

**MINUTES** of the Meeting of **Bodmin Town Council** held on Thursday 17 March 2016 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin

**PRESENT:** The Deputy Mayor, Councillor J Gammon, presiding, together with Councillors, A J Coppin (arrived 6.45 p.m. from Item C/2016/025), J R Gibbs, J H Hartill, A M Kerridge, S H Kinsman, G G C Minors, P L G Skea, R Solomons, S R Stephens and C J M Wilkes

**IN ATTENDANCE:** Mr S Facer (Town Clerk), Mrs A Banks (Responsible Finance Officer) and Mr D Kinnair (Committee and Cemeteries Officer).

**CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:** There were no announcements and apologies had been received from Councillors S J Horne, L G J Kennedy, J M Lyne and K W Stubbs.

C/2016/025

**Public representation session**

There were 42 Members of the Public present and following a request the Councillors present introduced themselves.

Mr Colin Bell gave his thanks to the Council in allowing him to fund raise for Shelterbox on the Mount Folly, which raised £50.00 for the charity.

Mr Bell had two questions for the Members present; the first was if the Council had allocated £204,000 for a new toilet block in Priory Park. The Town Clerk responded to advise that scoping work was being undertaken, which included work to ensure that any new block would be DDA compliant. The £204,000 figure was estimated costs.

Mr Bell's second question related to if there had been a £20,000 budget allocation to scope a new skate park. The Town Clerk confirmed that there had been discussion around the scoping of a new skate park with £20,000 allocated towards that as a project, but to date, no funds had been spent.

Mr Peter Old, Chairman of the Public Rooms Trust enquired if a completion date had been set for the sale of the Public Rooms and was the Council going to renegotiate with the Public Rooms Trust.

The Chairman confirmed that a revised offer to the Trust was being discussed at tonight's meeting and would be communicated to them as soon as practicable after this meeting.

Mr Marc Thorne, Secretary of the Public Rooms Trust stated that it would be very useful to have a face-to-face meeting to discuss matters relating to the disposal and The Town Clerk confirmed that following tonight's meeting, one would be arranged.

Mr Phil Cooper enquired if it was still the Council's intention to dispose of the building to the Public Rooms Trust and negotiate with them regarding this disposal.

Ms Karen Phillips enquired if the Council were prepared to negotiate on the rental of the Museum.

To both these questions, the Chairman stated that they could not be answered until a decision had been made at this meeting, but that this decision would be communicated to the Trust as soon as practicable. The Chairman did confirm however that the Council wanted to work with the Trust to ensure that the Museum remains in situ.

The representatives of the Public Rooms Trust declared that initially the offer from the Council was not subject to the Museum remaining but that the Trust was willing to have the Museum in situ subject to suitable rental terms.

Mr Orlando Kimber commented that he was pleased to see that the Council were discussing meeting with the Trust again as he believed that the residents of Bodmin want to see the Public Rooms work. Mr Kimber suggested that a working group should be created between the Council and the Trust and that with his experience, he would be happy to act as a mediator between the parties.

The Chairman thanked Mr Kimber for his offer, stating that despite being a Councillor on a voluntary basis, she was also a resident of Bodmin and also wanted to see the Public Rooms work, but that the Council had a duty to protect the public purse and so had to ensure that any disposal of a public asset, such as the Public Rooms, was completed correctly and with due diligence.

Mr Alan Brown stated that he would like to see the Council Tax the same as Redruth. The Town Clerk advised that it was not possible to compare towns on a like-for-like basis given the different demographic profiles, housing stock and services offered by the local town councils.

The Chairman thanked the Members of the Public present for their attendance.

C/2016/026

**Declarations of Interest**

Councillor A J Coppin declared a discloseable pecuniary interest in respect of item C/2016/035.

Councillor S R Stephens declared a discloseable Pecuniary interest in respect of item C/2016/042.

Councillor R Solomons declared a non-registerable interest in respect of item C/2016/053.

C/2016/027

**To consider and, if approved, adopt the Minutes of the Full Council Meeting held on 21 January 2016.**

The minutes of the Full Council meeting held on 21 January 2016 were approved and passed for signing.

C/2016/028

**To consider and, if approved, adopt the Minutes of the Planning Committee Meetings held on 3 February, 17 February, 2 March and 16 March 2016.**

**Minutes of the Planning Committee meeting held on 3 February 2016.**

The minutes of the Planning Committee meeting held on 3 February 2016 were approved and passed for signing.

