

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 the Finance & General Purposes Committee held in The Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 28th February 2019 at 6.30pm.

PRESENT:

Councillor G Winter	Chairman	from point mentioned
Councillor D Atherfold		
Councillor Ms Z Fox		to / from points mentioned
Councillor J Herd		from point mentioned
Councillor J Morgan		
Councillor D Wilkins		

IN ATTENDANCE:

Amanda Mugford, Town Clerk; Samantha Hughes, Finance & Administration Officer; Janet Ritchie, Committee Support Officer; Mr John Beall and Ms Charlotte Hicks representing Camborne Community First Responder Group; Mrs Anne Stone representing Centenary Church; one member of the public.

The Town Clerk opened the meeting and explained the safety procedures to all present.

In the absence of the Chairman and Vice-Chairman, Councillor Wilkins was elected to chair the meeting until the arrival of the Chairman.

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3425 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3425.2 RESOLVED: that the apologies from Councillors Mrs Dalley and Gillingham for non-attendance and apologies from Councillors Herd and Winter for late arrival at the meeting of the Finance & General Purposes Committee held on 28th February 2019 were received

Proposed by Councillor Atherfold
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3426 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 Ms Fox declared an interest in item 19(iii) as she was a member of the Spinney Action Group and had been assisting with the grant application.

FG.3427 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

FG.3428 TO ELECT A VICE-CHAIRMAN FOR THE REMAINDER OF THE 2018/2019 MUNICIPAL YEAR

FG.3428.2 RESOLVED: that Councillor Wilkins was elected Vice Chairman of the Finance & General Purposes Committee for the remainder of the 2018/2019 Municipal year.

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3429 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3430 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 13th DECEMBER 2018 AND THE CHAIRMAN TO SIGN THEM

FG.3430.2 RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 13th December 2018 were received, approved and signed by the Chairman

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3431 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

FG.3432 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR OCTOBER 2018 FROM COUNCILLORS MS FOX AND GILLINGHAM

FG.3432.2 RESOLVED: that the appointed Councillor's Internal Audit Reports for October 2018 from Councillors Ms Fox and Gillingham were received

Proposed by Councillor Ms Z Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3433 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR NOVEMBER 2018 FROM COUNCILLORS ATHERFOLD AND MARSHALL

FG.3433.2 RESOLVED: that the appointed Councillor's Internal Audit Reports for November 2018 from Councillors Atherfold and Marshall were received

Proposed by Councillor Atherfold
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3434 TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT FOR THE MONTH OF NOVEMBER 2018

FG.3434.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income & Expenditure by Budget Heading report for the month of November 2018 was received

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3435 **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT AND VAT RETURN FOR THE MONTH OF DECEMBER 2018**

FG.3435.2 **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income & Expenditure by Budget Heading report and VAT return for the month of December 2018 was received**

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3436 **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT FOR THE MONTH OF JANUARY 2019**

The Town Clerk advised that some budgets would be underspent at the end of the Financial Year and recommended virement of these funds to the appropriate Earmarked Reserves.

FG.3436.2 **RESOLVED: that remaining funds from Cornwall Council Service Charge budget 4500 at the financial year end were vired to Office Accommodation Earmarked Reserves**

Proposed by Councillor Morgan
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3436.3 **RESOLVED: that remaining funds from Finance & Administration budget 4580 and Photocopier Insurance Budget 4590 at the financial year end were vired to Finance & Administration Earmarked Reserves**

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3436.4 **RESOLVED: that remaining funds in the Security & CCTV Passmore Edwards Building budget 4730 and the Cleaning Budget 4770 at the financial year end were vired to New Office Earmarked Reserves**

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3436.5 **RESOLVED: that remaining funds in the Elections Budget 4890 and the Data Protection Budget 4910 at the financial year end were vired to Corporate Management Earmarked Reserves**

Proposed by Councillor Morgan
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3436.6 **RESOLVED: that remaining funds in the Grants & Donations Budget 4930 at the financial year end were vired to Community and Development Earmarked Reserves**

Proposed by Councillor Morgan
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3436.7 **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income & Expenditure by Budget Heading report for the month of January 2019 was received**

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3437 **TO APPROVE PAYMENTS FOR THE MONTHS OF DECEMBER 2018 AND JANUARY 2019 MADE UNDER DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

FG.3437.2 **RESOLVED: that payments for the months of December 2018 and January 2019 made under delegated authority of the Chairman and Vice-Chairman were approved**

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3438 **TO APPROVE PAYMENTS FOR THE MONTH OF FEBRUARY 2019 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.3438.2 **RESOLVED: that the payments for the month of February 2019 made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, were approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3439 **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF FEBRUARY 2019 UP TO DATE SCHEDULE TABLED AT MEETING**

FG.3439.2 **RESOLVED: that the payment of invoices received for the month of February 2019 was approved**

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3440 **TO RECEIVE THE EARMARKED RESERVE REPORT FOR THE MONTH OF JANUARY 2019**

FG.3440.2 **RESOLVED: that the Earmarked Reserve Report for the month of January 2019 was approved**

Proposed by Councillor Wilkins
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

Councillor Winter entered the meeting at 6.45pm and took the Chair for the remainder of the meeting.

