



FULL COUNCIL MEETING

Council Chambers

22nd November 2022 at 7.00pm

Minutes

PRESENT: BROOKS (SB), CLLRS COAKLEY (MC), LONG (AL), MOORE (MM), POUND (SP), STENTIFORD (TS), TAGG (CHAIR) (MT) & TOLMAN (ST)

OFFICERS: TOWN CLERK, ASSISTANT TOWN CLERK, RESPONSIBLE FINANCIAL OFFICER

9 MEMBERS OF THE PUBLIC

	Minutes	Action
1.	APOLOGIES – Cllrs Gold, Smith and Watson	
2.	MINUTES Approval of the minutes of 25 th October 2022 RESOLVED. It was proposed by Cllr Brooks seconded by Cllr Long and unanimously agreed to accept the minutes as a correct record of the proceedings.	
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	
5.	DISPENSATIONS None	
6.	RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING RESOLVED. It was proposed by Cllr Tagg and seconded by Cllr Tolman and unanimously agreed to ratify all decisions made since the last meeting.	
7.	PUBLIC SESSION. - An opportunity for any parishioner of any age to ask questions or raise concerns. None	
8.	TOWN FORUM – Paul Hackworth gave an update and circulated an Executive Summary including the current financial position	
9.	TOWN TEAM – To receive any updates from the group. Cllr Moore gave an update on the Shared Prosperity Bid and explained that the bid had been remodelled. He reported that a meeting had taken place with the CLO, bid	

	writer, himself and Cormac to get a better perception of how pedestrianizing/greening Fore Street could be achievable. A new potential funding opportunity from Healthy Streets may be available to support the project.	
10	KELLY BRAY RESIDENTS ASSOCIATION MATTERS – The Chair gave thanks to the Town Council for the Christmas tree which had been erected at Kelly Bray. She reported that the new bus shelter had been welcomed. She mentioned that the repairs to Parsons Green kept coming up at their meetings.	
11	POLICE MATTERS – none	
12	FIRE MATTERS - none	
13	CARADON COMMUNITY NETWORK PANEL – To receive any updates Cllr Long reported about the proposed changes in the boundaries for the Network Panels and the highways budget. There would be another meeting in the New Year.	
14	<p>REPORTS</p> <p>a) Planning Committee. To receive the approved minutes from the meeting held on 15th November 2022. RESOLVED. Proposed by Cllr Long and seconded by Cllr Brooks and unanimously agreed to receive the minutes.</p> <p>b) Town Hall & Premises Committee. To receive the approved minutes from the meeting held on 1st November 2022. RESOLVED. Proposed by Cllr Moore and seconded by Cllr Pound and unanimously agreed to receive the minutes.</p> <p>c) Outside Services Committee. To receive the approved minutes from the meeting held on 15th November 2022. RESOLVED. Proposed by Cllr Tagg and seconded by Cllr Stentiford and unanimously agreed to receive the minutes.</p> <p>d) Finance & General Purposes Committee. – To receive the approved minutes from the meeting held on 27th September 2022.</p> <p>Cllr Tolman reported that no meetings had been held during October and November. The minutes of the meeting held on 27th September 2022 were not received at this meeting so will be received at the December Full Council meeting.</p> <p>e) Staffing Committee – update – Cllr Moore updated the Council on the recent time and motion exercise undertaken by all staff. He reported that the HR Consultant had advised that Councillors now undertake a ‘shadowing’ exercise of all staff to gain a better understanding of their roles. Councillors who wished to take part in this exercise were asked to contact the Town Clerk to make arrangements.</p> <p>f) Any other reports [not for decision] from Councillors. None</p>	