**Minutes of the Planning Committee meeting held on 17 February 2016.**

The minutes of the Planning Committee meeting held on 17 February 2016 were approved and passed for signing.

**Minutes of the Planning Committee meeting held on 2 March 2016.**

The minutes of the Planning Committee meeting held on 2 March 2016 were approved and passed for signing.

### **Minutes of the Planning Committee meeting held on 16 March 2016.**

The minutes of the Planning Committee meeting held on 16 March 2016 were approved and passed for signing.

C/2016/029

#### **Correspondence:**

- a) **Email from Mr Colin Bell on behalf of the Bodmin Rotary Club regarding Her Majesty the Queen's 90<sup>th</sup> Birthday Celebrations** – this email was circulated with the Agenda.

The Town Clerk confirmed that he had contacted Coralie Barrow, Countryside Officer – Cornwall Council regarding the request for a traditional beacon fire on the Beacon to celebrate Her Majesty the Queen's 90<sup>th</sup> Birthday and was currently awaiting her advice.

The Town Clerk commented that allowing this to proceed would be a step change for the Council as it had always refused any event which involved fires on the Beacon, even controlled ones, due to its role as an LNR and the fact that the Council did not want a precedent set for other organisations to request controlled bonfires later in the year.

Councillor A M Kerridge suggested that the Town Clerk and the Rotary Club meet to discuss the venture whilst the Council awaits Ms Barrow's reply, which was **AGREED**.

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

C/2016/030

#### **To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 18 February 2016**

The minutes of the Finance, Staffing and Performance Management Committee meeting held on 18 February 2016 were approved and passed for signing.

#### **Matters Arising:-**

**Page 5 – FSPM/2016/16 – Heritage Weekend** – the Town Clerk advised that the Suite is no longer needed for a music festival as this will now be taking place in the Bodmin Band Club in Honey Street.

However, Mr Ellis is looking to utilise the Suite and the new alternative and avenue of pursuit is the Hornby model railway exhibition which used to be accommodated in the Public Rooms. Mr Ellis advises that this would be in line with the operating hours of the Craft Fayre subject to confirmation from Mr Ellis.

For information, the Craft Fayre operated from 7.45 a.m. to 5.30 p.m. and a charge was levied in 2015.

There is however no information about any setting up time needed for the railway exhibition.

If Council is supportive of this use in principle it will need to give Officers a steer as to whether this will be on a free of charge basis or a chargeable event.

Councillors J R Gibbs and G G C Minors believed that as a gesture of good will the Council should not charge as it was supporting a town wide event that was

steeped in tradition and was good for the town as a whole.

Both Councillor R Solomons and A M Kerridge countered that if an entrance fee is being levied then the hire charge should be charged in line with previous years, as the Heritage Committee were already receiving the hire of Priory Park and the Mount Folly free of charge.

Following discussion, it was **AGREED** that a charge be levied for the hire of the Shire House Suite on Heritage Day.

Councillor J R Gibbs vote against this decision was noted.

C/2016/031

**To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 28 January 2016**

The minutes of the Properties Committee meeting held on 28 January 2016 were approved and passed for signing.

**Matters arising:-**

**Page 1 – PP/2016/04 – Correspondence – a) e-mail re Clothes Bank** – the Town Clerk reported that the Clothes Bank organiser has contacted BTC to inform that as a voluntary based group they do not have in place any public liability insurance. If Council is happy, Officers can make contact with the Council's insurers to extend the Council's public liability cover to include this event and with no administration re-charge being made in light of the nature of the event.

If Council is happy with this position, Officers can notify the Council's insurers accordingly and respond to the Clothes Bank organiser to proceed with this event.

Following discussion it was **AGREED** that Officers make contact with the Council's insurers to extend the Council's public liability cover to include this event with no administration re-charge being made in light of the nature of the event and contact the organiser of the Clothes Bank accordingly.

C/2016/032

**To consider and, if approved, adopt the Minutes of the Promotions Committee Meeting held on 11 February 2016**

The minutes of the Promotions Committee meeting held on 11 February 2016 were approved and passed for signing.

