

# Meeting Minutes

The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

---

## MINUTES:

**of the meeting of Camborne Town Council held in The Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 14<sup>th</sup> March 2019 at 6.30 pm**

## PRESENT:

<b>Councillor D Wilkins</b>	<b>Chairman</b>
<b>Councillor Mrs V Dalley</b>	<b>Vice-Chairman</b>
<b>Councillor D Atherfold</b>	
<b>Councillor J Barclay</b>	
<b>Councillor M Champion</b>	
<b>Councillor J P Collins</b>	
<b>Councillor T Dalley</b>	
<b>Councillor Ms Z Fox</b>	
<b>Councillor C Godolphin</b>	
<b>Councillor R Goodman</b>	<b>from point mentioned</b>
<b>Councillor J Herd</b>	
<b>Councillor V Kelynack</b>	
<b>Councillor L Lemon</b>	
<b>Councillor J Morgan</b>	
<b>Councillor Ms Pearce</b>	
<b>Councillor Winter</b>	

## IN ATTENDANCE:

**Amanda Mugford, Town Clerk; Janet Ritchie, Committee Support Officer; Mr John Martin, photographer; Ms Susan Roberts, representing Bridging Arts; two members of the public.**

The Chairman explained the safety procedures to all present.

---

Councillor Goodman entered the meeting at 6.31pm.

## **C.4468 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**C.4468.2 RESOLVED: that the apologies from Councillor Gillingham for non-attendance at the meeting of the Full Council held on 14<sup>th</sup> March 2019 were received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously

**C.4469****CHAIRMAN'S ANNOUNCEMENTS**

Events attended by the Mayor representing the Council were as follows:

16<sup>th</sup> February 2019: Cornwall Association of Local Councils (CALC) Community Governance Meeting at New County Hall, Truro;

18<sup>th</sup> February 2019: Guild of Hospital Friends Meeting at Penventon Hotel, Redruth;

20<sup>th</sup> February 2019: Advance Partnership with NHS Foundation at Camborne Community Centre.

Events attended by the Deputy Mayor representing the Council were as follows:

16<sup>th</sup> February 2019: Cornwall Association of Local Councils (CALC) Community Governance Meeting at New County Hall, Truro;

21<sup>st</sup> February 2019: Initial Town Shaping Meeting.

**C.4470****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 disclosable interests.

**C.4471****TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**C.4472****TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 14<sup>TH</sup> FEBRUARY 2019 AND THE CHAIRMAN TO SIGN THEM****C.4472.2****RESOLVED: that the minutes of the meeting of the Full Council held on the 14<sup>th</sup> February 2019 were received, approved and signed by the Chairman**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs V Dalley

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

**C.4473****TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

i) Finance & General Purposes Committee 28<sup>th</sup> February 2019;

**C.4473.2 RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on the 28<sup>th</sup> February 2019 were received**

Proposed by Councillor Winter  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

ii) Planning & Development Committee 5<sup>th</sup> March 2019;

**C.4473.3 RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on the 5<sup>th</sup> March 2019 were received**

Proposed by Councillor Godolphin  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

iii) Awards Working Party 11<sup>th</sup> March 2019

**C.4473.4 RESOLVED: that the minutes of the meeting of the Awards Working Party held on 11<sup>th</sup> March 2019 were received**

Proposed by Councillor Winter  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**C.4474 TO NOTE THE MINUTES OF**

i) North Kerrier Reference Group Meeting held on 18<sup>th</sup> January 2019

**C.4474.2 RESOLVED: that the minutes of the North Kerrier Reference Group Meeting held on 18<sup>th</sup> January 2019 were noted**

Proposed by Councillor Ms Pearce  
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

ii) Towans Partnership Meeting held on 23<sup>rd</sup> January 2019

**C.4474.3 RESOLVED: that the minutes of the meeting of the Towans Partnership Meeting held on 23<sup>rd</sup> January 2019 were noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

iii) West Cornwall CCTV Management Group Meeting held on 23<sup>rd</sup> January 2019

**C.4474.4 RESOLVED: that the minutes of the West Cornwall CCTV Management Group Meeting held on 23<sup>rd</sup> January 2019 were noted**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

iv) Camborne Regeneration Forum Meeting held on 4<sup>th</sup> March 2019

**C.4474.5 RESOLVED: that the minutes of the Camborne Regeneration Forum Meeting held on 4<sup>th</sup> March 2019 were noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Lemon

On a vote being taken the matter was approved unanimously.

