

**CALLINGTON TOWN COUNCIL
Full Council Minutes**

23rd April 2019 at 8.45pm in the Council Chambers

PUBLIC SESSION

None as discussions with the public had been held at the Annual Parish Meeting earlier in the evening.

**1. APOLOGIES
CLLRS BURROWS & GOLD**

PRESENT: CLLRS COAKLEY, FOX, LONG, MCCALLION, RAPHAEL, D SMITH, M SMITH (CHAIR), TAGG, TOLMAN & WATSON

MEMBERS OF THE PUBLIC: 0 OFFICER: CLERK

2. MINUTES

The Minutes of the meeting on the 26th March 2019 were received as a correct record of proceedings. Proposed by Cllr D Smith seconded by Cllr Raphael and agreed unanimously.

3. MATTERS ARISING -

None.

4. DISCLOSURES OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

None.

5. MINING UPDATE

None.

6. TOWN FORUM MATTERS

KO explained that the Market Initiative has been taking up their resources in recent times. Over the Easter weekend, flyers were circulated at an event in Wadebridge. They are also getting confirmation on how many can help man a stall at events such as Mayfest and the local agricultural shows; but asked that the Town Council could provide gazebos and tables.

Their aspiration to hold a Kelliwic Question time is coming along well.

KO asked for an update on the Village Collection and Cllr Long read out his response from Cormac. The area concerned can be added to the grass cutting contract and paid at those rates.

7. POLICE MATTERS

Reports given earlier in the evening (during the F&GP meeting).

8. FIRE MATTERS

Reports given earlier in the evening (during the Annual Parish meeting).

9. REPORTS

a) Planning Committee. Minutes from the 2nd & 16th April 2019 (pages 219-220, 231-233)

Resolved. It was proposed by Cllr Tolman seconded by Cllr Tagg and agreed unanimously to accept the minutes.

b) Town Hall & Premises Committee. Minutes from the 2nd April 2019 (pages 221-224, 225 being exempt)

Resolved. It was proposed by Cllr M Smith seconded by Cllr Coakley and agreed unanimously to accept the minutes.

c) Outside Services Committee. Minutes from the 16th April 2019 (pages 234-237).

Resolved. It was proposed by Cllr Coakley seconded by Cllr Long and agreed unanimously to accept the minutes.

d) Finance & General Purposes Committee. No meeting held in March 2019.

e) Staffing Committee. (To be discussed in Part II)

f) Market Stall Initiative. Minutes from the 9th April 2019 (pages 226-230)

Resolved. It was proposed by Cllr M Smith seconded by Cllr Tolman and agreed unanimously to accept the minutes and the recommendations proposed from the Committee Meeting held on the 9th April being:

- A)** ITEM 5 –To explore the Mayfest (Callington Community Arts) procedures with Eventbrite, as a way to administer bookings and collection of monies.
- B)** ITEM 6B –To proceed with getting a logo designed and presented to Full Council, funded from the Portreeve's expenses, and a recommendation to have a marketing budget of £1,000.
- C)** ITEM 6C –Training will need to be arranged with the Casual Event Staff.

In addition to the three items as listed above a discussion was had on creating list of potential stall holders.

Resolved. It was proposed by Cllr D Smith seconded by Cllr Fox and agreed unanimously that we start taking information for stall holders and create a mailing list of those traders that have declared an interest in having a stall at the events.

- g) Environmental Sub-Committee.** Any updates from Cllr Raphael. None.
- h) Health & Safety Update.** To receive any updates. None.
- i) Any other reports** [not for decision] from Councillors. None.
- j) Reports from Cornwall Councillors.** Provided at the Annual Parish Meeting held earlier in the evening.
- k) Reports for Kelly Bray.** No KBRA meetings have been held since the last Full Council meeting.

10. FINANCE

- a) Approval for expenditure as listed – The items had been approved at the Finance & General Purposes meeting held earlier in the evening. **Noted.**
- b) To review the internal controls and/or appropriate use of insurance cover, and risk management arrangements.

Assessments of the risks facing this authority have been completed and appropriate steps to manage those risks; including internal controls and suitable insurance cover where required.

When assessing the risks, the Town Council has identified, assessed and recorded the risks, with actions and decisions taken/considered. Appropriate measures are in place to mitigate and manage risk.

- c) To receive any comments or recommendations from the Internal Audit.

The Chair of Finance & General Purposes had also met with the Internal Auditor during his inspection and gave a report of his findings.

d) Annual Governance Statement

The Clerk took the Members through the Statement and explained the provisions and procedures which are in place.

e) Annual Return

The final outturn for the accounts and the appropriations to and from reserves have been audited, with no adjustments or queries.

Resolved. It was proposed by Cllr Long seconded by Cllr D Smith to receive items b-e, and for the Portreeve and Clerk to sign off the Annual Governance Statement for 2018/2019 and then the Annual Return for 2018/2019.

11. **FOR DECISION** – To receive any updates and recommendations on the GDPR Audit (12th April).

Cllr Tagg gave a report on the recent desk top audit, and explained that a further IT audit is scheduled. **Noted.**

12. **FOR DECISION** - To discuss an idea from the Lions Club regarding 'Nominate a Poppy' followed by a Poppy Garland in the Hall.

The Clerk had been approached by the Lions Club regarding their new idea.

Resolved. It was proposed by Cllr Long seconded by Cllr Fox and agreed that in principle the Council would be in support of this but would require more details once available.

13. **ANY OTHER BUSINESS** - None.

Part II It was proposed by Cllr D Smith seconded by Cllr Long and agreed unanimously to move into a Part II Session.

14. **FOR DECISION** – To receive the nominations for the Citizen of the Year Awards. Nominations had been received and discussed.

15. **FOR DECISION** – To receive any updates and recommendations on Staffing matters. Recommendations on Staffing matters were received and agreed.

There being no further business the meeting was closed at 9.30pm.