

MINUTES of the Meeting of **Bodmin Town Council** held on Thursday 15 November 2018 at 6.00 p.m. in the Shire House Suite, Shire House, Bodmin

PRESENT: The Mayor, Councillor S H Kinsman, presiding, together with Councillors E M Ahearn, P Brown, P T Cooper, J Gammon (arrived at 6.42 p.m. and from item C/2018/208 and left at 8.16 p.m. and from item C/2018/236), D A Henderson, A M Kerridge, L F Sanders, P L G Skea and K W Stubbs.

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

CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:

Apologies had been received from Councillors J P Cooper, A J Coppin, L L Frost and K J Phillips.

Councillor J Gammon would be arriving late due to a conflicting meeting.

The Chairman wished to pass on her congratulations to the Bodmin Information Centre on winning the Gold Award for Visitor Information Service of the Year at the recent Cornwall Tourism Awards.

The Chairman also wished to congratulate Mr and Mrs Grigg as recipients of the Community Volunteer Award. They were presented with their award at the recent Community Engagement Event organised by Councillor K J Phillips. The Chairman noted that the presentation of the award would normally take place at Mayor Choosing, and there was the possibility of Mr and Mrs Grigg being formally presented with their award this coming May.

Finally, the Chairman wished to thank the individuals and organisations who came together for the week of Remembrance 100 events. She wanted to congratulate all involved for such a successful week of events. She also extended her thanks to the Bodmin Town Council staff for their time spent during the preparations and on the day itself.

C/2018/206 Declarations of Interest

There were no declarations of interest.

C/2018/207 Presentation from HSBC regarding an update on investments

Mr Mark Riches and Mr Ray Kitcher were in attendance at the meeting and circulated a report to Members.

Mr Riches outlined that he would be providing an update on the performance of the investment portfolio over the last 12 months.

Mr Riches updated Members as to the current value of the investment, which stands at £705,857. He noted that the value of the investment last year was £733,000 and the year before that was £709,000. He noted that although it appears that the investment had stood still over the past two years, £50,000.00 had been taken out of the fund within this period, so the investment had generated income for the Council.

Mr Riches then outlined the risk level of the portfolio. He explained that, on a risk scale of 1-5, the Council's portfolio was currently at a level 2, which is classed as a conservative model. He noted that the consensus of the recent survey completed by Councillors had resulted in the risk level remaining the same. In looking at the longer term performance of the conservative model he noted a 31% growth over 5 years. He explained that the highest risk element of the portfolio was the asset allocations, and referred Members to page 3 of the circulated report. He noted that this element comprised a third of the portfolio and generated the highest level of income.

Mr Riches outlined that HSBC have a positive view on equities and have used currencies to great effect to provide additional performance.

Councillor J A Bassett arrived at 6.10 p.m.

Mr Riches then noted that he was aware there was currently a lot of discussion about Brexit. He reassured Members that companies such as HSBC, who have overseas exposure and are not dependent on the UK consumer, are not significantly adversely affected by the falling pound, making reference to the announcement made earlier that day relating to the response of the UK market to the ongoing Brexit negotiations.

Mr Riches noted that the majority of the gyrations in the global stock markets are based on the performance of the US Dollar rather than the GB Pound. He also noted that the type of portfolio currently held by the Council is relatively well insulated from political risk.

Mr Riches then outlined the principle of price to earnings ratio. He referred Members to the second chart on page 10 of the circulated report and noted that the upturn in the US economy had had a positive effect. He explained that the last two years have seen earnings pick up. He explained Price to earnings ratio can become stretched which could cause some concerns and which had happened over the previous years, but that this has evened out over the past two years.

Mr Riches then concluded by informing Members that HSBC's conviction was to further add to equities over the coming year. He anticipated that interest rates should be improving and advised that there was to be no more quantitative easing and that adding to equities would provide additional opportunities in the market.

Mr Riches then invited questions from Members.

Councillor P T Cooper enquired as to whether the earnings from the investments were being used to pay off the interest on the loan. The RFO responded to advise that the agreement by Council was for the income to go into the general fund which could be used in any way Council saw fit. She noted that the income to date since the start of the investment stood at approximately £60,000.00.

