

**MINUTES** of the Meeting of **Bodmin Town Council** held on Thursday 20 November 2014 at 6.00 p.m. in the Shire House Suite, Bodmin

**PRESENT:** The Mayor, Councillor A J Coppin, presiding, together with Councillors, J Gammon, J R Gibbs, J H Hartill, S J Horne, L G J Kennedy, P Kerridge, S H Kinsman, J M Lyne, G G C Minors, P L G Skea, R Solomons, S R Stephens and K W Stubbs.

**IN ATTENDANCE:** Mr P O'Callaghan (Town Clerk), Mrs A Banks (Responsible Finance Officer), and Ms H Stevens (Committee Clerk).

#### **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:**

The Mayor, Councillor A J Coppin announced that Members of Bodmin Town Council had taken part in a St Petroc's Society charity quiz and the Mayor was pleased to report that the team had won the competition.

Apologies had been received from Councillor M E Dominey and Councillor A M Kerridge.

C/2014/163

#### **Presentation by Mr Richard Brown and Councillor P L G Skea concerning Disability Awareness - (copy of report from Councillor P Kerridge enclosed)**

Mr Brown delivered a presentation concerning disability awareness and specifically provided a review following the accessibility exercises which had been carried out in Bodmin and Truro by himself and accompanied by Councillor P L G Skea and Councillor P Kerridge.

Mr Brown spoke of the challenges experienced in using an electric wheelchair whilst using public transport, public facilities and spaces and accessing various premises within the towns of Bodmin and Truro.

Mr Brown highlighted the absence of a suitable disabled toilet facility to accommodate wheelchairs within the town of Bodmin and it was acknowledged that this had not been recognised nor made aware to this Council prior to it having been raised by Mr Brown.

Mr Brown advised that although some difficulty had been experienced in accessing the Shire Hall building, it had been possible to access the services offered on the first floor and he further raised the issue of signposting of disabled services offered within the town.

Mr Brown advised that he had found the larger retailers within the town to be more accessible to wheelchairs which was understandable given their financial resources and furthermore that although some retailers had maintained access to their premises, there were difficulties with manoeuvring the wheelchairs once within the premises.

Mr Brown further commented that some very positive customer service had been received in Bodmin although he had been disappointed by the service offered by the J D Wetherspoons Public House, whilst being asked to answer a health and safety questionnaire prior to entering the establishment.

Councillor P Kerridge endorsed this view and although it was recognised why the J D Wetherspoons establishment may have felt it necessary to take such measures, he considered the approach taken to have been insensitive and undignified to those disabled users of the service.

Mr Brown advised that he had received some positive feedback from members of

the community, who were encouraged by his efforts to raise awareness of disability issues.

Mr Brown advised that further to a suggestion made by a member of the public, enquiries were currently being made as to whether a shop mobility hire service could be provided within the town.

Councillor P Kerridge enquired as to whether Councillor R Solomons considered that members of Bodmin's Age Concern who attended the weekly luncheons would be interested in hiring the use of a disabled wheelchair or scooter and Councillor R Solomons confirmed that he would consult with members at their next meeting.

Councillor P L G Skea reported that 1 in 5 people have some kind of disability and he commented that businesses were missing out on an opportunity to provide services to a significant number of the community who were currently being underprovided for. Councillor P L G Skea also raised the concern of the kerbs in Truro which he had found to be significantly difficult to manoeuvre when using an electric wheelchair.

Mr Brown advised that he had experienced similar difficulties in accessibility during the visit to Truro (as he had found in Bodmin) although Councillor P L G Skea clarified that there was the provision of an accessible disabled toilet.

Mr Brown spoke of the difficulties experienced in accessing public transport with particular reference to the rail service provision between Bodmin and Truro, reporting that due to the limitation of space, it had not been possible for all three travellers using electric wheelchairs to board the train and therefore two passengers had travelled by taxi. It was noted that Mr Brown intended to write to the railway provider in relation to the difficulties experienced.

Councillor P Kerridge commented that he hoped that the awareness exercises carried out by himself, Councillor P L G Skea and Mr Brown would be looked on favourably by this Council and would encourage the improvement of services for disabled people within the town.

The Town Clerk advised that as part of the planned work concerning alterations to Council's buildings entrances, the issue of adequate provision of a disabled toilet facility would be incorporated into those works. Furthermore, RTP Surveyors would be commissioned to assess the suitability of the provision of services for disabled users accessing and using Council's buildings. The Town Clerk further confirmed that discussions would be held with the Information Centre to ensure that they are able to signpost users to the provision of services for disabled people within the town.

Councillor G G C Minors commented that St Petroc's Church had plans to improve the provision of service for disabled users although recognised the difficulties associated with carrying out alterations to a listed building.

