

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 27th SEPTEMBER 2018**

MINUTES of the meeting of the Finance and General Purposes Committee of Camborne Town Council held in the Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 27th September 2018 at 6.30 pm.

PRESENT Councillor G Winter (Chairman)
Councillor R Marshall (Vice Chairman)
Councillor D Atherfold
Councillor Mrs V Dalley
Councillor Ms Z Fox
Councillor J Gillingham
Councillor J Herd
Councillor J Morgan
Councillor D Wilkins

In Attendance: Samantha Hughes, Finance & Administration Officer; Janet Ritchie, Committee Support Officer; Rev Mark Richards (Camborne Cricket Club); Canon Debbie Harvey and one member of the public (Cornwall Deaf Centre); Ms Judith Coombes and one member of the public (Camborne Day Centre); Mr Trevor Chalker (Cornwall Animal Hospital); Mr John Woodward (Camborne RFC).

The Chairman explained the safety procedures to all present.

FG.3353 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

There were no apologies.

FG.3354 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 interest in agenda item 20 (vii) as she was on the Committee of Camborne Music Festival.

FG.3355 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3356 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3357 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON 28TH JUNE 2018 AND THE CHAIRMAN TO SIGN THEM

FG.3357.2 RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 28th June 2018 were

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**received, approved and signed by the
Chairman**

Proposed by Councillor Winter
Seconded by Councillor Marshall

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

FG.3358 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

FG.3359 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR MAY 2018 FROM COUNCILLORS MRS DALLEY AND GILLINGHAM AND APPROVE ANY ACTION

FG.3359.2 RESOLVED: that the Internal Audit Reports for May 2018 by Councillors Mrs Dalley and Gillingham were received

Proposed by Councillor Atherfold
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

FG.3360 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR JUNE 2018 FROM COUNCILLORS MRS DALLEY AND WINTER AND APPROVE ANY ACTION

FG.3360.2 RESOLVED: that the Internal Audit Reports for June 2018 by Councillors Mrs Dalley and Winter were received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

FG.3361 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR JULY 2018 FROM COUNCILLORS MS FOX AND MARSHALL AND APPROVE ANY ACTION

FG.3361.2 RESOLVED: that the Internal Audit Reports for July 2018 by Councillors Ms Fox and Marshall were received

Proposed by Councillor Gillingham
Seconded by Councillor Wilkins

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On a vote being taken the matter was approved unanimously.

FG.3362 TO RECEIVE A PRESENTATION FROM THE FINANCE AND ADMINISTRATION OFFICER REGARDING THE RBS ACCOUNTING SOFTWARE AND REPORTS

The Finance and Administration Officer explained the differences between the old finance system and the new one, with benefits including better reporting for Council and easier year end procedures. Also highlighting and explaining how movements(virements) are shown in the reports provided to Council.

FG.3362.2 RESOLVED: **that the presentation from the Finance and Administration Officer regarding the RBS accounting software and reports was received, and approving that the nominal codes report will not be provided with the meeting paperwork going forward but it will be available to Members on request**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3363 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST, BANK RECONCILIATION AND VAT RETURN FOR THE MONTH OF JUNE 2018

FG.3363.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list, bank reconciliation and VAT return for the month of June 2018 were received and approved**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3364 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION THE MONTH OF JULY 2018

FG.3364.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation for the month of July 2018 were received and approved**

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Proposed by Councillor Winter
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

FG.3365 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION THE MONTH OF AUGUST 2018

The payment made to Demco for the library shelving was queried. The Finance and Administration Officer explained that the full cost was being met by Cornwall Council, as previously agreed, and that their payment to this Council was pending.

FG.3365.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of August 2018 were received and approved

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3366 TO APPROVE THE PAYMENTS FOR THE MONTHS OF JULY AND AUGUST 2018 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND THE VICE CHAIRMAN

The cost of branding and producing the lanyards was queried. The Finance and Administration Officer explained that this included their design, which was a one-off cost, the expenditure having been previously authorised by Council.

FG.3366.2 RESOLVED: that the payments for the month of July and August 2018 made under the delegated authority of the Chairman and Vice Chairman were approved

Proposed by Councillor Winter
Seconded by Councillor Marshall

On a vote being taken the matter was approved by a majority, with one abstention.

