

FULL COUNCIL MEETING

Callington Town Hall

24th May 2022 at 8:00pm

Minutes

PRESENT: CLLRS BROOKS (SB), COAKLEY (MC), GOLD (KG), LONG (AL), MOORE (MM), MORGAN (BM), POUND (SP), SMITH (MS), STENTIFORD (TS), TAGG (MT) (CHAIR), TOLMAN (ST) & WATSON (PW)

OFFICERS: TOWN CLERK (TC) RESPONSIBLE FINANCE OFFICER (RFO) & ASSISTANT TOWN CLERK (ATC)

	Minutes	Action
1.	APOLOGIES - None	
2.	MINUTES Approval of the minutes of 26 th April 2022. RESOLVED. It was proposed by Cllr Tolman seconded by Cllr Moore and agreed to accept the minutes as a correct record of the proceedings. Votes in favour – unanimous.	
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.	DISPENSATIONS None	
6.	RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING RESOLVED. It was proposed by Cllr Tolman and seconded by Cllr Long and agreed to ratify all decisions made since the last meeting. Votes in favour – unanimous.	
7.	PUBLIC SESSION. - None	
8.	TOWN FORUM – To receive any updates from the group. Andrew Budd confirmed the new committee had met and were currently settling in and it was hoped they would have a further update at the next Full Council Meeting. Noted	
9.	TOWN TEAM – To receive any updates from the group. Cllr Moore confirmed the projects utilising the Vitality Funding (joint project with University of Plymouth) and Welcome Back Fund (Farrier’s Shop Mural) were progressing. Further information regarding the proposed shared prosperity project with Duchy college for an AgriTech college was awaiting an update. Noted	

10.	<p>KELLY BRAY RESIDENTS ASSOCIATION MATTERS – Cllr Morgan confirmed the Cornwall Speed Watch, (CSW) initiative had now been started in Kelly Bray and details could be found on the website and volunteers to be trained in the use of equipment and data collection were required. Anyone interested should go to the website to register. Cllr Tolman advised the Duchy College were also intending to add this to their students’ curriculum.</p> <p>Noted</p>	
11	<p>POLICE MATTERS - None</p>	
12	<p>FIRE MATTERS - Cllr Long confirmed he had attended a recent Training Night where Fire officer Mills had retired as a Retained Fire Officer following 17 years of service. Further Fire Officers were being sought to cover the weekday day time shifts.</p> <p>Noted</p>	
13	<p>CARADON NEIGHBOURHOOD NETWORK UPDATE – Cllr Long confirmed the Network consists of 8 local parishes who meet on a quarterly basis to discuss improvements to highways in their areas. The fund for improvements is still in credit and new bids are being accepted from June 2022 for projects to improve local communities.</p> <p>Noted</p>	
14	<p>REPORTS</p> <p>a) Planning Committee. To receive the approved minutes from the meeting held on 19th April 2022 and 3rd May 2022. Proposed by Cllr Coakley and seconded by Cllr Tolman to receive the minutes. Votes in favour – unanimous. RESOLVED</p> <p>b) Town Hall & Premises Committee. To receive the approved minutes from the meeting held on 5th April 2022. Proposed by Cllr Moore and seconded by Cllr Morgan to receive the minutes. Votes in favour – unanimous. RESOLVED</p> <p>c) Outside Services Committee. To receive the approved minutes from the meeting held on 19th April 2022. Proposed by Cllr Gold and seconded by Cllr Tolman to receive the minutes. Votes in favour – unanimous. RESOLVED</p> <p>d) Finance & General Purposes Committee. – To receive the approved minutes from the meeting held on 26th April 2022. Proposed by Cllr Tagg and seconded by Cllr Brooks to receive the minutes. Votes in favour – unanimous. RESOLVED</p> <p>e) Any other reports [not for decision] from Councillors. None</p> <p>f) Report from Cornwall Councillor – Cllr Long confirmed he had today attended a Full Council Meeting. Advised the requirements for replacement bus stops at Kelly Bray and Saltash Road were being</p>	

