



FULL COUNCIL MEETING

Council Chambers

27th June 2023

Minutes

PRESENT: BROOKS (SB), COAKLEY (MC), GOLD (KG), LONG (AL), MAYER (KM), POUND (SP), SMITH (MS), STENTIFORD (TS),TOLMAN (ST), VALDEBOUZE (EV), WARD (PW), WATSON (PVW)(PORTREEVE AND MAYOR.)

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

7 X MEMBERS OF THE PUBLIC/PRESS

		Action
1.	APOLOGIES –none	
2.	MINUTES - Approval of the minutes of 23 rd May 2023. RESOLVED. It was proposed by Cllr Long seconded by Cllr Brooks 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 Cllr Gold – Item 8 on the agenda	
5.	DISPENSATIONS None	
6.	RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING RESOLVED. It was proposed by Cllr Long and seconded by Cllr Smith 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 to raise concerns. Mr Howe raised the following points to the Cllrs asking for clarification. 1) Why does the Council pay for monthly parking enforcement but get nothing in return. The Clerk confirmed this is on the agenda for future discussion. 2) Why is the staff room electricity usage so high? Cllr Watson confirmed the staff room also supplies The Lost Surfers Cocktail Bar who reimburse as part of their monthly rent. Mr Howe suggested that the payments are broken down to make more sense to members of the public. 3) Why was there seven call outs to Full	

	Stop in a month with a fee to each? The Clerk explained that this would be covered in agenda item 19. Mr Howe thanked the room for their time.	
8.	<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 Brooks and seconded by Cllr Pound 11 in favour, with 1 abstention (KG) to approve payments as listed</p> <p>b) Internal Auditor report and recommendations. The RFO circulated notes prior to meeting with recommendations received from the internal Auditor. The Auditor has recommended that CTC put their money that is at present held in the current account into various other accounts to ensure its safety. The internal auditor recommended a cleanup of the mandates along with an update to the online banking and environmental matters. RESOLVED. Proposed Cllr Long seconded Cllr Brooks and unanimously agreed to support these recommendations from the Internal Auditor.</p> <p>c) Financial Health check – Bank Account Manager recommendations The RFO expressed her thanks to the Town Clerk for speaking with our current bank with regards to different accounts. There are many options to consider; interest earning accounts or treasury reserve accounts. Unity bank is another option or moving a proportion of money over into the Lloyds bank account. RESOLVED. Proposed Cllr Long seconded Cllr Pound and unanimously agreed to give power to the Town Clerk, RFO, Portreeve and Finance and General Purposes Chair to source the best account(s).</p>	
9.	<p>TOWN FORUM – To receive any updates from the group. Paul Hackworth delivered his previously circulated report to the room. He briefly covered the Town Forum CIC accounts also stating that the annual accounts were submitted to Dawe, Hawken and Dodd which have been returned and posted to Companies House on the 15th June 2023. The online accounts were completed on 22nd June 2023. There have been no Community Grants applied for. Paul Hackworth thanked the Cllrs for the approval of the £2000 grant which the Town Forum had applied for and received. Paul briefly discussed that the sale of the Coronation memorabilia went well, raising £681.94 to date which has been paid into the Forum bank account. The Town Forum will be holding their AGM on 5th July. Their next Forum meeting will be held in Calli-Pizza on 12th July starting at 6pm.</p> <p>NOTED</p>	
10	<p>KELLY-BRAY RESIDENTS ASSOCIATION MATTERS – To receive any updates from the group. Susie Iannantuoni thanked the Outside Service Committee for fitting the new noticeboard at Kelly-Bray; they have now been inundated with posters. The Kelly Bray Residents Association will be holding their next meeting on 26th July held in the Swingletree Free House. The agenda will be sent out in due course. Susie extended her invitation to the Portreeve.</p>	

