

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 23RD JULY 2015**

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 23rd July 2015 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)
Councillor S Odgers (Vice Chairman)
Councillor M Brown
Councillor J Collins
Councillor T Dalley
Councillor Ms Z Fox from point mentioned
Councillor J Gillingham
Councillor W Krey
Councillor Ms J Robinson
Councillor T Chalker (ex officio)
Councillor Mrs Dalley not a member of this committee

In Attendance: Amanda Mugford, Town Clerk; Miss Melanie Negus, Administrative Assistant and six members of the public.

The Chairman explained the safety procedures to all present.

FG.2789 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

Councillor Godolphin had submitted his apologies to the Deputy Clerk at the Extraordinary meeting of Full Council on the 20th July.

FG.2790 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

Councillors Webber and Mrs Dalley declared interests in Agenda item 19 iv (FG.2806 iv) as they had involvement with the Donald Thomas Centre.

FG.2791 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

Agenda item 5 was deferred until before agenda item 19 as there were members of the public wishing to speak on grant applications.

FG.2792 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had been invited by the Troon Village Association to cut a ribbon at the new planters in the village. There were plaques on the planters which acknowledged the Town Council's funding; this had been very well received by residents of Troon.

FG.2793 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 28TH MAY 2015 AND THE CHAIRMAN TO SIGN THEM

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FG.2793.2 RESOLVED: **that the minutes of the meeting of the Finance and General Purposes Committee held on 28th May 2015 were received, approved and signed by the Chairman**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Councillor Ms Fox entered the meeting at 6.35pm and apologised for her late arrival.

FG.2794 TO RECEIVE THE MINUTES OF THE WEST CORNWALL CCTV MANAGEMENT GROUP MEETING HELD ON THE 13TH JULY 2015

FG.2794.2 RESOLVED: **that the minutes of the meeting of the West Cornwall CCTV Management Group held on 13th July 2015 were received**

Proposed by Councillor Webber
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

FG.2795 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

Councillor Webber referred to FG.2774 concerning future investment options. New guidance had been published since the last meeting of the Committee which would need to be considered before any decisions could be taken. This guidance was a later agenda item.

FG.2796 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR APRIL 2015 FROM COUNCILLORS MS FOX AND GILLINGHAM AND APPROVE ANY ACTION

FG.2796.2 RESOLVED: **that the Internal Audit Reports for April 2015 by Councillors Ms Fox and Gillingham was received**

Proposed by Councillor Ms Fox
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

FG.2797 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR MAY 2015 FROM COUNCILLORS COLLINS AND ODGERS AND APPROVE ANY ACTION

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FG.2797.2 RESOLVED: **that the Internal Audit Reports for May 2015 by Councillors Collins and Odgers was received**

Proposed by Councillor Odgers
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

FG.2798 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR JUNE 2015 FROM COUNCILLORS KREY AND MS ROBINSON AND APPROVE ANY ACTION

FG.2798.2 RESOLVED: **that the Internal Audit Reports for June 2015 by Councillors Krey and Ms Robinson was received**

Proposed by Councillor Ms Robinson
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2799 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF MAY 2015

FG.2799.2 RESOLVED: **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of May 2015 were received and approved**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2800 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION AND VAT RETURN FOR THE MONTH OF JUNE 2015

The Town Clerk drew attention to the budget head for audit costs. The internal auditor was still to be paid and an invoice was yet to be received from the external auditor. Councillors agreed that the payment for the preparation of the end of year accounts by the Council's accountant should be taken from the budget for Council expenses and not from the Audit budget.

Members discussed the probable increase of grant applications due to Cornwall Council cuts, and the need to increase the Community Grants and Donations budget. Members agreed that funds could be vired from the fluidity budget and that it should be an Agenda item for the next meeting.

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FG.2800.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation and VAT return for the month of June 2015 were received and approved**

Proposed by Councillor Chalker
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2801 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF JUNE 2015

The Town Clerk informed members that the £3,156 in Community Development at the end of the financial year had been rolled over into Ear-Marked Reserves.

Expenditure to cover the cost of the Designated Places signs had been approved at a meeting of Full Council on the 9th January 2014 (C.2933.2). The invoice had only just been received from Cornwall Council; therefore, the expenditure had been taken from the Amenities Earmarked Reserve.

FG.2801.2 RESOLVED: **that the Ear-Marked Reserve Report for the month of June 2015 was received**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2802 TO APPROVE THE PAYMENTS FOR THE MONTH OF JUNE 2015 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND THE VICE CHAIRMAN

FG.2802.2 RESOLVED: **that the payments for the month of June 2015 made under the delegated authority of the Chairman and Vice Chairman were approved**

Proposed by Councillor Krey
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

FG.2803 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF JULY 2015 UP TO DATE SCHEDULE TABLED AT MEETING

The Town Clerk informed members that the Transparency Code required that the date incurred on every single item of expenditure had to be provided on-line, and that this was taking considerable staffing hours.

