FULL COUNCIL MEETING

Council Chambers

27th September 2022 at 7:00pm

Minutes

PRESENT: CLLRS BROOKS (SB), COAKLEY (MC), GOLD (KG), MOORE (MM), POUND (SP), STENTIFORD (TS), & TOLMAN (CHAIR) (ST)

OFFICERS: TOWN CLERK, ADMINISTRATIONS OFFICER

2 MEMBERS OF THE PUBLIC (KELVIN SPINKS AND PAUL HACKWORTH – TOWN FORUM)

Prayers were led by Rev. David Moss prior to the meeting.

	Minutes	Action
1.	**APOLOGIES** – Cllrs Long, Smith, Watson and Tagg	
2.	**MINUTES** **Approval of the minutes of 26th July 2022** **RESOLVED**. It was proposed by Cllr Moore seconded by Cllr Gold 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 Stentiford declared an interest in Agenda Item 21**	
5.	**DISPENSATIONS** **None**	
6.	**RATIFICATION OF ANY DECISIONS MADE SINCE THE LAST MEETING** **RESOLVED.** It was proposed by Cllr Tolman and seconded by Cllr Gold 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** – To receive any updates from the group. Kelvin Spinks reported that, following resignations of some members of the Forum, they were having difficulties in finding volunteers to come onto the Forum. It was suggested that they put an article in the Callington News to let people know who they were, what they did and calling for new members. Cllr Moore advised that this was a problem for most groups and organisations, numbers always fluctuate. **Noted**	
9.	**TOWN TEAM –** To receive any updates from the group. Cllr Moore previously circulated a presentation explaining the background of the Town Team and what they had been working on. He gave an update on the Shared Prosperity Fund and	

	the proposal to bid for funding for the greening and pedestrianisation of the town centre, a topic raised in the feedback from the Vitality Fund project (conducted by the University of Plymouth), the Arcadis report and previously raised in the Neighbourhood Plan. The bid would be for a feasibility report, led by an external consultant and in consultation with Cornwall Council, and the CLO to create 3D visualisations of a virtual pedestrianised town centre and to help communicate to the residents of the town. An external consultant would be tasked with the delivery of a business case to secure further funding to implement the final and execute the project. **Noted**	
10.	**KELLY BRAY RESIDENTS ASSOCIATION MATTERS –** **None**	
11	**POLICE MATTERS –** **None**	
12	**FIRE MATTERS** - **None**	
13	**CARADON COMMUNITY NETWORK PANEL –** To receive any updates **None**	
14	**REPORTS** **a) Planning Committee.** To receive the approved minutes from the meeting held on 21st June & 5th July 2022. **RESOLVED**. Proposed by Cllr Tolman and seconded by Cllr Gold and unanimously agreed to receive the minutes. **b) Town Hall & Premises Committee.** To receive the approved minutes from the meeting held on 7th June 2022. **RESOLVED**. Proposed by Cllr Moore and seconded by Cllr Pound and unanimously agreed to receive the minutes. **c) Outside Services Committee.** To receive the approved minutes from the meeting held on 28th June 2022. **RESOLVED**. Proposed by Cllr Gold and seconded by Cllr Brooks and unanimously agreed to receive the minutes. **d) Finance & General Purposes Committee. –** To receive the approved minutes from the meeting held on 21st June 2022. **RESOLVED**. Proposed by Cllr Tolman and seconded by Cllr Coakley and unanimously agreed to receive the minutes. **e) Any other reports [not for decision] from Councillors.** Cllr Gold reminded all Councillors of the Halloween Disco being held on 31st October and asked for donations for raffle prizes, she advised that members of the Lions would be helping out. Help was required with the running of the Film Shows. She reported that Cornwall Council had been approached with regard to providing free car parking in the New Road South car par on Saturday 3rd December for the Christmas event, we were still waiting their response. Cllr Pound reported that he had attended his first meeting with the Duchy Academy Trust as a Governor; he would be undertaking training to enable him to understand the role and fulfill his obligations. Cllr Stentiford reported that he felt the numbers for the recent film show had been very low and queried the cost of running the film show. Cllr Gold answered by explaining that the numbers had been lower than usual due to it being the first Saturday after the death of the Queen. There was a cost in hiring the film, no staff costs as they were already on duty and a small profit was made on refreshments. Those that do attend, sometimes from neighbouring towns, seem to enjoy it.	

