



CALLINGTON TOWN COUNCIL

FULL COUNCIL MEETING

Date: 27th June 2023
Time: 7:00pm
Venue: Council Chamber
Enquiries: Tel: 01579 384039
Chairman: Portreeve & Mayor, **Cllr Watson**
Councillors: Brooks, Coakley, Gold, Long, Mayer, Pound, Smith, Stentiford, Tagg, Tolman, Valdebouze, 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 26th June 2023**

AGENDA

PRAYERS BY REVEREND MOSS TO INCLUDE A MINUTES SILENCE IN MEMORY OF HENRY WILLS FORMER PORTREEVE WHO HAS SADLY PASSED AWAY

1. **APOLOGIES**
2. **MINUTES**
Approval of the Minutes of the meeting of 23rd May 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.
8. **FINANCE**
 - a) Approval for expenditure as listed, and note the payments made since the last meeting. **(Addendum 1.0 below)**
 - b) Internal Auditor report and recommendations

c) Financial Health check –Bank Account Manager recommendations

9. **TOWN FORUM** – To receive any updates from the group
10. **KELLY BRAY RESIDENTS ASSOCIATION MATTERS**
11. **TWINNING ASSOCIATION REPORT**
12. **TOWN CRIER REPORT**
13. **WARM AND TOASTY REPORT**
14. **POLICE MATTERS**
15. **FIRE MATTERS**
16. **CARADON AREA PARTNERSHIP – Tamar to Moor**
17. **REPORTS**
 - a) **Planning Committee.** To receive the approved minutes from the meeting held on 18th April 2023 and 6th June 2023
 - b) **Town Hall & Premises Committee.** To receive the approved minutes from the meeting held on 2nd May 2023
 - c) **Outside Services Committee.** To receive the approved minutes from the meeting held on 16th May 2023
 - d) **Finance & General Purposes Committee.** – To receive the approved minutes from the meeting held on 23rd May 2023
 - e) **Any other reports** [not for decision] from Councillors.
 - f) **Reports from Cornwall Councillor.**
18. **TOWN TEAM** – To discuss grant applications and opportunities
19. **STATUS OF FIRE ALARMS** – to receive an update
20. **NEIGHBOURHOOD PLAN** – to review and approve the updated Neighbourhood Plan and Design Guide documents for pre-submission consultation by Cornwall Council
21. **ENVIRONMENTAL POLICY** - to review current policy
22. **ANY URGENT ITEMS**
23. **PART TWO SESSION**

EXEMPT REPORT: STAFF MATTERS

That 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 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

To discuss Staffing related matters

Jo Taylor, Town Clerk 20th June 2023

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 Hays 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