

**CALLINGTON TOWN COUNCIL
Portreeve Choosing Ceremony**

Minutes

28th May 2019

TOWN HALL

Before the official proceedings Cllr M Smith welcomed everyone.

Present: Councillors: Maria Coakley, Karen Gold, Andrew Long, Marie McCallion, Mikkie Raphael, Mark Smith, Mike Tagg, Suzan Tolman and Peter Watson

Officers: Town Clerk & Operations Manager

In Attendance: Tony Stentiford, Town Crier

Members of the Public: Approximately 60 invited persons representing Callington groups, societies and invited guests.

1. ADDRESS BY PORTREEVE

Cllr Mr Smith thanked everyone for attending and gave thanks to the Town Councillors for their support over the last third years, whilst he has been Portreeve and Mayor.

ELECTION OF PORTREEVE & MAYOR FOR 2019 TO 2020.

Upon nominations being requested, Cllr Suzan Tolman was proposed by Cllr Tagg and seconded by Cllr Coakley.

There being no further nominations this was put to the vote and Cllr Tolman was unanimously elected.

2. NEWLY ELECTED PORTREEVE INSTALLED WITH CHAIN OF OFFICE BY CLLR SMITH

Cllr Tolman was installed with the Chain of Office.

3. DECLARATION OF ACCEPTANCE OF OFFICE BY NEW PORTREEVE

Cllr Tolman read and signed the Declaration of Office.

Cllr Tolman expressed her honour at being elected, and also gave a vote of thanks to the Councillors and staff for all their help throughout the year, with a special mention and gifts to Cllrs Mark and Debbie Smith, and the Clerk.

4. ELECTION OF DEPUTY PORTREEVE & DEPUTY MAYOR FOR 2019 TO 2020

Upon nominations being requested Cllr Tagg was proposed by Cllr Tolman and seconded by Cllr Watson. There being no further nominations Cllr Tagg was unanimously elected.

5. DEPUTY PORTREEVE PRESENTED WITH INSIGNIA OF OFFICE & MACE

Cllr Tagg was presented with the insignia of office and mace.

6. ELECTION OF TOWN CRIER

Upon nominations being requested Tony Stentiford was proposed by Cllr Coakley seconded by Cllr Tolman. There being no further nominations Tony Stentiford was unanimously elected.

7. GENERAL POWER OF COMPETENCE

It was proposed by Cllr Tolman seconded by Cllr Tagg and agreed unanimously that the Town Council resolves now and, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility, to adopt the General Power of Competence.

It was proposed by Cllr Tolman seconded by Cllr Tagg and agreed that the meeting be adjourned at 7.15pm for refreshments.

Meeting was reconvened at 8pm, prior to which prayers had been given by Annabel King.

PUBLIC SESSION

KO spoke on behalf of the Town Forum/One Callington to give an update on the flowerbed proposal at the Village Collection. He also confirmed that financial support has been approved to the Memory Café (£1,000) and the Town Crier (£1,000) by the Town Forum. The group is also doing research into cleaning up Fore Street, improving signage and places to put Callington News. He went on to mention the need to create an experience for the mural trails and if four pages could be provided within the Callington News to promote the community group? A public meeting is scheduled for tomorrow at 7pm in the Bulls Head.

Cllr Tagg spoke about the festive lights work which is planned in August, he suggested that the Town Forum get in contact with Cllr Burrows regarding the murals and the extra pages for the Newsletter could be discussed at the next Finance & General Purposes meeting.

Cllr Raphael also spoke about the community litter pick and how this might dovetail with the aspiration to clean up Fore Street.

1. **APOLOGIES:** Cllrs Burrows, Graham Fox, Andrew Long & Debbie Smith

2. **MINUTES**

The Minutes of the meeting of 23rd April 2019 were received as a correct record of proceedings.

3. **MATTERS ARISING** - None

4. **DISCLOSURES OF INTEREST** – None

5. **POLICE MATTERS**

Cllr Tagg reported a small drop in crime and has had it confirmed by the local officers that the new CCTV has helped and acting as a good deterrent. Cllr Watson reported that at Mayfest the Police had a good presence in the town but perhaps we could consider loaning them a gazebo for future events.

6. **FIRE MATTERS**

Nothing to report.

7. **REPORTS**

a) Planning Committee. It was proposed by Cllr Tolman seconded by Cllr Coakley and agreed to receive the minutes of the 7th and 21st May 2019.

b) Town Hall & Premises Committee. It was proposed by Cllr Smith seconded by Cllr Tagg and agreed to receive the minutes of the 7th May 2019.

Prior to the meeting the Clerk had circulated information from Barron Surveying Services, regarding a scheme to refurbish the public conveniences following a resolution passed at the last meeting. Cllr Watson raised some queries on the matter, having felt there was no impetus or community support. A debate then followed.

Resolved. It was proposed by Cllr Smith seconded by Cllr Watson and agreed that the decision be deferred to the next Town Hall & Premises meeting.

Resolved. It was then proposed by Cllr Gold seconded by Cllr Raphael and agreed that we could use the power of One Callington and social media to seek views from the community.

c) Outside Services Committee. It was proposed by Cllr Cookley seconded by Cllr Gold and agreed to receive the minutes of the 21st May 2019.

d) Finance & General Purposes Committee. It was proposed by Cllr Tagg seconded by Cllr Raphael and agreed to receive the minutes of the 23rd April 2019 and 21st May 2019.

