

MINUTES of the **Adjourned Annual Meeting of Bodmin Town Council** held on Thursday 28 May 2015 at 6.30 p.m. in the Shire House Suite, Bodmin

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

IN ATTENDANCE: Mr P O'Callaghan (Town Clerk), Mr S Facer (Deputy Chief Executive), Mrs A Banks (Responsible Finance Officer) and Mr D Kinnair (Committee and Cemeteries Officer).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES: The Mayor announced his appreciation that the Mayor Choosing Ceremony had gone extremely well and further that he had received some very positive comments concerning the ceremony. The Mayor thanked all staff members who had been involved in the arrangements and praised the caterers, 'Miss V's Cornish Cream Teas' for their professionalism throughout. The Town Clerk agreed to write a letter of thanks on the Council's behalf.

There were no apologies.

C/2015/065 **Public representation session:**

There were no Members of the public present at the meeting.

C/2015/066 **Declarations of Interest**

Councillor G G C Minors declared a Disclosable Pecuniary interest in respect of item C/2015/084 – St Petroc's Church Donation for Mayor Choosing.

Councillor S R Stephens declared a Disclosable Pecuniary interest in respect of item C/2015/088 – Schedule of Accounts for May 2015.

Councillor S Kinsman declared a non-registerable interest in respect of item C/2015/088 – Schedule of Accounts for May 2015.

C/2015/067 **To consider and, if approved, adopt the Minutes of the Council Meeting held on 19 March 2015**

The Minutes of the Council Meeting held on 19 March 2015 were approved and passed for signing.

Matters Arising:

Page 1, item C/2015/022 – Dementia Friendly Community – the Town Clerk reported that following on from this presentation, there would appear to be interest by a number of people keen to set up a group to coordinate the Town's bid to become a dementia friendly community and he was aware that Councillor Sara Kinsman has more information on this matter. Councillor Kinsman reported that there was a meeting of interested parties scheduled for 4 June 2015 and she would report to the Members following that meeting. The Town Clerk informed that in light of this ongoing project, a Bodmin Dementia Awareness Steering Group had been added to the outside bodies for Council representation section for Members to populate (item C/2015/075 refers).

Page 4, item C/2015/037 – Use of 'bodmin.gov.uk' email addresses – the Committee and Cemeteries Officer reminded Members that the deadline for the Council to go 'paper-free' and not produce any further hard copy agenda was 30 June 2015 and that if any Members were experiencing difficulties in accessing their bodmin.gov.uk emails or dropbox they should contact him for further training or assistance.

C/2015/068

To consider any, if approved, adopt the Minutes of the Special Council Meeting held on 14 May 2015

The Minutes of the Special Council Meeting held on 14 May 2015 were approved and passed for signing.

C/2015/069

To appoint Chairmen of the following Standing Committees:

Following discussion, it was **AGREED** that the Chairmen of the Standing Committees would be as follows:

- a) **Finance, Staffing and Performance Management**, Councillor R Solomons
- b) **Planning**, Councillor A J Coppin
- c) **Promotions**, Councillor C J M Wilkes
- d) **Properties**, Councillor K W Stubbs
- e) **Policy**, Councillor J Gammon

C/2015/70

To appoint Members which will include the Chairmen appointed at item 8 above and the Mayor as Ex-officio to serve on the following Committees:

- **Finance, Staffing and Performance Management (8 Committee Members plus Mayor as Ex-Officio with a quorum of 5)** – A J Coppin, J Gammon, S J Horne, L G J Kennedy (as Ex-Officio), A M Kerridge, S H Kinsman, R Solomons (Chairman), K W Stubbs and C J M Wilkes
- **Planning Committee (8 Committee Members plus Mayor as Ex-Officio with a quorum of 3)** - A J Coppin (Chairman), J R Gibbs, A J Green, J H Hartill, L G J Kennedy (as Ex-Officio), G G C Minors, P L G Skea, K W Stubbs and C J M Wilkes
- **Promotions Committee (8 Committee Members plus Mayor as Ex-Officio with a quorum of 3)** – J R Gibbs, J H Hartill, S J Horne, L G J Kennedy (as Ex-Officio), J M Lyne, P L G Skea, K W Stubbs and C J M Wilkes (Chairman) plus Vacancy
- **Properties Committee (8 Committee Members plus Mayor as Ex-Officio with a quorum of 3)** – A J Coppin, A J Green, S J Horne, L G J Kennedy (as Ex-Officio), A M Kerridge, S H Kinsman, J M Lyne, S R Stephens and K W Stubbs (Chairman)
- **Policy Committee (8 Committee Members plus Mayor as Ex-Officio with a quorum of 3)** – J Gammon (Chairman), J R Gibbs, A J Green, L G J Kennedy (as Ex-Officio), S H Kinsman, J M Lyne, P L G Skea, R Solomons and K W Stubbs.