Mr Brown spoke of his intention to set up a Disability forum to include Bodmin Town Councillors. The Town Clerk advised Mr Brown to make an appointment with Officers concerning this matter following this meeting.

The Mayor thanked Mr Brown for attending the meeting and for the very valuable feedback which he had provided to Council.

Mr Brown closed his presentation by commenting that he had developed an increasing appreciation for the town of Bodmin and furthermore that he planned

to hold a 'Love Bodmin' day on 14 February 2015 to help increase the public appreciation for the town, which he felt was at times undervalued.

C/2014/164

**Public representation session**

There were no members of the public present.

C/2014/165

**Declarations of Interest**

There were no declarations of interest made.

C/2014/166

**To note the Resignation of Councillor J M Lyne from the Planning Committee and appoint to fill the vacancy**

The resignation of Councillor J M Lyne from the Planning Committee was noted. Councillor J Gammon was duly elected as a Member of the Planning Committee.

C/2014/167

**To consider and, if approved, adopt the Minutes of the Council Meeting held on 18 September 2014 (copy enclosed)**

The minutes of the Full Council meeting held on 18 September 2014 were approved and passed for signing.

**Matters arising:**

**Page 2 - Item C/2014/134 – Presentation by Bodmin Town Museum -** Councillor S H Kinsman enquired as to how the Bodmin Town Museum volunteers had been formally thanked for their efforts and the Town Clerk responded that he would ensure that a letter of appreciation would be sent and furthermore confirmed that the Members of the Museum are invited to attend a formal luncheon with the Mayor on an annual basis as a mark of appreciation.

**Page 4 – Item P/2014/183 – Minutes of Planning Committee meeting held 3 September 2014 - Al Hodge street naming -** Councillor S H Kinsman enquired as to whether Councillor A M Kerridge had held discussions with Cornwall Council over the street naming policy.

In recognition of Councillor A M Kerridge's absence from this meeting, the Town Clerk advised that he would take this matter forward with Councillor A M Kerridge.

**Page 4 – Item P/2014/140(b) -** As a matter of accuracy it was noted that the following item should read '*....a firm such as King Sturge (who have recently merged with Jones Lang LaSalle) and have expertise in business rates*'.

**Page 6 – Item P/2014/146 –** As a matter of accuracy it was noted that this item should read '*It was further AGREED that the Committee meetings scheduled for the evening of 16 April 2015...*'

C/2014/168

**To consider and, if approved, adopt the Minutes of the Planning Committee Meetings held on 1 October 2014, 15 October 2014, 5 November 2014, (copies enclosed) and 19 November 2014 (to follow)**

**Minutes of the Planning Committee meeting held on 1 October 2014.**

The minutes of the Planning Committee meeting held on 1 October 2014 were approved and passed for signing.

**Matters arising:**

**Page 2 – Item P2014/99** – As a matter of accuracy it was noted that the following item should read *‘Bodmin Town Council is strongly in favour of a rail route diversion around the areas of and in close proximity to Dawlish and Teignmouth’*.

**Minutes of the Planning Committee meeting held on 15 October 2014.**

The minutes of the Planning Committee meeting held on 15 October 2014 were approved and passed for signing.

**Matters arising:**

**Page 2 – Item P/2014/200** - As a matter of accuracy it was noted that the following item should read *‘The Town Council’s interest was formally acknowledged by the presenters’*.

**Page 6 - Item P/2014/213 – Wainhomes development, Dunmere Road – Update on management of play area** – Following an enquiry from Councillor S H Kinsman, the Town Clerk advised that there was nothing further to report at this time and confirmed Officers intended to make an approach to the management company appointed to maintain the open spaces, once set-up and operational.

**Minutes of the Planning Committee meeting held on 5 November 2014.**

The minutes of the Planning Committee meeting held on 5 November 2014 were approved and passed for signing.

**Minutes of the Planning Committee meeting held on 19 November 2014.**

The minutes of the Planning Committee meeting held on 19 November 2014 were approved and passed for signing.

**Matters arising:**

**Page 1 Item P/2014/240 – PA14/09915 – Development of a 100KW export photovoltaic installation** - Councillor P Kerridge advised that an e-mail had been received from Mr Oscar Morse of the Cornish Guardian, detailing the recent cash grants awarded by Wadebridge Renewable Energy Network (WREN). This information had been forwarded to Officers in association with the intended approach to WREN by Bodmin Town Council, requesting that Bodmin community initiatives receive support by way of grants from the Community Fund Income Scheme.

C/2014/169

**Correspondence:**

- a) **Letter received from SCOPE dated 23 October 2014 concerning Notification of Scope house-to-house collection dates (copy enclosed)** - this letter informing of house-to-house collection dates in 2015 was noted.
- b) **Letter received from The Joint Committee dated 7 November 2014 concerning Fireworks Event** - following discussion it was **AGREED** to note this letter.

