

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 November 2019 at 6.30pm.

PRESENT:

Councillor G Winter	Chairman
Councillor D Wilkins	Vice Chairman
Councillor D Atherfold	
Councillor Ms Fox	
Councillor Mrs Williams	

IN ATTENDANCE:

Samantha Hughes, Acting Deputy Clerk; Janet Ritchie, Committee Support Officer; Melanie Negus, Administrative Assistant.

The Chairman explained the safety procedures to all present.

FG.3546 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3546.2 RESOLVED: that the apologies from Councillors Dalley, Mrs Dalley, Gillingham and Herd for non-attendance of the meeting of the Finance & General Purposes Committee held on 28th November 2019 were received

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3547 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 Atherfold declared an interest in Agenda item 23(i) as he worked for the Doorstep Green Spinney Action Group, and

Councillor Ms Fox also declared an interest in this Agenda item as she was on the Doorstep Green Spinney Action Group Committee.

FG.3548 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3549 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3550 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 26TH SEPTEMBER 2019 AND THE CHAIRMAN TO SIGN THEM

FG.3550.2 RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 26th September 2019 were received, approved, and signed by the Chairman

Proposed by Councillor Winter
Seconded by Councillor Wilkins

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

FG.3551 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

The grant application for the All Saints Church Community Centre deferred at the last meeting to a meeting of Full Council, had had to be rejected as it was for improvements to the fabric of the Church building, and the Town Council could not finance improvements to a religious building.

FG.3552 TO RECEIVE THE QUARTERLY BANK RECONCILIATION AUDIT FOR APRIL/MAY/JUNE 2019 FROM COUNCILLOR WILLIAMS

FG.3552.2 RESOLVED: that the Quarterly Bank Reconciliation Audit for April/May/June 2019 from Councillor Williams was received

Proposed by Councillor Atherfold
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3553 TO RECEIVE AND APPROVE THE COUNCILLORS' INTERNAL AUDIT FOR MAY 2019 BY COUNCILLORS MRS DALLEY AND WINTER

FG.3553.2 RESOLVED: that the Internal Audit Reports for May 2019 by Councillors Mrs Dalley and Winter were received and approved

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3554 TO RECEIVE AND APPROVE THE COUNCILLORS' INTERNAL AUDIT FOR JUNE 2019 BY COUNCILLORS GILLINGHAM AND HERD

FG.3554.2 RESOLVED: that the Internal Audit Reports for June 2019 by Councillors Gillingham and Herd were received and approved

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3555 TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT UP TO 30TH SEPTEMBER 2019

FG.3555.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed Income & Expenditure by Budget Heading Report, up to 30th September 2019; was received and approved

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3556 TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT UP TO 31ST OCTOBER 2019

The Acting Deputy Town Clerk & Finance and Administration Officer, informed members that the Council Expenses budget was almost depleted and advised that members should consider increasing it in the budget setting.

The underspends in the Green Spaces Staffing budget were due to budgeting for an additional Staff member for devolution, but not yet recruited.

The Town Square had had an extra utility meter installed, leading to the increase in utility costs, and she advised the Amenities Committee had recommended increasing the Square Utilities budget accordingly.

FG.3556.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed Income & Expenditure by Budget Heading Report up to 31st October 2019, was received and approved

Proposed by Councillor Wilkins
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

FG.3556.3 RESOLVED: that £1,000 be vired from 326 Finance and Administration Earmarked Reserves to the Council Expenses budget

Proposed by Councillor Mrs Williams
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

FG.3557 TO RECEIVE AND APPROVE THE VAT RETURN FOR THE PERIOD 1ST JULY 2019 TO 30TH SEPTEMBER 2019

FG.3557.2 RESOLVED: that the VAT return for the Period 1st July 2019 to 30th September 2019 was received and approved

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3558 TO APPROVE PAYMENTS FOR THE MONTH OF OCTOBER 2019 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2

Councillor Mrs Williams questioned why more payments were not made by BACS. The Finance Officer informed members it was due to time constraints in the absence of the Town Clerk.

FG.3558.2 **RESOLVED: that the payments for the month of October 2019 made under Financial Regulation 4.1, 4.5, 5.4,5.5, 6.2, 6.7 and 7.2; were approved**

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3559 **TO APPROVE THE PAYMENTS MADE DURING THE MONTH OF OCTOBER 2019, MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

FG.3559.2 **RESOLVED: that the payments made during the month of October 2019, made under the delegated authority of the Chairman and Vice Chairman, were approved**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3560 **TO APPROVE PAYMENTS FOR THE MONTH OF NOVEMBER 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 MEETING**

FG.3560.2 **RESOLVED: that the payments for the month of November 2019 made under Financial Regulation 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.3561 **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF NOVEMBER 2019, UP TO DATE SCHEDULE TABLED AT MEETING**

FG.3561.2 **RESOLVED: that the payment of invoices received for the month of November 2019, were approved**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3562 **TO RECEIVE A REPORT FROM THE ACTING DEPUTY TOWN CLERK REGARDING THE FINANCE & GENERAL PURPOSES**

COMMITTEE DRAFT REVENUE BUDGET 2020/2021, AND THREE YEAR FINANCIAL PLAN

The Finance Officer informed members of the 2.25% increase in the Tax Base, and advised that it would be prudent to put this increase into the New Accommodation Fund budget, to allow for future staff increase office space.