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The Manager of the Donald Thomas Centre informed members that the centre was open five days a week providing hot meals, drinks, snacks and activities, for ages ranging from 55 - 100. The Centre had a television in the hall and they were aiming to remove a storage room to make way for a pool table. She thanked the Town Council for its support last year which had enabled the centre to remain open.

Councillor Webber said that, since the loss of Cornwall Council funding eighteen months ago, radical steps had been taken and all finances reviewed. The Townscape Heritage Initiative (THI) had provided grants that had to be match funded for the repair work needed on the building.

Having declared interests in this application Councillors Mrs Dalley and Webber left the room at 7.06pm and took no part in the vote.

FG.2806.2 RESOLVED: **to grant £4,000 to Donald Thomas Centre; to be taken from cost code 39 Community Grants; under legal power (Local Government Act 1972 s.145 1e)**

Proposed by Councillor Ms Robinson
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

Councillors Mrs Dalley and Webber re-entered the meeting at 7.13pm.
Councillor Webber resumed the Chair.

Two members of the public left the meeting at 7.13pm.

A representative of Camborne RFC spoke to support the grant application for the Mini Junior Section. The club had a very good year; their numbers of boys and girls between the ages of 5 and 16 had increased from 149 last year to 180 this year enabling the membership fees to be reduced. The RFU had provided funding that had to be match funded to improve the clubhouse. If granted, the money from the Town Council would provide twenty pairs of socks and twenty shirts bearing the Town Council Logo. The shirts would remain the property of the club. He welcomed any Councillors to join them at the club on Sunday mornings when the pitches were filled with young people playing rugby.

FG.2806.3 RESOLVED: **to grant £720 to Mini Junior Section Camborne RFC; to be taken from cost code 39 Community Grants; under legal power (Local Government Act (Miscellaneous Provisions) Act 1976 s.19 (f))**

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Robinson

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On a vote being taken the matter was approved unanimously.

Three members of the public left the meeting.

A representative of Crofty Holman Cricket Club spoke to support the grant application. The club had teams in divisions 2 and County division 5; they were a small club and struggled to get sponsorship. The funding, if granted, would be used to provide an undercover score box and to upgrade the grounds equipment.

FG.2806.4 RESOLVED: **to grant £910 to Crofty Holman Cricket Club; to be taken from cost code 39 Community Grants; under legal power (Local Government (Miscellaneous Provisions) Act 1976 s.19 (f))**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

One member of the public left the meeting.

FG.2806.5 RESOLVED AS A SUBSTANTIVE MOTION: **to grant £500 to All Saints Community Centre; to be taken from cost code 39 Community Grants; under legal power Local Government Act 1972 s.137); furthermore that a letter be sent with the payment explaining the use LGA 1972 s.137**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved by a Majority, with the Chairman using his casting vote.

A Proposal by Councillor Chalker, Seconded by Councillor Odgers to grant £300 fell on the vote.

FG.2806.6 RESOLVED: **to grant £250 to Beacon Cricket Club; to be taken from cost code 39 Community Grants; under legal power (Local Government Act (Miscellaneous Provisions) Act 1976 s.19 (f))**

Proposed by Councillor Ms Robinson
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

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FG.2806.7 RESOLVED: **to defer a decision on the grant application for the History Group ;a letter to be sent inviting them to re-apply for grant funding when they have set up a bank account for the History Group, as funding cheques could not be made out to individuals**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2806.8 RESOLVED: **to grant £250 to Merlin MS Centre; to be taken from cost code 39 Community Grants; under legal power (Local Government Act 1972 s.137)**

Proposed by Councillor Chalker
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.2806.9 RESOLVED: **to grant £350 to Scope; to be taken from cost code 39 Community Grants; under legal power (Local Government Act 1972 s.137); furthermore that a letter be sent with the payment explaining the use LGA 1972 s.137**

Proposed by Councillor Chalker
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2807 TO RECEIVE A REPORT FROM THE CLERK ON HEALTH AND SAFETY AND WELFARE, APPROVE ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE

The Town Clerk summarised her report and drew attention to the risk assessments that had been included. The contract with Health and Safety consultants Ellis Whittam had been signed and they would be carrying out a full risk assessment of the Town Council on the 6th August 2015. Following receipt of the report from Ellis Whittam, the Council would be able to develop a new action plan for Health and Safety.

FG.2807.2 RESOLVED: **that a report from the Town Clerk on Health and Safety and Welfare was received**

Proposed by Councillor Webber
Seconded by Councillor Chalker

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On a vote being taken the matter was approved unanimously.

FG.2808 TO RECEIVE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31ST MARCH 2015 FROM HUDSON ACCOUNTING LTD AND AGREE ANY ACTION

The Chairman was pleased with the internal audit report for the 2014/2015 financial year. Only two issues had been raised; the Fidelity Guarantee cover had already been increased and the internal audit checklist would be amended to include the signing off of bank reconciliations in line with Financial Regulation 4.2.

