

# 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 Amenities Committee of Camborne Town Council held in The Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 21<sup>st</sup> November 2019 at 6.30 pm.**

PRESENT:

<b>Councillor M Champion</b>	<b>Chairman</b>
<b>Councillor D Wilkins</b>	<b>Vice Chairman</b>
<b>Councillor R Goodman</b>	<b>from point mentioned</b>
<b>Councillor Ms M Pearce</b>	
<b>Councillor Mrs Weedon</b>	

IN ATTENDANCE:

**Samantha Hughes, Acting Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Melanie Negus, Administrative Assistant; James Hardy, Amenities and Projects Officer.**

The Chairman explained the safety procedures to all present.

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## **A.4119 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**A.4119.2 RESOLVED: that the apologies from Councillors Collins, T Dalley, Mrs Dalley and Morgan for non-attendance of the meeting of the Amenities Committee held on 21st November 2019 were received**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Councillor R Goodman entered the meeting at 6.31 pm.

## **A.4120 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**A.4121 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF**

**ALL ITEMS ON THIS AGENDA INCLUDING ANY GIFTS OR HOSPITALITY EXCEEDING £25**

There were no declarations of interests.

**A.4122 TO APPROVE WRITTEN REQUESTS FOR DISPENSATIONS**

There were no dispensation requests.

**A.4123 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 24TH OCTOBER 2019 AND THE CHAIRMAN TO SIGN THEM**

**A.4123.2 RESOLVED: that the minutes of the meeting of the Amenities Committee held on 24<sup>th</sup> October 2019 were received, approved and signed by the Chairman**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

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

**A.4124 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**A.4125 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 public present.

**A.4126 TO RECEIVE THE CURRENT NET POSITION BY CODE FOR THE AMENITIES REVENUE BUDGET TO END OF OCTOBER 2019 AND AGREE ACTION**

The Finance and Administration Officer advised members that the Square Utilities budget would need reviewing for 2020/21 and asked that members consider it when budget setting.

**A.4126.2 RESOLVED: that the current net position by code for the Amenities Revenue Budget to end of October 2019, was received**

Proposed by Councillor Wilkins  
Seconded by Councillor Goodman

On a vote being taken the matter was approved unanimously.

**A.4127**

**TO RECEIVE VERBAL AND WRITTEN REPORTS FROM THE PROJECTS AND AMENITIES OFFICER REGARDING ONGOING PROJECTS:**

**(i) To receive an update on the Town Clock and note expenditure under Financial Regulation 4.1;**

**(ii) To receive a verbal report regarding the repair of high-risk play equipment at Camborne Recreation Ground by the Amenities Team and agree expenditure;**

**(iii) To receive a verbal update on Beacon Recreation Ground, consider a recommendation to fence the play area, and give approval to obtain designs and quotations;**

**(iv) To receive a verbal update regarding progress and completion of work at Pengegon Allotments;**

The Amenities and Projects Officer informed members that they had found and rectified the problem with the Town Clock at a cost of £300. Coloured lights for the clock for the festive period would be turned on the 29<sup>th</sup> November.

The roundabout in the play area in Camborne Recreation Ground was dangerous and would need removing and repairing, the Amenities team were qualified to carry-out the repair.

Members discussed Beacon Recreation Ground, the points raised were:

- Dog fouling and signage, dog exclusion zones.
- Fencing off the play area for the children's safety.
- The need of a gate system between the top and bottom fields.
- Disabled access.

The Amenities team had cleared and cleaned an overgrown area at Pengegon allotments, refurbished the dilapidated bench in that area and installed a notice board. The allotment holders were delighted with the final results.