	NOTED.	
11	Twinning Association Report – No report received.	
12	<p>Town Crier Report – Cllr and Town Crier Tony Stentiford gave his report to the room. Tony has been Callington Town Crier for ten years now representing Callington in various locations and events from Gala Days, Community Events, fetes and Mayfest to Civic events such as Remembrance Day and Mayor Making. Tony has organised a Town Crier competition over the years which now has around twelve Town Criers from various locations battling to be the best. With this in mind, he requested that the Town Council allow him £250 to aid him in the organisation of the next Town Crier competition. This will cover food and other expenses.</p> <p>RESOLVED. Proposed Cllr Pound seconded Cllr Coakley and unanimously agreed to grant the £250 to cover these costs.</p>	
13	<p>WARM AND TOASTY REPORT. Alex Polglase from Callington Foodbank gave a short report on the new scheme being run by the Tamar Food Action Group. Their aim is to stop so much food waste going to landfill. Alex would like the support from Callington Town Council in order to expand to Callington. This will give residents an opportunity to buy £80 worth of food for £20 which currently is not means tested. A full van can cater for up to 30 families at a time. Cllrs expressed their consent. The Cllrs also advised that for the Town Council to properly consider further support, Alex was asked to provide Council with an indication of the level of any grant that might be requested as soon as possible in order that it could be considered in the autumn round of budget setting for year 2023 -2024.</p> <p>NOTED.</p>	
14	Police Matters No report received.	
15	<p>Fire Matters No Report received Cllr Smith mentioned that Fire Fighter Mills has now retired after giving seventeen years' service.</p> <p>NOTED</p>	
16	<p>Caradon Area Partnership – Tamar to Moor – Cllr Watson reported that the minutes from the meeting have only now been circulated. There has also been a report circulated regarding the safety of the A388. If any Cllrs have feedback on this, the Portreeve is happy to report this back.</p> <p>NOTED</p>	
17	<p>REPORTS</p> <p>a) Planning Committee. To receive the approved minutes from the meeting held on 18th April and 6th June 2023. RESOLVED. Proposed by Cllr Long seconded by Cllr Tolman and unanimously agreed to receive the minutes.</p> <p>b) Town Hall & Premises Committee. To receive the approved minutes from the meeting held on 2nd May 2023.</p>	

	<p>RESOLVED. Proposed by Cllr Pound seconded by Cllr Valdebouze and unanimously agreed to receive the minutes.</p> <p>c) Outside Services Committee. To receive the approved minutes from the meeting held on 16th May 2023. RESOLVED. Proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed to receive the minutes.</p> <p>d) Finance & General Purposes Committee. – To receive the approved minutes from the meeting held on 23rd May 2023. RESOLVED. Proposed by Cllr Brooks seconded by Cllr Mayer and unanimously agreed to receive the minutes.</p> <p>e) Any other reports (not for decision) from Councillor’s. Cllr Gold handed around the volunteering sheet for the Film Show so that Cllrs could put their names down on the days they are free.</p> <p>f) Report from Cornwall Councillor – Cllr Long presented an in-depth report covering the following topics - Bus Route around Callington, highways, the parking charges campaign, calls to lower speed limit on A388, the Tamar Action Group, a cycle Route for between Ashton turning and Dupath. Mining project bid update. Damage to Road at Meadowbrook. The A30 Closures and busting Myths about Learning Disabilities. Full details of this report can be found through this link https://callington-tc.gov.uk/wp-content/uploads/2023/07/Callington-Newsletter-July-2023-1.pdf He completed his report by informing the room of his next Cornwall Councillor Surgeries which will be held on Saturday 8th July and Saturday 22nd July at Callington Town Hall Pannier Market from 10am until 12 Noon. <u>NOTED</u></p>	
18	<p>Town Team – To discuss grant applications and opportunities. Cllr Smith along with the Portreeve and the Town Clerk had a meeting with Cornwall Council regarding the position of the Town Team. A short discussion then took place concerning grants and the best way forward. Cllr Smith suggested that the Town Council form a working party to replace the Town Team for the purpose of bringing grant funding applications back in house. RESOLVED. Proposed Cllr Watson seconded Cllr Long and unanimously agreed to form a working party going forward for any grants that will be applied for.</p> <p>Cllr Smith stepped down as the Town Team Chair with immediate effect. Cllr Watson (Portreeve, will become Chair of new working party) RESOLVED. Proposed Cllr Smith seconded Cllr Long and unanimously agreed that Cllr Watson will become Chair of this newly formed working party.</p>	
19	<p>Status of Alarms – To receive an update. The Committee agreed to go ahead with this quote. However, they were still</p>	