	<p>considered with a schedule of works expected shortly.</p> <p>Bus Services – Cllr Long advised he had raised concerns that CC funding for discounted fares within Cornwall do not apply to residents of East Cornwall whose journeys include travelling across the border into Plymouth. As a large majority of residents of East Cornwall work in Plymouth and utilise Derriford for health provision they were disadvantaged.</p> <p>Tamar Bridge Tolls – members of Cornwall Council were still trying to put pressure on central government to contribute towards the maintenance costs of the Tamar Bridge as it carried the A38.</p> <p>Community Chest Funding – a funding pot of £3k was available for non-profit organisations to bid for grants to fund community projects.</p> <p>The Portfolio holder for economy at Cornwall Council – discussions were continuing with Stephen Rushworth regarding grant provision for the proposed solar panels, electric car charging point and awnings in the pannier market and meetings with the Town Team and Cllr Moore were hoped to progress the funding for these projects from an available £1.4m grant pot.</p> <p>Household Support – provision of £4.5m was to made available to assist 16.5k pensioners on low incomes and 15.5k families needing school meals. Applications for assistance should be made to Cornwall Council.</p> <p>Cornwall Council Surgery Days – June Cllr Long confirmed he would be holding his Council Surgery at St Dominick on the 4th June and Callington Pannier Market on 11th and 18th June 2022.</p> <p>Noted.</p>	
15	<p>FINANCE</p> <p>a) a) approval of payments (see addendum 1.0 below) Proposed by Cllr Tagg and seconded by Cllr Brooks to approve payment. Votes in favour - unanimous. RESOLVED</p> <p>b) To review the internal controls and/or appropriate use of insurance cover, and risk management arrangements.</p> <p>c) To receive any comments or recommendations from the Internal Audit.</p> <p>d) Annual Governance Statement</p> <p>e) Annual Return It was agreed for the RFO to cover agenda points 15b) – e) in one statement. The RFO confirmed there had been a slight underspend in the budget for the financial year ending 31st March 2022. Due to careful use of reserves a large number of projects had been completed without going over budget. The Internal Auditor had completed his inspection and confirmed all internal controls, insurance cover and risk management arrangements were appropriate and all accounts balanced and no further recommendations were made. Cllr Tagg proposed and Cllr Tolman seconded acceptance of the</p>	

	RFO's report. Votes in favour- unanimous. RESOLVED	
16	<p>FOR DECISION –Jubilee update. Cllr Smith advised the coordinators had been meeting with the Day Organisers and everything seemed to be on schedule. There would be a further meeting next week to finalise the schedule and arrangements. Volunteers for marshalling of the beacon Lighting event had been secured and the First Aid provision had been resolved. Andrew Budd confirmed he would be driving the WWII tank through Callington at approx. 8am on Thursday morning to the Recreation Ground, if anyone wished to take a photo!</p> <p>Noted</p>	
17	<p>FOR DECISION – SELECTION OF REPRESENTATIVES & COMMITTEES</p> <p>Recommendation That the Council approves the councillor membership of committees and outside bodies for 2022/2023 Civic Year.</p> <p>a) Re-election of all Committees –</p> <p>Finance & General Purposes (12 members) (Min 8 – Quorum 4) All Councillors To meet on the 4th Tuesday at 6.30pm before Full Council at 7.00pm</p> <p>Proposed by Cllr Tagg and seconded by Cllr Long to approve. Votes in favour - unanimous. RESOLVED</p> <p>Outside Services (12 members) (Min 8 – Quorum 4) All Councillors. To meet on the 3rd Tuesday after Planning</p> <p>Proposed by Cllr Long and seconded by Cllr S to approve. Votes in favour - unanimous. RESOLVED</p> <p>Planning (11 members) (Min 8 – Quorum 4) All Councillors except Cllr Stentiford To meet on the 1st and 3rd Tuesday at 6.30pm</p> <p>Proposed by Cllr Tagg and seconded by Cllr Moore to approve. Votes in favour - unanimous. RESOLVED</p> <p>Town Hall & Premises (12 members) (Min 8 – Quorum 4) All Councillors To meet on the 1st Tuesday after Planning</p> <p>Proposed by Cllr Tagg and seconded by Cllr Long to approve. Votes in favour - unanimous. RESOLVED</p> <p>Staffing Committee (4 members) (Portreeve, Relevant Committee Chair, Senior Councillor and Councillor)</p> <p>Proposed by Cllr Tagg and seconded by Cllr Coakley to approve. Votes in favour - unanimous. RESOLVED</p>	