**Matters Arising:-**

**Page 3 – PR/2016/006 – Traffic Management for Community Events** – the Town Clerk advised that following discussion on this matter by Committee, Cornwall Council have now confirmed that they will be subsidising the costs associated with the issue of the photo ID card at £30 plus VAT per person. Therefore the course cost remains at the discounted £35 plus VAT per delegate.

This information was noted by the Committee.

C/2016/033

**To consider and, if approved, adopt the Minutes of the Policy Committee Meeting held on 25 February 2016**

The minutes of the Policy Committee meeting held on 25 February 2016 were approved and passed for signing.

**Matters Arising:-**

**Page 1 POL/2016/05 - Standing Orders** – the Town Clerk advised that further

to detailed discussion of these revised Standing Orders by the Policy Committee on 25 February, there is one minor amendment which is reflected in the additional copy of Standing Orders and as per item 11 on the agenda. The amendment is with a word change on page 8 – Project Prioritisation – the word 'Committee' in the second sentence has been replaced with the word 'meeting.'

This information was noted by the Committee and it was **AGREED** that the revised Standing Orders, Financial Regulations and Email and Internet policy be adopted.

C/2016/034

### **Standing Orders**

The Town Clerk advised that subject to that minor amendment in C/2016/033 above and in line with Standing Order 70, these revised Standing Orders shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

C/2016/035

### **Exchange of Land at Dennison Road Bus Shelter**

Councillor A J Coppin reiterated his discloseable pecuniary interest in this item being an employee of West End Motors and left the Meeting during the discussion and voting thereon.

The Town Clerk reported that in line with the Special Council meeting held on 3 April 2014, he can advise that he has now received the land registry transfer paperwork (TR1 and TP1 forms) from the Council's Solicitor to transfer Bodmin Town Council's land to West End Motors and vice versa regarding the bus stop at Dennison Road.

The Town Clerk therefore sought authority from the Council for these documents to be signed by two members of the Council. As both the Mayor and Chairman of Properties are absent from this meeting Council might consider it prudent that the Deputy Mayor together with the Chairman of FSPM sign these documents on behalf of the Council. This will then complete the Land Registry associated with this land parcel.

Following discussion, it was **AGREED** that the Deputy Mayor together with the Chairman of FSPM sign the land registry transfer paperwork (TR1 and TP1 forms) to transfer Bodmin Town Council's land to West End Motors and vice versa regarding the bus stop at Dennison Road.

C/2016/036

### **Bodmin Community Network Meeting – 13 January 2016**

A copy of the Minutes of the Bodmin Community Network Meeting held on 13 January 2016 were circulated with the Agenda and were noted.

Councillor A M Kerridge commented that the presentation by Mr Jon Drew regarding Planning Enforcement was particularly interesting and it was further noted that a Police Update would become a standing item on the Community Network Meeting Agenda for generic information.

C/2016/037

### **Local Devolution Fund – Town Clerk and Councillor A M Kerridge to report (copies of Local Devolution Fund Letter, Briefing and Procedure Document and Summary Document enclosed)**

The Town Clerk reported that this fund was announced at the Community Network meeting on 13 January. The Bodmin Community Network Area (CNA) has been allocated £19,772 based on an allocation of £4,943 per Cornwall

Council in the CNA.

Councillor A M Kerridge has given this one-off fund some thought and has a proposal based on tourism as that is an interconnecting thread Bodmin and its parishes share and mutually benefit from.

Councillor Kerridge kindly agreed to draft a report to explain the background and also the action required for her proposal and following discussion, the proposal was **AGREED** in principle subject to the content in Councillor Kerridge's report, which would be reported on at a future meeting.

C/2016/038

### **Coldharbour Roof – (Report by Accounts Technician (CA) enclosed)**

A report by the Accounts Technician (CA) was circulated with the Agenda which stated that in December 2015 the Property Maintenance Operative inspected the roof at Coldharbour and noticed that the galvanised roof sheets were rusted potentially allowing water to ingress into the building.

Recent inspections (December and January 2016) has identified that water ingress is now taking place and the resultant damage, water stains and plasterboard ceiling degradation, can be seen inside the property. An assessment of the existing roofing sheets has been made and having discussed this matter with the Council's Property Maintenance Operative, it would appear that whilst temporary repairs have been actioned in the last 20 years the roof has not had any significant investment or maintenance work carried out.

