

MINUTES of the Meeting of Special meeting of **Bodmin Town Council** held on Thursday 20 June 2019 at 8.00 p.m. in the Shire House Suite, Shire House, Bodmin

PRESENT: The Mayor, Councillor J P Cooper, presiding, together with Councillors E M Ahearn, J A Bassett, L L Frost, J R Gibbs, A M Kerridge, S H Kinsman, K J Phillips, L F Sanders and K W Stubbs.

IN ATTENDANCE: Mr S Facer (Town Clerk (TC)), Mrs A Banks (Responsible Financial Officer (RFO)), and Mrs B Briggs (Senior Admin Assistant (SAA)).

CHAIRMAN'S ANNOUNCEMENTS & APOLOGIES:

Apologies had been received from Councillors P Brown, P T Cooper, A J Coppin, J Gammon, D A Henderson and P L G Skea.

The Chairman informed Members of the unfortunate situation of a water leak causing a flood in Bodmin Town Museum which had been discovered by volunteers on their arrival earlier in the day. He noted that BTC staff had supported the Museum volunteers and assisted with work to remove and preserve the affected artefacts and paperwork.

The Chairman advised that agenda item 4 and 5 included a minor administrative error relating to the Annual Governance Statement and Accounting Statements respectively, with the financial year being corrected to read '2018/19' and not 2017/18. A correction to the agenda would be made and initialled by him as Chairman.

		Action	Date
C/2019/158	<p>Declarations of Interest</p> <p>Councillor J P Cooper declared a Non-Registerable interest in agenda item 14 – St. Lawrence's Church Lease given a family connection (minute ref C/2019/170 refers) and noted the requirement for the Council to elect a chair for this item due to the Deputy Mayor not being in attendance.</p> <p>It was AGREED that Councillor A M Kerridge would chair the meeting for agenda item 14 (minute ref C/2019/170 refers).</p> <p>No written requests for dispensation had been received.</p>		
C/2019/159	<p>Public representation session</p> <p>There were no members of the public present.</p>		
C/2019/160	<p>To consider and, if appropriate, approve the Annual Governance Statement 2018/19 (page 4 on AGAR 2018/19 part 3)</p> <p>A copy of AGAR 2018/19 part 3 was circulated with the agenda.</p> <p>This document had been reviewed by the FS&PM Committee at the preceding meeting.</p>		

	<p>The RFO outlined the changes in earmarked reserves allocation for the Members who had not been present at the FS&PM Committee meeting (minute ref FSPM/2019/055 refers).</p> <p>Following discussion, it was AGREED to approve the Annual Governance Statement 2018/19.</p>		
C/2019/161	<p>To receive and, if approved, adopt the Accounting Statements for the Year Ending 31 March 2019 (page 5 on AGAR 2018/19 part 3) including:</p> <p>a) General Reserves</p> <p>It was AGREED that the movement to and from Reserves be approved by Council and passed for signing by the Mayor and the RFO.</p> <p>b) Earmarked Reserves</p> <p>It was AGREED that the Earmarked Reserves be approved by Council and passed for signing by the Mayor and the RFO.</p> <p>c) Bank reconciliation</p> <p>It was AGREED that the Bank Reconciliation be approved by Council and passed for signing by the Mayor and the RFO.</p> <p>It was AGREED that the Accounting Statements for the year ending 31 March 2019 including the the movement to and from Reserves, the Earmarked Reserves and the Bank Reconciliation, be approved by Council and passed for signing by the Mayor and the RFO.</p>		
C/2019/162	<p>To consider Full Council meeting frequency (item referred from Adjourned Council meeting held on 23 May 2019; minute ref C/2019/115 refers)</p> <p>The Chairman considered that this item could have implications on staffing and therefore felt that it would be prudent that this matter be considered as part of any staffing review.</p> <p>It was AGREED to incorporate this matter in any staffing review that included the capacity of office staff.</p>		
C/2019/163	<p>Shire House Advisory Committee (item referred from Adjourned Council meeting held on 23 May 2019; minute refs C/2019/123 and C/2019/124 refer), to include:</p> <p>a) To receive costing information from the RFO relating to the separation of the Shire House Suite from the Shire House</p> <p>A report was circulated with the agenda.</p>		

