CALLINGTON TOWN COUNCIL

FULL COUNCIL MEETING

Date: 27th September 2022
Time: **7:00pm**
Venue: Council Chamber
Enquiries: Tel: 01579 384039
Chairman: Portreeve & Mayor, Cllr Tagg
Councillors: Brooks, Coakley, Gold, Long, Moore, Morgan, Pound, Smith, Stentiford, Tagg, Tolman 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 September 2022**

AGENDA

1. **APOLOGIES**

2. **MINUTES**
Approval of the Minutes of the meeting of 26th July 2022

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. **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 from the group

13. **CARADON COMMUNITY NETWORK PANEL -** To receive any updates

14. **REPORTS**

a) Planning Committee. To receive the approved minutes from the meeting held on 19th July 2022 and 6th September 2022

b) Town Hall & Premises Committee. To receive the approved minutes from the meeting held on 5th July 2022

c) Outside Services Committee. To receive the approved minutes from the meeting held on 19th July 2022

d) Finance & General Purposes Committee. – To receive the approved minutes from the meeting held on 26th July 2022

e) Any other reports [not for decision] from Councillors.

f) 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) Preparing the Precept for 2023/2024 - to receive any recommendations from committees (SOW)
c) External Auditor Report – previously circulated.
d) to appoint the internal auditor for 2022/23

17. **FOR DISCUSSION** – Youth Monies update

18. **FOR DISCUSSION** – Mural Update

19. **FOR DECISION –** to adopt and sign the national Civility and Respect Pledge

20. **FOR DISCUSSION/DECISION** – Christmas Lights

21. **FOR NOTING ONLY – Councillor Breach of Code of Conduct - Assessment Decision Notice CCN035/22/23**

To receive a statement from the Town Clerk

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

23. PART TWO SESSION

EXEMPT REPORT: MATTERS OF A SENSITIVE NATURE

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.

Callington Community College – Estate Plan and Vision

Jo Taylor, Town Clerk
20th July 2022

Payments for approval 20th July 2022						
To be minuted at September Full Council						
				Net	VAT	Gross
TH&P	BACS	East Cornwall Property Care	Repairs to stop water ingress at Calli Pizza	40.00	8.00	48.00
TH&P	BACS	East Cornwall Property Care	Fit Bollard after being hit by van (May) in Pannier Market	45.00	9.00	54.00
OS	BACS	East Cornwall Property Care	Fit new curbs and remove old stones in Free Car Park	163.00	32.60	195.60
TH&P	BACS	East Cornwall Property Care	Fit Bollard after being hit (June) in Pannier Market	55.00	11.00	66.00
F&GP	BACS	Ricoh	Photocopier charges (April-June)	291.49	58.29	349.78
ALL	BACS	HMRC	PAYE and NI for July	3707.34	0.00	3707.34
F&GP	BACS	SLCC	Finance Summit (RFO)	90.00	18.00	108.00
F&GP	BACS	SLCC	Finance Summit (Chair of FGP)	90.00	18.00	108.00
F&GP	DD	Three	Mobile Phones	42.50	8.50	51.00
OS	BACS	Travis Perkins	Decking Stain	17.86	3.57	21.43
OS	BACS	East Cornwall Property Care	Saltash Road Park - fit stones	225.00	45.00	270.00
TH&P	BACS	East Cornwall Property Care	Calli Pizza - Repair damaged ceiling rail	45.00	9.00	54.00
OS	BACS	East Cornwall Property Care	Saltash Road Park - Repairs to water fountain	45.00	9.00	54.00
TH&P	BACS	M Tagg	Mileage Claim for civic functions	109.77	0.00	109.77
OS	DD	EE	CCTV Sim Cards at Allotments	40.29	8.06	48.35
TH&P	BACS	Callington Launderette	Laundry Service	62.50	0.00	62.50
OS	BACS	Cornwall Pest Management	Pest Contol for Cemetery and Allotments	80.00	0.00	80.00
F&GP	BACS	Complete Business Solutions	Stationery	78.88	15.78	94.66
				5228.63	**253.80**	**5482.43**

