

MINUTES of the **Promotions Committee** Meeting held on Thursday 27 April 2017 at 10:00 a.m. in the Shire House Suite, Bodmin.

PRESENT: Vice Chairman, Councillor J Gammon; together with Councillors J R Gibbs and P L G Skea. Councillor P T Cooper was also in attendance but did not vote, not being a Member of this Committee.

IN ATTENDANCE: Mr S Facer (Town Clerk), Mr D Kinnair (Executive Support Officer) and Mrs T Stiles (Senior Administration Assistant)

CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES:

There were no announcements and apologies had been received from Councillors L G J Kennedy, K W Stubbs and C J M Wilkes.

PR/2017/013 **Declarations of Interest**

There were no Declarations of Interest made.

PR/2017/014 **Public Representation Session**

There were two Members of the Public present from the Bodmin Carnival Committee, who requested clarification from the Committee on whether they would be charged for use of the Council land at Fair Park and Priory Car Park. The Town Clerk confirmed that the Council has been liaising with Felicity Wills.

Further discussions were held regarding the requirements in terms of time per site; Council staffing to assist; and costs to Council of the 2016 event. The Town Clerk reiterated that the Council values such community events and wishes to continue to support them going forward, but that there are difficulties in regard to consistencies across the board in terms of a charging structure.

It was agreed to discuss in more detail as part of agenda item PR/2017/018c.

PR/2017/015 **Minutes of the Promotions Committee Meeting held on Thursday 1 December 2016**

Copies of these Minutes had been circulated with the Agenda, had been through Council and were acknowledged as a true record.

PR/2017/016 **Minutes of the Special Promotions Committee Meeting held on Monday 9 January 2017**

Copies of these Minutes had been circulated with the Agenda, had been through Council and were acknowledged as a true record.

PR/2017/017 **Minutes of the Special Promotions Committee Meeting held on Monday 16 January 2017**

Copies of these Minutes had been circulated with the Agenda, had been

through Council and were acknowledged as a true record.

PR/2017/018

Correspondence:

(a) Email exchange regarding Bodmin May Fayre (Narisa Lawn)

2017 – this email had been circulated with the Agenda and the Town Clerk confirmed that the charge rate was £60 + VAT. Further discussion took place with reference access to Narisa Hall and the potential incoming tenant thereof; staffing implications; and associated administration costs. Councillor P Cooper asked whether a Councillor would be able to caretake the building rather than a Council staff member, and the Town Clerk confirmed that it would have to be staff due to insurance restrictions. Councillor P L G Skea commented that it was a very difficult matter but felt that all community groups had to be charged at least a nominal fee for the sake of consistency and to keep costs to the Council to a minimum. Councillor J Gammon agreed that the Council has a duty to the town's rate payers to ensure that their Council remained solvent by not continuing to absorb all costs. Councillor Cooper commented that the whole policy needed to be reviewed. The ESO stated that a policy review would be a matter for the new Council, but that currently there was a policy in place that had been agreed. Councillor Gammon reminded all present that the Council was currently in purdah and that some Members were up for election. The Town Clerk commented that it was important from an Officers' perspective to try to get some clarity on the subject, as there were so many variables by the very nature of the subject matter that it was hard to apply a rigid policy to. Councillor Cooper reiterated that it was important to assist as much as possible to keep community events going, and the Town Clerk confirmed that the Council has a strong track record of supporting such events.

It was **AGREED** to **RECOMMEND** that the hire charge must stand, and that the policy would be reviewed at the next Policy Committee Meeting.

(b) Email from Bodmin Town Band regarding ongoing relationship

– this email had been circulated with the Agenda. The ESO confirmed that the Band was looking to formalise new terms of its agreement with the Council following the end of tenancy at Narisa Hall, and that the Band and Council had always enjoyed a very positive relationship. The schedule of charges were set out and the ESO commented that they were very good rates for what could soon be a national award-winning Town Band. There followed some discussion about what type of events may be coming up in 2018 and how many there were likely to be. The ESO commented that there would likely be commemorations of the centenary of the end of WWI, but that they would undoubtedly be tied up within Remembrance Sunday events.

It was **AGREED** that the ESO would respond to the Band agreeing the terms as laid out in the email.

