

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th OCTOBER 2017**

MINUTES of the meeting of the Finance & General Purposes Committee of Camborne Town Council held in the Basset Centre, Basset Road, Camborne on Thursday 26th October 2017 at 6.30 pm.

PRESENT Councillor Winter Chairman
Councillor Mrs V Dalley Vice Chairman
Councillor Atherfold (from point indicated)
Councillor Ms Z Fox
Councillor Gillingham
Councillor Godolphin
Councillor Herd
Councillor Morgan
Councillor Wilkins

In Attendance: Samantha Hughes Finance and Administration Officer (officiating on behalf of the Town Clerk) and Heather Kirkham (minute taker) there were also three members of the public present.

The Chairman explained the safety procedures to all present.

FG.3195 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3195.2 RESOLVED: that the apologies from Councillor Marshall for non-attendance; and apologies from Councillor Atherfold for late arrival be received.

Proposed by Councillor Winter
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

FG.3196 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 V Dalley declared an interest in item 22.iv as she was a member of the Camborne Music Festival Committee and as such would leave the meeting for this item.

Councillor Morgan declared an interest in item 22.ii as he was a ticket holder at Camborne RFC and as such would leave the meeting for this item.

FG.3197 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

None received.

The Chairman at this point stated that there was an announcement which would be dealt with in Part II (excluding press and public) just before item 29 and also that items 21 and 22 would be taken together and moved up

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the agenda and dealt with next. He also clarified that the Finance and Administration Officer was in attendance at the meeting on behalf of the Town Clerk.

FG.3198 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 three members of the public present which included John Woodward (to represent Camborne RFC Minis) and Colin Rowe (to represent Carn Brea Leisure Centre Trust).

FG.3199 GRANT AID APPLICATIONS

i) Troon Village Association (Local Government Act 1972 s.145)

Councillor Atherfold entered the meeting at this point.

FG.3199.2 RESOLVED: **that the Troon Village Association be awarded a grant of £250 (in accordance with the Local Government Act 1972 s.145) subject to Council policy; and if not within Council policy to write to the Troon Village Association and ask them to re-submit for next year i.e. 2018 allowing plenty of time for the Committee to receive it.**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Z Fox

On a vote being taken the matter was approved unanimously.

ii) Camborne RFC Mini Junior Section (Local Government (Miscellaneous Provisions) Act 1976 s.19)

Councillor Morgan left the meeting.

John Woodward presented for the CRFC Mini Junior Section and their application for grant funding for waterproof training tops.

FG.3199.3 RESOLVED: **that a grant of £250 be awarded to the Camborne RFC Mini Junior Section (Local Government (Miscellaneous Provisions) Act 1976 s.19).**

Proposed by Councillor Ms Z Fox
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

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Councillor Morgan re-entered the meeting.

iii) Camborne & Redruth Live at Home Scheme (Localism Act 2011 s.1)

FG.3199.4 RESOLVED: **that a grant of £1,370 be awarded to the Camborne & Redruth Live at Home Scheme (Localism Act 2011 s.1).**

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Councillor Mrs V Dalley left the meeting.

iv) Camborne Music Festival (Local Government Act 1972 s.145)

FG.3199.5 RESOLVED: **that a grant of £300 be awarded to the Camborne Music Festival (Local Government Act 1972 s.145).**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Councillor Mrs V Dalley re-entered the meeting.

v) Carn Brea Leisure Centre Trust (Local Government (Miscellaneous Provisions) Act 1976 s.19)

Colin Rowe presented the application on behalf of the CBLC Trust.

FG.3199.6 RESOLVED: **that a grant of £4,000 be awarded to the Carn Brea Leisure Centre Trust (Local Government (Miscellaneous Provisions) Act 1976 s.19) .**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

vi) SPARC SPORT CIC (Local Government (Miscellaneous Provisions) Act 1976 s.19)

FG.3199.7 RESOLVED: **that a grant of £1,000 be awarded to SPARC SPORT CIC (Local Government (Miscellaneous Provisions) Act 1976 s.19).**

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Proposed by Councillor Ms Z Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3200 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 27th JULY 2017 AND THE CHAIRMAN TO SIGN THEM

FG.3200.2 RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on the 27th July 2017 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.3201 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

The Finance and Administration Officer explained that, with reference to Minute FG.3183.2, there had been a change regarding the telephony system at Camborne Library. New information meant that it appeared highly likely that it would be more cost effective for the Council to procure its own dedicated provider. Quotations were being sought for approval under the delegated authority of the Chairman and Vice Chairman.

FG.3202 TO RECEIVE THE APPOINTED COUNCILLOR'S INTERNAL AUDIT REPORT FOR JULY 2017 FROM COUNCILLOR GILLINGHAM AND COUNCILLOR GODOLPHIN

FG.3202.2 RESOLVED: that the Internal Audit Reports for July from Councillors Gillingham & Godolphin were received.

