

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 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 25th February 2016 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
Councillor J Gillingham
Councillor W Krey
Councillor Ms J Robinson
Councillor T Chalker (ex officio)
Councillor Godolphin (ex officio)

In Attendance: Amanda Mugford, Town Clerk; Miss Melanie Negus, Administrative Assistant. Mr G Le Hunte until point mentioned and Miss T Hladjik were present as members of the public.

The Chairman explained the safety procedures to all present.

FG.2904 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

There were no apologies as all members were present.

FG.2905 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.2906 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.2907 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed the Committee that the Town Clerk had been contacted by the Chairman of Veor RFC regarding the future of the Veor rugby pitch. The current pitch had been transferred to Rosemellin School by Cornwall Council when the school became an academy. The Club was only being offered a one year licence agreement as the school needed the land for expansion. Veor RFC had approached the Town Council for help and had requested a meeting to take place before the Club's next Committee meeting on Monday 7th March 2016. Councillors agreed that a meeting with representatives of Veor RFC should be arranged with members of the Council's Devolution Working Group.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016**

The Chairman also introduced Ms Hladjik who would be the Council's new Office Services Manager starting from 21st March 2016.

FG.2908 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 28th JANUARY 2016 AND THE CHAIRMAN TO SIGN THEM

Councillor Ms Fox requested that minute references FG.2895.7 and FG.2895.8 be amended from 'On a vote being taken the matter was approved unanimously' to 'On a vote being taken the matter was approved by a majority'.

FG.2908.2 RESOLVED: **that the minutes of the meeting of the Finance and General Purposes Committee held on 28th January 2016 be amended to show FG.2895.8 as being approved by a majority and following that amendment the minutes were received, approved and signed by the Chairman**

Proposed by Councillor Walker
Seconded by Councillor Odgers

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

FG.2909 TO RECEIVE THE MINUTES OF THE MEETING OF THE RISK ASSESSMENT WORKING PARTY HELD ON 5TH FEBRUARY 2016.

Councillor Chalker drew attention to RAWP.91.2 which showed him as seconding a motion; he had not been present at the meeting. The Town Clerk thanked Councillor Chalker and confirmed the minutes would be corrected before going back to the Working Party for approval.

FG.2909.2 RESOLVED: **that the minutes of the meeting of the Risk Assessment Working Party held on 5th February 2016 were received**

Proposed by Councillor Walker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2910 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

Councillor Godolphin referred to minute FG.2899.3 and asked if Cornwall Council had been contacted for funding. The Town Clerk confirmed that an application had been made for funding to cover the full costs of the library survey. This application would be considered by Cornwall Council on 1st March 2016.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016**

FG.2911 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR JANUARY 2016 FROM COUNCILLOR MS FOX AND COUNCILLOR GILLINGHAM AND APPROVE ANY ACTION

Councillor Ms Fox reported that there had been some cheque numbers where the digits had been transposed; these related to the cheques to HMRC and Cornwall Pension Fund. The Town Clerk thanked Councillor Ms Fox and Councillor Gillingham for their thoroughness; the cheque numbers had now been corrected on the Scribe system.

FG.2911.2 RESOLVED: that the Internal Audit Reports for January 2016 by Councillors Ms Fox and Gillingham were received

Proposed by Councillor Webber
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2912 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF JANUARY 2016

The Town Clerk highlighted the cheque numbers that had been amended as a result of the internal audit.

FG.2912.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of January 2016 were received and approved

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2913 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF JANUARY 2016

The Town Clerk reported that the only changes to earmarked reserves were that £500 would be taken from the Amenities Earmarked Reserve to be used towards grant funding for Kehelland Horticultural Centre as had been agreed at the February Amenities Committee meeting. Full Council had approved the cost of the Trelowarren by-election being met from the Corporate

Management Earmarked Reserve which would result in this reserve being reduced by approximately £6,000 by the end of the financial year.