C/2015/71

To appoint Members to serve on the following Sub-Committee:

- **Museum Committee (Sub-Committee of Properties)**
Councillor A J Green (Deputy Representative)
Councillor K W Stubbs (Representative)

C/2015/72

To appoint Members to serve on the following Committees – meetings to be called as required:

- **CCTV Committee;**
A J Coppin, A J Green, L G J Kennedy, J M Lyne, P L G Skea, R

Solomons and K W Stubbs

- **Beacon LNR Management Advisory Group;**
J R Gibbs, A J Green and A M Kerridge (Cornwall Council representative)
- **Bodmin Joint St Piran's Committee;**
A J Coppin, S R Stephens and C J M Wilkes.

The DCE enquired with regard to the Beacon LNR Management Advisory Group how the Members wished Officers to serve this group into the future. The DCE informed that the number of meetings had been cut to two per annum but that he still undertakes the secretariat of those meetings. The DCE reported that work was still being undertaken at the Beacon but that Cornwall Council had significantly rowed back on their input to this group.

Members felt that the new Members appointed should have an opportunity to see the workings of this Committee at first hand and then a decision would be taken as to the Council's future involvement at the January Estimates meeting.

C/2015/073

To confirm that the Mayor and Deputy Mayor and one other Councillor with the Town Clerk are authorised to consider appeals against the issue of Excess Charge Tickets relating to the Priory, Market Street and Rhind Street Car Parks.

It was **AGREED** to confirm that the Mayor, Deputy Mayor and Councillor P L G Skea, together with the Town Clerk/DCE, are authorised to consider appeals against the issue of Excess Charge Tickets relating to the Priory, Market Street and Rhind Street Car Parks.

C/2015/074

To appoint one representative with a deputy for the Cornwall Association of Local Councils (CALC) – to include acting as representatives to the CALC Larger Local Councils Committee

It was **AGREED** that Councillor L G J Kennedy be appointed to act as Representative for the Cornwall Association of Local Councils, with Councillor S H Kinsman as Deputy.

C/2015/075

To appoint representatives to the following outside bodies / organisations:

French Twinning; R Solomons

German Twinning; Following discussion it was **AGREED** that it was unnecessary to appoint any representatives for this body.

Grass Valley Twinning; Following discussion it was **AGREED** that it was unnecessary to appoint any representatives for this body.

Bodmin Riding and Heritage Committee; J R Gibbs, J H Hartill, G G C Minors and C J M Wilkes

St. Lawrence's Church Trustees; A J Coppin and A J Green

Bodmin Dementia Awareness Steering Group; J Gammon, S H Kinsman and C J M Wilkes

Bodmin Community Network Area; J Gammon, J R Gibbs, A J Green, P L G Skea, C J M Wilkes and Town Clerk/DCE

Better Bodmin; A J Green, S J Horne, L G J Kennedy, J M Lyne , S R Stephens, K W Stubbs and C J M Wilkes

Bodmin Christmas Lights Committee; A J Coppin, S R Stephens and C J M Wilkes

Camel Trail Partnership; A J Green, J R Gibbs, S J Horne, J M Lyne and P L G Skea

Bodmin Relief in Need Charity (2 BTC Trustees plus Mayor); A M Kerridge, K W Stubbs and L G J Kennedy (as Mayor)

Shopmobility; P L G Skea

C/2015/076

To confirm that the Planning Committee has executive powers to make representations on development control; forward planning; highways and transportation matters; and Licensing matters.

Following discussion, it was **RESOLVED** to confirm that the Planning Committee has executive powers to make representations on development control, forward planning, highways and transportation matters and licensing matters.

C/2015/077

To review the monetary values assigned to Financial Regulations 3.4, 5.6(a), 9.4, 11.1(b)(i), 11.1(b)(ii), 11.1(b)(iii), 11.1(g), 11.1(l) and Credit Management Code of Practice 4.3 and 6.6

The Town Clerk reported that given that Officers are in the process of reviewing the Council's Financial Regulations it is not considered appropriate to make recommendations for changes to these values. There may be a need following the review and subsequent adoption by Council and there may also be a requirement for some tidying up of numbering.

Following discussion, it was **RESOLVED** to agree the Monetary Values as set out.

C/2015/078

To consider and, if approved, adopt the Minutes of the Planning Committee Meetings held on 1 April 2015, 15 April 2015, 6 May 2015 and 20 May 2015

The minutes of the Planning Committee Meeting held on 1 April 2015 were approved and passed for signing.

