

MINUTES of the Meeting of **Bodmin Town Council** held on Thursday 22 March 2018 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin

PRESENT: The Mayor, Councillor S H Kinsman, presiding, together with Councillors, J A Bassett, P Brown, J P Cooper, P T Cooper, A J Coppin, L L Frost, J Gammon, J R Gibbs, D A Henderson, A M Kerridge, K J Phillips, L F Sanders, P L G Skea and K W Stubbs.

IN ATTENDANCE: Mr S Facer (Town Clerk), Mrs A Banks (Responsible Finance Officer) and Mrs Beth Briggs (Senior Admin Assistant).

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

The Mayor had no announcements.

Apologies had been received from Councillor E M Ahearn.

C/2018/034 Declarations of Interest

Councillor J A Bassett declared a Non-Registerable interest in items C/2018/046(a), C/2018/043 and C/2018/071(a).

Councillor J Cooper declared a Non-Registerable interest in items C/2018/070 given a family connection with St. Lawrence's Church and C/2018/072(a) but requested that, in accordance with Section 3.5A of the Cornwall Code of Conduct for City, Community, Parish and Town Councils he be permitted to speak with the Chairman's permission on item C/2018/070, before leaving the meeting.

Councillor P T Cooper declared a Non-Registerable interest in item C/2018/070 due to a family connection with St. Lawrence's Church.

Councillor A J Coppin declared a Non-Registerable interest in item C/2018/070 as he is a St. Lawrence's Church Trustee.

C/2018/035 Public representation session

The Chairman welcomed the new faces in the public section, and invited Councillors and Officers to introduce themselves. The Chairman then outlined the procedure for the public representation session, noting the rule of 5 minutes allocated per speaker, with a maximum total of 15 minutes allocated for this agenda item.

Due to the number of members of the public in attendance, Councillor J P Cooper proposed suspending Standing Order 63c to allow more time for the public representation session as required. This proposal was **AGREED**.

A member of the public who had recently moved to Halgavor Park reported that he had been surprised to hear that Wainhomes had reached an advanced stage of obtaining plans for around 770 new homes on the area overlooked by his house as it had not been raised by solicitors as part of the searches. He enquired as to whether Bodmin can justify the destruction of valuable wetlands, and also that he understood this area to be a floodplain and had thought the building on such land was not permitted. He also felt that there was not adequate infrastructure to cope with the development. He requested that he be put further in the picture as to whether there was a way to stop the process.

The Chairman responded that there had been conversations around the allocation of that land for development and it was included in the site allocations DPD going through examination. However, there was no planning application, as far as the Town Council were aware, at the current time. She confirmed that Bodmin Town Council (BTC) have made representation to Cornwall Council (CC) with regards to their hydrological

concerns about this area, but had not yet had any definite response. She highlighted that a lot more research is needed to assess viability of the site, for example an environmental impact survey.

Councillor L L Frost explained that now representations have been made, this is in the hands of the Planning Inspector to make a final decision. The decision hearing was to be held in mid-April and the result will come a few weeks after that.

Councillor J P Cooper added that BTC are only a consultee in planning matters, but that they are keen to see new developments in keeping with the town in terms of appearance (building materials etc.). He highlighted that there is nothing to stop members of the public raising concerns directly with CC.

The next question was from a member of the public enquiring as to why item 42a on the agenda (update on feasibility of relocation of Admin staff to Shire Hall) was in the confidential rather than open section of the meeting. The Chairman explained that this item had been included in the staffing item due to its relevance to staff, and that this was in the confidential section due to the nature of other staffing items. Councillor J P Cooper pointed out that each Councillor had a vote to move into the confidential section of the meeting and could vote not to exclude the public. The Town Clerk advised that he would be unable to report on staffing issues if such a vote was carried, due to the confidential nature of matters.

The next question was raised by the Church Warden of St Lawrence's Church. She outlined that BTC had purchased the church in 1997 and had charged a reasonable rent to the Church Trust. She now understood from a meeting held between BTC and the Trust that BTC are proposing to increase the rent to £1,000 per annum, and that all maintenance would be taken on by the Trust. She felt that responsibility of the grounds should be the duty of BTC. She felt that with the proposed rental cost, plus insurance costs, the Trust would not be able to continue and that they had worked hard to maintain the church and felt there was nothing else at that end of town for the people of Bodmin. She also felt that, with the current expansion in Bodmin, this was an important asset.