Councillor P Brown then enquired about the risk level and what a level 3 portfolio would be returning. Mr Riches responded that this higher level would have generated approximately an extra 2% return. However, the RFO noted that what Councillors had found interesting at the last presentation was the level of portfolio invested in equity, the highest risk element of the portfolio, and how much of a percentage increase was required to result in a greater return. Mr Riches agreed, adding that it would be necessary to take quite a step up in the percentage of the portfolio invested in equities to see an incremental increase in return.

Councillor P T Cooper commented that he felt that the less time there was until repayment of the loan, the less risk he felt it would be advisable to take as there would be less time to recoup any losses resulting from fluctuations in the market.

Councillor P Brown enquired as to how Mr Riches saw the markets behaving in terms of the emergence of China as a strong economy. Mr Riches responded that China's strength benefits from the US economy's strength so he would anticipate the US Dollar remaining strong. He noted that the portfolio has

exposure to emerging markets and will benefit from their growth.

There being no further questions, Mr Riches and Mr Kitcher left the meeting at 6.25 p.m.

C/2018/208

Public representation session

The Chairman welcomed the public to the meeting and invited Councillors and staff to introduce themselves.

A member of the public wished to make a comment, not in relation to an item on the agenda, to thank the Council and Parks Department on behalf of the BlueTiTs (Bodmin Tidy it Team) for all their help with planting around the town. She noted that the planting of the last of donated bulbs was at 10.00 a.m. the following morning for anyone wishing to join them.

The same member of the public also wished to speak on item C/2018/217 regarding the Tour of Britain. She commented that, as a small business owner, she was aware that the businesses of Bodmin were very supportive of the idea and saw it as an enormous opportunity. She wished to state that she was keen to see Bodmin Town Council fully support the idea in any way it could.

Councillor P T Cooper extended thanks to the BlueTiTs for all work they have done around the town.

A second member of the public wished to thank the Council, on behalf of the Rotary Club, for their contribution towards the week of events for the final act of Remembrance and commented that the events had been appreciated by many people in town. The Chairman responded that that she had appreciated, in her role as Mayor, being part of the whole week's events.

A third member of the public wished to speak regarding the flooding caused by the recent bout of bad weather, although she was not aware as to which agenda item this fell under. She noted that the heavy rainfall the previous week had resulted in surface water flooding on Boundary Road and she felt that this was due to the Wainhomes housing development taking place above the flooded area. She noted that she had seen Cornwall Council pumping out a property at Dunmere the same day. She felt that, should a development take place on Halgavor Moor, properties such as those in Kirland would be flooded in the same way and she reiterated that she felt this area was not suitable for development.

The Chairman encouraged members of the public to take photos of such incidences, where safe and appropriate, and send with their letters of objection to Cornwall Council. She noted that they should copy their Cornwall Councillors into any such letters.

A fourth member of the public introduced herself as Mrs Christine Howard, who wished to speak in relation to item C/2018/218 regarding the proposed Neighbourhood Plan (NP).

Mrs Howard provided Members with her thoughts on the recent public meeting held on Friday 19 October, which had been chaired by Scott Man MP. She provided a review of the topics discussed at the meeting, commenting that there had appeared to be strong support for the development of an NP and wished to know from Council what the time scale for implementation of an NP might be.

She noted that the hydrological and wildlife habitat issues relating to the development had been raised at the public meeting. She also felt that the fact the

Cornwall Councillors present at the meeting did not speak meant that they did not have any objection to the development. She also commented that Wainhomes appeared to have acquired land for development, including on Halgavor Moor.

The Chairman responded to advise that the outcome of the Inspector's review of the Development Plan would not be known until January, so the Council wouldn't be able to comment further until that report had been received.

The Chairman agreed that the public meeting had been well attended and that a lot of people had indeed shown their enthusiasm for an NP. She noted that Bodmin Town Council had already agreed to conduct awareness raising sessions with the public, led by the Deputy Mayor, Councillor J P Cooper.

