

**MINUTES** of the Meeting of **Bodmin Town Council** held on Thursday 15 January 2015 at 6.30 p.m. in the Shire House Suite, Shire House, 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, A M Kerridge, S H Kinsman, J M Lyne, 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 Mr D Kinnair (Committee and Cemeteries Officer).

**CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:** The Mayor, Councillor A J Coppin announced that as Members of the Public were present to discuss the issue of dog attacks in the area, Agenda item 13 would be discussed at item 3.

Apologies had been received from Councillor G G C Minors.

C/2015/001      **Public representation session**

Due to the number of members of the public present to discuss the subject of dog attacks itemised under Item 13 of the Agenda (C/2015/012 refers), it was **AGREED** to discuss this item under the Public Representation session herewith.

Ms Amanda Taylor, Ms Grace Cory, Ms Jane Burchill and Ms Heather Cook were all in attendance to report on recent attacks on their dogs by other dogs at Bodmin Beacon. These attacks had been reported to the police and also both social media and the Cornish Guardian had been informed and had published a news report on these incidents.

Also in attendance were PCSO Debbie Knowlden and Jason Drew, Environmental Protection Officer – Public Health and Business Support, Cornwall Council.

PCSO Knowlden acknowledged the severity of the attacks and the distress that they cause but urged the owners of the 'victim' dogs to obtain as much information as possible regarding the owners of the 'attack' dogs, so that the police could investigate. However, PCSO Knowlden did state that a dog on dog incident is a civil matter and was extremely difficult to police and enforce.

PCSO Knowlden did confirm however that the police were preparing a leaflet to be distributed detailing information about owner's responsibilities and contact information and that it would be extremely useful if all parties could co-ordinate and contribute into this leaflet.

Jason Drew stated that this was a very emotive subject and would be happy to co-operate into any information that the police were collating and distributing on behalf of Environmental Health.

The Town Clerk further confirmed that the Council would be happy to collate the Council's calls and correspondence received, for input as required.

Councillor L G K Kennedy circulated a paper to the meeting and it was noted that the recommendations contained therein, namely; Cornwall Council adopting new legislation to empower their staff to issue Community Protection Notices and the public to be encouraged to report incidents to the police to ensure proper records of those incidents and persistent offenders are kept, were both being implemented.

The members of the public present thanked the Council for their time and also for

listening and acting upon this distressing and emotive subject.

The Chairman thanked the attendees for their contributions and welcomed them to stay for the rest of the meeting if they so wished.

C/2015/002

**Declarations of Interest**

There were no declarations of interest made.

C/2015/003

**Councillor Vacancies (St Mary's Ward) – to note the vacancies for Councillors in St Mary's Ward following the resignation of Councillors P Kerridge and M E Dominey and to instruct the Town Clerk to make the necessary arrangements to fill the vacancies.**

The resignations of Councillors P Kerridge and M E Dominey were noted.

The Town Clerk reported that he had discussed the vacancies with the Returning Officer at Cornwall Council and will advertise them on 19 January 2015. There is a statutory 14 days (excluding Saturdays and Sundays) for electors request an election (i.e. by 6 February). If an election is requested then the usual electoral process will apply, with a by-election in due course.

If no election is requested, the Council will be instructed to fill the vacancies by co-option and the Town Clerk recommended that Council instructs him to advertise such that any applications can be considered at the Full Council Meeting on 19 March 2015.

The Town Clerk was instructed to make the necessary arrangements to fill the vacancies in St Mary's Ward.

Following these resignations, Councillors J M Lyne and P L G Skea were duly elected as Members of the FS&PM Committee.

Councillor J Gammon was duly elected as a Member of the Promotions Committee and as a Council representative of the Camel Trail Partnership and Councillor J R Gibbs was duly elected as a Council representative to the Safer Bodmin Action Group.

C/2015/004

**To consider and, if approved, adopt the Minutes of the Full Council Meeting held on 20 November 2014.**

The minutes of the Full Council meeting held on 20 November 2014 were approved and passed for signing.

C/2015/005

**To consider and, if approved, adopt the Minutes of the Planning Committee Meetings held on 3 December, 17 December 2014, and 7 January 2015.**

**Minutes of the Planning Committee meeting held on 3 December 2014.**

The minutes of the Planning Committee meeting held on 3 December 2014 were approved and passed for signing.

**Minutes of the Planning Committee meeting held on 17 December 2014.**

The minutes of the Planning Committee meeting held on 17 December 2014 were approved and passed for signing.

## **Minutes of the Planning Committee meeting held on 7 January 2015.**

The minutes of the Planning Committee meeting held on 7 January 2015 were approved and passed for signing.

