



CALLINGTON TOWN COUNCIL

FULL COUNCIL MEETING

Date: 25th April 2023
Time: **to follow the Annual Parish Meeting**
Venue: Council Chamber
Enquiries: Tel: 01579 384039
Chairman: Portreeve & Mayor, Cllr Tolman
Councillors: Brooks, Coakley, Gold, Long, Pound, Smith, Stentiford, Tolman, Ward and Watson.

Any member of the public wishing to express views on the agenda items below or to put questions to the Council are to email enquiries@callington-tc.gov.uk by **5pm on Mon 24th April 2023**

Prayers led by Rev. David Moss

AGENDA

1. **APOLOGIES**
2. **MINUTES**
Approval of the Minutes of the meeting of 28th March 2023
3. **MATTERS ARISING**
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** – To consider any requests for dispensations.
6. **RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING**
7. **PUBLIC SESSION.** - An opportunity for any parishioner of any age to ask questions or raise concerns. *Time is allocated during the Public Session for members of the public to comment on any of the items detailed in the agenda below or to bring any relevant matter(s) to*

the attention of the Parish Council. Contributions may be limited to 5 minutes on each subject.

8. **TOWN FORUM** – To receive any updates from the group
9. **TOWN TEAM** – To receive any updates from the group
10. **KELLY BRAY RESIDENTS ASSOCIATION MATTERS** – To receive any updates from the group
11. **POLICE MATTERS** - To receive any updates
12. **FIRE MATTERS** - To receive any updates
13. **CARADON COMMUNITY NETWORK PANEL** - To receive any updates
14. **REPORTS**
 - a) **Planning Committee.** To receive the approved minutes from the meeting held on 7th March 2023 and 4th April 2023
 - b) **Town Hall & Premises Committee.** To receive the approved minutes from the meeting held on 21st March 2023
 - c) **Outside Services Committee.** To receive the approved minutes from the meeting held on 21st March 2023
 - d) **Finance & General Purposes Committee.** – To receive the approved minutes from the meeting held on 28th March 2023
 - e) **Staffing Committee.** – Update from the Chair (if any)
 - f) **Any other reports** [not for decision] from Councillors.
 - g) **Reports from Cornwall Councillor.**
15. **FINANCE**
 - a) Approval for expenditure as listed, and note the payments made since the last meeting. **(Addendum 1.0 below)**
 - b) Budget Monitoring and indicative outturn for 2022/23
16. **EXTERNAL AUDITOR REQUIRMENTS FOR 2022/23**
17. **FOR DISCUSSION/DECISION** – Neighbourhood Plan update (if any)
18. **FOR DECISION – CO-OPTION.** To receive applications for the office of Town Councillor and to co-opt candidates to fill the existing vacancies

- a) Vacancy #1
- b) Vacancy # 2

The meeting will be suspended for a brief period to allow Councillors to discuss the applications. Members of the public and press will be asked to leave the room during this process but will be invited back in when the meeting resumes.

19. **ANY URGENT ITEMS – for information only**

20. **PART TWO SESSION**

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.

a) Update on Staffing matters

Jo Taylor, Town Clerk
18th April 2023

Payments for approval 29th March 2023						
To be minuted at April Full Council						
				Net	VAT	Gross
F&GP	BACS	Clifton Emery Design	Neighbourhood Plan	£4,650.00	£930.00	£5,580.00
F&GP	BACS	Every Corner Distribution	April newsletter distribution	£478.00	£95.60	£573.60
F&GP	BACS	Karen Gold	Filmshow expenses	£7.88	£1.57	£9.45
TH&P/OS	BACS	John Smiths Tyres	Citroen Van - value & balance	£69.00	£0.00	£69.00
OS	BACS	Noticeboard Company	Kelly Bray noticeboard	£928.08	£185.61	£1,113.69
			BACS Payments	£6,132.96	£1,212.78	£7,345.74
THP/OS	DD	RAM	Lease of Tracking Unit	£27.95	£5.59	£33.54
			DD Payments	£27.95	£5.59	£33.54
			Total Payments	£6,160.91	£1,218.37	£7,379.28