The Chairman noted that there was an agenda item relating to this later on the agenda, and her feedback would be taken into account during consideration of that item.

The next member of the public to speak wished to update Members and the public again regarding the Halgavor Moor development. She reported that she had attended the Planning Inspectorate meeting on 15 March 2018. She reported that it was confirmed by the Inspector that it is quite normal for developers to have discussions with Councils, in this case Cornwall Council, prior to an allocation.

She reported that she had raised a number of issues at that meeting including traffic, pollution, wildlife habitat and hydrological considerations. She reported that there was a conversation at that meeting with regards to a neighbourhood plan, as she understood that this would give more strength to BTC and local resident opposition to the plans. It was reported that Wainhomes were at an advanced stage with discussions with a potential increase of 20% on the 70 dwellings figure being considered. She asked BTC to consider the creation of a neighbourhood plan. She also thanked Councillors Frost and Skea for their support at the meeting.

A member of the public then asked how much money BTC has in reserves, and what it will be used for. The RFO responded that this information is on the BTC website, and that she would provide links to the member of the public to assist in him finding that information.

There being no further items for discussion from the public, the Mayor closed the Public Representation session but invited members of the public to remain for the duration of

the public meeting.

C/2018/036 To consider and, if approved, adopt the Minutes of the Full Council meeting held on 18 January 2018.

The minutes of the Full Council meeting held on 18 January 2018 were approved and passed for signing.

Councillor P Brown abstained from voting on this item.

C/2018/037 To consider and, if approved, adopt the Minutes of the Properties Committee meeting held on 25 January 2018.

The Minutes of the Properties Committee meeting held on 25 January 2018 were approved and passed for signing.

As a matter of accuracy, Councillor P T Cooper queried the list of Members recorded as having put themselves forward for the meeting regarding Coldharbour Football Ground. The Town Clerk noted that the Minutes reflected the Officers' notes taken at that meeting and others who were included on that list confirmed their recollection of having been selected.

Councillor P T Cooper voted against the approval of these Minutes.

Councillors P Brown, J P Cooper and K J Phillips abstained from voting on this item.

C/2018/038 To consider and, if approved, adopt the Minutes of the Special Council meeting held on 25 January 2018.

The Minutes of the Special Council meeting held on 25 January 2018 were approved and passed for signing.

C/2018/039 To consider and, if approved, adopt the Minutes of the Planning Committee meetings held on 7 and 21 February and 7 and 21 March 2018.

Minutes of the Planning Committee meeting held on 7 February 2018.

The Minutes of the Planning Committee meeting held on 7 February 2018 were approved and passed for signing.

Councillors J P Cooper and P T Cooper abstained from voting on this item.

Minutes of the Planning Committee meeting held on 21 February 2018.

The Minutes of the Planning Committee meeting held on 21 February 2018 were approved and passed for signing.

Councillor P T Cooper abstained from voting on this item.

Minutes of the Planning Committee meeting held on 7 March 2018.

The Minutes of the Planning Committee meeting held on 7 March 2018 were approved and passed for signing.

Minutes of the Planning Committee meeting held on 21 March 2018.

The Minutes of the Planning Committee meeting held on 21 March 2018 had not been finalised in time for the meeting and would instead be presented at the Adjourned

Annual Council meeting on 24 May 2018.

C/2018/040 To consider and, if approved, adopt the Minutes of the Promotions Committee meeting held on 8 February 2018.

The Minutes of the Promotions Committee meeting held on 8 February 2018 were approved and passed for signing.

Councillor P T Cooper abstained from voting on this item.

C/2018/041 To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee meeting held on 15 February 2018.

The Town Clerk advised that the strategy documents attached to these Minutes (Treasury Management Strategy and Annual Investment Strategy, and Credit Management Code of Practice) would be endorsed with the adoption of the Minutes.

The Minutes of the Finance, Staffing and Performance Management Committee meeting held on 15 February 2018 were approved and passed for signing.