	<p>concerned that the Council have spent rather a lot of money trying to resolve this issue and if these works don't finally resolve it, more money would need to be spent. The Clerk informed the Cllrs that Full Stop had responded by saying that the works will resolve the issue with regards to false alarms/faults that have recently occurred. Although they cannot guarantee that there will never be issues moving forward into the future they are certain this will rectify any current issues by replacing all the devices and they could guarantee these components for a period of one year in keeping with the manufacturers warranties (inclusive of any associated labour costs if applicable).</p> <p>RESOLVED. Proposed Cllr Watson seconded Cllr Brooks and unanimously agreed that they are happy for Full Stop to go ahead with the above works with the agreement stated.</p>	
20	<p>Neighbourhood Plan – to review and approve the updated Neighbourhood Plan and Design Guide documents for pre-submission consultation by Cornwall Council. Plans have been received and ratified. The next meeting is scheduled for 4th July 2023.</p> <p>RESOLVED. Proposed Cllr Long seconded Cllr Tolman and unanimously agreed to accept the plans.</p>	
21	<p>Environmental Policy – To review current policy</p> <p>The internal Auditor suggested that the Town Council carry out an Environmental Audit covering things such as; energy, recycling, composting and other environmental matters. The results of which could then be rolled out into the wider community. The Clerk informed Cllrs that the Town Council have already taken several steps to become a greener Council by harvesting rain water, having zoned central heating in the building, new double glazed windows in the Main Hall, sensor lighting in the main building along with composting and recycling as and where we can.</p> <p>RESOLVED Proposed Cllr Long seconded Cllr Gold and unanimously agreed to update the Town Council Environmental Policy. Also agreeing that going forward, the environmental policy checklist would be added to all future agendas with any decision made has been scrutinised from an environmental aspect.</p>	
22	<p>Any Urgent Items – Cllr Coakley stepped down as a Town Forum representative due to family commitments with immediate effect. Cllr Mayer agreed to fill this position.</p> <p>NOTED.</p>	
23	<p>Resolved. It was proposed by Cllr Watson seconded by Cllr Long and unanimously agreed to move to a Part Two session at 8.17pm</p>	
	<p>PART TWO SESSION</p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers will be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p>	

	<p>a) To discuss Staffing related matters</p> <p>The Chair of the Staffing Committee updated the Cllrs on matters concerning a member of staff.</p> <p>RESOLVED. Proposed Cllr Long seconded Cllr Smith and unanimously agreed to accept the Staffing Committee's recommendation.</p> <p>The Chair of the Staffing Committee recommended a full review of all Council Staff.</p> <p>RESOLVED. Proposed Cllr Watson seconded Cllr Brooks and unanimously agreed to do a full review of staff.</p>	
	Date of next meeting: Tuesday 25 th July 2023	
	There being no further business the meeting was closed at 8.22pm.	

Addendum 1.0

Payments for approval 17th May 2023						
To be minuted at June Full Council						
				Net	VAT	Gross
TH&P	BACS	Citroen	Medical Waste/Sanitary Disposal	£48.38	£0.00	£48.38
OS/TH&P	BACS	Biffa	General Waste & Recycling	£194.95	£38.99	£233.94
TH&P	BACS	Cornwall Council	Parking Enforcement in Pannier Market	£324.67	£0.00	£324.67
OS	BACS	Cormac Solutions	Investigate starting fault on Kubota	£68.00	£13.60	£81.60
TH&P	BACS	DB Heating	Boiler Breakdown	£346.90	£69.38	£416.28
OS	BACS	GB Tool Hire	Tamar Close - Hire of Fence Panels	£42.00	£8.40	£50.40
OS	BACS	GB Tool Hire	PO 2023-45 Chainsaw consumables	£150.85	£30.17	£181.02
TH&P	BACS	GB Tool Hire	PO 2023-51 Packets of Gloves	£15.00	£3.00	£18.00
OS	BACS	GB Tool Hire	Strim Line	£39.95	£7.99	£47.94
F&GP	BACS	HR Support Consultancy	HR Support in April	£68.25	£13.65	£81.90
F&GP	BACS	Microshade	DPO Services	£495.00	£99.00	£594.00
F&GP	BACS	Summerfield Planning Ltd	Neighbourhood Plan	£630.00	£126.00	£756.00
			BACS Payments	£2,423.95	£410.18	£2,834.13
OS/TH&P	DD	Allstar	Fuel	£14.93	£2.99	£17.92
TH&P	DD	Drax	Electricity - New Offices	£245.37	£12.27	£257.64
OS	DD	Drax	Electricity - Heritage Centre	£167.65	£8.38	£176.03
TH&P	DD	Drax	Electricity - Public Toilets	£53.33	£2.67	£56.00
OS	DD	Drax	Electricity - Workshops & Toilets	£59.73	£2.99	£62.72
F&GP	DD	Sage	Monthly Subscription	£77.40	£0.00	£77.40
F&GP	DD	Webmate	SIP Trunk Unlimited Calls	£16.04	£3.21	£19.25
			DD Payments	£634.45	£32.51	£666.96
			Total Payments	£3,058.40	£442.69	£3,501.09