FG.2913.2 RESOLVED: that the Ear-Marked Reserve Report for the month of January 2016 was received

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016**

Proposed by Councillor Collins
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2914 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF FEBRUARY 2016 UP TO DATE SCHEDULE TABLED AT MEETING

FG.2914.2 RESOLVED: that the payment of invoices received for the month of February was approved

Proposed by Councillor Krey
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

FG.2915 TO APPROVE PAYMENTS FOR THE MONTH OF FEBRUARY 2016 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.6, 6.2, 6.7 and 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING

In response to a query by Councillor Brown, the Town Clerk confirmed that there was an error on the list; the £100 grant payment had been made to Cornwall Air Ambulance. A payment of £1,000 had been made to Camborne Show Society. These payments were verified by the Committee by looking at the relevant cheque stubs and the list was subsequently amended by the Chairman.

FG.2915.2 RESOLVED: that the payments for the month of February 2016 (with the amendment of £100 paid to Cornwall Air Ambulance) made under Financial Regulations 3.4, 6.4, 6.6 and 7.2, were approved

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2916 TO AGREE A RESPONSE TO CORNWALL COUNCIL REGARDING CAMBORNE RECREATION GROUND AND ANY OTHER APPROPRIATE ACTION

The Town Clerk confirmed that the paper version of the Council's petition was complete and copies were available for Members. The official start date of the petition was 1st March and it would be in force until 30th September 2016. She had, however, encountered a problem with the on-line version of the petition. The Cornwall Council software limited the number of words that could be used; these were not enough to include the bullet points of the petition wording that had been approved by Full Council. She asked for the Committee's advice on how best to proceed.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016**

The Committee agreed with Councillor Robinson's suggestion that the Town Clerk should proceed with setting up the on line petition using the wording approved by Full Council with the exception of the bullet points due to the limitations of Cornwall Council's on line petition system. This would therefore read 'We the undersigned petition Cornwall Council to transfer the freehold of Camborne Recreation Ground in its entirety to Camborne Town Council for community management'.

Councillor Webber referred to the meeting on 17th February 2016 with Cornwall Council Officers by the Council's Devolution Group. Cornwall Council had proposed that the Town Council also take responsibility for some additional green spaces in the Pengegon area. This proposal would be going to the next Full Council meeting for consideration. The officers had used the Intranet mapping system to show each green space at the meeting; this had revealed that the rugby pitch section of the Recreation Ground had been categorised differently to the park section.

There was a lengthy discussion about the best way to proceed. Councillor Chalker emphasised that the Recreation Ground was one piece of land according to the deeds and should be treated as one piece of land by Cornwall Council. Councillors were very concerned that the rugby pitch had been categorised differently from the park. It was also noted that any response to Cornwall Council would also need to take in to account the wider proposal for the devolution of green spaces.

FG.2916.2 RESOLVED:

to delegate authority to the Chairman, Vice Chairman and the Town Clerk to write to Cornwall Council requesting a meeting with the Chief Executive Officer, Leader, Jeremy Rowe CC and Interim Director of Communities and Organisational Development at the Town Council offices; the letter to include the Town Council's wish for the freehold of Camborne Recreation Ground to be transferred to the Town Council in its entirety and to be written within the context of the Town Council's wider devolution proposal for green spaces.

Proposed by Councillor Ms Robinson
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2916.3 RESOLVED:

to invite members of Camborne RFC to a meeting at the Town Council offices

Proposed by Councillor Chalker
Seconded by Councillor Odgers

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016**

On a vote being taken the matter was approved unanimously.

FG.2917 TO RECEIVE THE 2016 FIRE RISK ASSESSMENT FOR UNIT 5 CARN BREA BUSINESS PARK.

Councillor Ms Robinson congratulated the Council's staff on the results of the Fire Risk Assessment.

FG.2917.3 RESOLVED: that the 2016 Fire Risk assessment for Unit 5 Carn Brea Business Park was received

Proposed by Councillor Ms Robinson
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

FG.2918 TO RECEIVE A REPORT ON HEALTH, SAFETY AND WELFARE AND AGREE ANY ACTION

The Town Clerk referred to the Health and Safety Action Plan that had been approved by the Committee as a result of the General Risk Assessment by Ellis Whittam. The only outstanding items related to Violence at Work and Stress. The Risk Assessment Working Party had reduced the risk associated with violence at work as the additional staff taken on by the Council had meant there were now relatively few incidences of lone working.

An independent consultant had carried out individual stress risk assessments on key personnel that day and would be submitting a report of his findings. This report would go to the Staffing Working Party for consideration.

