



BODMIN TOWN COUNCIL

The Council Offices
Shire House
Mount Folly Square
BODMIN
PL31 2DQ

Our Ref: SF/DK/AG-POL 06/19

31 May 2019

Dear Councillor,

POLICY COMMITTEE MEETING – THURSDAY 6 JUNE 2019 AT 6.30 P.M. – THE SHIRE HOUSE SUITE, SHIRE HOUSE, BODMIN.

I hereby give you notice of a meeting of the above Policy Committee to be held on Thursday 6 June 2019 at 6.30 p.m. in the Shire House Suite, Shire House, Bodmin.

Yours faithfully,

S Facer
TOWN CLERK

COMMITTEE MEMBERS

Councillors
E M Ahearn
J A Bassett – *Chairman*
P Brown
J P Cooper – *Ex Officio*
J R Gibbs
D A Henderson
S H Kinsman
L F Sanders
P L G Skea

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.

Person(s) wishing to record the Meeting are required to abide by the Council's Guidelines for recording, filming, broadcasting or using social media at Council meetings. These guidelines are available from the Council Offices and on the Council's website www.bodmin.gov.uk

A G E N D A

Please note that this Committee must have a quorum of three people

1. **CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES**
2. Declarations of Interest – Members to declare interests in respect of any item on the agenda;
3. Election of Policy Committee Vice-Chairman;
4. **PUBLIC REPRESENTATION SESSION – An opportunity for local residents to make representations or ask questions relating to items on this agenda.** (Note: a maximum of 15 minutes will be allocated for this session and there will be a time constraint of 5 minutes per speaker).
5. To consider and, if approved, adopt the Minutes of the Policy Committee Meeting held on 14 February 2019 (copy enclosed);
6. Gifts & Hospitality – Town Clerk to report on the Register of Gifts and Hospitality for Councillors and Staff;
7. Correspondence, to include:
 - a) Email from Joss Arnott Dance regarding an acrobatic event on Mount Folly (copy email enclosed);
 - b) Any important item of correspondence which the Chairman considers appropriate;
8. Policy Committee Terms of Reference (copy enclosed);
9. Business Continuity Plan – to agree a date for a meeting to undertake a desktop exercise in order to evaluate the draft plan, with provisional suggested dates to include 25, 26, 27 or 28 June 2019 (copy plan enclosed);
10. Community Engagement Strategy – to consider and, if appropriate, adopt revised documents (referred from Promotions Committee (PR/2019/019 refers); copy enclosed);
11. Redaction Procedure Note – to review draft document (copy enclosed);
12. Local Council Award Scheme – Councillor D A Henderson to update;
13. Risk Management Update (copy enclosed);
14. Any other urgent and relevant item, for information, that the Chairman considers appropriate.