

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 22ND SEPTEMBER 2016**

MINUTES of the meeting of the Finance and General Purposes Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Thursday 22nd September 2016 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)
Councillor S Odgers (Vice Chairman)
Councillor M Brown
Councillor T Chalker
Councillor Ms Z Fox
Councillor J Gillingham
Councillor Godolphin
Councillor W Krey
Councillor Mrs Dalley (ex officio)

In Attendance: Amanda Mugford, Town Clerk; Melanie Negus, Administrative Assistant.

The Chairman explained the safety procedures to all present.

FG.3008 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

There were no apologies received from Councillor Teixeira.

FG.3009 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

Councillor Mrs Dalley declared an interest in Agenda item 20 (i) as she was a member of the Music Festival Committee.

FG.3010 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3011 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3012 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 28TH JULY 2016 AND THE CHAIRMAN TO SIGN THEM

FG.3012.2 RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 28th July 2016 with an amendment to FG.2991 line three inserting 'South' before Somerset; were received, approved and signed by the Chairman

Proposed by Councillor Webber

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Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3013 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

FG.3014 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR JULY 2016 FROM COUNCILLORS MRS DALLEY AND ODGERS

Councillors Mrs Dalley and Odgers found no issues to report.

FG.3014.2 RESOLVED: that the Internal Audit Reports for July 2016 by Councillors Mrs Dalley and Odgers were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3015 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR AUGUST 2016 FROM COUNCILLORS BROWN AND GODOLPHIN

Councillor Brown apologised for not auditing the August accounts as he had been ill. Councillor Godolphin found no issues to report.

FG.3015.2 RESOLVED: that the Internal Audit Report for August 2016 by Councillor Godolphin was received

Proposed by Councillor Godolphin
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.3016 TO RECEIVE THE APPOINTED COUNCILLOR'S BANK RECONCILIATION REPORT FROM COUNCILLOR KREY

Councillor Krey found no issues to report.

FG.3016.2 RESOLVED: that Councillor Krey's Bank reconciliation report was received

Proposed by Councillor Krey
Seconded by Councillor Webber

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On a vote being taken the matter was approved unanimously.

FG.3017 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF JULY 2016

FG.3017.2 RESOLVED: **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of July 2016 were received and approved**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3018 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION THE MONTH OF AUGUST 2016

The Town Clerk reported that payments for Agency Staff had been taken from cost code 102 Amenities Salaries; these should have been taken from cost code 9 the Staff Contingency budget. The CCTV payment had been taken from cost code 88 CCTV Earmarked Reserves but should have been taken from 61 Public Protection and CCTV budget. These transactions had been amended on the Scribe Accounting system (revised statements were circulated to the Committee).

FG.3018.2 RESOLVED: **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of August 2016 were received and approved**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3019 TO APPROVE PAYMENTS MADE BY DIRECT DEBIT MANDATE FOR THE MONTHS OF JULY AND AUGUST 2016

FG.3019.2 RESOLVED: **that payments made by Direct Debit Mandate for the months of July and August 2016 were approved**

Proposed by Councillor Odgers
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

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FG.3020 TO APPROVE THE PAYMENTS FOR THE MONTH OF AUGUST 2016 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND THE VICE CHAIRMAN

FG.3020.2 RESOLVED: that the payments for the month of August 2016 made under the delegated authority of the Chairman and Vice Chairman were approved

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3021 TO APPROVE PAYMENTS MADE UNDER FINANCIAL REGULATION 7.2 FOR THE MONTHS OF JULY AND AUGUST 2016

FG.3021.2 RESOLVED: that the payments made under Financial Regulation 7.2 for the months of July and August 2016 were approved

Proposed by Councillor Chalker
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.3022 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF SEPTEMBER 2016 UP TO DATE SCHEDULE TABLED AT MEETING

FG.3022.2 RESOLVED: that the payment of invoices received for the month of September 2016 was approved

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3023 TO APPROVE PAYMENTS FOR THE MONTH OF SEPTEMBER 2016 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 5.6, 6.2, 6.7 AND 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING

FG.3023.2 RESOLVED: that the payments for the month of September 2016 made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 5.6, 6.2, 6.7, and 7.2 were approved

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

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On a vote being taken the matter was approved unanimously.

FG.3024 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF AUGUST 2016

The Town Clerk reported that monies from last year had been rolled over in the Earmarked Reserves cost code 92 budget to cover works on the Fountain agreed in the 2015/16 financial year.

FG.3024.2 RESOLVED: that the Ear-Marked Reserve Report for the month of August 2016 was received

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3025 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)

There were no public present.

Having declared an interest in the next agenda item Councillor Mrs Dalley left the room.