Councillor J P Cooper abstained from voting on this item.

C/2018/042 To consider and, if approved, adopt the Minutes of the Policy Committee meeting held on 22 February 2018.

The Town Clerk advised that the policy documents attached to the Minutes (Alcohol & Drugs Policy; Anti-Bullying & Harassment Policy; Safeguarding Policy and Training & Development Policy) would be endorsed with the adoption of these Minutes.

It was noted that the Alcohol and Drugs Policy would need to be taken back to the Policy Committee due to the need to consider civic events in relation to point 3.2. There was also a query relating to this policy regarding point 3.6 and whether it should stipulate that instructions should be in written form.

A request was then made to raise a query in relation to the anti-bullying policy. The Chairman stated that, due to time pressure at the present meeting, these policy documents would be referred back to the Policy Committee rather than further changes being discussed at this point.

Following discussion it was **AGREED** to approve and pass for signing the Minutes of the Policy Committee meeting held on 22 February 2018, with all policy documents being referred back to the next Policy Committee meeting to be held on 7 June 2018.

C/2018/043 Election of Mayor elect 2018/19

It was proposed by Councillor J P Cooper, seconded by Councillor J A Bassett, and **AGREED** that Councillor S H Kinsman be nominated as Mayor Elect for the civic year 2018/19.

C/2018/044 Election of Deputy Mayor elect 2018/19

It was proposed by Councillor J A Bassett, seconded by Councillor J R Gibbs, and **AGREED** that Councillor J P Cooper be nominated as Mayor Elect for the civic year 2018/19.

C/2018/045 BTC Aims and Objectives documents

The Chairman noted that a previous version of the draft colour-coded document had

been circulated for feedback and the suggested amendments had been made to the latest version of the document (version 6) which had been circulated with the agenda. She noted that the red text on this document highlighted the amendments based on feedback she had received prior to the meeting, and there was also a document (b) containing further suggested amendments which had not yet been added to the draft document but were for discussion at the meeting.

The Chairman proposed to work on this document, but that if the changes became too complicated, the document should be taken back to the Policy Committee for further amendment.

There was discussion about the mission statement, with three options having been suggested:

- a) "Investing in our community to improve Bodmin";
- b) "Administer, facilitate and support the growth and development of Bodmin for the benefit of the local community";
- c) "BTC will consistently strive to be a quality Council and it will be well run, engaged and accountable. It is committed to doing things well, taking every opportunity to improve".

It was agreed that version (c) was too lengthy, and there was a discussion around statements (a) and (b), with some feeling that the first statement was preferable as it was short and to the point, whilst others felt that the second statement was preferable as it says what the Council aims to do, rather than simply being a 'vision'. The Town Clerk advised that a concise statement of no more than 11 words was recommended.

Following discussion, Councillor J P Cooper proposed to adopt statement (b) and Councillor K J Phillips seconded this proposal. The voting pattern was 7 votes for, with 7 against.

Councillor L L Frost then proposed statement (a) and Councillor D A Henderson seconded this proposal. The voting pattern was 7 votes for, with 7 against.

Having listened to the debate, and in view of the voting pattern, the Chairman used her casting vote against adoption of statement (a).

Members then worked through the aims and objective documents, noting the changes already made based on feedback prior to the meeting (highlighted on the document using red text) and discussing additional points as raised in the meeting. The suggested changes were as follows:

'Community Involvement' – it was noted that there was no entry under 2020/21, but it was pointed out that a lot of the content under the 'economy' heading was related to community involvement. It was also noted that the possibility of a Neighbourhood Plan, listed under 'Resources' would also involve a great deal of community engagement. No changes were proposed to the 'Community Involvement' section.

'Land, Properties, Parks and Open Spaces' – there was a suggested change under 2018/19 to add the word 'rolling' to the sentence "Commit to producing an accessible reference document that identifies planned maintenance and replacement programmes..." so that it would read "*Commit to producing a **rolling** and accessible reference document that identifies planned maintenance and replacement programmes...*" in order to reflect the changing nature of potential requirements.

