

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

MINUTES of the meeting of the Finance and General Purposes Committee of Camborne Town Council held in the Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 29<sup>th</sup> November 2018 at 6.30 pm.

PRESENT Councillor G Winter (Chairman)  
Councillor D Atherfold  
Councillor Mrs V Dalley  
Councillor Ms Z Fox  
Councillor J Gillingham  
Councillor J Morgan

In Attendance: Amanda Mugford, Town Clerk; Samantha Hughes, Finance & Administration Officer; Janet Ritchie, Committee Support Officer; Mr Harvey Roberts, representing Barrripper Village Association.

The Chairman explained the safety procedures to all present.

**FG.3380 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**FG.3380.2 RESOLVED: that the apologies from Councillors Herd and Marshall for non-attendance of the meeting of the Finance and General Purposes Committee held on the 29<sup>th</sup> November 2018 were received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3381 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25**

There were no declarations of interest.

**FG.3382 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.3383 CHAIRMAN'S ANNOUNCEMENTS**

Events attended by the Chairman:  
Economic Growth & Development Seminar, Cornwall Council;  
Localism Summit, Cornwall Council;  
Draft Budget and Vision for Library Services Seminar, Cornwall Council (with Councillor Ms Fox).

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

Councillor Herd was unable to carry out the quarterly Bank Reconciliation and a replacement was requested. Councillor Morgan volunteered for the task.

**FG.3384 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 27<sup>th</sup> SEPTEMBER 2018 AND THE CHAIRMAN TO SIGN THEM**

**FG.3384.2 RESOLVED:** **that the minutes of the meeting of the Finance and General Purposes Committee held on 27<sup>th</sup> September 2018 were received, approved and signed by the Chairman**

Proposed by Councillor Winter  
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

**FG.3385 TO RECEIVE THE MINUTES OF THE MEETING OF THE STRATEGIC BUDGET WORKING PARTY HELD ON 26<sup>TH</sup> OCTOBER 2018**

**FG.3385.2 RESOLVED:** **that the minutes of the meeting of the Strategic Budget Working Party held on 26<sup>th</sup> October 2018 were received**

Proposed by Councillor Winter  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

**FG.3386 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**FG.3387 TO RECEIVE THE QUARTERLY BANK RECONCILIATION AUDIT FOR APRIL/MAY/JUNE 2018 FROM COUNCILLOR GILLINGHAM**

**FG.3387.2 RESOLVED:** **that the Quarterly Bank Reconciliation Audit for April/May/June 2018 from Councillor Gillingham was received**

Proposed by Councillor Gillingham  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**FG.3388 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR SEPTEMBER 2018 FROM COUNCILLORS WILKINS AND WINTER**

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

**FG.3388.2 RESOLVED:** **that the Appointed Councillors' Internal Audit Report for September 2018 from Councillors Wilkins and Winter was received**

Proposed by Councillor Winter  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

**FG.3389 TO RECEIVE THE BANK CASH AND INVESTMENT RECONCILIATION, BANK RECONCILIATION STATEMENT, EARMARKED RESERVES REPORT, DETAILED INCOME & EXPENDITURE BY BUDGET HEADING UP TO 30<sup>TH</sup> SEPTEMBER 2018 AND AGREE ANY ACTION**

**FG.3389.2 RESOLVED:** **that the Bank Cash and Investment Reconciliation, Bank Reconciliation Statement, Earmarked Reserves Report, detailed income and expenditure by budget heading up to 30<sup>th</sup> September 2018 was received**

Proposed by Councillor Winter  
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

**FG.3390 TO RECEIVE AND APPROVE THE VAT RETURN FOR THE PERIOD 1<sup>ST</sup> JULY 2018 TO 30<sup>TH</sup> SEPTEMBER 2018**

**FG.3390.2 RESOLVED:** **that the VAT Return for the period 1<sup>st</sup> July 2018 to 30<sup>th</sup> September 2018 was received and approved**

Proposed by Councillor Morgan  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3391 TO APPROVE THE PAYMENTS FOR THE MONTH OF OCTOBER 2018 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND THE VICE-CHAIRMAN**

**FG.3391.2 RESOLVED:** **that the payments for the month of October 2018 made under the delegated authority of the Chairman and Vice-Chairman were approved**

Proposed by Councillor Winter  
Seconded by Councillor Morgan

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

On a vote being taken the matter was approved unanimously.