FG.3026 GRANT AID APPLICATIONS

i. CAMBORNE MUSIC FESTIVAL (LOCAL GOVERNMENT ACT 1972 S.145)

FG.3026.2 RESOLVED: to grant £300 to Camborne Music Festival, to be taken from the Community Grants and Donations Budget; under (Local Government Act 1972 s.145)

Proposed by Councillor Ms Fox
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

Councillor Mrs Dalley re-entered the meeting.

ii. ALL SAINTS CHURCH (LOCALISM ACT 2011 S.1)

FG.3026.3 RESOLVED: to grant £255.87 to All Saints Church, to be taken from the Community Grants

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**and Donations Budget; under (Localism
Act 2011 S.1)**

Proposed by Councillor Chalker
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

iii. HEARTLANDS TRUST (LOCAL GOVERNMENT ACT 1972 S.145)

FG.3026.4 RESOLVED: to grant £100 to Heartlands Trust, to be taken from the Community Grants and Donations Budget; under (Local Government Act 1972 s.145)

Proposed by Councillor Ms Fox
Seconded by Councillor Chalker

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

FG.3027 TO RECEIVE A PRESENTATION FROM MR M DAVIES CCLA REGARDING THE PUBLIC SECTOR DEPOSIT FUND AND LOCAL AUTHORITY PROPERTY FUND AND AGREE ANY ACTION

Mr Davis thanked the Council for inviting him to the meeting. The Churches, Charities and Local Authorities organisation (CCLA) was established by the Local Government Association and had fifty years' experience managing funds for local authorities. CCLA was owned by its clients and had no external financial shareholders; all clients were not-for-profit organisations. CCLA managed two funds based on the principles of security, liquidity and yield with the purpose of spreading the risk. He noted that Camborne Town Council would not be covered by the Financial Services Compensation Scheme as its annual budget exceeded £500,000.

Mr Davis detailed the differences between the Public Sector Deposit Fund and the Local Authorities' Property Fund. The referendum decision to leave the European Union had resulted in investment growth slowing down. Councillors asked numerous questions regarding investment levels, yield, access to funds and potential risk.

FG.3027.2 RESOLVED: that a presentation from Mr M Davies CCLA regarding The Public Sector Deposit Fund and Local Authority Property Fund was received, and that Independent Financial advice be sought regarding the Local Authority Property Fund

Proposed by Councillor Chalker
Seconded by Councillor Odgers

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On a vote being taken the matter was approved unanimously.

- FG.3027.3 RESOLVED:** **that £500,000 be transferred from the Town Council's HSBC current account into the CCLA Public Sector Deposit Fund with any interest earned on the £500,000 to remain in the fund**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved Majority.

The Chairman moved agenda item 22 to after agenda item 26.

- FG.3028 TO RECEIVE AN INVITATION TO THE CORNWALL PENSION FUND EMPLOYER'S MEETING, AGREE ATTENDANCE AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk informed members there was a 3 yearly variation on the pension fund and at present the employer's contribution was set at 18.7%. This would change in 2017 due to the valuation outcome from actuaries and would need to be taken into account when setting the budget for the next financial year.

- FG.3028.2 RESOLVED:** **that an invitation to the Cornwall Pension Fund Employer's Meeting was received; the attendance of the Chairman and Vice Chairman of the Finance and General Purpose Committee, and the Town Clerk was approved, and the associated expenditure was authorised. The attendees to report back to a future meeting of the Finance and General Purpose Committee**

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

- FG.3029 TO NOTE CORRESPONDENCE FROM ZURICH INSURANCE REGARDING INSURANCE PREMIUM TAX**

The Town Clerk informed members that following the transfer of assets from Cornwall Council insurance premiums would increase; members would need to allow for this in the budget setting process.

- FG.3029.2 RESOLVED:** **that correspondence from Zurich Insurance regarding Insurance Premium Tax was received**

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Proposed by Councillor Ms Fox
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.3030 TO NOTE CORRESPONDENCE FROM ROYAL MAIL REGARDING CHANGES TO THE TERMS AND CONDITIONS OF SERVICE

FG.3030.2 RESOLVED: that correspondence from Royal Mail regarding changes to the terms and conditions of service was noted

Proposed by Councillor Webber
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

FG.3031 TO EXCLUDE THE PRESS AND PUBLIC IN ACCORDANCE WITH STANDING ORDER 90 'THAT IN THE VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS AND BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW'

FG.3031.2 RESOLVED: that in view of the confidential nature of business about to be transacted, under Standing Order 90, the press and public were excluded

Proposed by Councillor Webber
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3032 TO RECEIVE CORRESPONDENCE FROM THE TOWN COUNCIL'S ACCOUNTANT AND VERBAL REPORT FROM THE TOWN CLERK REGARDING INTERIM ARRANGEMENTS FOR FINANCE ADMINISTRATION AND AGREE ANY ACTION

FG.3032.2 RESOLVED: that correspondence from the Town Council's Accountant and a verbal report from the Town Clerk regarding interim arrangements for finance administration was received

Proposed by Councillor Webber
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

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FG.3033 TO RECEIVE AND CONSIDER QUOTATIONS FOR THE PROVISION OF PAYROLL AND PENSIONS ADMINISTRATION, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY (C.3721.3)

FG.3033.2 RESOLVED: that quotations for the provision of payroll and pensions administration were received and that Robinson Reed Layton was appointed to provide payroll and pensions administration for the Town Council

Proposed by Councillor Chalker
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 7.54pm.

SIGNED BY THE CHAIRMAN.....

DATE

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