In terms of the timescale for an NP, the Chairman noted that this would depend on what the agreed focus of the plan would be. The Town Council had already spoken to Cornwall Council about the procedure and the initial stage had to be public awareness raising in order to help inform any plan going forward. The aim was to conduct this within the next quarter. She also noted that there were already a number of plans in place in relation to Bodmin and that any NP would need to work to tie these together.

Finally, the Chairman commented that although Wainhomes had options on pieces of land in Bodmin, which is standard practice by developers, development would require planning permission. No permission had been granted to build on all of these areas and any planning applications would be considered by Cornwall Council in due course.

The Town Clerk then addressed the comments relating to the Cornwall Councillors at the public meeting not having spoken. He commented that, as representatives of the public when considering future planning applications, expressing their opinion strongly (one way or another) at this point may be viewed as predetermination meaning that they would preclude themselves from the vote on any representation made on a future application as they would have to consider whether they would need to declare an interest and leave. Therefore, at this point, it is in the public interest for their Cornwall Council representatives to equip themselves with all the facts and the will of the local residents, in order that they are able to make representation in future.

The Chairman reiterated that Cornwall Councillors serving on Bodmin Town Council would not be able to respond in their capacity as a Cornwall Councillor at a Bodmin Town Council meeting.

Councillor J Gammon arrived at 6.42 p.m.

A member of the public then commented that they felt conversations at Cornwall Council that had been had, in terms of increasing numbers in the allocation, which had not shared with public. The Chairman reiterated that this would have to be raised with Cornwall Council as Bodmin Town Council was unable to comment on this but felt that the Cornwall Council Officer present at the public meeting had addressed that question and explained that this was standard practice to allow for slippage, i.e. developments which had been granted planning permission but which do not go ahead.

Another member of the public also wished to raise the viability of the proposed development at Halgavor Moor. He felt that it would be very expensive to develop due to the drainage. He felt that this would mean that larger executive homes would be built on the land when what Cornwall is in need of is more social

housing. He felt that the number of homeless people in Cornwall is underestimated and that development of this site would not contribute towards a solution to the problem.

The Chairman responded that the drainage of the site would be something for any developer to consider if wishing to apply for planning permission to build on the land and would be taken into account as part of the planning process.

Another member of the public then commented that he felt the Mayor had an opportunity to communicate with local residents in her regular Banner article and would like to see the Mayor use this each month to report on Town Council business, feeling that the recent article regarding the new mental health unit at Bodmin Hospital was not relevant Council news. The Chairman responded that she covers a wide range of issues in her article and that, on that occasion, Bodmin Town Council had been invited to view the new facility so she had attended in her capacity as Mayor of Bodmin Town Council.

Mrs Howard commented that she had received wonderful support from the Town Council for which she was very grateful.

A member of the public asked the Chairman to confirm whether or not the Town Council is against development of Halgavor Moor. The Chairman responded to advise that Council had made representations as the opportunity has arisen, for example regarding the hydrological issues. She reiterated that, in order to ensure Council remains in a position to make representation on any future planning applications, the Council must ensure it has all available information to consider such applications and not risk precluding themselves.

There then followed a discussion around whether the Town Council could stop approving plans for developments once 3,100 homes had been approved and whether they were able to prevent land in the town being sold to developers. The Chairman reiterated that the Town Council is a consultee on planning applications, and that all decisions on approval of plans are made by Cornwall Council. She added that the approval is likely to be wider than the number of homes in the development plan, based on the slippage discussed earlier in the session. She also confirmed that the Town Council did not have any control over sale of land within the town that was not owned by them.

The Chairman then clarified the difference between developers having bought land compared to having purchased options on pieces of land, which is standard practice within the industry. Purchasing options on land simply means that they have first refusal on developing the land, should planning permission be granted. She reiterated that, at this point, no planning permission has been granted to build on the Halgavor Moor site.

The Chairman then reiterated that there could not be any further comment until the Inspectors report was released in January.

