

# Meeting Minutes

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

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## 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 5<sup>th</sup> December 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 M Champion</b>	
<b>Councillor Ms Z Fox</b>	
<b>Councillor J Gillingham</b>	<b>(from point mentioned)</b>
<b>Councillor C Godolphin</b>	
<b>Councillor R Goodman</b>	
<b>Councillor J Herd</b>	
<b>Councillor L Lemon</b>	
<b>Councillor Ms M Pearce</b>	
<b>Councillor M Williams</b>	
<b>Councillor G Winter</b>	

## IN ATTENDANCE:

**Sarah Mason, Cornwall Association of Local Councils, (Clerk of the Meeting); Samantha Hughes, Acting Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Rose Hitchens-Todd, Engagement Officer; Ms Julia Linette, representing the Trevithick Day Committee; three members of the public.**

The Chairman explained the safety procedures to all present.

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## **C.4743 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**C.4743.2 RESOLVED: that the apologies from Councillors Collins, T Dalley, Kelynack, Morgan and Weedon for non-attendance at the meeting of the Full Council held on 5th December 2019 were received**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**C.4744**

**CHAIRMAN'S ANNOUNCEMENTS**

- The Chairman reminded members representing this Council on outside organisations that they should submit apologies if unable to attend meetings.
- Events attended by the Mayor representing the Town Council were:
  - 16<sup>th</sup> November: Closing Event of the 50<sup>th</sup> Camborne Music Festival at Centenary Church;
  - 1<sup>st</sup> December: Carol Service at Penryn.

**C.4745**

**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**

Councillors Mrs Dalley and Winter declared interest in agenda item 11 as they were members of the Trevithick Day Committee.

Councillor Goodman declared interest in agenda item 24 as her husband worked for RG Kellow Ltd.

Councillor Wilkins declared interest in agenda item 11 as he was this Council's representative on the Trevithick Day Committee but he would make representation, as permitted, before leaving the meeting.

**C.4746**

**TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**C.4747**

**TO RECEIVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 14<sup>TH</sup> NOVEMBER 2019 AND THE CHAIRMAN TO SIGN THEM**

An amendment was requested to C.4711 – Wesley Ladies Choir should read Camborne Ladies Choir.

**C.4747.2**

**RESOLVED: that the minutes of the meeting of the Full Council held on 14<sup>th</sup> November 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.

The Chairman took agenda items 7(i) – 7(v) en bloc.

**C.4748 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

- i) Amenities Committee 21<sup>st</sup> November 2019;
- ii) Finance & General Purpose Committee 28<sup>th</sup> November 2019;
- iii) Neighbourhood Plan Meeting 6<sup>th</sup> November 2019;
- iv) Street Naming Working Party 25<sup>th</sup> November 2019;
- v) Passmore Edwards Building Working Party 28<sup>th</sup> November 2019;

**C.4748.2 RESOLVED: that the minutes of (i) the Amenities Committee meeting held on 21<sup>st</sup> November 2019, (iii) the Neighbourhood Plan Meeting held on 6<sup>th</sup> November 2019, (iv) the Street Naming Working Party meeting held on 25<sup>th</sup> November 2019 and (v) the Passmore Edwards Building Working Party meeting held on 28<sup>th</sup> November 2019 were received and that the minutes of (ii) the Finance & General Purpose Committee meeting held on 28<sup>th</sup> November 2019 were deferred until the next meeting of Full Council**

Proposed by Councillor Champion  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

The Chairman took agenda items 8(i) and 8(ii) en bloc.

**C.4749 TO NOTE THE MINUTES OF**

- i) Mining Trails Forum Meeting 4<sup>th</sup> September 2019;
- ii) Camborne Twinning Association Meeting 5<sup>th</sup> November 2019;

**C.4749.2 RESOLVED: that the minutes of (i) the Mining Trails Forum meeting held on 4<sup>th</sup> September 2019 and (ii) the Camborne Twinning Association Meeting held on 5<sup>th</sup> November 2019 were noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**C.4750 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

C.4728: Mrs Hughes informed members that, regarding the freehold of Camborne Rugby pitch, this Council was anticipating a response from Cornwall Council imminently.

**C.4751 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)**

One member of the public thanked the Town Council for its work throughout the year and wished members a Merry Christmas.

Councillor Gillingham entered the meeting at 6.40pm.