**C.4475 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

Councillor Godolphin emphasised the requirement for members to attend meetings of this Council when summoned.

**C.4476 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 suggestions from members of the public.

**C.4477 TO RECEIVE A PRESENTTATION FROM SUSAN ROBERTS, BRIDGING ARTS AND APPROVE ANY ACTION ACCORDINGLY**

Ms Susan Roberts, representing Bridging Arts, gave a presentation of her company's work on an exhibition which showed Camborne's past and present musical and sporting links with soldiers from the town who served in World War I and which highlighted Camborne Youth Band's visit to the Menin Gate in 2018. A book was being produced and an event held to launch the exhibition next November.

Ms Roberts was requesting permission from the Town Council for Bridging Arts to display this exhibition in the Passmore Edwards Building in November 2019 and to exhibit, in the library, a display of hand-crafted decorative skateboards.

**C.4477.2**                    **RESOLVED: that this Council supported the launch event and that gallery space was allocated to Bridging Arts to display a WWI exhibition in the Passmore Edwards Building in November 2019 and a display of hand-crafted decorative skateboards in the Library.**

Proposed by Councillor Champion  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.4478**                    **TO CONSIDER GRANT FUNDING APPLICATIONS:**

**(i) Cornwall International Male Choral Festival (Local Government Act 1972, s145)**

Choirs from Cornwall and across the world were taking part in the Festival, which was being held in May 2019 and was considered an important cultural event for the County. It was noted that Camborne was hosting one of the main concerts.

**C.4478.2**                    **RESOLVED: to grant £250 to Cornwall International Male Choral Festival under the power given by the Local Government Act 1972, s.145**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

Ms Susan Roberts and one member of the public left the meeting at 6.53pm.

**C.4479**                    **TO RECEIVE PROOF COPY FROM MR LOU JONES AND MR JOHN MARTIN OF THE PHOTOGRAPHIC BOOK OF THE PASSMORE EDWARDS BUILDING AND APPROVE ANY APPROPRIATE ACTION**

Mr John Martin presented the initial proofs for perusal. Members were invited to submit comments and any additional contributions to the Town Clerk.

**C.4479.2**                    **RESOLVED: that initial proofs for the photographic book of the Passmore Edwards Building were received and that members were invited to submit comments and additional contributions to the Town Clerk by 22<sup>nd</sup> March**

Proposed by Councillor Godolphin  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

**C.4480**                    **TO ADOPT STANDING ORDERS (C.4451.2)**

**C.4480.2 RESOLVED: that amended Standing Orders, as recommended by the Corporate Governance Working Party, were adopted**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Mr John Martin left the meeting at 7.03pm.

**C.4481 TO RECEIVE AND NOTE CORRESPONDENCE FROM GLENN CAPLIN OF CORNWALL COUNCIL REGARDING FUTURE HIGH STREETS FUND**

**C.4481.2 RESOLVED: that correspondence from Glenn Caplin of Cornwall Council regarding Future High Streets Fund was received and noted**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**C.4482 TO RECEIVE THE EXPRESSION OF INTEREST APPLICATION FOR FUTURE HIGH STREETS FUNDING FOR CAMBORNE AND APPROVE ANY APPROPRIATE ACTION**

The Town Clerk advised that this Council's final bid for high street funding had been submitted.

**C.4482.2 RESOLVED: that the Expression of Interest Application for Future High Streets funding for Camborne was received and noted, with thanks to the bid team for their work on the application**

Proposed by Councillor Ms Fox  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

**C.4483 TO RECEIVE PRESENTATIONS FROM THE CORNWALL ASSOCIATION OF LOCAL COUNCILS (CALC) CONFERENCE REGARDING THE COMMUNITY GOVERNANCE REVIEW AND APPROVE ANY APPROPRIATE ACTION**

The Town Clerk advised that the deadline for Parish responses was May 2019, although this Council had not yet received a request for this information from Cornwall Council.