FG.2918.2 RESOLVED: to receive the report on Health, Safety and Welfare

Proposed by Councillor Ms Robinson
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

FG.2919 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 Le Hunte was invited to speak on the following agenda item but he declined to do so.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016**

FG.2920 TO CONSIDER CORRESPONDENCE RECEIVED BY THE MAYOR FROM THE CHAIRMAN OF BID CAMBORNE, AGREE A RESPONSE AND ANY OTHER APPROPRIATE ACTION.

The BID Camborne Chairman's e-mail dated 9th February 2016 was considered item by item.

FG.2920.2 RESOLVED: to approve the listing of Camborne Town Council on the Camborne Town website www.cambornetown.com and pictures to be sent to the BID Camborne manager accordingly

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

FG.2920.3 RESOLVED AS THE SUBSTANTIVE MOTION:

to refer the request to use the Camborne – Real Camborne logo to Full Council for consideration in regard to use on emails, correspondence stationary and the Town Council website

Proposed by Councillor Robinson
Seconded by Councillor Krey

On a vote being taken the matter was approved a majority; there were two abstentions.

A motion proposed by Councillor Chalker and seconded by Councillor Ms Fox that the Council use the Camborne- Real Camborne logo on emails, correspondence stationary and the Town Council website fell.

There was a discussion about the Community Toilet Scheme and the facilities at Costa Coffee. Councillor Webber, as the Cornwall Council ward member for Trecarrack Road, had asked for New Connexion Street to be included in the Road Traffic Order that was being funded by the development there.

FG.2920.4 RESOLVED: to write to Mr B Dickinson regarding the traffic problems in New Connexion Street and request a timetable from him in relation to its inclusion in the Road Traffic Order

Proposed by Councillor Ms Robinson
Seconded by Councillor Godolphin

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016**

On a vote being taken the matter was agreed unanimously.

The Council's budget process for the 2016/2017 revenue budget was discussed. The BID Camborne correspondence had been considered at the

Strategic Budget Working Party meeting and at the meetings of the relevant standing committees. The correspondence relating to Rosewarne Car Park toilets had been noted by Full Council in December which was well in advance of the final budget being set. Minutes of Council meetings were not verbatim and, therefore, did not include the detail of every single subject discussed.

FG.2920.5 RESOLVED: to write to BID Camborne to provide an explanation of the Council's budget process

Proposed by Councillor Webber
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

Mr Le Hunt left the meeting.

FG.2921 TO APPROVE THE COUNCIL'S INSURANCE COVER AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY (RAWP.95.2)

The Chairman noted the inclusion of the Treslothan war memorial on the amended schedule.

FG.2921.2 RESOLVED: the Council's insurance cover was approved

Proposed by Councillor Ms Robinson
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

FG.2922 TO APPROVE THE ASSET REGISTER AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY (RAWP.94.2)

FG.2922.2 RESOLVED: the Asset Register was approved

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2923 TO APPROVE THE COUNCIL'S RISK ASSESSMENT POLICY AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY (RAWP.93.2)

CAMBORNE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016

FG.2923.2 RESOLVED: the Risk Assessment Policy was approved

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2924 TO APPROVE THE EFFECTIVENESS OF INTERNAL CONTROLS AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY (RAWP.96.2)

FG.2924.2 RESOLVED: the effectiveness of internal controls were approved

Proposed by Councillor Ms Robinson
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

FG.2925 TO RECEIVE CORRESPONDENCE FROM THE CORNWALL ASSOCIATION OF LOCAL COUNCILS REGARDING THE USE OF THE GENERAL POWER OF COMPETENCE AND THE LOCAL GOVERNMENT ACT 1972.s.137

The Chairman commented that the advice from the Association was very helpful.