Officers have therefore sought quotations from contractors to carry out the work to replace the roofing sheets at Coldharbour on a like-for-like basis.

The quotes listed below include disposal of the old roofing sheets and associated materials and replacing them with corrugated roofing sheets.

	Quote (Prices ex VAT)
Brady Property Services	£2,890.71
G.A Wildish (South-West Ltd)	£4,440.00
Orchard Construction	£6,130.94

Building Regulations would not seem to apply as the replacement roof is not going to be increasing the load bearing to the existing roof structure, as roofing sheets are being replaced on a like-for-like basis.

An Asbestos Survey has been carried out by Shield Environmental Services and will be made available to any contractor appointed by the Council.

It was recommended that the Council accepts the quotation from Brady Construction as they have provided the lowest quote and are able to be onsite within 2 – 3 weeks. As water is already leaking into the pavilion building the work needs to be carried out as soon as possible.

Replacement of the roof will allow the Bodmin Youth FC to liaise with the Council regarding possible grant applications to fund refurbishing / replacing the pavilion building in the longer-term.

These works could be funded from the contingency revenue budget.

C/2016/039

Following discussion the RFO's recommendation was **AGREED** as set out.  
**New Cemetery Building refurbishment**

The RFO reported that further to the Full Council meeting held on 21 January 2016 (Item C/2016/012 refers), there was a further recommendation to amend the specification to include;

- The use of Renosil and Beeckosil mineral based paints

The original report Committee discussed is as follows; Following the Parks Department Review and the redeployment of a member of staff as Sexton, based at the New Cemetery there are a range of works needed to support the operational effectiveness of staff and enhance facilities for the public. As an employer under the Workplace (Health, Safety and Welfare) Regulations 1992 the Council is required to provide adequate and appropriate welfare facilities for them whilst at work. These include;

- Drinking Water
- Washing Facilities (including hot water if possible)
- Toilet Facilities – for remote locations chemical wash facilities are acceptable
- Somewhere to shelter, rest, eat and drink during breaks
- Changing Facilities (including private areas to change and storage for work clothing)

Following a site visit to the cemetery it was considered that the refurbishment of the existing toilets and store would be the most appropriate option, with a generator to provide warmth and hot water as necessary, with further consideration given to the best site for the generator. Refurbishment of this building would provide a work base for the Sexton and would provide access to a toilet facility for the public during the Sexton's core hours. It would also demonstrate the Council's intent and commitment to improving the day-to-day management of the cemetery.

The RFO has met with three local contractors on site to discuss the refurbishment requirements and the following quotations have been received (excluding VAT);

<b>Contractor</b>	<b>Quotation Price (£)</b>
Bromleigh Building Services Ltd	No revised quote rec'd
Steven Hosken General Builder	5,830.00
Brady Property Services	9,732.63
Orchard Construction	8,902.49

The works required include;

- Replacement windows and doors (wooden)
- Painting of inside and out
- Replacement toilet
- Sink and unit installed
- Down pipe
- Repairs to the ceiling

The following equipment may also need to be acquired, where possible we will use existing items;

- Small table, chair, bin
- Hangers, kettle and kitchen utensils
- Locker
- Heater
- Generator

The RFO recommended that Steven Hosken is appointed for the refurbishment works on the cemetery toilet building at the cost of £5,830.00 (plus a 20% contingency of £1,166), which gives a total project cost of £6,996.00.

The project would be funded by using the 2015/16 Revenue Buildings contingency fund.

Following discussion the RFO's recommendation was **AGREED** as set out.

C/2016/040

#### **Museum Artefacts in Storage – Town Clerk to report (copy enclosed)**

The Town Clerk reported that the copy information regarding the artefacts in storage by the Museum had been circulated with the agenda and included on Dropbox.

With regards item 1 on the letter of 29 February, the Town Clerk advised that this has been actioned and items have been relocated by Parks staff from the Keep to the Museum.

Item number 2 relates to an incomplete fountain, which the Town Clerk was not convinced that these two pieces of the fountain should be retained and displayed in Priory Park and Council may instruct Officers to simply dispose of these items.