FG.3441

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 IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)

Mr John Beall, representing the Camborne Community First Responder Group, spoke in support of their grant application. The group provided a voluntary paramedic service on behalf of South West Ambulance Service and were first on the scene of an accident to provide initial medical care to casualties. Although the group received some funding from the NHS, it was seeking grant funding towards additional kit to carry out patient observations and subsequent treatment.

Mr Beall answered questions from members.

FG.3442

GRANT AID APPLICATIONS

The Chairman brought forward agenda item 19(ii) to be discussed first.

- (i) Camborne Community First Responder Group (Localism Act 2011 s.1)

It was Proposed by Councillor Ms Fox, Seconded by Councillor Wilkins, to grant £561.01 to the Community First Responders Group.

Councillor Atherfold made an amendment to the proposal, seconded by Councillor Morgan, to grant £1,000 to the Community First Responders Group.

A vote was taken on the amendment. 3 in favour, 2 abstentions.

FG.3442.2

RESOLVED: to grant £1,000 to Community First Responders Group under the power given by the Localism Act 2011, s.1)

Proposed by Councillor Atherfold
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

- (ii) Counselling and Benefit Support Ltd (CBS) formerly Cornwall Befriending Services (Localism Act 2011 s.1)

FG.3442.3

RESOLVED: to grant £500 to Counselling and Benefit Support (CBS) formerly Cornwall Befriending Services under the power given by the Localism Act 2011, s.1

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

- (iii) The Spinney Doorstep Green (Localism Act 2011 s.1)

Councillor Ms Fox spoke briefly on the Spinney Action Group's project to upgrade and refurbish seating, paths and play equipment at the Spinney, then left the meeting at 7.02pm.

It was Proposed by Councillor Morgan and Seconded by Councillor Atherfold to grant £500 to The Spinney Doorstep Green.

A short discussion took place and the Chairman proposed that the grant application was deferred until further information was made available in terms of the project cost.

Councillor Morgan withdrew his proposal.

FG.3442.4

RESOLVED: that The Spinney Doorstep Green's Grant Aid Application was deferred pending further information detailing the project costs

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Councillor Ms Fox re-entered the meeting at 7.05pm.

FG.3443

TO RECEIVE CORRESPONDENCE FROM CENTENARY CHURCH REGARDING ALLOCATION OF GRANT FUNDING FOR THE GRAVEYARD AT THE CHURCH AND APPROVE ACTION

Centenary Church was seeking permission to use part of its grant funding towards the cost of installing CCTV in the graveyard at the church, to discourage anti-social behaviour. This request had not been made in the original grant application.

FG.3443.2 **RESOLVED: that Centenary Church was granted permission to use part of its grant funding towards the cost of installing CCTV in the graveyard at the Church, to discourage anti-social behaviour**

Proposed by Councillor Atherfold
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

Mrs Anne Stone left the meeting at 7.07pm.

FG.3444 **TO REVIEW THE RISK ASSESSMENT POLICY AND APPROVE ANY AMENDMENTS**

FG.3444.2 **RESOLVED: that the amended Risk Assessment Policy was approved**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Mr John Beall and Ms Charlotte Hicks left the meeting at 7.10pm.

FG.3445 **TO REVIEW THE FINANCIAL RISK ASSESSMENT AND APPROVE ANY AMENDMENTS**

FG.3445.2 **RESOLVED: that the amended Financial Risk Assessment was approved**

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3446 **TO CONSIDER CHANGES TO THE PROCESS OF DEALING WITH LIBRARY INCOME, AGREE APPROPRIATE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Finance & Administration Officer advised that the present system for reporting Library income to Cornwall Council was complicated and prone to error. She explained an alternative solution, permitted by Cornwall Council, which was easier to operate and fulfilled audit requirements.

FG.3446.2 **RESOLVED: that the process of dealing with library income was changed to allow this Council to report the income direct to Cornwall Council**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3447 **TO REVIEW THE RISK REGISTER AND APPROVE ANY AMENDMENTS**

The Town Clerk advised that Ellis Whittam would be visiting the Council on 5th March 2019 to help with some additional Risk Assessments needed

The Town Clerk was thanked for her work.

FG.3447.2 **RESOLVED: that Risk Register was approved, with amendments**

Proposed by Councillor Winter
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3448 **TO RECEIVE AND NOTE THE FIRE SAFETY REPORT BY KBM FIRE SAFETY SERVICES AND AGREE ANY ACTION**

The Town Clerk advised that some fire extinguishers needed replacing and had been ordered.

FG.3448.2 **RESOLVED: that the Fire Safety Report by KBM Fire Safety Services was received and recommended action taken**

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3449 **TO APPROVE THE PROVISION OF TRAINING IN "DEALING WITH ANGER, VIOLENCE AND AGGRESSION" IDENTIFIED AS AN ADDITIONAL CONTROL NEEDED IN THE RISK ASSESSMENTS FOR THE PASSMORE EDWARDS BUILDING AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk advised that online training was available only to Library staff and that this one-day course would benefit Town Council staff who had not received training.