Payments for approval 25th May 2023						
To be minuted at June Full Council						
				Net	VAT	Gross
F&GP	BACS	Bingo Blooms	Civic Flowers	£30.00	£0.00	£30.00
F&GP	BACS	Bluemoon	June Newsletter (Printing)	£965.00	£0.00	£965.00
TH&P	BACS	Callington Laundrette	Washing & Ironing of Linen	£29.00	£0.00	£29.00
F&GP	BACS	Cornwall ALC	Finance Training	£30.00	£6.00	£36.00
F&GP	BACS	Complete Business Solutions	Copier Paper	£39.98	£8.00	£47.98
TH&P	BACS	East Cornwall Property Care	Pizza Café - Extractor	£80.00	£0.00	£80.00
OS	BACS	EE	Allotment CCTV	£44.61	£8.92	£53.53
F&GP	BACS	Every Corner Distribution	Newsletter Distribution	£496.00	£99.20	£595.20
F&GP	BACS	Filmbank Media	PVS Licence	£132.50	£26.50	£159.00
F&GP	BACS	Filmbank Media	Lightyear Children's Filmshow	£145.00	£29.00	£174.00
All	BACS	HMRC	PAYE & NI	£8,173.02	£0.00	£8,173.02
F&GP	BACS	R&K Gold	Community Event Expenses & DVDs	£51.88	£10.38	£62.26
F&GP	BACS	Ricoh	Photocopying Charges	£309.47	£61.89	£371.36
OS	BACS	Safety Buyer	Max Headroom Signs	£141.70	£28.34	£170.04
OS	BACS	Source For Business	Allotment Haye Road - Water	£206.02	£0.00	£206.02
F&GP	BACS	Tony Stentiford	Town Crier 23/24 Allowance	£300.00	£0.00	£300.00
TH&P	BACS	Travis Perkins	Waste System - Items for repairs to Lost Surfer	£15.50	£3.09	£18.59
OS	BACS	Trewarths	Paints and consumables	£96.17	£19.23	£115.40
			BACS Payments	£11,285.85	£300.55	£11,586.40
F&GP	DD	Three	Mobile Phones	£42.50	£8.50	£51.00
F&GP	DD	Natwest	Autopay Charges	£18.50	£0.00	£18.50
OS	DD	Source For Business	New Road Toilets - Water	£243.50	£0.00	£243.50
OS	DD	Source For Business	Heritage Centre & Cemetery - Water	-£634.92	£0.00	-£634.92
OS	DD	Source For Business	Saltash Road Recreational Field - Water	-£5.89	£0.00	-£5.89
F&GP	DD	Webmate	SIP Truck Unlimited	£16.00	£3.20	£19.20
			DD Payments	-£320.31	£11.70	-£308.61
			Total Payments	£10,965.54	£312.25	£11,277.79