FG.2925.2 RESOLVED: the correspondence from the Cornwall Association of Local Councils regarding the use of the General Power of Competence and the Local Government Act 1972.s.137 was received

Proposed by Councillor Godolphin
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

FG.2926 TO APPROVE THE RECOMMENDATIONS OF THE RISK ASSESSMENT WORKING PARTY:

RAWP.96.2 THAT THE FINANCE AND GENERAL PURPOSES COMMITTEE CONSIDER ARRANGING A TOUR FOR ALL COUNCILLORS OF THE LIBRARY AND ALL EIGHT GREEN SPACES INCLUDED IN THE COUNCIL'S DEVOLUTION PROPOSAL

RAWP.96.3 THAT THE FINANCE AND GENERAL PURPOSES COMMITTEE CONSIDER SETTING UP A TASK AND FINISH GROUP TO DEVELOP A MEMBER TRAINING PLAN WITH SPECIFIC FOCUS ON DEVOLUTION AND COUNCILLOR'S INDUCTION IN MAY 2017 AND AGREE ACTION ACCORDINGLY

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016**

Councillors agreed that tours of the library and green spaces would be valuable to inform Councillors in view of the important decisions that the Council would need to make regarding devolution of services. There was a need to be sensitive towards existing library staff, therefore, a tour of the building on a day when it was closed was thought to be most appropriate.

FG.2926.2 RESOLVED: **to approve the recommendation of the Risk Assessment Working Party for a tour of the library building to be arranged for all Councillors on a day when the library is closed and for the Town Clerk to approach the Community Link Officer to make arrangements for a tour to take place in the early evening**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

There was a discussion about the length of time it would take to adequately view the eight green spaces. Councillor Dalley requested permission to do the tour in his own time due to health difficulties.

FG.2926.3 RESOLVED: **to approve the recommendation of the Risk Assessment Working Party for a tour of the green spaces to be arranged for all Councillors to take place in the early evening after the clocks had changed; all Members to be consulted for agreement on the most convenient date and time and expenditure for the tour was authorised up to a maximum of £250 from the devolved services budget**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2927 TO NOTE THE NALC LEGAL TOPIC NOTE ON STAFF PENSIONS AND AGREE ANY ACTION

The Town Clerk informed the Committee that the Council's staging date was 1st July 2016. All members of staff were currently enrolled in the Local Government Pension Scheme. She had recently attended a training day on the Scheme when it had become apparent that the Cornwall Council Pension Fund administrators were currently undertaking much of the work that was the Employer's responsibility. The regulations were extremely complex and

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016**

should Cornwall Pension Fund administrators change the current arrangements this could have a serious impact on the Town Council. The Chairman noted that the Council would need to be aware of any associated budget implications.

FG.2927.2 RESOLVED: to note the NALC Legal Topic Note on Staff Pensions

Proposed by Councillor Ms Robinson
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2928 TO APPROVE A LETTER OF SUPPORT FOR PENGEGON INSTITUTE TRUST

FG.2928.2 RESOLVED: to approve a letter of support for Pengegon Institute Trust; the Town Clerk to consult Mr Billing for the most appropriate wording

Proposed by Councillor Godolphin
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

FG.2929 TO CONSIDER A REQUEST FROM THE TOWN CLERK TO PURCHASE A REDUNDANT NOTICEBOARD AND APPROVE ACTION ACCORDINGLY

Two small wooden noticeboards were no longer used by the Council as they were not fit for purpose and were currently stored at Unit 5. One of the noticeboards had originally been located at the Institute in Barripper. The Town Clerk had personal connections with village and had identified a use for the noticeboard inside her own home. She would, therefore, like to buy the noticeboard from the Council.

Councillors considered the future use of the noticeboard by the Town Council and costs of disposal.

FG.2929.2 RESOLVED: to approve the sale of the former Barripper noticeboard to the Town Clerk for the sum of £1.00

Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

CAMBORNE TOWN COUNCIL

FINANCE AND GENERAL PURPOSES 25TH FEBRUARY 2016

FG.2930 TO AGREE INTERNAL AUDIT RESPONSIBILITIES FOR MARCH AND APRIL 2016

FG.2930.2 RESOLVED: **that Councillors Webber and Krey had responsibility for the March 2016 internal audit and Councillors Ms Robinson and Odgers had responsibility for the April internal audit**

Proposed by Councillor Webber
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

FG.2931 TO AGREE A DATE FOR A MEETING OF THE STAFFING WORKING PARTY

FG.2931.2 RESOLVED: **that the Chairman of the Staffing Working Party be given delegated authority to arrange a date for a meeting in March 2016**

Proposed by Councillor Webber
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.04 pm.

SIGNED BY THE CHAIRMAN.....

DATE