**C.4483.2**            **RESOLVED: that presentations from the Cornwall Association of Local Councils (CALC) conference regarding the Community Governance Review were received and that further details regarding the Parish submission deadline date were requested from Cornwall Council and that the Boundary Review Working Group meet to discuss arrangements going forward**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Wilkins

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

**C.4484**            **TO RECEIVE THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) LEGAL UPDATE FEBRUARY 2019**

**C.4484.2**            **RESOLVED: that the National Association of Local Councils (NALC) Legal Update February 2019 was received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**C.4485**            **TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL ELECTORAL SERVICES REGARDING THE 2019 POLLING DISTRICT AND POLLING PLACES REVIEW AND AGREE ACTION**

Discussion took place and members considered the suitability of the proposed Polling Places, in terms of venue and the type of premises offered.

**C.4485.2**            **RESOLVED: that Cornwall Electoral Services were asked to provide Poll Cards for the Roskear By-Election on 11<sup>th</sup> April**

Proposed by Councillor Ms Pearce  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.4485.3**            **RESOLVED: that correspondence from Cornwall Council Electoral Services regarding the 2019 Polling District and Polling Places Review was received and that this Council made the following recommendation to Cornwall Council: It considered the Liberal Hall inappropriate as it was the headquarters of a political party and the Hub Club at Carn Brea inappropriate for use by Four Lanes residents and suggested that alternative locations were found, examples being the Donald Thomas Centre, the Passmore Edwards Building or Rosemellin School**

Proposed by Councillor Herd  
Seconded by Councillor Mrs V Dalley

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

**C.4486 TO RECEIVE CORRESPONDENCE FROM SUE COLLINGS-SMITH OF CORNWALL COUNCIL REGARDING PENGECON FAMILY HUB AND AGREE ACTION**

The Town Clerk recommended that this Council was represented at the Family Hub Workshop on 28<sup>th</sup> March.

**C.4486.2 RESOLVED: that correspondence from Sue Collings-Smith of Cornwall Council regarding Pengecon Family Hub was received and that Councillors Ms Fox, Mrs V Dalley, Winter and Godolphin attended and that Councillors Atherfold, Lemon and Barclay attended if work commitments allowed**

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**C.4487 TO RECEIVE CORRESPONDENCE FROM CATRIONA YATES OF TOZERS LLP REGARDING THIS COUNCIL'S OUTSTANDING LEGAL MATTERS WITH TOZERS LLP AND AGREE ANY APPROPRIATE ACTION**

The Town Clerk advised that Tozers LLP were awaiting approval of the Beacon Cricket Club Lease.

The Pengecon Allotment Association had approved the Constitution, Management and Tenancy Agreements for Pengecon Allotments and Tozers LLP recommended that the rental charges were calculated in yards instead of rods. The Town Clerk presented the calculation to members for approval and advised that this was equal to the rental charge at Enys Road Allotments.

Meneth Road Public Open Spaces and Pengecon Allotments were due to transfer into this Council's ownership on 1<sup>st</sup> April, and the Management Agreement would take effect from that date.

The Camborne Rugby Club licence for alterations was in hand.

**C.4487.2 RESOLVED: that rent for Pengecon Allotments was charged at 7.27p per yard (equivalent to 40p per rod)**

Proposed by Councillor Champion  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.



**C.4487.3**                    **RESOLVED: that correspondence from Catriona Yates of Tozers LLP regarding this Council's outstanding legal matters with Tozers LLP was received**

Proposed by Councillor Godolphin  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.4488**                    **TO RECEIVE CORRESPONDENCE FROM IAN HEMBROW OF CREATIVE BRIDGE REGARDING PR AND COMMUNICATIONS STRATEGY, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk had secured two days' consultancy, free of charge, from Creative Bridge and suggested that this was used to prepare a new PR and Communications Strategy for the Engagement Officer on commencement of their employment.

