

Meeting Minutes



The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

Minutes of the meeting of the Amenities Committee of Camborne Town Council held remotely via Zoom on Thursday 28th May 2020 at 3 pm.

PRESENT:

Councillor M Champion	Chairman
Councillor D Wilkins	Vice Chairman
Councillor J Morgan	
Councillor Ms M Pearce	
Councillor Mrs Weedon	

IN ATTENDANCE:

Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Melanie Negus, Finance and Administration Assistant; Rose Hichens-Todd, Engagement Officer.

The Chairman explained the meeting procedures to all present.

A.4148 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

A.4148.2 RESOLVED: that the apologies from Councillors Mrs Dalley, Dalley, and R Goodman for non-attendance of the meeting of the Amenities Committee held on the 28th May 2020 were received

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

There were no apologies received from Councillor Collins.

A.4149 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

A.4150 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ALL ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25

Councillor M Pearce declared an interest in Agenda item 12 as she was an allotment holder of the Camborne Produce Association.

A.4151 TO APPROVE WRITTEN REQUESTS FOR DISPENSATIONS

There were no dispensation requests.

A.4152 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 23RD JANUARY 2020 AND THE CHAIRMAN TO SIGN THEM

A.4152.2 RESOLVED: that the minutes of the meeting of the Amenities Committee held on 23rd January 2020 were received and approved, to be signed at a later date

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously by those entitled to vote.

A.4153 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

A.4154 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 3E 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)

There were no public present.

A.4155 TO RECEIVE THE CURRENT NET POSITION BY CODE FOR THE AMENITIES REVENUE BUDGET TO END OF MARCH 2020 AND AGREE ACTION

A.4155.2 RESOLVED: that the current net position by code for the Amenities Revenue Budget to end of March 2020, was received

Proposed by Councillor Champion
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

A.4156

TO RECEIVE A REPORT FROM THE ENGAGEMENT OFFICER REGARDING THE RESULTS OF THE PUBLIC CONSULTATION ON CAMBORNE RECREATION GROUND IMPROVEMENTS, CONSIDER RESPONSES AND RECOMMENDATIONS, INCLUDING CCTV, AGREE ACTION AND AUTHORISE EXPENDITURE

The Engagement Officer informed members that the initial designs for the refurbishment of Camborne Recreation Ground had been sent back to the supplier for some minor amendments. The amended designs had been publicised for public consultation and very positive feedback had been received, the main concerns of the public were future vandalism

Members discussed the Town Council's lack of access to CCTV footage and the need to review this when the contract was due for renewal.

The Engagement Officer informed members that the Recreation Ground site was not in the current WIFI network range, and that alternative solution would need sourcing if members wanted CCTV coverage for the Recreation Ground.

Councillor Champion informed members that crime prevention was a police matter, that a private CCTV system would require a trained handler, and would be very cost prohibitive.

Members felt that due to the sensitive nature of the discussion the CCTV part of the Agenda item should be moved to closed session.

Members discussed a pitch lease for a mobile catering unit in the Recreation Ground.

A.4156.2

RESOLVED: that the amendments to the design for the Recreation Ground improvements were approved

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously

A.4156.3

RESOLVED: that on the appointment of an Amenities and Projects Officer, the prospect of a pitch lease for a mobile catering unit to be sited in Camborne Recreation Ground be investigated, by the Amenities Officer

Proposed by Councillor Champion
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

A.4156.4 **RESOLVED: that on the appointment of an Amenities and Projects Officer, supervision options for Camborne Recreation Ground be investigated, by the Amenities Officer**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4156.5 **RESOLVED: that discussions for the CCTV provision for Camborne Recreation Ground were deferred to the closed session part of the meeting due to the sensitive nature of discussions**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

The Chairman deferred Agenda item 11 to Closed Session.

Having declared an interest in Agenda item 12(I) Councillor M Pearce left the meeting.

A.4157 **GRANT AID APPLICATIONS:**

(I) CAMBORNE PRODUCE ASSOCIATION (GENERAL POWER OF COMPETENCE).

(II) COMMUNITY GREEN SPACE (GENERAL POWER OF COMPETENCE).

A.4157.2 **RESOLVED: to grant £1,500 to the Camborne Produce Association, to be taken from cost code 5240 Environmental Grants budget; under the General Power of Competence**

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Weedon

On a vote being taken the matter was approved unanimously.

Councillor M Pearce re-entered the meeting.

A.4157.3 **RESOLVED: to grant £1,000 to Community Green Space, to be taken from cost code 5240 Environmental Grants budget; under the General Power of Competence**

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

On a vote being taken the matter was approved by a Majority.

A.4158 TO RECEIVE CORRESPONDENCE FROM SIMON ALLEN OF DATASHARP REGARDING UPGRADE OF THE TOWN COUNCIL'S TELEPHONE SYSTEM, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Deputy Clerk informed members that the office had been experiencing endless problems with the telephone systems and had had discussions with the supplier to find a solution. The supplier on being contracted had used the original lines due to cost implications, but offered to upgrade the systems at an increase fee of £6.67 per month, with labour and materials free of charge.