- (c) **Bodmin Carnival 2017** – the Town Clerk read out an email received from Carnival Committee member Felicity Wills and the members of the public in attendance confirmed the times that would be required at each of the sites on the day. Councillor Cooper asked whether the Carnival could be tied up with the dates that the road scheme is completed in an attempt to mitigate some of the costs involved and create a ‘day for the town’. The Town Clerk advised that it could be difficult due to the expected fluidity of opening dates and the fact that sections will be re-opened at different times. The Town Clerk commented that, having already assisted with the Carnival last year, it may be the case in 2017 that fewer Council staff or fewer hours would be required if elements were tweaked to make more efficient with the benefit of experience. The Town Clerk suggested to the Carnival Committee members present that CORMAC could be approached to assist with setting up the extensive diversions required as a goodwill gesture, given the roadworks already in place, and the members confirmed that they would approach accordingly. Councillor Gammon further suggested that whilst larger corporations with an involvement in the town, such as Wainhomes and Kier Construction would not tend to assist financially they could potentially do so by provision of staff time.

The Chair reiterated the rules of purdah and it was **AGREED** to discuss the financial and staffing aspects at a subsequent Full Council meeting.

- (d) **Alstock 2017** – the Town Clerk confirmed that Officers had been liaising with the organisers of Alstock, had recently attended a site visit and had been in contact with St Petroc’s School (being mindful of the fact that the event will take place within term time). It was further confirmed that hire charges would apply for set-up on 21 July 2017 and for the full day/evening on 22 July 2017. The Town Clerk confirmed that the organisers would be attending to clear and rectify the site on 23 July and it was recommended that no charge be applied to this day. All Members agreed that the event had worked very well last year, being well supervised and causing no problems for the Police. It was also noted that Environmental Health were not concerned about sound levels. The only slight issue had been toilets which had been addressed for the 2017 event with improved facilities to be provided.

- (e) **Any other important item of correspondence which the Chairman considers appropriate** - There were no other items of correspondence.

PR/2017/019 **Camel Trail Partnership update to include:
a) Camel Trail User Survey 2016**

The ESO reported on the Camel Trail User Survey from Cornwall Council (a copy of which had been circulated with the Agenda) and it was agreed that Members would need to digest the findings. Councillor J Gibbs reported that he and Councillor P Skea had spent time trying to regenerate the Friends of Camel Trail group without success. The ESO commented that with an influx of new Councillors across the area following the Local Elections it may regenerate interest in the Partnership as a whole.

PR/2017/020 **Website Working Party**

The ESO reported a lack of progress for two reasons – namely the ongoing Maternity Leave of the Information Officer, who was the lead Officer on the project, and the fact that Council are to begin the process of clarifying their Strategic Aims and Objectives which would impact on the brief. The ESO confirmed that the current thinking on timings would be for the Council to launch a new site in January 2018, which would mean beginning work with Rokk Media (the appointed agency) circa September 2017. A new Website Working Party will be populated at the Adjourned Full Council meeting on 25 May 2017.

PR/2017/021 **Christmas Lights Event**

The ESO reported that the Christmas Lights Committee had moved the Switch On event to 1 December 2017, as it was felt that 24 November was too early. There followed a discussion over the funding of the event, with the ESO confirming that in 2016 the Council donated £1,000 to the event and £1,700 for new sets of lights. There was also discussion about the schools' involvement, what proposals for the event maybe, any shortfalls and what match funding might be available. The Town Clerk advised that there would likely be the need for even closer liaison with Cornwall Council with regards to a Streetworks Licence and that stewarding would have to be very carefully considered as it appeared that crowd capacity at last year's event was at a maximum.

The ESO confirmed that he would update the Committee on the progress of this year's event including the agreed theme and the potential costs for the Council.

PR/2017/022 **Bodmin Information Centre**

The ESO tabled the Information Centre report (a copy of which had been circulated with the Agenda). The ESO commented that some criticism had been levied at the Information Centre because its contribution to the Council's finances is not always quantifiable, and that no doubt that it would be considered as part of the new Council's Strategic Aims and Objectives. There was further discussion over the services provided and the potentially damaging implication of not providing them. Councillor Gibbs advised that a Local Action Group led by Mr John Teague had been looking to access European Union funds to promote prosperity and development in rural areas.

This information was noted by the Committee.

PR/2017/023 Due to the confidential nature of the next business, it was **RESOLVED** to go into Committee. Please see separate page.