FG.3367 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF SEPTEMBER 2018 UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING

FG.3367.2 RESOLVED: that the payment of invoices received for the month of September 2018 was approved

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Proposed by Councillor Winter
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3368 TO APPROVE PAYMENTS FOR THE MONTH OF SEPTEMBER 2018 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2; UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING

FG.3368.2 RESOLVED: **that the payments for the month of September 2018 made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, were approved**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3369 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF AUGUST 2018

FG.3369.2 RESOLVED: **that the Ear-Marked Reserve Report for the month of August 2018 was received**

Proposed by Councillor Winter
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

FG.3370 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)

- 1) Rev Mark Richards gave a presentation on behalf of Camborne Cricket Club, which was seeking grant funding towards the purchase of a new pitch roller. This was part of a three-year project to upgrade facilities at the club and fundraising was ongoing by the club's volunteers and players.
- 2) Canon Debbie Harvey acted as interpreter on behalf of a member of the Cornwall Deaf Centre, who explained that the service they provided included regular workshops which necessitated hiring fully qualified British Sign Language Interpreters for their clients, with the associated costs involved.
- 3) Ms Judith Coombes and her colleague gave a presentation on behalf of the Camborne Day Centre, which was upgrading the seating in their hall to a type that was more comfortable and safer for their clients' use. The new chairs would be available to all users of the hall, which would benefit the wider community.

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- 4) Mr Trevor Chalker spoke in support of the Cornwall Animal Hospital, which had many clients in the TR14 area and assisted those on low incomes with their pets' veterinary treatment. Its aim was to make the hospital a centre of excellence, and it was seeking funding towards a hydrotherapy pool.

One member of the public left the meeting at 7.16pm.

- 5) It was agreed that when Camborne Music Festival's Grant Application was discussed, Councillor Mrs V Dalley was permitted to remain in the meeting but she could not take part in the discussion.
- 6) Mr John Woodward gave a presentation on behalf of Camborne RFC, which was requesting funding towards practice and playing kit for existing and new players.

Members of the public were thanked for their presentations.

FG.3371 GRANT AID APPLICATIONS

- (i) Camborne Cricket Club (Local Government (Miscellaneous Provisions) Act 1976 s.19)

FG.3371.2 RESOLVED: to grant £1,000 to Camborne Cricket Club under the power given by the Local Government (Miscellaneous Provisions) Act 1976 s.19

Proposed by Councillor Morgan
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

- (ii) Cornwall Deaf Community Centre (Localism Act 2011 s.1)

FG.3371.3 RESOLVED: to grant £1,000 to Cornwall Deaf Community Centre under the power given by the Localism Act 2011 s.1

Proposed by Councillor Herd
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved by a majority, (7 in favour, 2 against)

An earlier motion (Proposed by Councillor Mrs V Dalley, Seconded by Councillor Wilkins) to award £300 to Cornwall Deaf Community Centre fell on the vote (2 in favour, 7 against)

Two members of the public left the meeting at 7.28pm.

- (iii) Drama Express (Local Government (Miscellaneous Provisions) Act 1976 s.19)

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FG.3371.4 RESOLVED: **to grant £500 to Drama Express under the power given by the Local**

**Government (Miscellaneous Provisions)
Act 1976 s.19**

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

(iv) Camborne Day Centre (Localism Act 2011 s.1)

FG.3371.5 RESOLVED: **to grant £700 to Camborne Day Centre under the power given by the Localism Act 2011 s.1**

Proposed by Councillor Ms Fox
Seconded by Councillor Herd

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

(v) Argyle Community Trust (Local Government (Miscellaneous Provisions) Act 1976 s.19)

FG.3371.6 RESOLVED: **not to award a grant to Argyle Community Trust**

Proposed by Councillor Morgan
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved by a majority (6 in favour, 2 against).

(vi) Cornwall Animal Hospital Charity (Localism Act 2011 s.1)

FG.3371.7 RESOLVED: **to award a grant of £500 to Cornwall Animal Hospital Charity under the power given by the Localism Act 2001 s.1**

Proposed by Councillor Morgan
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

One member of the public left the meeting at 7.40pm.

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

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FG.3371.8 RESOLVED:

to award a grant of £300 to Camborne Music Festival under the power given by the Local Government Act 1972 s.145

Proposed by Councillor Morgan

Seconded by Councillor Herd

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

Councillor Mrs Dalley remained in the meeting but did not vote.

