 To consider and resolve upon withdrawing the land disposal policy and review to provide more flexibility around the General Powers of Competence

Action items:

It was **RESOLVED** to withdraw the disposal of land and property policy and to update it accordingly in line with the Localism Act

Minutes:

It was unanimously agreed by all to withdraw the out of date disposal of land and property policy and to update it accordingly to align with the localism act 2011 under the General Power of Competence.

This relates to item 2021.06.71 within the confidential matters.

PR.2023.67 CONFIDENTIAL MATTERS

Decision:

It was **RESOLVED** to move into the CONFIDENTIAL MATTERS section of the meeting.

Minutes:

It was proposed that the meeting move into CONFIDENTIAL MATTERS. All were in favour.

It was proposed and agreed by all to move to item 71 first in confidential matters.

Meeting closed at 21.00 hrs

Town Clerk's Signature		Date:	
Chairman signature		Date:	
Matters of accuracy	Minute ref	Comment	Chairman signature