	f) **Report from Cornwall Councillor** – Cllr Long had previously circulated his report. **Noted**	
15	**FINANCE** a) **approval of payments (see addendum 1.0 below)** **RESOLVED.** Proposed by Cllr Gold and seconded by Cllr Moore and unanimously agreed to approve payments as listed. b) **Preparing the Precept for 2023/2024 – to receive any recommendations from the committees –** No Statement of Works had been received. c) **External Auditor Report – previously circulated.** The RFO had previously circulated the report. She had recommended the appointment of the external auditor and to continue with the 'opt-in' approach in line with all smaller authorities and remain part of the central scheme **RESOLVED.** It was proposed by Cllr Gold seconded by Cllr Brooks and unanimously agreed to note the External Auditor's report and to follow the recommendations of the RFO with regard to appointing an External Auditor d) **To appoint the internal auditor for 2022/23** **RESOLVED.** Proposed by Cllr Moore seconded by Cllr Pound and unanimously agreed to re-appoint Dawe, Hawken and Dodd as internal auditors for 2022/2023	
17	**FOR DISCUSSION – Youth Monies update** The Clerk reported that the Community Link Officer had confirmed that the draft Transfer Agreement had been referred to Cornwall Council's Strategic Director. She confirmed that once it had been signed off, Legal Services would then proceed with the completion. She would keep the Town Council updated. **Noted.**	
18	**FOR DISCUSSION – Mural Update** Cllr Pound reported that he had had a meeting with Rosie Fierek to talk through the plan with the mural on the Town Hall. As previously agreed it would not be ready for Honey Fair but it is moving forward. **Noted**	
19	**FOR DECISION –** to adopt and sign the national Civility and Respect Pledge **RESOLVED.** Proposed by Cllr Gold seconded by Cllr Coakley and unanimously agreed to accept the Pledge. Cllr Gold urged all Councillors to read the Pledge and abide by it.	**TC**
20	**FOR DISCUSSION –** Christmas Lights. Cllr Gold reported that the flagpole lights were no longer working and needed replacing if he were to be used this year. The OM had sourced some ex-hire stock at a very reasonable price. Cllr Tolman queried if funding had been requested from the Cornwall Councillor's Community Chest or CRL as they both had helped towards the cost of the lights at Kelly Bray. **RESOLVED.** Proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed that the lights are purchased by the Town Council and funds to help with the costs are sourced though the Community Chest and CRL.	**KG/OM**
21	**FOR NOTING ONLY – Councillor Breach of Code of Conduct - Assessment Decision Notice CCN035/22/23 -** To receive a statement from the Town Clerk The Town Clerk read out the Assessment Decision from the Monitoring Officer. **RESOLVED**. It was proposed by Cllr Gold seconded by Cllr Tolman and unanimously agreed to note the Decision Notice.	
22	**ANY URGENT ITEMS – For information only.** Cllr Gold reported that some the proprietor of the Lost Surfers Café had recently invited some staff and Councillors to the new café. She reported that it was looking lovely and	

	hoped it was well supported. The proprietor had taken the opportunity to ask Cllr Gold if the Council would consider granting him permission to park his 'Tipsy Bus' permanently over the winter months in the Pannier Market using his parking permit. Cllr Pound suggested that he park the vehicle at the Free Car Park on Saltash Road where there is also CCTV. **RESOLVED.** Proposed by Cllr Pound seconded by Cllr Moore and unanimously agreed to decline the request. Cllr Brooks queried if 'water elephants' were used in the water cisterns of the public conveniences. The Clerk reported that she was unsure but would speak with the Operations Manager about this.	**TC**
	Proposed by Cllr Tolman and seconded by Cllr Gold and unanimously agreed to proceed to Part Two Session at 7:44pm	
24	**7:44pm** **PART TWO SESSION** **EXEMPT REPORT: COMMERCIALLY SENSITIVE 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** Callington Community College had already provided Councillors with some information of their Estate Plan Vision but representatives attended the meeting to explain the Vision and answer any questions. The Town Clerk requested that they keep a line of communication between the Community College and the Town Council open and to provide updates. The representatives of Callington Community College left the meeting. The Clerk gave Councillors an update on staffing matters and informed them that she was having a staff meeting later on in the week.	
	Date of next meeting: Tuesday 25th October 2022	
	There being no further business the meeting was closed at 8:20pm	

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**