'Economy' – there was a suggested change under 2018/19 to the sentence "To work

with businesses, Community Volunteer Groups and Chamber of Commerce to include facilitating and encouraging meetings and engagement utilising Council resources, if necessary” to read *“To work with businesses, Community Voluntary Groups and Chamber of Commerce to support and encourage meetings and engagement utilising Council resources, when possible”*.

There were suggested changes under 2019/20 to the sentence “To work with Cornwall Council Place Shaping Group, the public and traders of Bodmin, to revitalise Fore Street” to read *“To work with Cornwall Council Place Shaping Group, the public, Chamber of Commerce, business groups and traders of Bodmin, to revitalise the town”*.

There was a suggested change under 2020/21 to the sentence “To work with Cornwall Council Place Shaping Group to improve transport links to the town including between Bodmin Parkway and the Town Centre” to read *“To work with Cornwall Council Place Shaping Group to improve transport links to the town including between Bodmin Parkway and the Town”*.

‘Resources’ – There was a suggested change under 2019/20 to add ‘services’ to the sentence “To complete a review of key properties and make recommendations for the future”, so the sentence would read *“To complete a review of key properties, **and services**, and make recommendations for future”*.

It was noted by the Chairman that this document, once approved, would be used as the Council’s working document for projects to be achieved, with any other work coming in to be reviewed against these objectives. Due to the commitment of Officers’ time to these projects, she noted that it was likely that the only things to be added to this workload would be those the Council legislatively had to achieve. She also noted that it would be necessary to guide Officers in their prioritisation of these projects and that Members would have to be prepared not to achieve additional projects outside this set of objectives.

Following discussion and in light of the number of amendments the Chairman advised that the Aims and Objectives would be itemised on the next Full Council agenda on 19 July 2018, when a final draft, incorporating the above changes, would be presented for approval.

C/2018/046

Correspondence

a) IntoBodmin email regarding Old Library project

Councillor J A Bassett reiterated her Non-Registerable interest in this item and left the meeting at 19.48.

A copy of the email was circulated with the agenda.

Following discussion, it was **AGREED** that a letter of support would be provided as requested.

Following discussion, it was further **AGREED** that a contribution of £1000.00 could once again be contributed for IntoBodmin to use towards the Lights Up event and that requests for further funding would be reviewed in future as any request was received.

Councillor Bassett rejoined the meeting at 19.53.

b) Letter from T Doyle, NHS Kernow Clinical Commissioning Group regarding Bodmin MIU

A copy of the letter was circulated with the agenda, which was a response to a letter sent by the Town Clerk on behalf of BTC.

It was noted that Bodmin MIU had not currently been identified for closure, but that no decisions had yet been made. It was felt that it was important for the Council to continue to champion Bodmin MIU going forward, so that its importance to the local and wider community be considered as any decisions are made.

The Town Clerk was thanked for his original letter, which it was felt was very comprehensive and highlighted BTC and the Town's position well.

c) Email regarding use of Narisa Hall and Lawns for May Fayre

A copy of the email was circulated with the agenda.

The Chairman noted that the process of reviewing the costs of BTC properties had not been able to progress due to the necessary cancellation of the working party meeting which had been due to take place on 15 March 2018, and noted that members of the working party should arrange another meeting as soon as possible.

Following discussion, and in line with current charges, it was **AGREED** that the Town Clerk would advise that the current maximum charge was £50 (subject to further discussions by the Working Party), with free use of Narisa Hall as it was currently unoccupied.

It was further **AGREED** that Members would act as caretakers on the day of the fayre to provide access to Narisa Hall. Councillors, J A Bassett, J P Cooper K Gibbs, D A Henderson and L Sanders (and possibly L L Frost and K J Phillips (if available) volunteered).

d) IntoBodmin email requesting room hire in connection with 'The Cause'

It was noted that this request had been withdrawn, the organisers having found an alternative venue (Callywith College).

e) Any other correspondence

The Town Clerk reported that Safer Bodmin initiative was being launched with an inaugural meeting on Tuesday 17 April at 2.00 p.m. (venue to be confirmed) and that a representative from BTC had been requested. A formal invitation and governance documents and meeting papers would follow.