**FG.3392 TO RECEIVE THE BANK CASH AND INVESTMENT RECONCILIATION, BANK RECONCILIATION STATEMENT, EARMARKED RESERVES REPORT, DETAILED INCOME & EXPENDITURE BY BUDGET HEADING UP TO 31<sup>ST</sup> OCTOBER 2018 AND AGREE ANY ACTION**

The Finance & Administration Officer explained that there was a small overspend on some budget codes because of the exceptional circumstances involving this Council's move to its new premises, but these budgets had been reviewed for the forthcoming year. The overall balance for September appeared high because it included the Precept payment.

**FG.3392.2 RESOLVED: that the bank cash and investment reconciliation, bank reconciliation statement, earmarked reserves report, detailed income & expenditure by Budget Heading up to 31<sup>st</sup> October 2018 was received and that no further action was required**

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3393 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF NOVEMBER 2018 UP TO DATE SCHEDULE TABLED AT MEETING**

**FG.3393.2 RESOLVED: that the payment of invoices received for the month of November 2018 was approved**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**FG.3394 TO APPROVE PAYMENTS FOR THE MONTH OF NOVEMBER 2018 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING**

**FG.3394.2 RESOLVED: that the payments for the month of November 2018 made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, were approved**

Proposed by Councillor Morgan  
Seconded by Councillor Atherfold

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

On a vote being taken the matter was approved unanimously.

**FG.3395 TO RECEIVE AN INTERIM INTERNAL AUDIT REPORT FROM HUDSON ACCOUNTING LTD FOR THE FINANCIAL YEAR ENDED 31<sup>ST</sup> MARCH 2019 AND AGREE ANY ACTION**

The Town Clerk advised that no issues had been raised by the Internal Auditor and that the Risk register, Financial Risk register and Asset Register were due for review in February 2019.

**FG.3395.2 RESOLVED: that an interim internal audit report from Hudson Accounting Ltd for the Financial year ended 31<sup>st</sup> March 2019 was received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3396 TO RECEIVE AND NOTE INTERNAL AUDIT REPORT RESPONSE RECORD**

**FG.3396.2 RESOLVED: that the Internal Audit Report response was received and noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

The Chairman brought forward agenda items 23 and 24.

**FG.3397 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 90 MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS AND GIVE EVIDENCE IN RESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)**

Mr Harvey Roberts, representing Barrripper Village Association (BVA), gave a short presentation regarding the play area in Barrripper, which had been closed because the play equipment had failed a Health and Safety Inspection. BVA was fund raising to replace the play equipment and re-open the facility but the project would have to be carried out gradually, as funds became available.

**FG.3398 GRANT AID APPLICATIONS**

- (i) Barrripper Village Association (Local Government(Miscellaneous Provisions) Act 1976 s.19)

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

**FG.3398.2 RESOLVED:** **to grant £4,000 to Barripper Village Association under the power given by the Local Government (Miscellaneous Provisions) Act 1976, s.19**

Proposed by Councillor Ms Fox  
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

Mr Harvey Roberts left the meeting at 7.02pm.

(ii) Cornwall Hospice Care (Localism Act 2011 s.1)

**FG.3398.3 RESOLVED:** **to grant £500 to Cornwall Hospice Care under the power given by the Localism Act 2011, s.1**

Proposed by Councillor Morgan  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

(iii) Cornwall Befriending Services CIC (Localism Act 2011 s.1)

**FG.3398.4 RESOLVED:** **to grant £1,200 to Cornwall Befriending Services CIC under the power given by the Localism Act 2001, s.1**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**FG.3399 TO APPROVE A MAINTENANCE PROGRAMME FOR THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

The Town Clerk reported that the Amenities Team had drawn up a maintenance schedule for the Passmore Edwards building, which had been considered by the Town Clerk and the Finance & Administration Officer in their preparation of the draft budget.

**FG.3399.2 RESOLVED:** **that a maintenance programme for the Passmore Edwards Building was approved**

Proposed by Councillor Gillingham  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

**FG.3400 TO RECEIVE A REPORT FROM THE TOWN CLERK REGARDING THE FINANCE AND GENERAL PURPOSES COMMITTEE DRAFT REVENUE BUDGET 2019/2020 AND THREE-YEAR FINANCIAL PLAN**

The Town Clerk reported that increases in the budget for 2019/2020 had been kept to a minimum and were based on projected spending. New budget heads had been created for the Library services this Council intended to offer and the Town Clerk was confident in the ability of the Library staff to deliver these services.