Ms Julia Linette, representing the Trevithick Day Committee, was invited to make representation. The Clerk of the Meeting advised that members with an interest should leave at this point, but under item 3.5a in this Council's Code of Conduct, Councillor Wilkins, as this Council's representative, was entitled to make a statement and answer members' questions before leaving.

Councillors Mrs Dalley and Winter left the meeting at 6.41pm.

Ms Julia Linette gave a presentation on behalf of the Trevithick Day Committee, which was seeking funding for the 2020 event. In 2019 bad weather had compromised the event's success, with a drop in attendance, but upfront costs had to be met regardless. Although the Committee was seeking funding from other sources, support from the Town Council was vital for this flagship event.

Ms Linette answered questions from members and was thanked for her presentation.

The Clerk of the Meeting advised that, as this Council's representative to the Trevithick Day Committee, the Chairman would now make a statement and answer questions from members, before leaving the meeting.

Councillor Wilkins gave a short verbal presentation, urging members to support Trevithick Day, Camborne's major event of thirty six years. He answered members' questions.

Councillor Wilkins left the meeting at 7.02pm and a new Chairman was elected.

There were two proposals :

Councillor Godolphin Proposed by Councillor Champion, Seconded by Councillor Lemon.

Councillor Ms Fox Proposed by Councillor Herd, Seconded by Councillor Williams.

**C.4751.2                    RESOLVED: that Councillor Godolphin was elected Chairman for agenda item 11**

On a vote being taken the matter was approved by a majority, of six votes to four.

Councillor Godolphin took the Chair for agenda item 11.

A robust discussion took place and the Acting Deputy Town Clerk answered members' questions.

**C.4752                      GRANT AID APPLICATIONS**

**(i) Trevithick Day Committee (General Power of Competence)**

**C.4752.2                    RESOLVED: to grant £12,000 to the Trevithick Day Committee, to be taken from the Community Grants and Donations Budget, under the General Power of Competence**

Proposed by Councillor Ms Fox  
Seconded by Councillor Ms Pearce

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

**C.4752.3                    RESOLVED: that the grant of £12,000 to the Trevithick Day Committee is held by Camborne Town Council and spent for the best financial advantage of the Trevithick Day Committee**

Proposed by Councillor Goodman  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved by a majority (eight in favour, two abstentions).

Councillors Champion and Lemon asked that it was recorded they had abstained from the vote.

Councillors Mrs Dalley, Wilkins and Winter re-entered the meeting at 7.21pm.

Ms Julia Linette and two members of the public left the meeting at 7.22pm.

**C.4753                      TO RECEIVE AND NOTE APPROVAL FROM CORNWALL COUNCIL REGARDING THE DESIGNATION OF THE PARISH OF CAMBORNE AS A NEIGHBOURHOOD AREA**

**C.4753.2 RESOLVED: that approval from Cornwall Council regarding the designation of the Parish of Camborne as a Neighbourhood Area was received and noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**C.4754 TO RECEIVE A REPORT FROM THE ENGAGEMENT OFFICER REGARDING THE TOUR OF BRITAIN IN CAMBORNE IN SEPTEMBER 2020, AGREE ACTION AND AUTHORISE EXPENDITURE FOR THE EVENT**

The Engagement Officer gave a report regarding the 2020 Tour of Britain Cycle Race. As a featured town on the race route, Camborne was being offered the opportunity to support the race proceedings to encourage community engagement and promote the town.

The Engagement Officer's report suggested ways in which Camborne Town Council could support the race and activity in the town and focus on why involvement would be beneficial.

Members thanked the Engagement Officer for her report.

**C.4754.2 RESOLVED: that a report from the Engagement Officer regarding the Tour of Britain in Camborne in September 2020 was received and noted and that this Council (i) forms a Tour of Britain Working Party with a view to co-opt on representatives from relevant community partners to represent the involvement of full community including BID and Camborne Re-Generation; (ii) supports additional activities that complement the race event, to be decided by the Tour of Britain Working Party and (iii) ringfences a working budget of up to £1K for potential costs and contributions associated in supporting the event, to come from the Town Promotions Budget 2020/21**

Proposed by Councillor Godolphin  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.4754.3 RESOLVED: that Councillors Mrs Dalley, Godolphin, Herd and Wilkins were chosen to represent this Council on the Tour of Britain Working Party**

Proposed by Councillor Wilkins  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.4755**

**TO RECEIVE A REPORT FROM THE ENGAGEMENT OFFICER REGARDING CHANGE TO THE ANNUAL TOWN ASSEMBLY FORMAT, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Engagement Officer presented a report asking members to consider moving the Annual Town Assembly away from its traditional format. Rather than following on from the Annual Meeting, a change to a stand-alone event would emphasise the value held in the achievements of those honoured and make the occasion more special, while offering an opportunity for community engagement and enhancing public relations. The awards could also be reviewed and the expansion of categories considered, providing opportunity for a larger attendance and invite presentations from community groups.