Members were reminded that the IT Policy is applicable to any device that has access to Council data. **Noted.**

e) Any other reports [not for decision]. Nothing.

f) Market Stall Initiative. It was proposed by Cllr Smith seconded by Cllr Cookley and agreed to receive the minutes from the 14th May 2019.

The WIFI has been updated. **Noted.**

g) Environmental Sub-Committee. Cllr Raphael gave a report on the inaugural meeting held on 30th April. Designated wildlife areas have been identified, recycling provisions are being made in the Town Hall and regular updates will now appear in the Newsletter. The next meeting is scheduled for the 30th July at 7pm, with representatives from local groups, businesses and the public to generate ideas and talk about fundraising.

h) Health & Safety Updates. Nothing to report.

i) Any other reports. (not for decision) from Councillors.

Cllr Smith gave a brief update on Strategic Minerals. **Noted.**

Cllr Watson had attended a TAVATA conference, of which the Town Council is a full member. He doesn't feel we make full use of them and should have some discussions on how we can utilize this further. **Noted.**

j) Reports from Cornwall Councillors. Councillor Long had circulated his reported prior to the meeting.

k) Reports for Kelly Bray. Cllr Smith spoke about their recent survey.

8. FINANCE

a) Approval of Payments. It was proposed by Cllr Tagg seconded by Cllr Raphael and agreed to approve the payments as listed:

TH&P	DD	South West Water.	Toilets, New Road	246.28	138.69	384.97
OS	DD	South West Water.	Heritage Centre & Cemetary	194.80	110.25	305.05
OS	11445	South West Water.	Haye Road Allotments	79.84		79.84
OS	11444	Travis Perkins	Tape, Sandbags, Post caps, Mending plate, Wood filler	118.54	23.72	142.26
TH&P	11446	M & V Jago	New heater and labour in			640.00
TH& P	11447	Callington Launderette	Unit 19 Tamar Grow Local Table cloths laundry and ironing			37.00
TH & P	11448	Complete Business Solutions	Flash Drive Provide supply and connect new extract Unit	26.06	5.21	31.27
TH & P	11449	T Jefferies	19	35.00	7.00	42.00
OS	11450	BT Human Resources	Cemetary	30.60	6.12	36.72
FGP	11451	Support Cont.	May Support	1,890.00	378.00	2,268.00
				2,621.12	668.99	3,967.11

b) To receive any concerns regarding the finances, in order to decide on a suitable course of action, namely a position statement on the arrears.
Nothing to report.

c) **To receive any recommendations from the Internal Audit.**

The Clerk and Chair of Finance & General Purposes confirmed that the internal audit had gone well, as confirmed in his letter and findings, and the Annual Return has been signed off. Recommendations would be actioned accordingly.

9. SELECTION OF REPRESENTATIVES & COMMITTEES

The Council discussed the councillor membership of committees and outside bodies for 2019/2020 civic year.

a) Re-election of all Committees –

Finance & General Purposes (12 members)

(Min 8 – Quorum 4)

All Councillors

To meet on the 4th Tuesday at 6.30pm before Full Council at 7.30pm

Outside Services (12 members)

(Min 8 – Quorum 4)

All Councillors.

To meet on the 3rd Tuesday after Planning

Planning (12 members)

(Min 8 – Quorum 4)

All Councillors

To meet on the 1st and 3rd Tuesday at 6.30pm

Town Hall & Premises (12 members)

(Min 8 – Quorum 4)

All Councillors

To meet on the 1st Tuesday after Planning

Staffing Committee (3 members)*

(Portreeve, Relevant Committee Chair and Senior Councillor)

*To exclude Cllr Burrows

It was proposed by Cllr Long seconded by Cllr Fox and agreed unanimously to continue with the re-election of all Committees as presented.

b) Election of representatives to external groups.

GROUP/OUTSIDE BODIES	COUNCILLOR REPRESENTATIVE FOR 2019/2020
Mining	Cllr M Smith
Police	Cllr Tagg
Fire	Cllr Raphael
Tamar Valley Association	Cllr Watson
Tamar AONB Management	Cllr Watson
CALC	Clerk, Cllr Coakley and representative from the Staffing Committee
Kit Hill Countryside meetings	Cllr Tagg and Cllr Coakley
Heritage Centre	Cllr Gold and Cllr Tolman
Callington Town Forum	Cllr Watson
Trustees for Labouring Poor	Cllr Burrows, Cllr Coakley and Cllr Gold (two vacancies)
Brendon & Huggins Trust	Cllr Coakley (one vacancy)
Callington Community Network Panel	Portreeve (ex-officio with voting right), Clerk
Festival Committee	Cllr Coakley
Callington Primary School	Clerk
Kelly Bray Residents Association	Cllr Burrows & Cllr M Smith
Neighbourhood Plan	Cllrs Coakley, Fox, Gold, Long (chair), M Smith, S Tolman and Watson

Resolved. It was proposed by Cllr Tolman seconded by Cllr Coakley and agreed unanimously to proceed with items 9a and 9b as presented above.

10. ANY OTHER BUSINESS -

Cllr Tagg asked who would Chair the Market Initiative and Cllr Smith said that he would continue. **Noted.**

Cllr Watson spoke about the Twinning Association and the Town Council involvement with them. Cllr Tolman asked if Cllr Watson would be willing to stand as the Town Council representative, to which he agreed. **Noted.**

In recent times the attendance at meetings has been low and Cllr Tolman reiterated the need to send your apologies ASAP, in order for the Clerk to ascertain whether there is quorate or if a meeting should be cancelled. **Noted.**

There being no further business the meeting was declared closed at 8.30pm.