	<p>g) Report from Cornwall Councillor – Cllr Long had previously circulated his report. Noted</p>	
15	<p>FINANCE</p> <p>a) Approval for expenditure as listed, and note the payments made since the last meeting. (see addendum 1.0 below) RESOLVED. Proposed by Cllr Tagg and seconded by Cllr Moore and unanimously agreed to approve payments as listed.</p> <p>FOR DECISION - Update from the RFO. The RFO advised that the Tax Base for the Financial Year 2023-24 had now been confirmed (2,053.96) and the uplift would provide some additional finances to help meet the pressures on the budget.</p> <p>The Committees have met over recent months and the overall increase on the precept would be £24,906 (£20,000 for Salaries, NI and Pensions and £4,906 Cost of Living Crisis).</p> <p>On this basis the recommended increase of 2.30% on the proportion of the precept to Callington Town Council would represent an annual increase of £5.52 or just over 10p per week, for a Band D property. This would equate to £245.70 (2023/2024) for a Band D property compared to £240.18 for the previous year (2022/23). The precept would rise from £479,760 to £504,666.</p> <p>RESOLVED. Proposed by Cllr Tagg and seconded by Cllr Tolman. Votes in favour – unanimous.</p>	RFO
16	<p>FOR DISCUSSION – Mural Update</p> <p>Cllr Tagg reported that the mural on the Town Hall was progressing well.</p>	
17	<p>FOR DISCUSSION – Casual Vacancy. To receive an update from Electoral Services at Cornwall Council and to agree a deadline to fill by co-option.</p> <p>The Clerk reported that Cornwall Council had received no requests for an election and therefore the Town Council could go ahead with co-opting a new Councillor. Advertising the vacancy would start this week and the Clerk suggested a deadline of 13th January 2023 with interviews with applicants taking place on 24th January at the Full Council meeting.</p> <p>RESOLVED Proposed by Cllr Long seconded by Cllr Moore and unanimously agreed to support the Town Clerk’s recommendations</p>	
18	<p>FOR DISCUSSION – ongoing problems with Lloyds Pharmacy and recent issues with Callington Health Centre. Cllr Moore reported that all parties were keen to meet to discuss issues and a convenient date/time was being organised.</p>	
19	<p>FOR DISCUSSION/DECISION – to consider the advice from the website providers to have digitalized forms on the website, namely the grant application forms</p>	

	<p>The Town Clerk had previously circulated the quote from SeaDog IT for this work and suggested it was the way forward with application forms for the Town Council website.</p> <p>RESOLVED Proposed by Cllr Tagg seconded by Cllr Long and agreed to go ahead with the work and accept the quote from SeaDog IT. (7 support 1 against)</p>	
20	<p>ANY URGENT ITEMS – for information only</p> <p>Councillor Tagg reported on his current situation and informed the Council that he would be resigning as Portreeve at the end of the meeting. Cllr Tolman, as Deputy Portreeve, would take over the reins until the next Full Council meeting in December where a new Portreeve would be elected.</p> <p>Cllr Tagg then went on to speak about his time as Portreeve and the achievements the Council had made during this time. This included the ‘graffiti wall’ project in Saltash Road Recreation Ground, the upgrading of the Church Clock to electronic operation, the refurbishment of many murals around the town. Councillor Tagg also went on to say that during his time as Portreeve, the Public Conveniences had been rebuilt, and the CCTV upgraded to one of the best ‘small-town’ systems in the County. There were many more achievement during his time as Portreeve and he thanked all Councillors and staff who had supported him in ‘making Callington and Kelly Bray just that little bit better to live in’.</p>	
	Date of next meeting: Tuesday 13 th December 2022	
	There being no further business the meeting was closed at 8.02pm	

Addendum 1.0

Payments for approval 29th June 2022						
				Net	VAT	Gross
F&GP	BACS	Callington Lions	Grant application for Honey Fair Event (as approved at F&GP on 28.6.22)	373.60	0.00	373.60
F&GP	BACS	Callington Town Forum	Grant application for Food Fayre Event in September (as approved at F&GP on 28.06.22)	300.00	0.00	300.00
F&GP	BACS	Complete Bus. Sol.	Stationery	24.95	4.99	29.94
F&GP	BACS	Filmbank Media	Clifford the Big Red Dog - Film Costs	133.00	26.60	159.60
F&GP	BACS	Every Corner Distribution	Newsletter Distribution	445.00	89.00	534.00
F&GP	BACS	LCSS	Security for Jubilee Event	945.00	0.00	945.00
OS/TH&P	BACS	RG Julian	Skip Hire	225.00	0.00	225.00
F&GP	BACS	The Snack Shop	Jubilee Wash Up Event	425.00	0.00	425.00
				2871.55	120.59	2992.14