Item 3 – Guildhall Table – the Town Clerk advised that since this letter was received Mary Godwin has advised that the Regimental Museum no longer wants the Guildhall table transferred to their collection. As such, the Town Clerk sought instruction from Council as to how they would like to proceed with this item. As it is a large table with 12 chairs, disposal via auction might be the Council's preferred method of disposal, as the Town Clerk was not able to advise of a home within the Council property portfolio for such a table. The Council already has a large table in the Mayors Lounge and it is not possible given space and storage constraints to accommodate two large tables of this type.

With regards the list of artefacts provided, their condition is prohibitive to any residual value and the Council will need to instruct Officers regarding the completion of the appropriate paperwork in consultation and liaison with the Museum regarding the disposal of these other items. The Town Clerk queried if it was now time to consider a more permanent disposal as there is a timescale to relocate items from the Regimental Museum. The Council could therefore instruct officers to dispose of the items via auction should the Museum be unable to trace the original donors.

Following discussion, it was **AGREED** to support the Town Clerk's recommendations as set out.

C/2016/041

#### **Mayor Choosing 2016/17 - Speeches and Arrangements – Town Clerk and Mayor to report**

The Town Clerk reported on the following:-

**Event** - On behalf of the Mayor, the Town Clerk advised that this year's Mayor Choosing ceremony will be held on Thursday 19 May in the Shire House Suite and the ceremony will start at 2.00 p.m. Members will be asked to take their seats in the Suite and guests, spouses and partners will be shown to their seats by staff.

**Rehearsal** – there will be a rehearsal at the Suite on the evening before the event commencing at 5.00 p.m.

**Reception** - this will be a more modest post ceremony reception and will be provided along the lines of tea/coffee and biscuits / cakes etc. These arrangements have not yet been firmed-up and it was the Town Clerk's understanding that there will be a much more modest guest list given the venue constraints.

The Annual Adjourned Council meeting will be held on Thursday 26 May.

**Mayor's Sunday / Divine Worship – Sunday 22 May** - the Mayor is conscious that there has been a relatively low attendance by Councillors at previous Mayor's Sundays and is usually better supported by visiting Mayors and Deputy Mayors. In light of this and as an option to reduce the civic event burden for all involved, the Mayor is keen to receive the views of his fellow councillors. The Mayor is more than happy to attend Mayor's Sunday, as has been the tradition, but is of the view that any Councillor that is vocal about maintaining this in the civic calendar this year should therefore attend the event.

**Mayor Elect & Deputy Mayor Elect – Proposer and Seconder (speeches);** Following the nomination process at Full Council on 21 January there is a need to assign a Proposer and Seconder for the Mayor Elect and Deputy Mayor Elect for the subsequent speeches at Mayor Choosing.

Proposers need to be mindful that they will be required to make a speech to support the nomination.

Following discussion, it was **AGREED** that Councillor C J M Wilkes would propose the Mayor Elect and Councillor R Solomons would second.

Following discussion, it was **AGREED** that Councillor P L G Skea would propose the Deputy Mayor Elect and Councillor S R Stephens would second.

With regard to the Mayor Choosing and Mayor's Sunday arrangements, the Members present were unanimous that the Mayor Choosing ceremony was a traditional part of the civic calendar and that St Petroc's Church as a focal point for the community was a very fitting venue for this ceremony to take place.

Both the Town Clerk and Councillor S H Kinsman commented that as this was the Mayors' second year in office, he wanted to keep costs to a minimum and reduce the 'pomp and ceremony' of the event. Again, the Members present felt that costs could be kept modest whilst maintaining the use of the Church, which adds gravitas to the Mayor Choosing ceremony and Mayor's Sunday.

Following discussion, it was unanimously **AGREED** that the Mayor Choosing Ceremony be held in St Petroc's Church on 19 May 2016 followed by a reception in the Shire House Suite and that Mayor's Sunday on 22 May would be attended by as many Councillors that were available on the day.

C/2016/042

**To consider and, if appropriate, pass for payment the Schedule of Accounts for March 2016**

Councillor S R Stephens declared a Discloseable Pecuniary interest in respect of cheque number 123150 as he is an employee of Cormac Solutions Ltd.

The Schedule of Accounts for March 2016 was approved and passed for signing from cheque numbers 123138 to 123200 in the sum of £76,528.53.

C/2016/043

**Questions to the Mayor**

There were no questions put to the Mayor in his absence or to the Deputy Mayor as Chairman of the Meeting.

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