Payments for approval 7th June 2023						
To be minuted at June Full Council						
				Net	VAT	Gross
TH&P	BACS	Barron Surveying	WC Refurb Project & Drainage Survey	£1,500.00	£300.00	£1,800.00
TH&P/OS	BACS	Biffa	General Waste Collection	£194.95	£38.99	£233.94
TH&P/OS	BACS	Biffa	Waste Recycling	£31.06	£6.21	£37.27
TH&P	BACS	Callington Launderette	Service Wash & Ironing	£19.00	£0.00	£19.00
TH&P	BACS	CPC	Monthly Statement	£73.43	£0.00	£73.43
F&GP	BACS	DH&D	Internal Audit Fees for y/e 31.3.2023	£650.00	£130.00	£780.00
OS	BACS	Fenland Leisure Products	Fenland Leisure Products	£307.20	£61.44	£368.64
F&GP	BACS	Full Stop	Call out on 26.4.23 (CCTV)	£140.00	£28.00	£168.00
F&GP	BACS	Full Stop	Call out on 24.05.23 (Fire & Alarm)	£97.00	£19.40	£116.40
F&GP	BACS	Full Stop	Call out on 25.05.23 (Fire & Alarm)	£86.00	£17.20	£103.20
F&GP	BACS	Full Stop	Call out on 17.05.23 (CCTV)	£155.75	£31.15	£186.90
F&GP	BACS	Full Stop	Call out on 31.05.23 (CCTV)	£97.00	£19.40	£116.40
F&GP	BACS	Full Stop	Call out on 31.05.23 (Fire)	£97.00	£19.40	£116.40
F&GP	BACS	Full Stop	Call out on 24.05.23 (CCTV)	£53.99	£10.80	£64.79
OS	BACS	GB Tool Hire	Hire of Leaf blower	£13.76	£2.75	£16.51
OS	BACS	GB Tool Hire	Hire of fence panels	£48.30	£9.66	£57.96
TH&P	BACS	GB Tool Hire	Cleaning products and staff clothing/boots	£273.53	£54.71	£328.24
TH&P	BACS	GB Tool Hire	Toilet Cleaning Products	£96.10	£19.22	£115.32
OS	BACS	GB Tool Hire	Forestry Helmet	£39.95	£7.99	£47.94
TH&P	BACS	GB Tool Hire	Dishwasher Detergent & Washing Powder	£121.88	£24.37	£146.25
TH&P	BACS	Glasdon	Bins for Public Toilets	£251.91	£50.38	£302.29
F&GP	BACS	HR Support Consultancy	May HR Support	£477.75	£95.55	£573.30
OS	BACS	Rising Sun Nurseries	Hanging Baskets and flowers	£1,038.74	£0.00	£1,038.74
TH&P	BACS	Source For Business	Water at 19 Pannier Market (to be recharged)	£116.09	£9.46	£125.55
F&GP	BACS	Summerfield Planning Ltd	Neighbourhood Plan	£1,470.00	£294.00	£1,764.00
OS	BACS	Supreme Mini Skips	Skip Hire	£225.00	£0.00	£225.00
TH&P	BACS	Trewarthas	Clips, batteries, fuses, taps	£59.27	£11.86	£71.13
OS	BACS	Trewarthas	Padlocks, screws and washers	£50.52	£10.11	£60.63
F&GP	BACS	ClIr Watson	Mileage for Civic Event	£40.50	£0.00	£40.50
F&GP	BACS	Women Supporting Charity	Refreshments for Mayor Choosing	£175.00	£0.00	£175.00
			BACS Payments	£8,000.68	£1,272.05	£9,272.73
TH&P/OS	DD	Allstar	Fuel	£105.88	£21.18	£127.06
TH&P	DD	Corona Energy	Town Hall Electricity	£280.10	£56.02	£336.12
F&GP	DD	Google	May Google Workspace	£310.50	£0.00	£310.50
TH&P/OS	DD	RAM	Vehicle Tracking	£27.95	£5.59	£33.54
F&GP	DD	Sea Dog IT	Addition of 2 new councillors on website	£15.00	£0.00	£15.00
F&GP	DD	SAGE	Payroll software	£64.50	£12.90	£77.40
TH&P	DD	Drax	Staff Room electric - April	£141.38	£7.07	£148.45
OS	DD	Drax	Heritage Centre electric- April	£88.94	£4.45	£93.39
OS	DD	Drax	Workshop & Toilets electric - April	£81.62	£4.08	£85.70
TH&P	DD	Drax	Public Toilets electric- April	£57.09	£2.86	£59.95
TH&P	DD	Drax	New offices electric- April	£110.17	£5.52	£115.69
TH&P	DD	Drax	Staff Room electric - May	£253.60	£50.71	£304.31
			DD Payments	£1,536.73	£170.38	£1,707.11
			Total Payments	£9,537.41	£1,442.43	£10,979.84

Payments for approval 15th June 2023						
To be minuted at June Full Council						
				Net	VAT	Gross
TH&P	BACS	Callington Laundrette	Washing & Ironing of linen	£65.00	£0.00	£65.00
TH&P	BACS	Cornwall Council	Parking Enforcement (May)	£379.67	£0.00	£379.67
F&GP	BACS	Carbon Pixel	Annual Hosting for What's On website (funded from EM reserve)	£180.00	£36.00	£216.00
OS	BACS	Nomix Enviro	CDA Cleaner	£107.20	£21.44	£128.64
OS	BACS	Sparling Recycling Ltd	Mixed Waste from Tamar Close Park	£102.60	£20.52	£123.12
OS	BACS	Sparling Recycling Ltd	Mixed Waste from Tamar Close Park	£91.20	£18.24	£109.44
OS	BACS	Screwfix	50ltr Compressor	£324.97	£64.99	£389.96
OS	BACS	DLVA	Kubota Tax	£0.00	£0.00	£0.00
OS	BACS	DLVA	McCormick Tax	£0.00	£0.00	£0.00
			BACS Payments	£1,250.64	£161.19	£1,411.83
F&GP	DD	Natwest	Autopay Online	£18.50	£0.00	£18.50
			DD Payments	£18.50	£0.00	£18.50
			Total Payments	£1,269.14	£161.19	£1,430.33