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

FG.3371.9 RESOLVED:

to award a grant of £500 to Camborne RFC Mini Junior Section under the power given by the Local Government (Miscellaneous Provisions) Act 1976 s.19

Proposed by Councillor Gillingham

Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Three members of the public left the meeting at 7.43pm.

(ix) Cornwall Leisure Activities & Sports Players (CLASP) (Local Government (Miscellaneous Provisions) Act 1976 s.19

FG.3371.10 RESOLVED:

to award a grant of £500 to Cornwall Leisure Activities & Sports Players (CLASP) under the power given by the Local Government (Miscellaneous Provisions) Act 1976 s.19

Proposed by Councillor Mrs V Dalley

Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

FG.3372 TO REVIEW THE COMMUNITY GRANTS AND DONATIONS BUDGET AND MAKE RECOMMENDATIONS FOR BUDGET ALLOCATION FOR 2019/2020

Discussion took place and it was noted that there was a significant increase in grant applications in this financial year, which required an increase in the budget. This Council was willing to support groups within the community but members agreed that applicants should also be encouraged to fundraise.

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FG.3372.2 RESOLVED: **to recommend that the Community Grants and Donations Budget was increased to £45,000 for 2019/2020**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3373 TO CONSIDER THE PROVISION OF HESSIAN BAGS FOR USE BY THE LIBRARY SERVICE AND NEWSPAPERS FOR THE LIBRARY, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

A quotation was considered for jute hessian bags, screen printed in two or five colours.

FG.3373.2 RESOLVED: **to purchase 100 hessian bags for the Library, printed in five colours to include the Camborne Town Council badge and that the daily delivery of newspapers for the Library, by a local newsagent, was approved with the associated expenditure was authorised**

Proposed by Councillor Atherfold
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3374 TO APPROVE THE PURCHASE OF A TV LICENCE NEEDED TO PROVIDE LIBRARY SERVICES AND AUTHORISE EXPENDITURE ACCORDINGLY

FG.3374.2 RESOLVED: **that the purchase of a TV Licence needed to provide Library services was approved and the associated expenditure was approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3375 TO CONSIDER THE PURCHASE OF THE MUSIC LICENCE, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

FG.3375.2 RESOLVED: **that the purchase of the Music Licence was approved and the associated expenditure was approved**

Proposed by Councillor Marshall
Seconded by Councillor Mrs V Dalley

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On a vote being taken the matter was approved unanimously.

FG.3376 TO CONSIDER ADJUSTMENTS TO HEATING ON THE FIRST FLOOR OF THE PASSMORE EDWARDS BUILDING, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The room sensor was located in an unheated space and required moving to a heated space to avoid excessive energy consumption. As the Town Clerk's Office was separate from the main areas, it required its own heater, which could be operated independently of the main system.

Members considered a quotation for relocation of the room sensor to the main office and the supply and installation of a wall mounted energy efficient electric radiator, with time and temperature controls, in the Town Clerk's Office.

FG.3376.2 RESOLVED: **that relocation of the room sensor to the main office and the supply and installation of a wall mounted, energy efficient electric radiator with time and temperature controls in the Town Clerk's office, was approved at a cost of £779 plus VAT**

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3377 TO APPROVE CHANGES TO THE BANK RECONCILIATION SCHEDULE FOR 2018/2019

FG.3377.2 RESOLVED: **that changes in the Bank Reconciliation Schedule for 2018/2019 were approved**

Proposed by Councillor Marshall
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

FG.3378 TO RECEIVE CORRESPONDENCE FROM RECIPIENTS OF GRANT FUNDING: ALL SAINTS CHURCH COMMUNITY CENTRE, CORNWALL AIR AMBULANCE TRUST, CITIZENS ADVICE CORNWALL, MERLIN MS CENTRE

FG.3378.2 RESOLVED: **that correspondence from recipients of grant funding (All Saints Church Community Centre, Cornwall Air Ambulance Trust, Citizens Advice Cornwall, Merlin MS Centre) was received**

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Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3379 TO RECEIVE AND NOTE CORRESPONDENCE FROM UNITY TRUST
BANK PLC**

**FG.3379.2 RESOLVED: that correspondence from Unity Trust
Bank plc was received and noted**

Proposed by Councillor Winter
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.00pm.

SIGNED BY THE CHAIRMAN.....

DATE

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