	<p>Members discussed the risk highlighted by the RFO in her report, whereby theft cover would not be in place if the hirer was to leave the property unlocked.</p> <p>It was queried as to whether, from a health and safety compliance point of view, it was adequate to provide written instructions to hirers rather than offering a demonstration. The RFO confirmed this had been the advice from the insurers. The Town Clerk noted that Members may wish to consider replacing the current tables with a lighter, more manoeuvrable option which would be more straightforward to set up, as that would mitigate some of the risks to hirers that the current tables might pose.</p> <p>It was AGREED that the RFO would seek quotes for replacing the tables and the flooring. Options would be brought to a future meeting.</p> <p>It was AGREED to adopt the Stage 1 recommendations as set out in the report as follows:</p> <ul style="list-style-type: none"> ➤ Agree to separate the Suite from the House as detailed in the report; ➤ Approve expenditure of up to £3,500.00 to cover the costs associated with the separation of the Suite and to enable these works to be carried out; ➤ Agree to accept the risk of no theft cover being in place in the event of a hirer not locking the property when they leave; ➤ Agree to remove valuable items, including the Bodmin Locomotive sign from the foyer of the Suite. Clear the items from the hallway, Caretaker's office and dishwasher rooms. <p>It was further AGREED that Stage 1 should include the installation of a failsafe locking system.</p> <p>It was further AGREED that the RFO be given delegated authority to spend up to £3,000.00 on a replacement fire alarm system, following the completion of a fire report to establish compliance requirements.</p> <p>b) To receive costing information from the RFO relating to the detailed running costs of the Shire House and the Shire House Suite</p> <p>A report was circulated with the agenda.</p> <p>The RFO reported that she had tried to provide as many scenarios as possible to allow Members to consider whether they would like to adopt the charges proposed under item C/2019/163(c) below.</p> <p>The Chairman noted that, in order to remain at the level of income currently being achieved, a 40% increase in hirings would be required.</p> <p>It was confirmed that the proposal was to adopt these charges for a period of six months, following completion of the works agreed under item C/20109/163(a).</p> <p>The booking process was discussed, with Members feeling that an online system would reduce the amount of the Facilities Administrator's</p>	<p>RFO</p> <p>RFO</p> <p>RFO</p> <p>RFO</p>	
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	<p>time in processing bookings. The RFO confirmed that an online booking system had been created when the new server was installed which had the capacity to be front facing. However, due to some teething issues with the system, staff were not yet confident to release it for use at this time, but that this would be introduced in the future.</p> <p>It was queried as to what would happen should there be a hiring on a Saturday and a Sunday, and who would be responsible to ensure that the Suite was cleaned adequately after the Saturday event in time for the Sunday event. Those on the Advisory Committee confirmed that this would be the hirers' responsibility.</p> <p>The RFO noted that a cleaning charge could be offered to hirers, whereby they can pay an additional charge for BTC to coordinate the cleaning of the Suite following use.</p> <p>There was discussion around the payment of the £100.00 deposit and the potential of it being prohibitive for some hirers. The possibility was discussed of holding hirers' debit/credit card information without taking payment, only charging the card should the deposit be required to cover damage. The RFO confirmed that this would need to be investigated further.</p> <p>The Chairman recorded his thanks to the RFO for such a comprehensive report.</p> <p>c) To consider proposed revised hire charges</p> <p>An email from Councillor K J Phillips was circulated with the agenda.</p> <p>It was AGREED to adopt the hire charges, as set out, for a trial period of six months following the completion of works as agreed under item C/2019/163(a), as follows:</p> <ul style="list-style-type: none"> ➤ £6.00 per hour for charitable organisations for 3-hour minimum hire period ➤ £8.00 per hour for private organisations for 3-hour minimum hire period ➤ £20.00 per hour for business / commercial for 3-hour minimum hire period ➤ £24.00 overall charge for the hire of the large kitchen ➤ £100.00 deposit to cover damage costs and cancellation fees during the hire period. 		
C/2019/164	<p>Correspondence, to include:</p> <p>a) Email from Bodmin Town Band requesting support from Bodmin Town Council to attend the finals of the National Brass Band Championships of Great Britain (item deferred from Adjourned Council meeting held on 23 May 2018; minute ref C/2019/136 refers)</p> <p>A copy of the email was circulated with the agenda.</p>		

	<p>The RFO noted that BTC have a budget for summer performances to provide entertainment for residents and visitors during the busy summer season. She suggested that an option could be for Bodmin Town Band to be invited to perform on the Mount Folly at their standard performance charge with the Band having a collection from spectators on the day.</p> <p>Members felt that it would offer an excellent form of entertainment whilst also showing support for the Band who would be representing the town at the National Brass Band Championships.</p> <p>It was AGREED that the RFO liaise with Bodmin Town Band to engage them for three performances over the summer season, at their standard rate and also encourage collection of fundraising money at each performance.</p> <p>b) Any important item of correspondence which the Mayor considers appropriate</p> <p>There were no further items of correspondence for consideration.</p>	RFO	
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Due to the confidential nature of the next business it was **RESOLVED** to go into Committee. Please see separate page.