Proposed by Councillor Godolphin
Seconded by Councillor Winter

On a vote being taken, the matter was approved unanimously.

FG.3203 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT FOR AUGUST FROM COUNCILLOR ATHERFOLD AND COUNCILLOR MARSHALL

FG.3203.2 RESOLVED: that the Internal Audit Reports from Councillors Atherfold and Marshall for August 2017 were received.

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Proposed by Councillor Atherfold
Seconded by Councillor Mrs V Dalley

On a vote being taken, the matter was approved unanimously.

FG.3204 TO RECEIVE THE APPOINTED COUNCILLOR'S INTERNAL AUDIT REPORTS FOR SEPTEMBER FROM COUNCILLOR WINTER AND COUNCILLOR WILKINS (tabled at meeting).

FG.3204.2 RESOLVED: that the Internal Audit Reports from Councillors Winter and Wilkins for September 2017 were received.

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken, the matter was approved unanimously.

FG.3205 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF JULY 2017

FG.3205.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list and bank reconciliation for the month of July 2017 were received and approved.

Proposed by Councillor Winter
Seconded by Councillor Ms Z Fox

On a vote being taken, the matter was approved unanimously.

FG.3206 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF AUGUST 2017

FG.3206.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list, bank reconciliation for the month of August 2017 be received and approved.

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken, the matter was approved unanimously.

FG.3207 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST, BANK RECONCILIATION AND VAT RETURN FOR THE MONTH OF SEPTEMBER 2017 AND APPROVE ACTION ACCORDINGLY

The Finance and Administration Officer explained that Code 11 (printing and

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stationery) as previously reported the budget needed to be increased as there were insufficient funds allocated for this purpose in the 2017/2018 revenue budget.

FG.3207.2 RESOLVED: **that the printing and stationery budget be increased by transferring £1,000 from the Corporate Management ear marked reserve into budget code 11.**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Godolphin

On a vote being taken, the matter was approved unanimously.

The Finance and Administration Officer also highlighted to Members that code 26 (Members training) would also need to be increased. Councillor Mrs Dalley initially made a proposal for £1,000 to be transferred into the Members Training budget this was then withdrawn by Councillor Mrs Dalley after discussion as to whether that would be a sufficient amount. Councillor Godolphin proposed an amendment to Councillor Mrs Dalley's proposal stating a figure of £5,000 be transferred to the Members Training budget – this amendment was lost as it failed to be seconded.

FG.3207.3 RESOLVED: **that the sum of £2,500 be transferred into the Members Training budget (code 26) from Ear Marked Reserves.**

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken, the matter was approved unanimously.

FG.3207.4 RESOLVED: **that the statement of payments and receipts, unresented cheque list, bank reconciliation and VAT Return for the month of September 2017 were received and approved subject to the above amendments (FG.3207.2 and FG.3207.3)**

Proposed by Councillor Winter
Seconded by Councillor Godolphin

On a vote being taken, the matter was approved unanimously.

FG.3208 TO APPROVE PAYMENTS FOR THE MONTH OF AUGUST 2017 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE-CHAIRMAN

FG.3208.2 RESOLVED: **that the payments made for the month**

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of August 2017 made under the
delegated authority of the Chairman and
Vice-Chairman be approved.**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Godolphin

On a vote being taken, the matter was approved unanimously.

**FG.3209 TO APPROVE PAYMENTS FOR THE MONTH OF SEPTEMBER 2017
MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND
VICE-CHAIRMAN**

FG.3209.2 RESOLVED: **that the payments made for the month
of September 2017 made under the
delegated authority of the Chairman and
Vice-Chairman be approved.**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Winter

On a vote being taken, the matter was approved unanimously.

**FG.3210 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE
MONTH OF OCTOBER 2017 (UP TO DATE SCHEDULE TABLED AT THE
MEETING)**

FG.3210.2 RESOLVED: **that the payment of invoices received for
the month of October 2017, as tabled, be
approved.**

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken, the matter was approved unanimously.

**FG.3211 TO APPROVE PAYMENTS FOR THE MONTH OF OCTOBER 2017 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.3211.2 RESOLVED: **that the payments for the month of
October 2017 made under Financial
Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and
7.2, as tabled, was approved.**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Winter

On a vote being taken, the matter was approved unanimously.

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FG.3212 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF SEPTEMBER 2017

FG.3212.2 RESOLVED: **that the ear-marked reserve report for the month of September 2017 be received.**

Proposed by Councillor Winter
Seconded by Councillor Ms Z Fox

On a vote being taken, the matter was approved unanimously.

FG.3213 TO RECEIVE THE QUARTERLY BANK RECONCILIATION REPORT FOR APRIL, MAY AND JUNE FROM COUNCILLOR HERD

FG.3213.2 RESOLVED: **that the quarterly Bank Reconciliation Report for April, May and June 2017 be received.**

Proposed by Councillor Herd
Seconded by Councillor Atherfold

On a vote being taken, the matter was approved unanimously.