- c) **Any other important item of correspondence which the Mayor considers appropriate** - there were no other items for consideration.

C/2014/170

**To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 25 September 2014 (copy enclosed)**

The minutes of the Properties Committee meeting held on 25 September 2014 were approved and passed for signing.

C/2014/171

**To consider and, if approved, adopt the Minutes of the Finance, Staffing & Performance Management Committee Meeting held on 16 October 2014 - (copy enclosed)**

The minutes of the Finance, Staffing & Performance Management meeting held on 16 October 2014 were approved and passed for signing.

**Matters arising:**

**Page 2 – Item FSPM/2014/76 – Cornwall Council Budget Savings** – The Town Clerk advised that following discussions held at the Project Prioritisation Meeting on 19 November 2014, it had been agreed to include the following items in the expression of interest to Cornwall Council concerning devolution of services:

- Lower Midway Road Playing Field in the list of open spaces
- The road between Shire House and Barclays Bank (Brewery Lane)

Following an enquiry from Councillor P Kerridge, it was clarified that the current list which makes up Council's expression of interest in relation to potential services to be transferred to the jurisdiction of Bodmin Town Council was not final and could be reconsidered as necessary.

Councillor P Kerridge raised concern that the minutes / record of the Project Prioritisation meetings were not shared with all Members and furthermore that on occasion, it appeared that items were discussed and decisions made which were outside of the remit of the Committee. Councillor P Kerridge recommended that in the interest of openness and transparency that these issues be addressed.

The Town Clerk responded that in future the record of the Project Prioritisation meeting would be sent to all Members within 3 working days of the meeting.

**Page 3 – Item FSPM/2014/77 – Staff relocation to upper floor offices** – The RFO advised that some additional expenditure had been incurred in relation to networking of IT points in the current C.C.T.V. room to facilitate its future use as office space.

C/2014/172

**To consider and, if approved, adopt the Minutes of the Policy Committee Meeting held on 16 October 2014 (copy enclosed) and to consider and, if approved adopt a) the Recruitment Policy (copy enclosed) b) the Flexible Working Policy (copy enclosed) and c) the Procurement Policy (copy enclosed)**

The minutes of the Policy Committee meeting held on 16 October 2014 were approved and passed for signing.

**Matters arising:**

**Page 5 – Item POL/2014/33(c) – Openness and Transparency Regulations –** It was noted that the following item would be amended to read '*It was further AGREED to RECOMMEND that Council does not make its own recording of Council or Committee meetings with the exception of the Mayor Choosing ceremony*'.

**Page 6 - Item POL/2014/34(b) – Risk Management Strategy -** The Town Clerk advised that in relation to the definition of 'Risk Management', staff had spoken to the Acting Chief Executive of the Institute of Risk Management who confirmed that the wording used in the Strategy is the definition used in the 2002 Risk Management Standard that is used in the basis of the International Certificate of Risk Management and that continues to be the benchmark. The Institute has commented that there was a difference with the wording on their website. The Town Clerk suggested that the more expansive wording on the website may be helpful in making it clearer to the staff as Council strive to embed the concept through the authority, but it was considered appropriate to maintain the wording within the 2002 standard in the official strategy.

It was noted that the Risk Management Strategy and Policy would be reviewed again in September 2015 and the wording could be re-visited.

**Page 7 – Item POL/2014/35 – Standing Orders Review –** The Town Clerk advised that a meeting had been scheduled for the Standing Orders Working Party.

Following discussion it was **AGREED** to adopt the Recruitment Policy, the Flexible Working Policy, the Procurement Policy and the Guidance in relation to the use of electronic means to receive committee meeting documentation.

C/2014/173

**To consider and, if approved, adopt the Minutes of the Promotions Committee Meeting held on 30 October 2014 - (copy enclosed)**

The minutes of the Promotions Committee meeting held on 30 October 2014 were approved and passed for signing.

**Matters arising:**

**Page 3 – Item PR/2014/042 – Camel Trail Partnership Meeting -** Following an enquiry from the Town Clerk, it was confirmed that both Councillor S H Horne and Councillor M E Dominey regularly receive a copy of the minutes from the Camel Trail Partnership meetings and as such it was unnecessary for Officers to re-circulate them.

**Page 6 – Item PR/2014/048 –** Councillor P Kerridge expressed his appreciation and congratulated all those involved in the Christmas Lights preparations for this year and the Town Clerk advised that this would be passed on to all those involved.

C/2014/174

**To consider and, if approved, adopt the Guidelines for recording, filming, broadcasting or using social media at Council meetings (copy enclosed)**

It was noted that Councillor R Solomons expressed concern over the use of paragraph 13 and it was **AGREED** to reassess the suitability of this paragraph and review the overall document at the next Policy Committee meeting (currently scheduled for 11 December 2014).