A.4158.2 RESOLVED: that correspondence from Simon Allen of Datasharp regarding upgrade of the Town Council's telephone system was received. The upgrade of the systems and the associated expenditure and approved

Proposed by Councillor Mrs Weedon
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

A.4159 TO RECEIVE CORRESPONDENCE FROM COUNCILLOR DAVID ATHERFOLD REGARDING THE RE-SITING OF THE PHONE BOX IN BEACON FOR COMMUNITY USE AND AGREE ACTION

A.4159.2 RESOLVED: that correspondence from Councillor David Atherfold regarding the re-siting of the Phone Box in Beacon for community use was received, and that no action be taken

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4160 TO RECEIVE CORRESPONDENCE FROM KEVIN MARSHALL OF KBM FIRE SAFETY SERVICES REGARDING A FIRE RISK ASSESSMENT AT UNIT 5 CARN BREA BUSINESS PARK, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

A.4160.2 **RESOLVED: that correspondence from Kevin Marshall of KBM Fire Safety Services regarding a Fire Risk Assessment at Unit 5 Carn Brea Business Park was received**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4161 **TO RECEIVE CORRESPONDENCE FROM SONIA ARMSTRONG OF CORMAC SOLUTIONS REGARDING CLEANING SERVICE LEVEL AGREEMENT AT CAMBORNE RECREATION GROUND, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Deputy Clerk informed members that the increase was due to the increase in the living wage and was in-line with inflation. There had been no charges incurred during the lock-down period, and the toilets would be re-opened when advised by the Government. Hand washing advice signage, and Risk Assessments would be covered by Cormac Solutions. Councillor Champion advised that the Town Council should request a copy of the Risk Assessments from Cormac Solutions.

A.4161.2 **RESOLVED: that correspondence from Sonia Armstrong of Cormac Solutions regarding Cleaning Service Level Agreement at Camborne Recreation Ground was received. The increased associated expenditure was approved**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4162 **TO RECEIVE CORRESPONDENCE FROM NICOLA SAUNDERS OF CORNWALL COUNCIL REGARDING A CHANGE IN NOTICE PERIOD FOR ROAD CLOSURES AND AGREE ACTION**

A.4162.2 **RESOLVED: that correspondence from Nicola Saunders of Cornwall Council regarding a change in notice period for Road Closures was received**

Proposed by Councillor Morgan
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

A.4163 TO GIVE AUTHORITY TO THE DEPUTY TOWN CLERK TO INVESTIGATE INSTALLATION OF A PERMANENT SOCKET FOR ICT EQUIPMENT AT UNIT 5 AND AUTHORISE EXPENDITURE

The Deputy Clerk informed members that the computer system installed at Unit 5 for the use of the Amenities team and the Amenities and Projects Officer had been running with the use of an extension lead as a temporary measure, and that for Health & Safety, and practicality it needed to be hard wired.

A.4163.2 RESOLVED: that delegated authority to the Deputy Town Clerk to investigate installation of a permanent socket for ICT equipment at Unit 5, and the associated expenditure was approved

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4164 TO RECEIVE AND NOTE INFORMATION AND COSTS FOR REPAIRS TO A MOWER, A HEALTH & SAFETY REQUIREMENT

A.4164.2 RESOLVED: that information and costs for repairs to a mower, for Amenities team use, a Health & Safety requirement; was received and noted

Proposed by Councillor Champion
Seconded by Councillor Mrs Weedon

On a vote being taken the matter was approved unanimously.

A.4165 TO CONSIDER DISPOSAL OF DAMAGED CHAIRS AND OLD TOWN COUNCIL FLAG, AGREE ACTION AND AUTHORISE EXPENDITURE

A.4165.2 RESOLVED: that the disposal of damaged Council Chamber chairs, and an old Town Council flag was approved, and the associated expenditure was authorised

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Weedon

On a vote being taken the matter was approved unanimously.

A.4166 TO RECEIVE AND NOTE EMERGENCY EXPENDITURE FOR TREE FELLING UNDER HEALTH & SAFETY REQUIREMENTS

A.4166.2 **RESOLVED: that the emergency expenditure for tree felling under Health & Safety requirements, was received and noted**

Proposed by Councillor Champion
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

A.4167 **TO RECEIVE AND NOTE EXPENDITURE FOR ANNUAL CLOCK SERVICE**

A.4167.2 **RESOLVED: that the expenditure for the Town Clock Annual Service, was received and noted**

Proposed by Councillor Wilkins
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

A.4168 **TO CONSIDER RE-FILLING THE TOWN FOUNTAIN, AGREE ACTION AND AUTHORISE EXPENDITURE**

A.4168.2 **RESOLVED: that the re-filling of the Fountain in the Town Square was approved, and the associated expenditure was authorised**

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Weedon

On a vote being taken the matter was approved unanimously.