A dedicated budget had been created for the website, which now came under this Committee's budget because it contained legal and Governance documents.

The Community Grants and Donations budget was increased in line with the wishes of this Committee. (FG.3372.2)

**FG.3400.2 RESOLVED:** **that a report from the Town Clerk regarding the Finance and General Purposes Committee Draft Revenue Budget 2019/2020 and three-year financial plan was received and that the Town Clerk was thanked for her report**

Proposed by Councillor Morgan  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3401 TO CONSIDER THE FINANCE AND GENERAL PURPOSES COMMITTEE DRAFT REVENUE BUDGET 2019/2020 AND THREE-YEAR FINANCIAL PLAN AND APPROVE ACTION ACCORDINGLY**

**FG.3401.2 RESOLVED:** **that the Finance and General Purposes Committee Draft Revenue Budget 2019/2020 and three-year financial plan was received and approved**

Proposed by Councillor Morgan  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3402 TO RECEIVE A RECOMMENDATION FROM THE STRATEGIC BUDGET WORKING GROUP AND APPROVE ACTION ACCORDINGLY**

**SBWP.49.3 RESOLVED:** **to recommend to the Finance and General Purposes Committee that any uplift needed to the General Fund to meet accounting and audit requirements be made from Revenue Protection Earmarked Reserve**

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

**FG.3402.2 RESOLVED:** **to approve that any uplift needed to the General Fund to meet accounting and audit requirements be made from Revenue Protection Earmarked Reserve**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**FG.3403 TO RECEIVE CALC BRIEFING "MAKING TAX DIGITAL" AND RECEIVE ANY ACTION**

**FG.3403.2 RESOLVED:** **that a briefing from CALC "Making Tax Digital" was received**

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3404 TO APPROVE CREDIT ACCOUNT APPLICATIONS FOR JEWSON LTD AND WARRIOR WAREHOUSES LTD**

**FG.3404.2 RESOLVED:** **that Credit Account Applications for Jewson Ltd and Warrior Warehouses Ltd were approved**

Proposed by Councillor Ms Fox  
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved by a majority, with one abstention.

**FG.3405 TO RECEIVE AND NOTE CORRESPONDENCE FROM GRANT RECIPIENTS**

**(i) CAMBORNE RFC LTD  
(ii) CAMBORNE SHOW SOCIETY  
(iii) MERLIN MS CENTRE**

**FG.3405.2 RESOLVED:** **that correspondence from grant recipients Camborne RFC Ltd, Camborne Show Society and Merlin MS Centre was received and noted**

Proposed by Councillor Morgan  
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.



**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

**FG.3406 THAT THE COUNCIL RESOLVES, UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC IN THE VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE DISCUSSED**

**FG.3406.2 RESOLVED:** that, under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded, in view of the confidential nature of the business about to be discussed

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3407 TO RECEIVE REQUEST FOR TENDER (RFT) FORMS FOR THE FLORAL DECORATION DISPLAY – CAMBORNE TOWN CENTRE AND TUCKINGMILL 2019/21, APPROVE ACTION AND AUTHORISE EXPENDITURE (A.3983.2)**

**FG.3407.2 RESOLVED:** that Request for Tender (RFT) forms for the floral decoration display – Camborne Town Centre and Tuckingmill 2019/21 were received and that KC Warne Services Ltd was appointed, and the associated expenditure authorised from the Environment budget

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

**FG.3408 TO APPROVE THE ENGAGEMENT OF THE COUNCIL'S ACCOUNTANT TO ASSIST WITH THE PREPARATION OF YEAR END ACCOUNTS 2018/2019 AND AUTHORISE ASSOCIATED EXPENDITURE**

**FG.3408.2 RESOLVED:** that the engagement of the Council's accountant to assist with the preparation of year end accounts 2018/19 was approved, to be funded from the Audit budget

Proposed by Councillor Ms Fox  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 29<sup>th</sup> NOVEMBER 2018**

**FG.3409 TO RECEIVE A QUOTATION FROM RBS FOR SUPPORT AND MAINTENANCE FEES FOR OMEGA MAKING TAX DIGITAL VAT SUBMISSION, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

**FG.3409.2 RESOLVED: that a quotation from RBS for Support and Maintenance fees for Omega Making Tax Digital VAT submission was received and accepted, to be funded from the Licences budget**

Proposed by Councillor Winter  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.20pm.

SIGNED BY THE CHAIRMAN.....

DATE .....