C/2015/006

### **Correspondence:**

- a) **Cornwall Blind Association – Grant Funding Request – (copy circulated for information)** – it was **AGREED** not to make any financial donation but instead offer the use of the Council's premises, should they require meeting rooms etc.
- b) **Police and Crime Plan 2015/2016** – the Town Clerk reported that the deadline for responses to the plan for 2015/2016 was 16 February 2015. The Town Clerk confirmed that he would circulate the report electronically and Agenda it for discussion and any corporate response at the Policy Committee meeting scheduled for 12 February 2015.
- c) **Any other important item of correspondence which the Mayor considers appropriate** – there were no other items for consideration.

C/2015/007

### **To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 27 November 2014**

The minutes of the Properties Committee meeting held on 27 November 2014 were approved and passed for signing.

C/2015/008

### **To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 11 December 2014 and 8 January 2015 FS&PM (Estimates) Meeting**

#### **Minutes of the Finance, Staffing & Performance Management Committee meeting held on 11 December 2014.**

The minutes of the Finance, Staffing & Performance Management meeting held on 11 December 2014 were approved and passed for signing.

#### **Minutes of the Finance, Staffing & Performance Management (Estimates) Committee meeting held on 8 January 2015.**

The minutes of the Finance, Staffing & Performance Management (Estimates) meeting held on 8 January 2015 were approved and passed for signing.

C/2015/009

### **Revised Calendar of Meetings for approval to include proposed Policy Committee Meetings following separation from FS&PM.**

A copy of the revised Calendar of Meetings was circulated with the Agenda and was noted.

It was further noted that the FS&PM Committee Meeting scheduled for 16 April 2015 and the Policy Committee Meeting scheduled for 22 October 2015 will be held at the Berryfields Community Centre.

C/2015/010

### **Internal Audit Report – RFO to report**

A copy of the internal Audit Report was circulated with the Agenda and the RFO

reported on the recommendations outlined in the report.

It was noted that the major recommendation centred around risk management and an up to date risk register that was linked to the Council's strategic objectives. The RFO stated that this had been a concern raised on internal and external audits in the past and recommended that the Council employs an accountancy temp for two days a week to cover the work load of the Accounting Technician (CA) so that she can solely work on the Risk Management Register. The RFO confirmed that a 3 month period for this role would cover for the work required.

The Mayor, Councillor A J Coppin commented that this was an important part of the Council's work and that we must not be exposed to both, the everyday risks or the long term corporate risks identified.

Councillor A M Kerridge believed that this work was important but believed that the Council should have a proportionate response and only satisfy the auditor's requirements but do no more.

Following discussion, it was **AGREED** that the Council employs an accountancy temp on a 3 month contract for two days a week to cover the work load of the Accounting Technician (CA) so that she can solely work on the Risk Management Register.

The Town Clerk congratulated the RFO on what was a very good audit report.

C/2015/011

**Devolution and decentralisation – the Case for Cornwall – Town Clerk to report**

A copy of the devolution and decentralisation – the Case for Cornwall report was circulated with the Agenda.

Following discussion, it was **AGREED** that the Council send a letter of support to Cornwall Council for this initiative.

C/2015/012

**Dog attacks – Chairman of Properties to report.**

This item had been discussed earlier in the Meeting (C/2015/001 refers).

C/2015/013

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

The Schedule of Accounts for January 2015 was approved and passed for signing from cheque no. 122245 to 122301 in the sum of £104,290.52.

Responding to a question from Councillor A M Kerridge regarding the phasing out of cheque payments, the Town Clerk advised that cheque payments would be ended in the next financial year once the policy had been agreed but that no firm date had been set.

The Town Clerk further reported that the uplighters on the Mount Folly had been vandalised and needed replacing. The Town Clerk confirmed that this damage had been reported and the Police were investigating and that he would report on the results of this investigation at a future meeting.

The Town Clerk sought permission from the Members to replace the damaged lights at a cost of £3,600 but would need to request the suspension of Financial Regulation 11.1 (b) (ii) as three quotations had not been received.

Councillor R Solomons enquired if this damage was covered under the Council's insurance and both the RFO and Town Clerk agreed to investigate this with Zurich.

Following discussion, the Committee **AGREED** to suspend Financial Regulation 11.1 (b) (ii) in respect three quotations. It was **AGREED** to purchase and install uprighters on the Mount Folly to replace the damaged current lights with Wanless Electrical at a cost of £3,600 plus VAT.

C/2015/014

#### **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.

**MINUTES** of the Meeting of **Bodmin Town Council** held on Thursday 15 January 2015 –  
**Continuation Sheet**

C/2015/021

**Following consideration of the Confidential Minutes of the FS&PM (Estimates) Meeting held on 8 January 2015 and the budget for 2015/16 (item 18 below) to formally agree:**

- a) **Total expenditure to cover operation costs – recommendation to Council £1,298,345.00**
- b) **Transfers to and from Reserves (please see attached sheet); and**
- c) **The Precept for the coming financial year – including (i) to note that the Council Tax Support Grant is £128,963.79 which represents a reduction of £30,503.15 (19.1%) on 2014/15; (ii) to endorse the recommendation to Council that the Precept for 2015/16 be £974,860.00 representing an increase of 4.66% on a Band D property per annum.**