**A.4127.2**

**RESOLVED: that the children's roundabout at Camborne Recreation Ground be removed and repaired. A budget of £200 for the repairs was approved**

Proposed by Councillor Pearce  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**A.4127.3**                    **RESOLVED: that the topics discussed regarding Beacon Recreation Ground would be reviewed at a later date, as the upkeep and maintenance of the area was a continuous process**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**A.4127.4**                    **RESOLVED: that reports from the Projects and Amenities Officer regarding ongoing projects were received**

Proposed by Councillor Champion  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**A.4128**                    **TO RECEIVE A QUOTATION FROM KENNALL CONSULTING FOR ASSISTANCE WITH CONTRACT DESIGN AND MANAGEMENT REGULATIONS FOR THE CAMBORNE RECREATION GROUND IMPROVEMENT PROJECT, APPROVE ACTION AND AUTHORISE EXPENDITURE**

The quote received was for advice and information on CDM2015 compliance preparation, regarding the Camborne Recreation Ground improvement project, and guidance on providing accurate tender specifications for future projects. The quote was a one-off flat cost.

**A.4128.2**                    **RESOLVED: that a quotation from Kennall Consulting/Fred Hurr for assistance with Contract Design and Management Regulations for the Camborne Recreation Ground improvement project was received and approved, and the associated expenditure from the Green Spaces earmarked reserve was authorised**

Proposed by Councillor Mrs Goodman  
Seconded by Councillor M Pearce

On a vote being taken the matter was approved unanimously.

**A.4129**                    **TO RECEIVE A REPORT FROM THE ACTING DEPUTY TOWN CLERK REGARDING THE DRAFT AMENITIES REVENUE BUDGET 2020/2021 AND THREE-YEAR FINANCIAL PLAN**

## **AND MAKE RECOMMENDATIONS TO THE FINANCE & GENERAL PURPOSES COMMITTEE**

The Finance Officer informed members that there was an increase of 2.35% in the Tax Base.

Full Council had agreed to proceed with negotiations with Cornwall Council on the devolution of three green spaces, the Finance Officer had previously increased the green spaces budget by 10% for 2019/20 to allow for maintenance etc in the event that the Town Council agreed to take them on, she advised members that it would be prudent to increase this further for 2020/21, and in the event that it was not needed funds could be vired to another budget.

Councillor Champion felt that finance provision discussions for additional green spaces should be included in the 2021/2022 budget setting, as discussions now were premature. Councillor M Pearce felt that it would be better to be prepared, than not.

### **A.4129.2**

**RESOLVED: that a report from the Acting Deputy Town Clerk regarding the draft Amenities Revenue Budget 2020/2021 and three-year financial plan was received. An increase to £1,000 for each of the three years 2021 to 2023 for the Square Utilities budget was recommended to the Finance and General Purpose Committee**

Proposed by Councillor Goodman  
Seconded by Councillor Wilkins

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

A proposal by Councillor Goodman to increase the Green spaces Budget by 10% was not Seconded, therefore not voted on.

Members commended the Finance Officer for her thorough work on the budget setting and reports.

### **A.4130**

**TO RECEIVE recommendations from the Strategic Budget Working Group for the Amenities Revenue Budget, approve action and make recommendations to the Finance & General Purposes Committee**

The Finance Officer informed members that the Budget heading Cost Code 5170 Trevithick Day had been removed, and the funds transferred to 5180 Community Events Grants budget. This was necessary due to 'individual Budgets for specific events or community groups was in contradiction to our Grants Policy'.

The Library Earmarked Reserve budget was Zero, and as there could be considerable cost to bring the building up to an acceptable level, members should consider the recommendation of the Strategic Budget Working Party regarding this.

**A.4130.2**                    **RESOLVED: that recommendations from the Strategic Budget Working Group for the Amenities Revenue Budget were received**

Proposed by Councillor Wilkins  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**A.4130.3**                    **RESOLVED: that the recommendations to be put to the Finance and General Purpose Committee for approval were: to increase the Christmas in Camborne budget to £10,000, and the Community Events Grants budget to £20,000 for each of the three years 2021 to 2023; were approved**

Proposed by Councillor Mrs Goodman  
Seconded by Councillor Mrs Weedon

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

**A.4130.4**                    **RESOLVED: to recommend to all Committees that at the Financial Year End, all underspends are prioritised to the Passmore Edwards Building Earmarked Reserves; was approved**

Proposed by Councillor Champion  
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 7.28 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....