

**MINUTES** of the Special Meeting of Bodmin Town Council held on Wednesday 31 July 2019 at 6.30 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, P Brown, P T Cooper, J R Gibbs, D A Henderson, A M Kerridge, S H Kinsman, K J Phillips, P L G Skea, L F Sanders and K W Stubbs.

**IN ATTENDANCE:** Mr P Martin (Executive Support Officer (ESO)), Mrs A Banks (Responsible Finance Officer (RFO)).

**CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES:**

The Chairman announced that, under agenda item 4 (minute ref C/2019/216 refers), minutes of the Shire House Complex Advisory Committee held on 10 July 2019, items SHA/2019/009 to SHA/2019/013 would be considered under agenda item 9 (minute ref C/2019/221 refers).

Apologies had been received from Councillors, A J Coppin, L L Frost and J Gammon.

		<b>Action</b>	<b>Date</b>
C/2019/214	<p><b>Declarations of Interest</b></p> <p><b>a) Members to declare interests in respect of any item on the agenda</b></p> <p>There were no declarations of interest made.</p> <p><b>b) To consider written requests from Members for dispensations</b></p> <p>No written requests for dispensations had been received.</p>		
C/2019/215	<p><b>Public representation session</b></p> <p>There were no Members of the Public in attendance.</p>		
C/2019/216	<p><b>To receive and note the Minutes from the Shire House Complex Advisory Committee meeting held on 10 July 2019 (copy enclosed) and agree actions and authorise any necessary expenditure:</b></p> <p>SHA/2019/009 – That a breakdown of costs is provided within all quotations including those already received;</p> <p>SHA/2019/009 – That the quotations are obtained for replacement light units within the suite, with LED options preferred for meeting this purpose;</p> <p>SHA/2019/010 – Pursue the opportunity of working with Cultivate Cornwall representatives (at no financial cost to BTC);</p> <p>SHA/2019/011 – Cllr K Phillips and Cllr D Henderson to discuss revised terms and conditions for the hire of Shire House Suite with the Facilities Administrator;</p>		

	<p>SHA/2019/013 – Cllr K Phillips and Cllr D Henderson to discuss advertising of the Shire House Suite hire with the Facilities Administrator.</p> <p>As noted under Chairman’s Announcements, all actions listed above would be considered under item 9 on the agenda (minute ref C/2019/221 refers).</p>		
C/2019/217	<p><b>Travellers – update by the Mayor / Executive Support Officer and to authorise any necessary expenditure to cover any associated costs with the legal process to disperse unauthorised occupiers of Town Council land</b></p> <p>The Chairman updated Members regarding the current position in respect of the travellers in Bodmin.</p> <p>It was <b>AGREED</b> that the RFO shall put a full cost against the services of the bailiffs and other associated legal costs once they are received.</p> <p>It was further <b>AGREED</b> that the final accurate figures should be discussed within the open section of the meeting for which they are available and that they should also be placed on the Council website page for public viewing.</p> <p>It was further <b>AGREED</b> that the security of BTC’s open spaces be considered at a future properties meeting.</p> <p>Members of Bodmin Town Council wished to express a special thank you to jail staff who helped with the clean-up operation after the travellers left the site.</p>	RFO  RFO	
C/2019/218	<p><b>Request for replacement vehicle and additional vehicle for Parks Team – Item deferred from Full Council meeting held on 18 July 2019 (minute refs PP/2019/61 and C/2019/180 refer)</b></p> <p>Due to recent recruitment issues in respect of the tractor driver role, the Parks and Open Spaces Manager (POSM) provided a report to Council recommending a review of the Parks team operations. Cllr P Cooper supported the proposed approach, to divide the teams into two, to increase productivity.</p> <p>To achieve this recommendation a new and replacement vehicle would be required which includes changing the Piaggio.</p> <p>The option of leasing vehicles was considered with an example provided. Members considered that purchasing of the vehicles was a more suitable option. The RFO informed Council that enough money was available in reserves for replacing equipment.</p> <p>It was <b>AGREED</b> to authorise the POSM to purchase the two requested vehicles, to a maximum of £14,000 and £6,000 respectively. This is to be funded from the Parks Vehicle earmarked reserve.</p> <p>It was further <b>AGREED</b> that the Piaggio be retained for the time being.</p>		

C/2019/219	<p><b>Bodmin Neighbourhood Plan Steering Group, to include:</b></p> <p><b>a) To consider and if appropriate approve the Terms of Reference</b></p> <p>It was noted that the following minor amendments were required:</p> <ul style="list-style-type: none"> <li>- Insertion of paragraph numbers</li> <li>- Page 1 to include a note to clarify it is a constitution as well as a ToRs</li> <li>- Page 1 under Purpose (a) – ‘<i>in order that <b>these</b></i>’ should be amended to read ‘<i>in order that <b>this</b></i>’</li> <li>- Page 1 under Membership – amendment to include ‘<b><i>If a Town Councillor is not re-elected, leaves short of his/her term or simply does not stand for election again, it shall be up to the group, whether that person shall remain a member of the ground in another capacity.</i></b></li> <li>- Page 2 under Membership – to include ‘<b><i>Appointment criteria will depend on the needs of the group at the time.</i></b>’</li> <li>- Page 4 under conduct d) to include ‘<b><i>Members may be removed if they seriously breach the Nolan principles. Any breach would be conducted by an independent body and the member will be given the right of appeal.</i></b></li> <li>- Page 4 under Conduct (b) – ‘<i>organization</i>’ should be amended to read ‘<i>organisation</i>’</li> </ul> <p>Finance – It was noted that delegation of expenditure must comply with Bodmin Town Council Financial Regulations, and that delegated authority to spend the money by BTC would not be agreed before the ToRs are approved by BTC.</p> <p>It was noted that Councillors cannot guarantee staying on the Steering Group to its end in consideration of timescales, due to re-election or for other reasons. It was clarified that, subject to the Group agreeing, Councillors may be able to stay on in a different role.</p> <p>The Chairman clarified that the Nolan Principles had been used due to the fact that the BTC Code of Conduct would not apply to an outside body. It was noted that Councillors have high standards to maintain and the adopted process should be robust enough to effectively manage any situation that may arise.</p> <p>It was <b>AGREED</b> that an extra paragraph be included to cover the mechanism to maintain consistent numbers, and to address such a scenario whereby a Councillor or other member of the Group resigns or is de-selected from the Steering Group for any reason. It was <b>AGREED</b> to specify 15 voting members.</p> <p>It was noted that the Terms of reference would also serve as the constitution for the Group and may be amended as required. It was <b>AGREED</b> that wording be included to reflect this.</p> <p>It was <b>AGREED</b> to adopt the Neighbourhood Plan Steering Group Terms of Reference, subject to the amendments agreed above.</p>		
------------	--	--	--

	<p><b>b) To itemise 'Bodmin Neighbourhood Plan Steering Group' as a standing item of Council business on future Full Council agendas</b></p> <p>It was <b>AGREED</b> that the Neighbourhood Plan Steering Group is to provide quarterly updates on progress to a Full Council or other appropriate Council Committee meeting.</p>		
--	---	--	--

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