The Safer Towns Initiative is not new and Safer Cornwall will shortly be launching 10 Safer Town initiatives across Cornwall, of which Bodmin is one.

1. Penzance	2. Redruth	3. Camborne
4. Falmouth	5. Truro	6. Newquay
7. St Austell	8. Bodmin	9. Liskeard
10. Saltash		

The aim of the initiative is to improve community safety by reducing crime and disorder, anti-social behaviour, problem use of drugs/alcohol and reoffending by targeting persistent problem places/people within the local geographical areas. Communities, partner agencies and the business/voluntary sectors will work

together to develop sustainable solutions.

Following discussion, it was **AGREED** that Councillor P T Cooper would be appointed as BTC's representative.

C/2018/047 Sale of Land at Market Street

The Town Clerk reported that the Land Registry Transfer, Title Number CL333473 – freehold premises known as Market Street car park, Market Street, needed to be signed by two members of the Council. Contracts could then be exchanged with completion set for 3 April 2018.

He noted that Members needed to authorise him to sign the contract paperwork and that it is accepted practice that the Mayor or the Chair of the Properties Committee sign Land Registry Transfer documentation relating to property transactions on behalf of the Council.

Following discussion, it was **AGREED** that the Mayor, Councillor S Kinsman and the Chairman of Properties Committee, Councillor L Frost be authorised to sign the Land Registry Transfer paperwork to complete this sale. It was further **AGREED** that the Town Clerk be authorised to sign the contract.

Councillor P Brown voted against this decision.

C/2018/048 French Twinning Visit

A copy of the report was circulated at the meeting.

Councillor J A Bassett reiterated her Non-Registerable interest in this item as a member of Bodmin French Twinning and left the meeting during the discussion and any voting thereon.

The RFO reported that this event would take the form of a sit down meal at The Folly Tea Rooms, at an approximate cost of £24 per head. She confirmed that the Council had provided a contribution of £50 to the twinning visit that occurred with Grass Valley in 2017.

Following discussion, it was **AGREED** to provide a contribution to this event of £50 in line with the previous contribution to the Grass Valley event.

Councillor J R Gibbs voted against this decision.

Councillor J A Bassett returned to the meeting (20.14).

C/2018/049 External Audit

It was noted that there was no update on this item as no report had yet been received.

C/2018/050 Schedule of Accounts for March

The continued hire of fence panels at the Public Rooms was queried now that Merlin Cinemas own the property. The RFO confirmed that the cost of these would be reimbursed. Members however considered that there should now be an end date as to when this would be taken over by Merlin.

The RFO confirmed that BTC had previously agreed to continue with the hire of these panels, with recharge to Merlin, and that she would need to go back to Merlin to set an

end date within the next three months. It was **AGREED** that the RFO liaises with Merlin to agree an end date for this arrangement.

The extent of the damage caused by the burst water pipe at Coldharbour was queried. The Town Clerk confirmed that this information would be sought and provided following the meeting.

It was also requested that the entry for 'Works to Care for and Repair Football Pitches' be amended to include 'Coldharbour' in the interest of clarity.

The RFO highlighted the payment to ROKK Media for commencement of works on the new BTC website, and that this is for works yet to be completed, which is not normal practice as BTC payments are usually made on completion of work. She raised this with Members to advise that approving the schedule would include authorisation to make this advance payment.

The RFO reported on a previous query from the budget meeting held on 4 January 2018 regarding the cost of fuel purchased from Cormac vs supermarket prices. She could now confirm that the cost from Cormac was an average of 11p per litre lower.

The cost of the line 'Preparation of Grave for Burial' was queried and the RFO confirmed that this was due to the Parks Team not being able to access the site without causing damage to existing graves as their machinery is a John Deere tractor with back hoe attachment.

The Schedule of Accounts for March 2018 was approved and passed for signing from payment ref 4300000613 to 4300000674 and cheque numbers 0000124141 to 0000124142 in the sum of £90,918.56.

C/2018/051 **Risk Management Update**

A copy of the Project Risks for FSPM Committee and Full Council was circulated in advance of the meeting.

The RFO reported that the next Risk Management Working Party would be held on 24 April 2018 and that any risks to be added should be sent in advance of this meeting. The Town Clerk advised that GDPR had been included.