FG.3214 TO RECEIVE THE QUARTERLY BANK RECONCILIATION REPORT FOR JULY, AUGUST AND SEPTEMBER FROM COUNCILLOR Ms Z FOX

FG.3214.2 RESOLVED: **that the quarterly Bank Reconciliation Report for July, August and September 2017 be received.**

Proposed by Councillor Ms Z Fox
Seconded by Councillor Wilkins

On a vote being taken, the matter was approved unanimously.

FG.3215 TO RECEIVE CORRESPONDENCE FROM THE COUNCIL'S SOLICITOR REGARDING THE NEW LEASE FOR BEACON CRICKET CLUB AND AUTHORISE APPROPRIATE EXPENDITURE ACCORDINGLY

FG.3215.2 RESOLVED: **that the correspondence from the Council's solicitor be received; and; that the Council's solicitor proceeds with the new lease for the Beacon Cricket Club at a cost of £850 +VAT and disbursements be approved from the devolved Services budget for green spaces.**

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Proposed by Councillor Godolphin
Seconded by Councillor Ms Z Fox

On a vote being taken, the matter was approved unanimously.

FG.3216 TO RECEIVE CORRESPONDENCE FROM COUNCILLOR GOODMAN REGARDING STATIONERY MATERIALS FOR COUNCIL AGENDAS, AGREE ACTION AND AUTHORISE APPROPRIATE EXPENDITURE ACCORDINGLY

Members viewed two samples of envelopes (tabled at the meeting).

FG.3216.2 RESOLVED: that the correspondence from Councillor Goodman be received; and; that the Council change their envelopes used for posting Agendas to the 120g white envelopes from Brewers at a cost of £13.95 for 250 was approved accordingly.

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Atherfold

On a vote being taken, the matter was approved unanimously.

FG.3217 TO CONSIDER WORKWEAR OPTIONS FOR COUNCIL EMPLOYEES, APPROVE ACTION AND AUTHORISE THE ASSOCIATED EXPENDITURE FROM THE DEVOLVED SERVICES – GREEN SPACES BUDGET

Members discussed the options given.

FG.3217.2 RESOLVED: that Work Wear Option One as recommended by the Amenities and Projects Officer and detailed in the meeting papers for the Amenities Technicians be approved and associated expenditure be authorised accordingly.

Proposed by Councillor Ms Z Fox
Seconded by Councillor Atherfold

On a vote being taken, the matter was approved unanimously.

FG.3218 TO APPROVE THE PROVISION OF TRAINING AND ASSISTANCE BY THE COUNCIL'S ACCOUNTANT, MR B WHITE, TO SUPPORT THE FINANCE AND ADMINISTRATION OFFICER IN THE IMPLEMENTATION OF THE NEW FINANCE AND ACCOUNTING SYSTEM AND WITH THE END OF YEAR ACCOUNTS 2017/2018 AND AUTHORISE EXPENDITURE ACCORDINGLY

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FG.3218.2 RESOLVED: **that the provision of training and assistance by the Council’s accountant (Mr B White) to support the Finance and Administration Officer in the implementation of the new Finance and Accounting System and with the end of year accounts 2017/2018 be approved; and; that the associated expenditure be authorised accordingly up to a maximum of £1,500.**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Godolphin

On a vote being taken, the matter was approved unanimously.

FG.3219 TO REVIEW THE COUNCIL’S GRANT AWARD POLICY AND APPROVE ANY AMENDMENTS ACCORDINGLY.

Members discussed the policy and decided that no changes were needed at this point in time.

FG.3219.2 RESOLVED: **that no changes were required to the Council’s Grant Award Policy at this moment in time.**

Proposed by Councillor Ms Z Fox
Seconded by Councillor Mrs V Dalley

On a vote being taken, the matter was approved unanimously.

FG.3220 THAT THE 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

FG.3220.2 RESOLVED: **to exclude the press and public under the 1960 Public Bodies (Admission to Meetings) Act due to the confidential nature of the business to be discussed**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Atherfold

On a vote being taken, the matter was approved unanimously.

FG.3221 CHAIRMAN’S ANNOUNCEMENTS

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The Chairman handed this item to the Mayor – Councillor Mrs V Dalley - to present. Members were notified that the Town Clerk had a serious health problem. The Committee wanted their Best Wishes to be sent to the Town Clerk and agreed that a contingency plan would be needed in the future dependent on absence by the Town Clerk.

FG.3222 TO RECEIVE QUOTATIONS FOR WINDOW CLEANING SERVICES FOR THE PASSMORE EDWARDS LIBRARY BUILDING, AGREE ACTION AND AUTHORISE EXPENDITURE

FG.3222.2 RESOLVED: **to receive the quotations for window cleaning services at Camborne Library; and; that Trevithick Window Cleaning be approved to provide the window cleaning service at the Camborne Library; and; that the associated expenditure be authorised accordingly.**

Proposed by Councillor Ms Z Fox
Seconded by Councillor Atherfold

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