	b) Appointment of representatives to external groups	
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GROUP/OUTSIDE BODIES	COUNCILLOR REPRESENTATIVE FOR 2021/2022	EXPRESSION OF INTEREST FOR 2022/2023	REPRESENTATIVE PROPOSED 2022/2023
Mining	Cllr Long, Cllr Smith and Cllr Moore		Cllrs Long, Moore and Smith
Police	Cllr Tagg	Cllr Tagg is happy to continue	Cllrs Long and Tagg
Fire	Cllr Long		Cllr Long
Tamar Valley Association			Cllrs Moore and Watson
Tamar AONB Management			Cllrs Moore and Watson
CALC	Clerk, Cllr Coakley and a representative from the Staffing Committee	Cllr Coakley is happy to continue	Cllrs Coakley and Moore
Kit Hill Countryside meetings	Cllr Tagg and Cllr Coakley	Cllr Tagg and Cllr Coakley are happy to continue	Cllrs Coakley and Tagg
Heritage Centre	Cllr Gold and Cllr Tolman		Cllrs Gold and Tolman
Callington Town Forum/One Callington	Cllr Tagg, Cllr Coakley and Cllr Morgan	Cllr Moore and Cllr Coakley are happy to continue	Cllrs Coakley and Moore
Trustees for Labouring Poor	Cllr Gold and Cllr Coakley	Cllr Coakley is happy to continue VACANCIES	Cllrs Coakley, Gold and Stentiford
Brendon & Huggins Trust	Cllr Coakley and Cllr Morgan	Cllr Coakley is happy to continue VACANCIES	Cllr Coakley
Callington Community Network Panel	Cllr Morgan and Cllr Moore	Cllr Moore is happy to continue	Cllrs Moore and Morgan
Festival Committee	Cllr Coakley	Cllr Coakley is happy to continue Cllr Brooks has expressed an interest	Proposed no longer required
Callington Primary School		Cllr Pound has expressed an interest	Cllr Pound

Kelly Bray Residents Association	Cllr Morgan, Cllr Smith and Cllr Coakley	Cllr Morgan is happy to continue	Cllr Morgan
Neighbourhood Plan	Cllr Long and Cllr Gold	Cllr Moore has expressed an interest	Cllrs Gold, Long and Moore.
Mural Committee	Cllr Coakley, Cllr Gold, Cllr Tagg and Cllr Tolman	Cllr Pound has expressed an interest, Cllr Coakley is happy to continue	Cllrs Coakley, Gold, Pound, Tagg and Tolman
Town Team	Cllr Moore, Cllr Gold and Cllr Tagg	Cllr Tagg and Cllr Moore are happy to continue	Cllrs Gold, Moore and Tagg
Town Market	Cllr Coakley and Cllr Smith	Cllr Coakley is happy to continue	Cllrs Coakley and Brooks
Environmental Led	Cllr Stentiford and Cllr Long	Cllr Moore has expressed an interest	Cllrs Long, Moore and Stentiford
Cornwall Community Flood Forum	Morgan, Moore (Trustee and member of Executive Board)	Cllr Moore is happy to continue	Cllrs Moore and Morgan
Proposed by Cllr Tagg and seconded by Cllr Long to approve all appointments. Votes in favour – unanimous. RESOLVED			

18	ANY URGENT ITEMS None	
	Date of next meeting Tuesday 28 th June 2022	
	There being no further business the meeting was closed at 8:31pm.	

Addendum 1.0

Payments for approval 21st April 2022						
To be minuted at May Full Council						
				Net	VAT	Gross
TH&P	BACS	Cornwall Council	March Parking Enforcement	290.40	0.00	290.40
F&GP	BACS	Callington Methodist Church	Pasties for Civic Service (over Jubilee Weekend)	24.00	0.00	24.00
OS	BACS	East Cornwall Property Care	Fit new bollard at Free Carpark	880.00	176.00	1056.00
F&GP	BACS	Cornish Property Practice	Reinstatement Valuations (for Insurance Purposes)	2500.00	500.00	3000.00
All	BACS	HMRC	PAYE & NI for April	3938.65	0.00	3938.65
TH&P	BACS	R&K Gold	Kitchen Utensil	4.00	0.00	4.00
All	BACS	Blackline Safety	Monitoring & Servicing for Year	3840.00	768.00	4608.00
OS/TH&P	DD	Allstar	Fuel	206.92	41.38	248.30
OS	BACS	John Smith Tyres	Vehicle repairs	29.95	0.00	29.95
OS/TH&P	BACS	RG Julian	Skip Hire	215.00	0.00	215.00
F&GP	DD	Three	Mobile Phones - monthly	42.50	8.50	51.00
OS	BACS	AFE Surfacing	Tarmac reinstatement on the land at Cemetery	1160.00	232.00	1392.00
TH&P	BACS	Filmbank	Public Video Screening Licence 2022/23	124.17	24.83	149.00