There being no further items for discussion, the public representation session ended at 6.56 p.m. and the Chairman invited the public present to stay for the remainder of the open session.

C/2018/209

Code of Conduct

The Chairman noted that this item had been discussed at the previous Full Council meeting on 20 September 2018 (minute ref C/2018/172 refers).

The Chairman reported that the advice from the Monitoring Officer had been that

the apology issued to Councillors by the Subject was sufficient and the matter was considered resolved. She stated that the Town Council has distanced itself from the opinions voiced on social media.

C/2018/210

To consider and, if approved, adopt the Minutes of the Full Council Meeting held on 20 September 2018

The Minutes of the Full Council Meeting held on 20 September 2018 were approved and passed for signing.

Matters arising

Page 1-3 – C/2018/171 – Public Representation Session

The Town Clerk reported that he had spoken with the Matthew Brown, Strategic Planning Group Leader, Planning & Sustainable Development at Cornwall Council and established the following information.

The projected housing delivery is set out in the Allocations DPD evidence base online (at <https://www.cornwall.gov.uk/media/31783651/f9-bodmin-delivery-schedule.pdf> and was considered during the hearing sessions earlier in the year (Housing Delivery Schedule (F.9)). The figure that is estimated to be delivered within the Plan period from all sources (incl. permissions, allocations, windfall and completions since 2010) is set out on page 2, Table 1 (i.e. 3,207 homes, which represents 103% of the target).

As a result of this evidence and hearing sessions, the Inspectors indicated that they did not feel this number gave sufficient flexibility (to allow for the potential for some unexpected non-delivery) to ensure the 3,100 housing target would be achieved; in turn they requested that Cornwall Council identify ways in which a further approx. 280 dwellings could be delivered in the Plan period, to achieve the degree of flexibility that they consider is appropriate. To achieve this, Cornwall Council proposed the inclusion of the Westheath site and splitting the Halgavor site (which it felt would support faster delivery).

As a result, with the linked document, together with the new/increased delivery highlighted above, it suggests that approx. 3,487 dwellings could be delivered within the Plan period (which would represent 112% of the target). It was noted that all towns have been required to provide some flexibility in delivery to ensure their housing target will be achieved within the Plan period.

However, the 4,500 figure which Members will have heard mentioned at meetings relates to the potential total number of dwellings that could be built up to the Plan period, assuming all developments proceed to be built. The total allocation for all sites is 2,400. However, the projected delivery is only 1,180 over the Plan period (this gives a buffer of 1,220 for development outside of the Plan period).

So, the projected completion is 1,180 which, if added to the figure of 3,487 that is estimated to be delivered within the Plan period from all sources (including permissions, allocations, windfall and completions since 2010), arrives at a total 4,667.

C/2018/211

To consider and, if approved, adopt the Minutes of the Properties Committee Meeting held on 27 September 2018

The Minutes of the Properties Committee Meeting held on 27 September 2018 were approved and passed for signing.

C/2018/212

Minutes of the Planning Committee Meetings held on 3 October and 17 October and 7 November 2018

The Town Clerk noted an apology to the Chairman of the Planning Committee, Councillor A J Coppin, for failing to record his apologies on 19 September 2018 meeting minutes. He noted that this was due to administrative error.

It was noted that the year was missing from the dates of the meetings on all three sets of minutes. The Town Clerk noted that 2018 would be added to the date on each final set of minutes.

Minutes of the Planning Committee Meeting held on 3 October 2018

The Minutes of the Planning Committee Meeting held on 3 October 2018 were approved and passed for signing.

Councillors P Brown, P T Cooper and D A Henderson abstained from voting on this item.

Minutes of the Planning Committee Meeting held on 17 October 2018

The Minutes of the Planning Committee Meeting held on 17 October 2018 were approved and passed for signing.

Councillors P T Cooper and D A Henderson abstained from voting on this item.

Minutes of the Planning Committee Meeting held on 7 November 2018

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

Councillors P T Cooper and D A Henderson abstained from voting on this item.