Discussion took place.

**C.4755.2**

**RESOLVED: that a report from the Engagement Officer regarding change to the Annual Town Assembly format was received and that this Council's Awards Working Party would convene to investigate in more detail and bring back ideas to Full Council**

Proposed by Councillor Champion  
Seconded by Councillor Lemon

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

The Chairman brought agenda item 16 forward.

**C.4756**

**TO RECEIVE A VERBAL UPDATE ON THE CLIMATE CHANGE WORKING PARTY FROM COUNCILLOR GRAHAM WINTER, INCLUDING A PROPOSAL THAT CAMBORNE TOWN COUNCIL WORKS IN COLLABORATION WITH COUNCILS IN THE CPIR NETWORK AREA, ON A CLIMATE CHANGE ACTION GROUP**

Councillor Winter informed members that, at a recent CPIR Network meeting, a proposal was made that the CPIR Network formed its own Climate Change Working Party, in which all Councils across the network could work in partnership, and share ideas, going forward. A workshop was planned for February 2020 and representation was invited from each Council. It was anticipated that a Climate Change Action Plan could be formed and each member Council would have its own level of involvement. A public consultation would be included.

It was suggested that this Council selected a representative to attend CPIR Network meetings.

Councillor Lemon left the meeting at 7.42pm.

**C.4756.2**            **RESOLVED: that a verbal update on the Climate Change Working Party from Councillor Graham Winter, including a proposal that Camborne Town Council works in collaboration with Councils in the CPIR Network area, on a Climate Change Action Group, was received and that Councillor Winter represented this Council at CPIR Network meetings, with Councillor Ms Fox as deputy**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Councillor Lemon re-entered the meeting at 7.44pm.

**C.4757**            **TO RECEIVE A VERBAL UPDATE FROM THE ENGAGEMENT OFFICER REGARDING THE USE OF A GREEN CONSULTANT WORK PLACEMENT TO ASSIST WITH THE CREATION OF A GREEN CONSULTANT WORK PLACEMENT TO ASSIST WITH THE CREATION OF A SUSTAINABILITY & CLIMATE RESILIENCE ACTION PLAN, AND DRAFT ADVERTISEMENT; AGREE ACTION AND AUTHORISE EXPENDITURE**

The Engagement Officer gave a presentation regarding use of a Green Consultant graduate work placement to work with the Engagement Officer and a Working Party to assist this Council with the creation of a Sustainability and Climate Resilience Action Plan.

It was anticipated that the twelve-week placement would run from February 2020 and would involve a flexible working pattern of 100 hours, culminating in assisting with drafting a Sustainability & Climate Resilience Action Plan for this Council. There would be no cost to this Council and advertising for candidates would be offered by the University of Exeter.

At the end of the work placement the student would produce a report for this Council, which would form a part of their coursework.

A short discussion took place and the Engagement Officer answered members' questions.

**C.4757.2**            **RESOLVED: that a verbal update from the Engagement Officer regarding the use of a Green Consultant Work Placement to assist with the creation of a Sustainability & Climate Resilience Action Plan, and draft advertisement was received, and that this Council accepted the work placement and associated advertising**

Proposed by Councillor Godolphin



Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**C.4758** **TO RECEIVE A BRIEF OVERVIEW OF IDEAS AND STRATEGIES DISCUSSED AT THE MANAGEMENT DAY ON 2<sup>ND</sup> DECEMBER, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Acting Deputy Town Clerk reported that the Management Meeting Day had been successful as a team building exercise, in which the mission, values and objectives of this Council was explored, going forward and an exchange of ideas took place.

It was anticipated that further team meetings could be arranged, on a regular basis, to include all staff.