Payments for approval 2nd August 2022						
To be minuted at September Full Council						
				Net	VAT	Gross
OS	BACS	Steve Morris	Allotment Refund	21.19	0.00	21.19
OS/TH&P	BACS	Biffa	Recycling	28.24	5.65	33.89
OS/TH&P	BACS	Biffa	Waste Collection	140.52	28.10	168.62
F&GP	BACS	Bluemoon	Newsletter Printing (August)	1140.00	0.00	1140.00
OS	BACS	RG Julian	Skip Hire	225.00	0.00	225.00
TH&P	BACS	A Hurn	VDU Test	25.00	0.00	25.00
F&GP	BACS	Every Corner Distribution	Newsletter Delivery (August)	445.00	89.00	534.00
				2024.95	**122.75**	**2147.70**

Payments for approval 9th August 2022						
To be minuted at September Full Council						
				Net	VAT	Gross
F&GP	BACS	Cornwall Council	July Parking Enforcement in PM	322.20	0.00	322.20
F&GP	BACS	Citron	Medical Waste Service and Sanitary Disposal	215.28	43.06	258.34
OS	BACS	CPC	Memory Cards for CCTV at Allotments	148.32	29.66	177.98
		Drax Electricity	July Consumption:			
TH&P	DD	Drax	Staff Room	65.87	3.30	69.17
TH&P	DD	Drax	New Offices	68.07	3.41	71.48
OS	DD	Drax	Heritage Centre	81.18	4.06	85.24
TH&P	DD	Drax	Public Toilets	52.63	2.63	55.26
OS	DD	Drax	Workshop & Toilets	54.90	2.75	57.65
F&GP	DD	Google	Google Workspace for July	310.50	0.00	310.50
OS	BACS	GB Tool Hire	Pre and After Work Cream, Spool Insert, Auto Cut Strim Head and Spill Pads	125.48	25.10	150.58
TH&P	BACS	GB Tool Hire	Hand wash, toilet tissue, bin bags, hand towl, dishwasher detergent and toilet cleaner	529.00	105.80	634.80
TH&P	BACS	GB Tool Hire	S/W Tower - week hire whilst electrical testing	68.00	13.60	81.60
All	BACS	HR Support Consultancy	Work carried out in July	263.50	52.70	316.20
OS	BACS	Rising Sun Nurseries	Bark, compost, spray	91.75	0.00	91.75
TH&P	BACS	RLBS Building Facilities	Repairs to Freezer	87.08	17.42	104.50
F&GP	BACS	Mr A Stentiford	Town Crier Expenses for Honey Fair Crier Competition	125.00	0.00	125.00
OS	BACS	Travis Perkins	Treated Timber - wayside seat repairs	60.63	12.13	72.76
				2669.39	**315.62**	**1558.40**

Payments for approval 18th August 2022						
To be minuted at September Full Council						
				Net	VAT	Gross
F&GP	BACS	CPC	Lead HDMI 5M	37.25	7.45	44.70
F&GP	BACS	Full Stop	Call Out Charge (08.03.22)	140.00	28.00	168.00
F&GP	BACS	Filmbank	Encanto Rental & Advertising Charge	133.00	26.60	159.60
ALL	BACS	HMRC	August PAYE and NI	3674.04	0.00	3674.04
F&GP	DD	Natwest	Bank Charges	18.85	0.00	18.85
TH&P/OS	BACS	Ryan Skews	Toilet Block Lights and Heritage Centre Lights	485.51	0.00	485.51
TH&P/OS	BACS	Trewartha's	TH&P Misc	184.67	37.71	222.38
		Trewartha's	OS Misc	182.78	36.55	219.33
F&GP	DD	Sea Dog IT	Monthly Hosting & Maintenance	29.95	0.00	29.95
TH&P	BACS	School Toilets	Sharp Boxes with containers	615.00	123.00	738.00
OS	BACS	Source for Business	Water 17.05.22-2.08.22 Saltash Rd	84.24	0.00	84.24
				5585.29	**259.31**	**5760.36**