Payments for approval 6th July 2022						
				Net	VAT	Gross
TH&P/OS	DD	AMS	Monthly Vehicle Tracking	27.95	5.59	33.54
TH&P	BACS	AWE Fibreglass Flat Roofing	Installation of flat roof (leak in corridor)	1100.00	220.00	1320.00
TH&P/OS	DD	All Star	Fuel	308.16	61.63	369.79
TH&P/OS	BACS	Biffa	Recycling Collection	71.24	14.25	85.49
TH&P/OS	BACS	Biffa	Waste Collection	183.52	36.70	220.22

F&GP	BACS	Bluemoon	July Newsletter Printing	1125.00	0.00	1125.00
F&GP	BACS	Filmbank Media	Raya & The Last Dragon	133.00	26.60	159.60
F&GP	DD	Google	June Google Workspace	310.50	0.00	310.50
OS	BACS	GB Tool Hire	Pump & Hose Hire for 4 weeks	180.00	36.00	216.00
F&GP	BACS	GB Tool Hire	Jubilee Event - Toilet Hire	1108.00	221.60	1329.60
F&GP	BACS	GB Tool Hire	Jubilee Event - Fence panels	35.00	7.00	42.00
F&GP	BACS	GB Tool Hire	Jubilee Event - Toilet Hire	140.00	28.00	168.00
F&GP	BACS	GB Tool Hire	Jubilee Event - Fence panels	30.00	6.00	36.00
OS	BACS	GB Tool Hire	Work Boots & Safety Glasses	69.83	13.97	83.80
OS	BACS	GB Tool Hire	Water Pump	359.00	71.80	430.80
OS	BACS	GB Tool Hire	Cleaning Cloths	53.90	10.78	64.68
			Work Boots x 2 and Gel Insolves x 3	181.50	36.30	217.80
TH&P	BACS	GB Tool Hire	Cleaning Projects	276.20	55.24	331.44
OS	BACS	J Taylor	Reimbursement for Book (Law of Allotments)	31.00	0.00	31.00
TH&P/OS	BACS	Cornwall Council	Occupational Health Services for 3 Years	2250.00	450.00	2700.00
TH&P/OS	BACS	Sparling	Mixed Waste	98.00	19.60	117.60
TH&P	BACS	Screwfix	Male Comp Gland x 3 and Terminal Strips	14.63	2.92	17.55
F&GP	BACS	Callington Methodist Church	Portreeve's Charity	500.00	0.00	500.00
F&GP	BACS	Callington Foodbank	Portreeve's Charity	500.00	0.00	500.00
				9086.43	1323.98	10410.41

Payments for approval 14th July 2022						
				Net	VAT	Gross
TH&P/OS	DD	AMS	Monthly Vehicle Tracking	27.95	5.59	33.54
F&GP	BACS	Blue Chip	Meals for Twinning Event	357.97	0.00	357.97
TH&P	BACS	Cornwall Council	June Parking Enforcement	299.40	0.00	299.40
Drax	DD	Heritage Centre	Electricity for June	100.59	5.03	105.62
		Workshop	Electricity for June	53.22	2.66	55.88
		Public Toilets	Electricity for June	-62.91	-3.15	-66.06
		Public Toilets	Electricity for June	49.03	2.45	51.48
		Public Toilets	Electricity for June	50.25	2.52	52.77
		New Offices	Electricity for June	67.02	3.35	70.37
		Welfare Room	Electricity for June	77.67	3.89	81.56
TH&P	BACS	DB Heating	Deposit for Job 27784 (quote 6234 - Upgrading the existing kitchen gas supply safety interlock controls)	768.90	153.78	922.68
OS	BACS	Full Stop	Heritage Centre - Annual maintenance charge for fire alarm system	307.00	61.40	368.40
OS	BACS	Full Stop	Workshop - Annual maintenance charge for fire alarm system	307.00	61.40	368.40
TH&P	BACS	Full Stop	Fire Extinguisher	95.00	19.00	114.00
TH&P	BACS	Full Stop	Town Hall - Annual maintenance charge for fire alarm system	393.00	78.60	471.60
OS	BACS	Helen Thomason	Allotment Deposit Refund	40.00	0.00	40.00
F&GP	BACS	Natwest	Autopay Charges	18.85	0.00	18.85
TH&P/OS	BACS	Trewartha's	Outside Services	18.97	3.79	22.76
				2968.91	400.31	3369.22