It was noted that the information relating to item 4-I was incorrectly copied from the cell above and needed to be amended.

It was queried as to whether the new cemetery was included on the Properties Committee risks. The RFO was confident that this was the case, but would double check.

Following discussion, the Project Risks for FSPM Committee and Full Council was **AGREED**.

C/2018/052 **General Data Protection Regulations (GDPR) – to consider the appointment of a Data Protection Officer (DPO)**

Documents relating to GDPR were circulated prior to the meeting. The Town Clerk provided an overview of the introduction of GDPR, which comes into force on 25 May 2018 and involves a fairly significant overhaul of data protection and enhances the rights of data subjects. To be compliant, the Council must appoint a DPO.

To be compliant with GDPR the Council will need to appoint a Data Protection Officer (DPO) with contact details published on its website and registered with the Information

Commissioner. All staff should be made aware of the existence of the DPO and there should be time for the DPO to receive and deliver training. There should be a team commensurate with the size of the organisation and the processing activities that it undertakes. The DPO should report to the highest level and should have sufficient and relevant experience of the organisation and expert knowledge of data protection law and practices.

The DPO is bound by confidentiality under article 38(5)

The DPO shall have at least the following tasks:

- Advise the controller of their obligations under GDPR;
- Monitoring compliance with GDPR;
- Advise, where requested, with regards to data protection impact assessments;
- To co-operate with the supervisory authority (ICO);
- To act as the contact point for the supervisory authority;
- Collect information to identify data processing activities;
- Analyse and check the compliance of processing activities;
- Inform, advise and issue recommendations to the controller;

But article 24(1) makes it clear that data protection compliance is the corporate responsibility of the data controller and not the DPO – but the DPO has to monitor compliance.

Guidance sets out that the Data Controller should seek the advice of the DPO:

- On whether or not to carry out a data protection impact assessment;
- On what methodology to follow when conducting an assessment;
- On whether to do assessments in-house or outsource;
- On what safeguards to apply to mitigate the risks to the data subjects;
- On whether the assessment has been conducted in compliance with GDPR;

Article 39(2) requires that the DPO has regards to the risks associated with the processing operation, taking into account the nature, scope, context and purpose of processing. Guidance suggests that:

- The DPO should focus on the activities that present the highest data protection risks and monitor overall compliance with GDPR;
- The DPO should consider which areas should be subject to an internal audit;
- The DPO is responsible for ensuring that training is arranged for all staff that handle personal data;

Article 39(1) & (2) requires the data controller and not the DPO is required to maintain a record of all categories of processing activities carried out on behalf of the controller – in practice:

- The DPO should hold a register of processing activities;
- The register also allows the supervisory authority to view the processing activities that are conducted by the controller.

Article 38(3) – the DPO should be able to conduct their tasks in an independent manner – but they do not have any decision making powers other than those relating to their tasks.

The DPO should not be dismissed or penalised for performing their tasks.

Whilst it is the view of NALC that most Clerks and RFOs cannot be designated as a council's DPO, as they are unlikely to satisfy all of the requirements of the job, this is not specifically mentioned in the legislation.

There is also a need to apply proportionality to GDPR.

A DPO could be shared with other local authorities but any appointment would need to be able to demonstrate a knowledge and understanding of the organisation and is easily accessible from each establishment and if appointed to multiple sites, the data controller must be satisfied that the DPO is able to perform their functions effectively.

You can be fined by the ICO for any aspect of non-compliance of your obligation under GDPR.

There are 2 tiers of fines:

- Tier 1 – up to 10 million Euros or 2% of your annual global turnover whichever is the highest;
- Tier 2 – up to 20 million Euros or 4% of your annual global turnover whichever is the highest.

Compensation to data subjects where material or immaterial damage occurs from infringing GDPR.

There is a raft of information on GDPR with the NALC toolkit for local councils stretching to some 63 (double sided) pages.

Bodmin Town Council will need to consider the appointment of a Data Protection Officer (DPO) by no later than 25 May 2018 in order to be compliant. The Council may well need to consider the resource implications needed to carry out a range of tasks and work streams to ensure that the Council is compliant with this new far reaching data protection regulation.