FG.3449.2 **RESOLVED: that the provision of training in "Dealing with Anger, Violence and Aggression" identified as an additional control needed in the Risk Assessments for the Passmore Edwards Building was approved and associated expenditure authorised**

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Councillor Herd entered the meeting at 7.22pm.

FG.3450 **TO RECEIVE A REPORT FROM THE TOWN CLERK REGARDING DISPLAY SCREEN EQUIPMENT ASSESSMENTS, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE FROM THE NEW OFFICES AND OFFICE EQUIPMENT REVENUE BUDGETS ACCORDINGLY**

The Town Clerk advised that she had assessed all staff work stations and some hazards were identified in accordance with Health & Safety Legislation.

FG.3450.2 **RESOLVED: that a report from the Town Clerk regarding display screen equipment assessments was received and that the purchase of new equipment in accordance with Health & Safety recommendations was approved and associated expenditure authorised: 1) Blinds in the west facing windows of the library to prevent glare from the afternoon sun; 2) replacement of two chairs due to poor condition or lack of ability to adjust the back and arms for good posture; 3) a foot rest for work station 1 in the library; 4) additional storage space at work station 2 in the library, to provide sufficient space on the desk for necessary equipment; 5) eye tests for two employees (appointments had been made as a result of the assessments)**

Proposed by Councillor Ms Fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

Commented [AM1]: Please change the resolution to approve the recommendations (list them from my report) and authorise expenditure accordingly.

Commented [JR2R1]:

- FG.3451** **TO REVIEW THE ASSET REGISTER AND APPROVE ANY AMENDMENTS**
- FG.3451.2** **RESOLVED: that the Asset Register was approved, with amendments.**
- Proposed by Councillor Morgan
Seconded by Councillor Wilkins
- On a vote being taken the matter was approved unanimously.
- FG.3452** **TO REVIEW THE PUBLICATION SCHEME AND APPROVE ANY AMENDMENTS**
- The Town Clerk advised that the Library’s photocopying charges were set by Cornwall Council and differed from those charged by this Council. She recommended that our own charges were amended to match those of the Library.
- FG.3452.2** **RESOLVED: to approve an increase in photocopying charges in accordance with those charged by the Library Service and the amended Publication Scheme accordingly..**
- Proposed by Councillor Morgan
Seconded by Councillor Atherfold
- On a vote being taken the matter was approved unanimously.
- FG.3453** **TO REVIEW THE GRANT AWARD POLICY AND APPROVE ANY AMENDMENTS**
- FG.3453.2** **RESOLVED: that the Grant Award Policy was approved, with amendments to the Council’s contact details.**
- Proposed by Councillor Wilkins
Seconded by Councillor Atherfold
- On a vote being taken the matter was approved unanimously.
- FG.3454** **TO RECEIVE CORRESPONDENCE FROM CORMAC SOLUTIONS REGARDING CLEANING SERVICE LEVEL AGREEMENT 2019-20 FOR THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**
- FG.3454.2** **RESOLVED: that correspondence from Cormac Solutions regarding Cleaning Service Level Agreement 2019-20 for the Passmore Edwards Building was received and expenditure approved.**

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3455 **TO RECEIVE CORRESPONDENCE FROM CORMAC SOLUTIONS REGARDING CLEANING SERVICE LEVEL AGREEMENT 2019-20 FOR THE PUBLIC CONVENIENCES AT CAMBORNE RECREATION GROUND (GWARIDIR KAMMBRONN), AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

FG.3455.2 **RESOLVED: that correspondence from Cormac Solutions regarding Cleaning Service Level Agreement 2019-20 for the Public Conveniences at Camborne Recreation Ground (Gwaridir Kammbronn) was received and expenditure approved.**

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3456 **TO RECEIVE CORRESPONDENCE FROM TERRY KNIGHT OF THE CORNISH BUILDINGS GROUP REGARDING THEIR AWARDS SCHEME AND APPROVE ANY ACTION**

A short discussion took place and members agreed that as work on the Passmore Edwards Building was not yet completed, this Council could not consider an application to the Awards Scheme until next year.

FG.3456.2 **RESOLVED: that correspondence from Terry Knight of the Cornish Buildings Group regarding their Awards Scheme was received and that no action was considered until work on the Passmore Edwards Building was completed**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3457 **TO RECEIVE AND NOTE CORRESPONDENCE FROM RECIPIENTS OF GRANT FUNDING**
(i) REVITALISE

FG.3457.2 **RESOLVED: that correspondence from Revitalise was received and noted**

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3458 TO RECEIVE CORRESPONDENCE FROM LLOYDS BANK PLC

FG.3458.2 RESOLVED: that correspondence from Lloyds Bank PLC was received

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3459 TO RECEIVE CORRESPONDENCE FROM UNITY TRUST BANK PLC

FG.3459.2 RESOLVED: that correspondence from Unity Trust Bank PLC was received

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.31pm.

SIGNED BY THE CHAIRMAN.....

DATE