In recognition of the need to have guidelines in place at this time and following discussion, it was **AGREED** to adopt the Guidelines for recording, filming, broadcasting or using social media at Council meetings as set out and until the scheduled review at the next Policy Committee meeting.

It was noted that Councillor R Solomons abstained from voting in relation to this item.

C/2014/175

**To consider and if appropriate, approve Bodmin Town Museum's 'Collections and Development Policy' (copy enclosed)**

Following discussion it was **AGREED** to approve the Bodmin Town Museum's Collections and Development Policy as set out.

C/2014/176

**Minutes of the Bodmin Community Network AGM – 22 October 2014 – (copy enclosed) - Councillor A M Kerridge to report**

In the absence of Councillor A M Kerridge, the Town Clerk advised that he had attended a very interesting and informative presentation from the Principal Authority which had been delivered by Cornwall Councillor Alex Folkes, in relation to the budget position.

The Town Clerk further advised that it had been announced that the position of Community Network Manager would cease to exist and although Community Network meetings would continue to operate it was uncertain where responsibility for monitoring the completion of actions would lie.

This information was noted by the Committee.

C/2014/177

**To consider the suitability of holding the Policy Committee Meetings directly following the FS&PM Committee Meetings – Chairman of Policy Committee Councillor J Gammon and Town Clerk to report**

Following the decision taken to schedule the Policy Committee Meetings to directly follow the FS&PM Committee Meetings and after trialling this for two cycles, the Town Clerk reported that this had proved difficult for Officers, in terms of the advanced preparations of reports to support those meetings.

The Chairman of the Policy Committee advised that she had found it difficult to hold the Policy meeting directly following the FS&PM Committee meeting and felt concerned that the meeting may not receive the due attention which it requires.

Councillor P Kerridge referred to his previous representations made in relation to the Policy Committee and advised that he considered that the policy items should be absorbed within another Committee, which he felt was particularly important in light of limited resources.

In recognition of the considerable and significant items discussed at recent Policy Meetings and in seeking to minimise risk to Council and furthermore in acknowledgement of the reduction in the workforce, Councillor L G J Kennedy supported the continuation and separation of the Policy Committee, which was a view endorsed by Councillor S H Kinsman.

Following discussion it was **AGREED** to reinstate the Policy Committee Meeting as a meeting in its own right, separated from other meetings and to be held on an evening on its own.

It was **AGREED** that the Town Clerk would liaise with the Chairman of Policy to

re-schedule the Policy Meetings for the remainder of 2014 and through 2015 and the revised Calendar of meetings would be brought for approval to the Full Council meeting scheduled for 15 January 2015.

C/2014/178

**To consider items for disposal – (copy of proposed list to follow) – RFO to report**

A report from the Senior Projects Officer (CM) was circulated to Members during the meeting and which detailed the items recommended for disposal.

Following discussion it was **AGREED** to dispose of the items (as detailed in the report from the Senior Projects Officer) and that they be disposed of in the most appropriate and cost efficient manner i.e. via auction, by sealed bid or via eBay.

C/2014/179

**CATA discount scheme – Report from Information Officer (copy enclosed)**

Further to an enquiry from Councillor L G J Kennedy concerning the profitability of participating in this scheme, it was acknowledged that the working relationship with CATA was important and furthermore beneficial from a PR perspective and as such was a worthwhile endeavour.

Following discussion it was **AGREED** to support the recommendation from the Information Officer as detailed in her report that the Courtroom Experience participates in the CATA discount voucher scheme for the 2015 season and that this trial be reviewed at a future Promotions Committee Meeting.

C/2014/180

**To consider and, if appropriate, pass for payment the Schedule of Accounts for November 2014 (to follow)**

The Schedule of Accounts for November 2014 was approved and passed for signing from cheque no. 122099 to 122185 in the sum of £192,128.64.

**Item 122130 – 8 X Ice Blue Slash Curtains – Shire Hall** – Councillor J M Lyne enquired as to what this item constituted and Officers confirmed that they would make further investigations and report back to Members following the meeting.

**Item 122149 – Annual Roadside Rescue and Recovery Cover Renewal – Berlingo Van** – Following an enquiry from Councillor A J Coppin in relation to whether a group policy was held for all Council vehicles, it was confirmed that the Berlingo Van is the only vehicle which travels outside of the town and therefore the only vehicle requiring cover.

**Item 122145 – 60 X Digitally Printed and Laminated A5 Vinyl Signs – Letter/Dog Waste Bins** – Following an enquiry concerning the quantity of items required, it was explained that these items had a tendency to go missing.

Following an enquiry from Councillor P Kerridge, it was confirmed that a list of dates where Councillors were scheduled to sign cheques was held by the Accounts Technician and would be circulated to Members.

C/2014/181

**Questions to the Mayor**

There were no questions for the Mayor.

Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate page.