The Minutes of the Planning Committee Meeting held on 15 April 2015 were approved and passed for signing.

The Minutes of the Planning Committee Meeting held on 6 May 2015 were approved and passed for signing.

The Minutes of the Planning Committee Meeting held on 20 May 2015 were approved and passed for signing.

C/2015/079

Correspondence:

- a) **Letter from Cornwall Deaf Centre requesting funds for an automatic door in their Camborne centre**

A copy of this letter was circulated with the Agenda and was noted.

- b) **Any other important item of correspondence which the Mayor considers appropriate**

There were no further items of correspondence for consideration.

C/2015/080

To consider and, if approved, adopt the Minutes of the Properties Committee Meetings held on 26 March and 14 May 2015

The Minutes of the Properties Committee Meeting held on 26 March 2015 were approved and passed for signing.

The Minutes of the Properties Committee Meeting held on 14 May 2015 were approved and passed for signing.

C/2015/081

To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 16 April 2015

The Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 16 April 2015 were approved and passed for signing.

C/2015/082

To consider and, if approved, adopt the Minutes of the Promotions Committee Meeting held on 30 April 2015

The Minutes of the Promotions Committee Meeting held on 30 April 2015 were approved and passed for signing.

C/2015/083

Accounts for Year Ending 31 March 2015 - to note that the Statement of Accounts will be reported in detail to the FS&PM Meeting on 18 June 2015 and that a Special Council Meeting, specifically to approve the Statement of Accounts, will be held immediately following the FS&PM Meeting.

This information was noted by the Committee.

C/2015/084

St Petroc's Church Donation for Mayor Choosing –Town Clerk to report

Councillor G G C Minors declared a Disclosable Pecuniary interest in respect of this item and left the Meeting during the discussion and voting thereon.

The Town Clerk reported that following last year's Mayor Choosing, the Council agreed to make a donation of £350 to St Petroc's Church for hosting the Mayor Choosing Ceremony in 2014 (item FSPM/2014/50; 19 June 2014 refers). The Town Clerk felt that it would seem not unreasonable to consider making a similar donation this year.

In addition and following consultation with the Mayor and Canon Minors, it was agreed that the reception for Mayor's Sunday would be in the Church rather than the Shire House Suite. This saved the Council from additional costs of providing teas, coffees and biscuits and also enabled us to stand down staff that would have had to come into work and service that event. In the light of this, the Town Clerk further felt that it would seem not unreasonable to include a donation to cover that reception.

Following discussion, it was **AGREED** to make a donation of £450.00 to St Petroc's Church for hosting both the Mayor Choosing Ceremony and Mayor's Sunday in 2015.

C/2015/085

Bodmin Community Network Meeting held 8 April 2015 – Councillor A M Kerridge to report

Councillor Kerridge reported that the meeting held on 8 April 2015 was very

interesting and was attended by, apart from herself, Councillor's Gammon, Gibbs and Skea.

Councillor Kerridge reported that the next year would be very challenging for the community network areas as £29m was due to be cut from the budget and that the network areas needed as much support as they could get.

Councillor Kerridge informed that the next meeting was scheduled for 8 July 2015 in Blisland where the main topic of discussion would be Superfast broadband and mobile phone coverage and that all Members were welcome to attend.

C/2015/086

Project Prioritisation held 20 May 2015 - Town Clerk to update

The Town Clerk reported that he had uploaded the updated the latest list of key projects and workload drivers into dropbox earlier today (28 May 2015) and was pleased to report that there are some key pieces of work that have been completed including the risk management work required by the auditor.

However, preparation for a number of civic events during the spring and summer has inevitably been a major workload driver and the work associated with the Grandstand and Football Club is also a major workload driver, which the DCE would be reporting on later in the meeting.

This information was noted by the Committee.

C/2015/087

Summary of Investment for 2014/2015 – RFO to report

The summary of investment for 2014/2015 was circulated with the Agenda and was noted by the Committee.

C/2015/088

To consider and, if appropriate, pass for payment the Schedule of Accounts for May 2015

Councillor S R Stephens declared a Disclosable Pecuniary interest in respect of cheque numbers 122495 and 122528 as he is an employee of Cormac Solutions Ltd.

Councillor S Kinsman declared a non-registerable interest in respect of cheque number 122501 as her father is an employee of Group Travel.

The Schedule of Accounts for May 2015 was approved and passed for signing from cheque numbers 122478 to 122564 in the sum of £122,468.71.

C/2015/089

Questions to the Mayor

Councillor R Solomons enquired with the Mayor if he enjoyed the Mayor Choosing ceremony.

The Mayor responded in the affirmative.

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