Matters arising

Page 5 – Item P/2018/280 – Application for approval of Reserved Matters – Ellesmere, Copshorn Road, Bodmin

The Town Clerk advised that he had sent email that day to update Councillors and to set out the correlation with another recent application in relation to the use of timber cladding which had been approved by the Town Council. Due to the previous approval of a similar dwelling in close proximity, and the fact that the Town Council supported the development of a dwelling in principle, the Town Clerk noted that a decision has been made by Cornwall Council to proceed with the determination of the application under delegated powers without referral to the area planning committee.

C/2018/213

To consider and, if approved, adopt the Minutes of the Finance, Staffing and Performance Management Committee Meeting held on 18 October 2018

The Minutes of Finance, Staffing and Performance Management Committee Meeting held on 18 October 2018 were approved and passed for signing.

Councillors J A Bassett, P Brown, P T Cooper and D A Henderson abstained from voting on this item.

Matters arising

Page 5 – Item FSPM/2018/100 – Local Government Finance Paper

The Town Clerk noted that, whilst not directly linking to this paper, it was worth noting that as part of the autumn announcement the Chancellor of the Exchequer confirmed on 29 October that there would be a:

“Business rates public lavatories relief – the Government will introduce 100% business rates relief for all public lavatories to help keep these important local amenities open.”

The Town Clerk commented that this was good news and would assist in offsetting inevitable budget cuts elsewhere.

Page 6 – FSPM/2018/102 – Notes from the Shire House Working Party meeting held on 2 October 2018

The Town Clerk noted that this item would be captured under item C/2018/234 later on the agenda.

C/2018/214

Proposed amendment to Standing Orders

A copy of the revised Standing Orders was circulated with the Agenda.

The Town Clerk noted that, in line with Standing Orders, these amendments, having stood without discussion since the last ordinary meeting of the Council, were now being presented for Members to adopt if they so wished. He noted that they had track changes included for clarity and that the changes in question were on page 3 of the document.

The Town Clerk also reminded Members that there is a Working Party in place to review the Council’s Standing Orders more generally, in light of the NALC Model Standing Orders, and that this Working Party is currently going through that exercise and including comments from Councillors. He reported that they are putting together the changes in a table to show where the suggested changes relate to the current Standing Orders. He noted that the Town Council’s Standing Orders were last reviewed in 2015.

Councillor P T Cooper raised the issue of electing Members onto Committees during the Annual Meeting of the Town Council, in reference to Standing Order 40 (page 8 of Standing Orders document) with a view to simplifying the voting process.

The Chairman requested that any suggested changes to Standing Orders be sent to the Town Clerk for consideration by the Working Party, but assured Members that the voting process for the May Committee selection was already under review.

Following discussion, it was **AGREED** to adopt the changes to Standing Orders, as set out.

C/2018/215

To consider actions spreadsheet to be reviewed at each Full Council meeting

A copy of the proposed draft templates were circulated with the agenda.

The Chairman explained that this was a new template to capture actions from each cycle of Committee meetings and that there was a separate spreadsheet to

capture confidential actions.

The Town Clerk outlined that these were very similar to the current actions spreadsheet but that, to assist, a copy of this new version, containing the open items of business, would be brought back to each Full Council meeting for Members to review and could also be published online and circulated with the agenda. He noted that confidential items of business would be extracted onto a separate sheet for consideration in the confidential section of the meeting.

There was some discussion as to whether there would also be actions columns included in the minutes going forward. Some Members felt that this would make actions clearer and easier to identify with others feeling that, as a single document, the actions spreadsheet would be the preferable way to identify actions rather than referring to each set of minutes.

The Chairman noted that the minutes would be amended to reflect the action to be taken and an additional column to reflect who would be undertaking the action. Town Clerk advised that minutes, as a record of a meeting, could not be amended in retrospect so actions would have to be agreed at the time of discussion in order to be reflected in the minutes. He noted that this requirement within each item of business would add to the length of meetings, a matter some councillors had raised informally as an issue. He noted that agreed actions were captured in the minutes as they are currently produced and that the template provided a live document for ease of reference for Members. He also noted that, within the template, narrative on each item was provided to give Members context without needing to refer back to the minutes.