FG.2808.2 RESOLVED: **that the Internal Audit Report for the year ended 31st March 2015 was received and approved, subject to the internal audit checking arrangements being amended to include the signing off of bank reconciliations in line with Financial Regulation 4.2.**

Proposed by Councillor Brown
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2809 TO RECEIVE A DRAFT OUTLINE BUSINESS CASE FOR THE DEVOLUTION OF GREEN SPACES IN CAMBORNE AND APPROVE A FINAL VERSION FOR SUBMISSION TO CORNWALL COUNCIL

The Town Clerk informed members that she had concentrated on the high levels of deprivation and its link with child poverty when developing the Business Case. The publication 'Public Health England 2014' highlighted the significance and growing evidence on the physical and mental health benefits of green spaces. The information regarding the play area at Boilerworks Road had been amended and circulated by email. Councillor Ms Robinson requested that the economic case for improved green spaces was added; Councillor Mrs Dalley requested that the social problems that resulted from young people having nowhere to go should also be added.

Councillor Chalker commended the Town Clerk on the professionalism and in-depth content of the Business Case.

FG.2809.2 RESOLVED: **that the draft Outline Business Case for the devolution of green spaces in Camborne was received and approved for submission to Cornwall Council with additions of economic benefits and social problems**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

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On a vote being taken the matter was approved unanimously.

FG.2810 TO RECEIVE CORRESPONDENCE FROM THE COUNCIL'S SOLICITORS REGARDING CAMBORNE RECREATION GROUND

FG.2810.2 RESOLVED: **that correspondence from the Council's Solicitors regarding Camborne Recreation Ground was received**

Proposed by Councillor Webber
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

The Chairman paused the meeting to allow the Town Clerk to fetch the maps for the Community Toilet Scheme.

FG.2811 TO CONSIDER A QUOTATION FOR THE PRODUCTION OF POSTER SIZE MAPS TO PROMOTE THE COMMUNITY TOILET SCHEME, APPROVE ACTION, AND AUTHORISE ANY ASSOCIATED EXPENDITURE

FG.2811.2 RESOLVED: **that a quotation for the production of poster size maps to promote the Community Toilet Scheme was received; and two A2 posters at a cost of £218 + VAT be ordered, one of which to be situated at the toilets in Rosewarne Car Park**

Proposed by Councillor Odgers
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2812 TO CONSIDER CAMBORNE TOWN COUNCIL DEVOLUTION PRIORITIES, AGREE ANY ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE

Members discussed the town's library service and were in agreement that should the need arise the Town Council should have an independent survey conducted on the Passmore Edwards building.

FG.2812.2 RESOLVED: **that the Town Council conduct a public consultation on the Camborne Library Service and building; a maximum budget of £6,000 was authorised to be taken from the Devolved Services Revenue budget**

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Proposed by Councillor Webber
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

- FG.2812.3 RESOLVED:** **that the Town Clerk was given delegated authority to contact Tozers Solicitors for any advice supporting the Town Councils Business Case. The cost was authorised to be taken from the Devolved Services Revenue budget. The Chairman and Vice Chairman of the Finance and General Purposes Committee to be kept informed of developments**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

- FG.2813 TO CONSIDER ARRANGEMENTS FOR AUTHORISATION OF CCTV ASSET TRANSFER, SERVICE MANAGEMENT AND MONITORING CONTRACTS AND APPROVE OR AUTHORISE ASSOCIATED ACTION**

CCTV monitoring contracts had been delayed due to difficulties at Penzance Town Council. When contracts were completed all towns involved would need to sign a contract before the cameras would be turned on. Full details were included in the West Cornwall CCTV Group minutes received earlier in the meeting.

- FG.2813.2 RESOLVED:** **that the Town Clerk, on consultation with Councillor Krey as a member of the CCTV Management Group, was given delegated authority to sign off contracts for the town's CCTV**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

- FG.2814 TO RECEIVE THE JULY 2015 SLCC ADVICE NOTE ON LOCAL COUNCIL INVESTMENTS AND AGREE ANY ACTION**

The Town Clerk said that investments were not her area of expertise and asked members to advise her on how they wished to proceed in view of the SLCC advice. Members were agreed that a framework Policy on investing was needed, the SLCC Advice document was very confusing and needed clarifying.

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FG.2814.2 RESOLVED: **that the July 2015 SLCC Advice Note on Local Council Investments was received, and any action on investments was deferred until clarity could be obtained on the content of the Advice Note**

Proposed by Councillor Chalker
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2815 TO AGREE A DATE FOR A MEETING OF THE RISK ASSESSMENT WORKING PARTY

FG.2815.2 RESOLVED: **that the next meeting of the Risk Assessment Working Party be held at 10am on 6th October 2015**

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

FG.2816 TO AGREE A DATE FOR A MEETING OF THE STAFFING WORKING PARTY

FG.2816.2 RESOLVED: **that the Staffing Working Party meeting be held at 10am on 9th September 2015**

Proposed by Councillor Webber
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

In accordance with Standing Order 50 (f) (no meeting of the Council will last longer than 2 hours without a resolution passed by a majority vote) it was

FG.2816.3 RESOLVED: **to extend the meeting by 15 minutes**

Proposed by Councillor Chalker
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2817 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'

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