A.4169 **TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON THE SUMMER FLORAL DISPLAY AND RATIFY ACTIONS TAKEN BY THE DEPUTY TOWN CLERK, MAYOR, DEPUTY MAYOR AND CHAIRMAN OF THE AMENITIES COMMITTEE**

The Deputy Clerk informed members that communication with businesses regarding the floral arrangements for this year had not been possible due to the lock-down, but discussions with the supplier and Councillors resulted in the decision to proceed with having the planters positioned around the town.

A.4169.2 **RESOLVED: that a verbal update from the Deputy Town Clerk on the Summer Floral Display was received, and actions taken by the Deputy Town Clerk, Mayor, Deputy**

Mayor and Chairman of the Amenities Committee, were ratified

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

A.4170 THAT THIS COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES ADMISSION TO MEETINGS ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

A.4170.2 RESOLVED: that under the 1960 Public Bodies Admission to Meetings Act, the press and public were excluded from the meeting, due to the confidential nature of the business to be discussed

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

The following is a continuation of Agenda item 10 (A.4156)

A.4171 TO CONSIDER CCTV FOR CAMBORNE RECREATION GROUND, AGREE ACTION AND AUTHORISE EXPENDITURE

After much discussion it was:

A.4171.2 RESOLVED: that a request be put to Devon & Cornwall Police for information regarding the effectiveness of CCTV in crime solving in Camborne, and that CCTV monitoring during the works at the recreation ground was approved with associated expenditure authorised

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

On a vote being taken the matter was approved by a Majority.

A.4172 TO RECEIVE

(I) A WRITTEN REPORT FROM THE ENGAGEMENT OFFICER REGARDING THE RESTROOM SCHEME AND CONSIDER TEMPORARY ALTERNATIVE ARRANGEMENTS,

(II) CORRESPONDENCE FROM A MEMBER OF THE PUBLIC REGARDING THE RESTROOM SCHEME,

AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

Zoom connection with Councillor Wilkins was lost temporarily.

A.4172.2

RESOLVED: that written report from the Engagement Officer regarding the Restroom Scheme, was received. The Engagement Officer to investigate options and full costings for temporary toilet provisions for the town, for submission to the next meeting of Full Council

Proposed by Councillor Mrs Weedon
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

A.4172.3

RESOLVED: that correspondence from a member of the public regarding the Restroom Scheme, was received. The Town Council to contact the owner of the premises with the aim to resolve the issues highlighted in the correspondence

Proposed by Councillor Mrs Weedon
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

A.4172.4

RESOLVED: that as a goodwill gesture during the lockdown period, as some businesses are struggling; to continue paying the participants of the Rest Room Scheme. The approved expenditure to be taken from cost code 5250 Public Conveniences

Proposed by Councillor Mrs Weedon
Seconded by Councillor Morgan

On a vote being taken the matter was approved by a Majority.

A.4172.5

RESOLVED: that a review of the Rest Room Scheme be conducted on the appointment of an Amenities & Projects Officer

Proposed by Councillor Champion
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

A.4173 TO CONSIDER QUOTATIONS FOR SOCIAL DISTANCING SIGNAGE FOR THE GREEN SPACES, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE (TO FOLLOW)

A.4173.2 RESOLVED: that quotations for social distancing signage for the Green Spaces were received. The Town Council's approved provider was Creative Signs; and the associated expenditure was authorised

Proposed by Councillor Mrs Weedon
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

A.4173.3 RESOLVED: that the Engagement Officer to hold discussions with BID Camborne regarding their Cleanliness Charter

Proposed by Councillor Mrs Weedon
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

Councillor Wilkins Zoom connection was resumed.

A.4174 TO RECEIVE QUOTATIONS FOR THE SUPPLY AND INSTALLATION OF DASH-CAMS IN THE AMENITIES VEHICLES, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

A.4174.2 RESOLVED: that quotations for the supply and installation of Dash-Cams in the Amenities vehicles were received. The Town Council's approved provider was Gould Electronics, and the associated expenditure was authorised

Proposed by Councillor Mrs Weedon
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

A.4175 TO RECEIVE QUOTATIONS FOR A SPARE SET OF HOOK-UP LEADS, AGREE ACTION AND AUTHORISE EXPENDITURE

A.4175.2 RESOLVED: that quotations for a spare set of hook-up leads for the Town Square's electricity supply were

received. The Town Council's appointed supplier was MJR Electrical, and the associated expenditure was approved

Proposed by Councillor Champion
Seconded by Councillor Mrs Weedon

On a vote being taken the matter was approved unanimously.

A.4176 TO RECEIVE CORRESPONDENCE FROM CORNWALL FIRE AND RESCUE SERVICE REGARDING CCTV CHARGES FOR 2020/2021 AND AGREE ACTION

A.4176.2 RESOLVED: that correspondence from Cornwall Fire and Rescue Service regarding CCTV charges for 2020/2021 was received

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

There being no further business the Chairman closed the meeting at 4.27 pm.

SIGNED BY THE CHAIRMAN.....

DATE