F&GP	BACS	Every Corner Distributio n	May Newsletter Distribution	408.00	81.60	489.60
				13663.59	1832.31	15006.30

Payments for approval 28th April 2022						
To be minuted at May Full Council						
				Net	VAT	Gross
F&GP	BACS	Bluemoon	May Newsletter Printing	985.00	0.00	985.00
F&GP	BACS	Cornwall ALC	CiLCA - AH & TM	864.00	144.00	1008.00
F&GP	BACS	Cornwall ALC	Working With Your Council - AH	175.00	35.00	210.00
TH&P	BACS	Majestic Coffee	Vending Machines supplies	154.15	0.00	154.15
TH&P	BACS	DB Heating	Call out charge	52.00	10.40	62.40
OS	BACS	Radland	Gate Post Replacement Yard Gate	44.57	8.91	53.48
F&GP	BACS	Ricoh	Photocopier	292.83	58.56	351.39
F&GP	BACS	J Taylor	Temporary Event Notice Fee - Jubilee	21.00	0.00	21.00
F&GP	BACS	The Snack Shop	Cream Teas for Jubilee	575.00	0.00	575.00
OS	BACS	Travis Perkins	Timber for Kelly Bray bench	110.04	22.01	132.05
				3273.59	278.88	3552.47

Payments for approval 5th May 2022						
To be minuted at May Full Council						
				Net	VAT	Gross
OS/TH&P	DD	AMS	Vehicle Tracking	27.95	5.59	33.54
OS/TH&P	BACS	Biffa	Waste Collection	140.52	28.10	168.62
OS/TH&P	BACS	Biffa	Recycling	42.36	8.47	50.83
TH&P	Cheque	Callington Launderette	Wash/iron of table cloths	41.00	0.00	41.00
TH&P	BACS	GB Tool Hire	Cleaning projects and refuse sacks	316.84	63.36	380.20
F&GP	DD	Google	April Google Workspace	295.24	0.00	295.24
F&GP	BACS	George Du Plessis	Reimbursement for Town Hall Router	286.98	57.40	344.38
TH&P	BACS	HR Support Consultancy	Recruitment for seasonal worker/cleaner	62.00	12.40	74.40
F&GP	BACS	RBS Rialtas	Software Support & Maintenance Agreement	121.00	24.20	145.20
TH&P	BACS	Tarki Technology Ltd	Avalon Diary Web Hosting	60.00	0.00	60.00
				1393.89	199.52	1593.41

Payments for approval 12th May 2022						
To be minuted at May Full Council						
				Net	VAT	Gross
TH&P	BACS	Adexa	Replacement	1557.14	311.43	1868.57

		Direct	Dishwasher			
TH&P	BACS	Antony Barker	Zoning of Heating	1507.00	0.00	1507.00
TH&P	BACS	Citron	Medical Waste Service & Sanitary Disposal Unit	189.78	37.96	227.74
OS	BACS	Cormac Solutions	Carry Out Service on Various Plant	1775.71	355.14	2130.85
OS/ TH&P	DD	Drax	Heritage Centre	153.84	7.69	161.53
			Workshop & Toilets	54.08	2.70	56.78
			Public Toilets	-85.74	-4.29	-90.03
			Public Toilets	-90.15	-4.51	-94.66
			Public Toilets	54.21	2.70	56.91
			Public Toilets	229.00	45.79	274.79
			Public Toilets	176.67	8.84	185.51
			New Offices	130.46	6.52	136.98
			Welfare Room	98.41	4.92	103.33
F&GP	BACS	Filmbank	Sing 2 - Rental and Advertising Charges	133.00	26.60	159.60
F&GP	DD	Natwest	Autopay	18.50	0.00	18.50
OS/TH&P	BACS	Trewartha's	OS Consumables	61.77	12.35	74.12
			TH&P Consumables	58.89	11.78	70.67
OS	BACS	Radland Building Supplies	Finance Sand	36.04	7.21	43.25
				6058.61	832.83	6891.44