Following discussion, it was **AGREED** to adopt the new actions spreadsheet templates for the tracking of open and confidential actions and the new format for the minutes. This process would begin at the January 2019 Full Council meeting.

The Chairman noted that she was working with the Senior Admin Assistant to ensure the minutes would be formatted in a way that Members would want to see them, clearly outlining all agreed actions and, as previously discussed, would take effect from the January 2019 Full Council meeting.

C/2018/216

To appoint a Bodmin Town Council representative to the Bodmin Joint Fireworks Committee

Following discussion, it was **AGREED** that Councillor P T Cooper would be the representative for Bodmin Town Council on the Bodmin Joint Fireworks Committee until new nominations were undertaken in May 2019 as part of the committee nomination process.

C/2018/217

Tour of Britain 2020 – To consider whether Bodmin Town Council should send a letter of support to Cornwall Council regarding Bodmin hosting the race finish

A report by the Town Clerk was circulated with the agenda.

Councillor J A Bassett noted that the Bodmin Chamber of Commerce is enthusiastic about the prospect of Bodmin hosting the finish.

Councillor J Gammon noted that both she and Councillor P Rogerson had also written in their capacity as Cornwall Councillors to express their support.

Following discussion, it was **AGREED** that Bodmin Town Council submit a letter

of support to Cornwall Council regarding Bodmin hosting the race finish of the Cornish leg of the 2020 Tour of Britain.

C/2018/218

Neighbourhood Plan Consultation Working Group – To receive an update from Councillor J Cooper and to agree composition and membership of a Working Party for creation of Terms of Reference

A report was circulated with the agenda.

The Chairman noted that Councillor J Cooper had provided an update in advance of the meeting and that the next step was to form a Working Party to raise public awareness. She noted the need to change the name to move away from 'consultation' to prevent any confusion since there would be a formal consultation process taking place, should a neighbourhood plan be considered appropriate, and suggested replacement of 'consultation' with 'awareness raising'.

The Chairman then outlined that the initial purpose of the Working Party would be to agree the terms of reference that the Party would work within and then to proceed with awareness raising in accordance with the agreement reached at the last Full Council meeting (minute ref C/2018/183 refers). She noted that the initial Working Party should consist of Councillors with the longer term view that, should the outcome be that the town wants to proceed with a Plan, a further working group with different terms of reference would be required.

It was noted that meetings would likely take place at least once a month as Councillor J Cooper was keen to progress matters within the next quarter.

Following discussion, it was **AGREED** that the Working Party would consist of Councillors J A Bassett, P Brown, J P Cooper, P T Cooper, S H Kinsman, L F Sanders and P L G Skea.

C/2018/219

Safer Bodmin, Safer Cornwall – to include:

a) Consultation on Safer Cornwall Partnership Plan 2019-2022 – To consider a corporate response by 13 December 2018

A copy of the consultation was circulated with the agenda.

There was some concern expressed around the lack of feedback to indicate what successes Safer Cornwall has had to date and that it was difficult to judge this document without understanding the lessons learned so far. It was also noted that page 6 of the document referred to the possibility of a combined police force for Dorset, Devon and Cornwall, which the Town Clerk noted had already been tested and decided against, making the document somewhat out of date.

It was felt that it was not clear what this document was asking in terms of consultation and that more detail was required as to what had been achieved and what the strategy for Cornwall is.

There was some discussion around the fact that, although Members are aware of the higher level issues being faced, Bodmin is currently experiencing antisocial behaviour which is impacting residents and needs to be addressed. It was noted that the Police report included under item C/2018/224 does not appear to show an increase of arrests in Bodmin and there was some concern around how statistics were being used and their correlation with local issues.

Following discussion, it was **AGREED** that Councillor P T Cooper would work with the Town Clerk on a corporate response to this consultation, requesting more information on successes to date and strategy for Bodmin and Cornwall in the future.

It was further **AGREED** that, given the response deadline of 13 December 2018, the Town Clerk be given delegated authority to submit the letter of response.

b) Minutes from meeting held on 10 October 2018

A copy of the minutes was circulated with the agenda.