Payments for approval 9th September2022						
To be minuted at September Full Council						
				Net	VAT	Gross
OS/THP	DD	AMS	Monthly - vehicle tracking	27.95	5.59	33.54
OS/THP	BACS	Biffa	Recycling	42.36	8.47	50.83
OS/THP	BACS	Biffa	Waste Collection	175.65	35.13	210.78
F&GP		K Borlase	Checking the electronics on Town Clock for the year 2021/22	50.00	0.00	50.00
F&GP	BACS	Bluemoon	September Newsletter Printing	1140.00	0.00	1140.00
OS	BACS	Cormac Solutions	Repair deck on kubota	99.53	19.91	119.44
F&GP	BACS	Every Corner Distribution	Distribution of September Newsletter	445.00	89.00	534.00
OS	BACS	Fenland Leisure Products	Playpark consumables	476.00	95.20	571.20
F&GP	BACS	G du Plessis	De-Fib Pads (Reimbursment)	79.90	15.98	95.88
OS/THP	BACS	GB Tool Hire	Toilet Cleaner	14.10	2.82	16.92
			Cleaning Products	98.95	19.79	118.74
			Hire of Pressure Washer	11.24	2.25	13.49
F&GP	BACS	Google	Workspace for August	310.50	0.00	310.50
F&GP	BACS	Sam Holland	Illustrated panels for Fire Station Mural	250.00	0.00	250.00
F&GP	BACS	HR Support Consultancy	Consultancy Services in August	422.50	84.50	507.00
F&GP	BACS	S Jackman	Town Vitality Funding Consultations	2000.00	0.00	2000.00
TH&P	BACS	K&M Insulation	Cavity wall insulation	550.00	0.00	550.00
OS	BACS	Labouring Poor	Allotment plot deposit	40.00	0.00	40.00
F&GP	BACS	Olver electrical	2021 Xmas Lights Testing	225.00	45.00	270.00
THP	BACS	Olver electrical	EICR testing to Town Hall areas	950.00	190.00	1140.00
THP	BACS	Olver electrical	Carry out the C2 remedial works (Units 10 and 11)	345.00	69.00	414.00
THP	BACS	Olver electrical	Carry out the C2 remedial works (Units 7, 8 and 9)	750.00	150.00	900.00
F&GP	BACS	Sage	Monthly subscription	54.00	10.80	64.80
OS	-	Source for Business	Allotment - Water Bill	-11.83	0.00	-11.83
OS	BACS	SWW	Allotment - Water Bill	137.47	0.00	137.47
THP	DD	Source for Business	Public Toilets - Water Bill	177.02	0.00	177.02
THP	-	Source for Business	Unit 11 - Water Bill	-42.00	0.00	-42.00
OS	-	Source for Business	Cemetery - Water Bill	-825.79	0.00	-825.79
THP	-	Source for Business	Town Hall - Water Bill	-96.06	0.00	-96.06
OS	BACS	Source for Business	Trough/Standpipe - Water Bill	84.24	0.00	84.24
F&GP	DD	Three	Mobile Phones	43.58	8.72	52.30
THP	BACS	Liquidline	Ecoboileter Maintenance Contract	125.00	25.00	150.00
OS	BACS	Travis Perkins	Cement Mortar	16.92	3.38	20.30
OS	BACS	Travis Perkins	Postcrete	25.60	5.12	30.72
OS/THP	BACS	Trewartha's	Consumables	131.90	26.38	158.28
F&GP	BACS	Visit Tamar Valley	Yearly Membership	250.00	0.00	250.00
				8573.73	**912.04**	**9485.77**

Payments for approval 14th September2022						
To be minuted at September Full Council						
				Net	VAT	Gross
TH&P	BACS	Cornwall Council	Annual Premises Licence	180.00	0.00	180.00
TH&P	BACS	Elifts	Call Out & Service on Platform Lift	206.98	41.40	248.38
F&GP	BACS	Filmbank	Space Jam (September Film Show)	133.00	26.60	159.60
F&GP	BACS	Flowers by Catherine	2 Civic Bouquets of Flowers	60.00	0.00	60.00
OS	BACS	HTP	First Aid Course (HJ)	55.00	11.00	66.00
OS	BACS	John Smiths Tyres	Repairs on mower	20.00	0.00	20.00
F&GP	DD	Autopay	Bank Charges	18.85	0.00	18.85
F&GP	BACS	PKF	External Audit Fees	1300.00	260.00	1560.00
	DD	Drax	August electricity useage:			
TH&P	DD	Drax	Staff Room	44.36	2.23	46.59
TH&P	DD	Drax	New offices	66.35	3.32	69.67
OS	DD	Drax	Heritage Centre	67.18	3.36	70.54
TH&P	DD	Drax	Public Toilets	51.26	2.56	53.82
TH&P	DD	Drax	Workshop & Toilets	90.52	4.53	95.05
				2293.50	**355.00**	**2648.50**