FG.3562.2 **RESOLVED: that a report from the Acting Deputy Town Clerk regarding the Finance & General Purposes Committee Draft Revenue Budget 2020/2021, and three year financial plan was received**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3563 **TO CONSIDER THE FINANCE & GENERAL PURPOSES COMMITTEE DRAFT REVENUE BUDGET 2020/2021 AND THREE-YEAR FINANCIAL PLAN AND APPROVE ACTION ACCORDINGLY**

Members discussed the need to make financial provision for additional office space, to allow for more staff needed in the future. Councillor Winter encouraged members going forward to submit interests in any available suitable properties. Councillor Mrs Williams questioned the expense of the Town Council's website provider. Councillor Winter informed her of the complexities of requirements needed for/on the website, and the need to be legally compliant.

FG.3563.2 **RESOLVED: that an increase of £1,000 per year to the draft budget figures for the next three years be applied to the 4850 Council Expenses budget; was approved**

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3563.3 **RESOLVED: that an increase of £5,000 per year to the draft budget figures for the next three years be applied to the 4900 Legal Costs budget; was approved**

Proposed by Councillor Wilkins
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

FG.3564 TO RECEIVE RECOMMENDATIONS FROM THE STRATEGIC BUDGET WORKING GROUP AND APPROVE ACTION ACCORDINGLY:

(i) SBWP.60.3 RESOLVED: to recommend to the Finance & General Purposes Committee that any uplift to the General Fund to meet accounting and audit requirements be made from the Revenue Protection Earmarked Reserve;
(ii) SBWP.62.3 RESOLVED: to recommend to all Committees that at the Financial Year End, all underspends are prioritised to the Passmore Edwards Building Earmarked Reserves.

FG.3564.2 RESOLVED: that the recommendation from the Strategic Budget Working Party SBWP.60.3, 'that any uplift to the General Fund to meet accounting and audit requirements, be made from the Revenue Protection Earmarked Reserve'; was approved

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3564.3 RESOLVED: that the recommendation from the Strategic Budget Working Party SBWP.62.3, 'that all Committees at the financial year end, prioritise all underspends with the exception of the Community Development 4930 Grants and Donations budget, to the Passmore Edwards Building Earmarked Reserves'; was approved

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3564.4 RESOLVED: that underspends at the financial year end in the Community Development 4930 Grants and Donations budget, be transferred to Community and Development Earmarked Reserves; was approved

Proposed by Councillor Ms fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

FG.3565 TO RECEIVE A BUDGET TIMETABLE 2019

FG.3565.2 RESOLVED: that a Budget Timetable 2019, was received

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3566 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 members of the public present.

FG.3567 GRANT AID APPLICATIONS

- (i) Doorstep Green Spinney Action Group (General Power of Competence).**
- (ii) Supporters of the Intergenerational Hub (General Power of Competence).**
- (iii) Merlin MS Centre (General Power of Competence).**

Having declared interest in FG.3567 (i) Councillors Atherfold and Ms Fox left the room.

FG.3567.2 RESOLVED: to grant £2,800 to the Doorstep Green Spinney Action Group, to be taken from the Community Grants and Donations budget; under the General Power of Competence

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Councillors Atherfold and Ms Fox re-entered the meeting.

FG.3567.3 RESOLVED: to grant £250 to the Supporters of the Intergenerational Hub, to be taken from the Community Grants and Donations budget; under the General Power of Competence

Proposed by Councillor Williams
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3567.4 **RESOLVED: to grant £1,000 to the Merlin MS Centre, to be taken from the Community Grants and Donations budget; under the General Power of Competence**

Proposed by Councillor Atherfold
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3568 **TO RECEIVE AND NOTE CORRESPONDENCE FROM GRANT AID RECIPIENTS:**

(i) Citizens Advice Cornwall

FG.3568.2 **RESOLVED: that correspondence from grant aid recipients was received**

Proposed by Councillor Ms Fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

FG.3569 **TO RECEIVE CORRESPONDENCE FROM ROSEMARY PHILLIPS OF CORNWALL COUNCIL, REGARDING LIBRARY FINES FOR FOOD AND AGREE ACTION**

FG.3569.2 **RESOLVED: that correspondence from Rosemary Phillips of Cornwall Council, regarding Library Fines for Food was received. The Library to participate in the scheme in the form of fines in food or cash, for the Food Bank in December**

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3570 **TO NOTE TOWN & PARISH BY-ELECTION FEES & CHARGES (CONTESTED), CAMBORNE TOWN COUNCIL TRESLOTHAN WARD 26TH SEPTEMBER 2019**

FG.3570.2 **RESOLVED: that Town & Parish By-election Fees & Charges (Contested), Camborne Town Council Treslothan Ward 26th September 2019, were received and noted**

Proposed by Councillor Winter
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 7.30 pm.

SIGNED BY THE CHAIRMAN.....

DATE