This document was noted.

C/2018/220

Update of BTC Objectives

A report and a copy of the BTC objectives were circulated with the agenda.

Skate Park: Councillor P Brown raised the length of time it has taken to move forward with this project. The question of moving to a monthly Full Council meeting cycle was raised as a possible solution to the time taken for decisions to be made by Council, with the Town Clerk responding that the move to a two-monthly cycle had previously been made in order to alleviate the pressure on Officers who, especially considering current capacity, were unable to keep pace with the actions coming out of so many meetings on top of the additional admin generated by more frequent meetings (agendas, minutes and report writing).

The RFO noted that, now the minutes of the last Properties Committee meeting had been ratified, the Skate Park project could go onto Contracts Finder with a 30 day deadline. The Town Clerk commented that it had taken a lot of time and energy to focus on what the skate park should be, and where, but that now the location and material had been agreed the project could really be progressed.

Site for a new Cemetery: Councillor P T Cooper queried whether there was the possibility of Cornwall Council taking responsibility of a new cemetery, considering they manage such facilities in other towns. It was considered highly unlikely given the fact they do not have an obligation to do so and any management of facilities in other towns is historical, whereas the Town Council does have an obligation to provide this service. It was noted that any such suggestion would need to be taken back to a future Properties Committee meeting for further discussion.

Parks Department Building and Compound: The Chairman queried whether it was known when this matter might be reported to the Properties Committee. The RFO responded that it was not known at the current time, but that the POSM was working to progress this project and was awaiting information from architects, as instructed through the Properties Committee. It was noted that this item would be reported to the Properties Committee on 29 November.

C/2018/221

Bodmin Growth Deal Review

A report was circulated with the agenda.

The Town Clerk noted that he had copied the information, as per his report, to Councillor P Brown as the Town Council's Project Lead for the Bodmin Growth

Deal Review.

There was a discussion about the fact that it had been agreed by the Town Council to invite Cornwall Council to hold a public meeting, and this did not appear to be what Cornwall Council were suggesting. The Town Clerk clarified that Cornwall Council had not necessarily ruled out a public forum but had felt that it would be helpful, in the first instance, to meet with Councillor P Brown to discuss his findings in more detail and then decide on the best way forward.

It was noted that the Town Clerk and Councillor P Brown would coordinate diaries in order to establish a suitable meeting date.

C/2018/222

Camel Communities Alliance meeting held on 8 October 2018

A report was circulated with the agenda.

The Town Clerk noted that, as per Councillor J Cooper's report, he had taken the step of inviting Councillor Edwina Hannaford to the next meeting and he had received a reply which he had shared with other members of the Alliance. He shared the reply with Members, which outlined that:

“Cornwall Council are committed to give local people a greater say in decisions and powers to make them at the most appropriate level. In line with this and as part of our ongoing commitment to strengthen engagement at a local level through Community Network Panels (CNPs), we also promote through the CNPs the establishment of sub/joint groups, where there are clear and mutual interest which though coming together benefit communities and place which would not otherwise be realised through existing means. Options include:

- i) Establishing geographical sub-groups, subject to confirmation from Localism that there are sufficient resources to support this.*
- ii) Establish cross-CNA task & finish groups to deal with specific projects, subject to the same.*
- iii) Arrange joint meetings of CN Panels, subject to the same.*
- iv) Invite Members/T&PCs from neighbouring CNAs to attend/get involved in their meetings where appropriate.*

It is important that we have a better understanding of the groups remit so that we can identify how best we can partner for the benefit of the local residents. Specifically, it would be helpful to identify those issues that are best dealt with by the Camel Alliance and the relationship to the existing Community Network Panels.

In order to understand the resourcing implications on Cornwall Council clarification on the frequency of meetings and level of support the group would seek from officers and members also needs defining.

Can you confirm your Councils support of the alliance and your nominated members. In addition could you also briefly outline the issues that you believe should be covered by this partnership and how often you would suggest the group meets.