If Council is thinking of appointing the Town Clerk as its DPO then it needs to consider its duty of care given the volume of work resting on a small number of staff and to have a robust prioritisation process in place to manage work and to mitigate stress on its staff.

The Chairman noted that this was for information at the current time, but that a decision would need to be made by 25 May 2018 and that the introduction of GDPR would involve a lot of work for Officers.

The Town Clerk noted that one of the risks to a breach of GDPR had been identified in the circulated documentation as Councillors. He encouraged all Members to be vigilant and mindful of potential breaches, such as remembering to check emails before sending on to ensure no personal information was included and of course never sharing confidential documentation.

C/2018/053

Community Volunteer Award (CVA)

A draft of the CVA nomination form, produced by Councillor K J Phillips, was circulated with the agenda. Councillor Phillips noted that, in consideration of data protection, it may need to be revised further, but that she was keen to get Council's approval to move ahead as soon as possible.

It was queried as to how this award would differ from the Cornwall Council Civic Awards. Councillor Phillips noted that anyone could nominate someone for a CVA, rather than having to go through a Cornwall Councillor and also that a CVA was specifically for volunteers in Bodmin. She also clarified that the award would take the form of a certificate and would be judged by a panel made up of members of the BTC Promotions Committee.

Following discussion, it was **AGREED** that the CVA be adopted as a BTC scheme.

Councillor Phillips noted that she would like to meet with the Town Clerk to discuss finalising the nomination form before its circulation.

C/2018/054 Community Engagement Event

Councillor K J Phillips requested that, further to the success of the previous event held on 2 November 2017, another event is held. Proposed dates for this event were 18 or 21 April 2018.

Following discussion, it was **AGREED** to allow use of the Shire House Suite at no charge, providing Councillors act as caretakers for the event.

C/2018/055 Chamber of Commerce (CoC) – report on initial meeting held 30 January 2018

Councillor K J Phillips reported that the date for the launch of the new Chamber of Commerce was 24 April 2018 in the Shire House Suite. The existing dormant CoC were required to call a meeting to resign in order for the new officers to be elected.

C/2018/056 Volunteer Dog Wardens

The Chairman noted that, due to time constraints, she would propose a move into the confidential section of the meeting following discussion of the current item. The Town Clerk noted that the Devolution Fund parish leaflets project (item C/2018/58) also needed to be discussed in order to move forward with this project.

The Town Clerk noted that if the introduction of Volunteer Dog Wardens was something that BTC wished to progress, this should be deferred to a future Policy Committee for discussion

Councillor J Gammon was in receipt of an email from Cornwall Council's Environmental Protection Officer stating that, *due to the risk considerations, training requirements and health and safety aspects of such a scheme, Cornwall Council currently have no plans to authorise the recruitment of such volunteers.*

It was noted that, if witnesses are prepared to come forward, Cornwall Council will take action against individuals. The difficulty being that the offences tend to occur when there is no one else around. It was suggested that BTC request information from Cornwall Council regarding the number of incidences of dog fouling which are reported and followed up.

C/2018/057 Wales and West Utilities gas maintenance works - roundtable meeting report

Item deferred to a future Council meeting.

C/2018/058 Draft minutes – proposal to produce draft minutes within five working days

Item deferred to a future Council meeting.

C/2018/059 Devolution fund – parish leaflets project

The Town Clerk noted that it was important to discuss this item in order that it can move forward. A report from the Information Officer was circulated with the agenda.

Following discussion, it was **AGREED** to adopt the recommendation of the Information Officer and that an official order is issued to instruct Phoenix Print to design and print the leaflets at a cost of £5,030.00 + VAT.

C/2018/060 **Minutes of the Larger Local Councils Committee Meeting (CALC) held on 24 January 2018**

A copy of the minutes was circulated with the agenda. Due to time constraints, this item was not discussed.

C/2018/061 **Bodmin Community Network Panel – Notes from meeting held on 10 January 2018**

A copy of the notes was circulated with the agenda and noted.

C/2018/062 **Bodmin Community Network Area Place Shaping Projects**

A copy was circulated with the agenda.

Item deferred to a future Council meeting.

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