**C.4488.2**                    **RESOLVED: that correspondence from Ian Hembrow of Creative Bridge regarding PR and Communications Strategy was received and that the consultancy time was used to develop a new PR and Communications Strategy with the Engagement Officer**

Proposed by Councillor Barclay  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.4489**                    **TO RECEIVE CORRESPONDENCE FROM EMMA RUTTLEY OF TOZERS LLP REGARDING LOCATION FILMING IN CAMBORNE TOWN COUNCIL GREEN SPACES, APPROVE A CONTRACT FOR FILMING AND AGREE ANY OTHER APPROPRIATE ACTION**

**C.4489.2**                    **RESOLVED: that correspondence from Emma Ruttley of Tozers LLP regarding location filming in Camborne Town Council Green Spaces was received and the contract for filming land or buildings owned by this Council was approved**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**C.4490**                    **TO RECEIVE CORRESPONDENCE FROM LINDA PHILLIPS OF CORNWALL COUNCIL REGARDING LIBRARIES PARTNERSHIP DAY AND APPOINT REPRESENTATIVES TO ATTEND**

**C.4490.2**                    **RESOLVED: that correspondence from Linda Phillips of Cornwall Council regarding Libraries Partnership Day was received and that the Senior Librarian was appointed as this**

**Council's representative to attend Libraries Partnership Day and submit a report to Full Council**

Proposed by Councillor Godolphin  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

**C.4491 TO RECEIVE CORRESPONDENCE FROM COUNCILLOR T DALLEY REGARDING NEXTDOOR CAMBORNE ROSKEAR NETWORK AND AGREE ANY APPROPRIATE ACTION**

A short discussion took place. The network was open to individuals but not to organisations. It was suggested that this Council's Engagement Officer could be involved via social media and that members join as individuals.

**C.4491.2 RESOLVED: that correspondence from Councillor T Dalley regarding Nextdoor Camborne Roskear Network was received and that this Council took no action unless members joined the network on a personal basis**

Proposed by Councillor Winter  
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

**C.4492 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**

**C.4492.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the Press and Public were excluded**

Proposed by Councillor Champion  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

Two members of the public left the meeting at 7.52pm.

**C.4493 TO RECEIVE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 12<sup>TH</sup> FEBRUARY 2019**

S.353.2 The Town Clerk advised that Steve Dodd had been appointed to the post of Amenities Supervisor.

S.356.2 The Town Clerk explained that she anticipated her sickness absence lasting longer than two months and therefore the appointment of a Locum Town Clerk was required to provide cover.

**C.4493.2 RESOLVED: that the minutes of the Staffing Committee meeting held on 12<sup>th</sup> February 2019 were received and that**

**congratulations were sent to Steve Dodd on his appointment as Amenities Supervisor**

Proposed by Councillor Godolphin  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.4494 TO RECEIVE A VERBAL REPORT FROM THE TOWN CLERK REGARDING HUMAN RESOURCE MANGEMENT AND SHORT-TERM OPERATIONAL ARRANGEMENTS, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE ACCORDINGLY**

The Town Clerk had prepared a standard job description for a Locum Town Clerk to cover her sickness absence.

**C.4494.2 RESOLVED: that a verbal report from the Town Clerk regarding Human Resource management and short-term operational arrangements was received and that the Locum Clerk job description was approved and that the Town Clerk was delegated authority to advertise the post of Locum Town Clerk when her leave period was known**

Proposed by Councillor Champion  
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

**C.4494.3 RESOLVED: that the selection panel for the post of Locum Town Clerk comprised the Mayor, Deputy Mayor, Councillor Winter and the Town Clerk (if available)**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

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

**C.4494.4 RESOLVED: that the interview questions for the post of Locum Town Clerk were compiled by the Town Clerk (if available) and Sarah Mason (Cornwall Association of Local Councils) and sent to the selection panel**

Proposed by Councillor Morgan  
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.08pm.

SIGNED BY THE CHAIRMAN.....

DATE .....