**C.4758.2** **RESOLVED: that a brief overview of ideas and strategies discussed at the Management Day on 2<sup>nd</sup> December was received**

Proposed by Councillor Godolphin  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**C.4759** **TO RECEIVE A VERBAL REPORT FROM THE ACTING DEPUTY TOWN CLERK & FINANCE AND ADMINISTRATION OFFICER ON THE SCHEME OF DELEGATION AND FINANCIAL REGULATIONS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Acting Deputy Town Clerk requested permission to commence work on amending and matching this Council's Scheme of Delegation with its Financial Regulations, as previously agreed by the Staffing Committee, and quoted one example as being the delegation of budgets under £1K to the Town Clerk and Senior Management. This would ensure greater efficiency in this Council's use of meeting time.

It was anticipated that any proposed changes could be presented to the Corporate Governance Working Party for consideration and recommended to Full Council for approval in February 2020.

**C.4759.2** **RESOLVED: that a verbal report from the Acting Deputy Town Clerk & Finance and Administration Officer on the Scheme of Delegation and Financial Regulations was received and that permission was granted for the Acting Deputy Town Clerk to research into amending the Scheme of Delegation, where required, and to match with the Financial Regulations**

Proposed by Councillor Godolphin  
Seconded by Councillor Goodman

On a vote being taken the matter was approved unanimously.

**C.4760 TO RECEIVE AN UPDATED SCHEDULE OF MEETINGS FOR 2019/2020**

**C.4760.2 RESOLVED: that an updated schedule of meetings for 2019/2020 was received**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**C.4761 TO APPROVE A SCHEDULE OF MEETINGS FOR 2020/2021**

**C.4761.2 RESOLVED: that a schedule of meetings for 2020/2021 was approved**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**C.4762 TO RECEIVE CORRESPONDENCE FROM RICHARD HOCKING OF CORMAC SOLUTIONS, REGARDING RADON TESTING AND MONITORING AT THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

**C.4762.2 RESOLVED: that correspondence from Richard Hocking of Cormac Solutions, regarding radon testing and monitoring at the Passmore Edwards building was received and that expenditure for testing and monitoring was approved**

Proposed by Councillor Winter  
Seconded by Councillor Wilkins

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

**C.4763 TO RECEIVE CORRESPONDENCE FROM THE OFFICE OF THE POLICE AND CRIME COMMISSIONER REGARDING THE PCC's APPROACH TO BUSINESS CRIME, AGREE ACTION AND AUTHORISE EXPENDITURE**

It was noted that this Council already has representation on the Police Liaison Committee and the Safer Towns Committee.

**C.4763.2                   RESOLVED: that correspondence from the Office of the Police and Crime Commissioner regarding the PCC's Approach to Business Crime was received**

Proposed by Councillor Wilkins  
Seconded by Councillor Champion

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

One member of the public left the meeting at 8.06pm.

**C.4764                    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.4764.2                RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the Press and Public were excluded, due to the confidential nature of the business to be discussed**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

The Chairman brought agenda item 25 forward.

**C.4765                   TO RECEIVE DRAFT TENDER DOCUMENTS IN RELATION TO CAMBORNE RECREATION GROUND (GWARIDIR KAMMBRONN) AND AGREE ACTION**

The Acting Deputy Town Clerk explained that having these documents in place would ensure that this Council followed the correct tendering process, going forward. The public consultation report would be included as part of the documents sent to suppliers when tendering.

**C.4765.2                RESOLVED: that Draft Tender Documents in relation to Camborne Recreation Ground (Gwaridir Kammbronn) were received and approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

Having declared interest in the next agenda item, Councillor Goodman left the meeting at 8.11pm.

**C.4766 TO RECEIVE RECOMMENDATIONS AND ASSOCIATED PAPERWORK FROM THE PASSMORE EDWARDS BUILDING WORKING GROUP, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Acting Deputy Town Clerk presented a Summary Report of action taken to date to investigate ongoing issues with the Passmore Edwards building. The surveyor's report identified discrepancies that needed addressing. The solicitor's briefing note recommended that the surveyor is asked to provide a Statement of Works, to identify root causes of the issues and the areas of responsibility for unfinished work and to form a plan of action going forward.

A short discussion took place regarding the issues with the building and the Working Party's recommendations to Full Council were considered.

**C.4766.2 RESOLVED: that recommendations and associated paperwork from the Passmore Edwards Building Working Group was received and that RTP Surveyors were asked to complete a Statement of Works for remedial works needed following their report**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**C.4766.3 RESOLVED: that the scaffold currently in place is kept in situ until after the Statement of Works is received, so that quotations can be obtained for some or all of the works**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**C.4766.4 RESOLVED: that this Council uses the services of its procurement specialist to compile a specification for a Contract Administrator for the works required, when needed**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.18 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....