Payments for approval 5th April 2023						
To be minuted at April Full Council						
				Net	VAT	Gross
OS	BACS	Aquasource	Repairs to rainwater harvester	£643.75	£128.75	£772.50
OS/TH&P	BACS	Biffa	General Waste	£155.96	£31.19	£187.15
OS/TH&P	BACS	Biffa	Recycling	£31.06	£6.21	£37.27
F&GP	BACS	CALC	Annual Membership Subs 2023/24	£1,701.05	£268.11	£1,969.16
OS	BACS	Cormac Solutions	Annual maintenance of machinery	£3,859.69	£771.94	£4,631.63
OS	BACS	EE	Allotment Camera Data	£39.00	£7.80	£46.80
OS/TH&P	BACS	Entry Group	Roller Shutter Door Maintenance	£160.00	£32.00	£192.00
OS	BACS	Environment Agency	Sewage effluent discharge charge	£251.00	£0.00	£251.00
OS	BACS	GB Tool Hire	Fence panel hire (for play equipment)	£48.30	£9.66	£57.96
OS	BACS	GB Tool Hire	Traffic Film Remover	£39.95	£7.99	£47.94
TH&P	BACS	GB Tool Hire	Cleaning Consumables	£363.57	£72.72	£436.29
OS	BACS	GB Tool Hire	Air Compressor Repairs	£98.90	£19.78	£118.68
OS	BACS	GB Tool Hire	Pressure Washer Repairs	£120.00	£24.00	£144.00
OS	BACS	Lynher Training	Chainsaw course (HJ)	£200.00	£0.00	£200.00
TH&P	BACS	National Grid	Electrical Compliance work at Oxfam	£135.86	£27.17	£163.03
OS	BACS	Pear Technology	Cemetery Mapping	£240.00	£48.00	£288.00
OS	BACS	Sparling Recycling Ltd	Dispose of waste from allotments	£121.20	£24.24	£145.44
F&PG	BACS	Summerfield Planning Ltd	Neighbourhood Planning	£1,500.00	£300.00	£1,800.00
OS	BACS	Travis Perkins	Plywood & Decking Stain	£81.69	£16.34	£98.03
OS	BACS	Travis Perkins	Cemetery Toilet repairs	£52.50	£10.52	£63.02
TH&P	BACS	Trewarthas	Hammerite, Brush Cleaner, Mastic Gun and Sealant	£72.81	£14.56	£87.37
			BACS Payments	£9,916.29	£1,820.98	£11,737.27
TH&P	DD	Corona Energy	Electricity Usage	£271.79	£54.36	£326.15
F&GP	DD	Google	March- Google Workspace	£310.50	£0.00	£310.50
F&GP	DD	SAGE	Monthly Subscription	£64.50	£12.90	£77.40
			DD Payments	£646.79	£67.26	£714.05
			Total Payments	£10,563.08	£1,888.24	£12,451.32

Payments for approval 14th April 2023						
To be minuted at April Full Council						
				Net	VAT	Gross
OS/TH&P	BACS	A&M Defence & Marine	Annual Inspection of Ladders	£240.00	£48.00	£288.00
F&GP	BACS	Banner Business Solutions	Office Stationery	£126.76	£25.35	£152.11
F&GP	BACS	CALC	Breakthrough Communication Courses	£90.00	£18.00	£108.00
OS	BACS	Cormac Solutions	Replace Two Trailer Tyres	£278.66	£55.73	£334.39
TH&P	BACS	Cornwall Council	March Parking Enforcement	£333.60	£0.00	£333.60
F&GP	BACS	Alison Hurn - reimbursement	Post Office - Stamps	£92.50	£0.00	£92.50
F&GP	BACS	HR Support Consultancy	March HR Support	£34.13	£6.83	£40.96
OS	BACS	Institute of Cemetery & Crematorium Management	2023/2024 Subscription	£95.00	£0.00	£95.00
OS	BACS	Fenland Leisure Products	Playpark parts; shackles, component connectors, caps	£139.50	£27.90	£167.40
F&GP	BACS	Zurich	Annual Insurance Policy 1.5.23-30.4.24	£9,502.65	£64.67	£9,567.32
			BACS Payments	£10,932.80	£246.48	£11,179.28
TH&P	DD	Drax	Electricity in March - Staff Room	£155.02	£7.76	£162.78
TH&P	DD	Drax	Electricity in March - New Offices	£111.07	£5.56	£116.63
OS	DD	Drax	Electricity in March - Chapel	£171.15	£8.56	£179.71
TH&P	DD	Drax	Electricity in March - Public Toilets	£58.11	£2.91	£61.02
OS	DD	Drax	Electricity in March - Workshop	£61.75	£3.09	£64.84
F&GP	DD	Natwest	Autopay Charges	£18.50	£0.00	£18.50
			DD Payments	£575.60	£27.88	£603.48
			Total Payments	£11,508.40	£274.36	£11,782.76