I have asked the relevant CLOs to support the group where possible whilst the formal arrangements are being discussed. I would be happy to attend a future meeting once the alliance is fully operational to listen to the aspirations of the local area.”

This report was noted.

C/2018/223

Risk Management Update

A copy of the Risk Management Update was circulated with the agenda.

The RFO noted that this update had been through the Risk Management Working Party. She noted that any feedback on additional risks should be fed back to the Working Party so they can be taken into consideration at the next meeting.

The Town Clerk noted that the capacity of Officers (Risk ID 161) was currently at the highest possible risk rating. He commented that, should a move to a monthly meeting cycle be considered (as discussed under item C/2018/220), the risk would increase but that this increase could not be reflected in the risk management report, given that it was already at the highest rating of 16.

C/2018/224

Network panel notes

A copy of the notes was circulated with the agenda.

There was some discussion around the fact that the data included in the Police report appended to these notes was a reflection of crimes reported, rather than a true reflection of the incidences of crimes committed.

Some Members felt that the ability to report crimes was hampered by the 101 phone service which provided a barrier due to the length of time people find themselves placed on hold. The Chairman suggested that the Town Clerk and Councillor P T Cooper consider including this matter in their consultation response under item C/2018/219a.

Following discussion, it was **AGREED** that the Town Clerk and Councillor P T Cooper would include feedback on the 101 service as part of their Safer Cornwall consultation response (minute ref C/2018/219a refers).

C/2018/225

Any item of correspondence

The Chairman noted the correspondence from the Wadebridge and Padstow Community Network Panel regarding their meeting on 29 November at 7.00 p.m. to discuss the Cornwall Council draft budget for 2019-20, to be attended by the Cornwall Council Portfolio Holder and Budget Team.

It was noted that this meeting was on the same day as the next Town Council Properties Committee meeting. The Chairman asked for an indication as to any Members wishing to go to the Cornwall Council budget meeting to ensure that the Properties Committee meeting would be quorate.

It was noted that Councillor J P Cooper would be attending the Cornwall Council meeting and other Members present, who were on the Properties Committee, confirmed their attendance at the Properties Committee meeting, except for Councillor P Brown who would not be available to attend either meeting.

C/2018/226

To consider and, if appropriate, pass for payment the Schedule of Accounts for November 2018

A copy of the schedule of accounts was circulated at the meeting.

The Town Clerk noted that, under the legal fees at the top of page two, the cost associated with the Victoria Square land registry was £505.00 and that the

matter was being progressed.

Under payment reference 4300001129 it was noted that the production of the Bodmin Community Network Leaflets was not a Bodmin Town Council cost but was covered by Cornwall Council's Local Devolution Fund. The RFO noted that the Town Council had facilitated this project, via the Information Officer, and that the family of leaflets would be available in each parish and will also go on the new Bodmin Information Centre website once launched. An example pack was circulated to Members for inspection.

Under payment reference 4300001147 the Town Clerk advised that the acronym DEA stood for Direct Earnings Attachment.

There then followed discussion, with reference to payment reference 4300001153 (floodlighting of Beacon for Remembrance 100), around the fact that residents of the town are not always aware of the contribution made by the Town Council towards such events with Members feeling that the Council did not make it obvious enough where contributions had been made and that this should be promoted. It was noted that, with regards to Remembrance 100, on top of the monetary contributions for the lighting of the church and the Beacon, Officer time (Town Clerk) was contributed by way of attending and minuting the meetings of the organising committee, collating an events itinerary and assisting with the Priory Park bonfire.

The Town Clerk commented that they were pleased to have been part of making such a great event happen even if the contributions had not been obvious to the public taking part in the events.

The Chairman noted that this information could be captured in the Town Council's Annual Report.

Following discussion, it was AGREED that financial contributions and Officer time be added to the Annual Report in relation to all events

The Schedule of Accounts for November 2018 was approved and passed for signing from payment ref 4300001105 to 430001153 and cheque number 0000124171 in the sum of £94,270.94.

C/2018/227

Questions to the Mayor

There were no questions to the Mayor.

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