

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 13th February 2020 at 6.30 pm

PRESENT:

Councillor D Wilkins	Chairman
Councillor Mrs V Dalley	Vice-Chairman
Councillor D Atherfold	
Councillor M Champion	
Councillor JP Collins	
Councillor T Dalley	
Councillor Ms Z Fox	
Councillor C Godolphin	
Councillor R Goodman	
Councillor J Herd	
Councillor V Kelynack	
Councillor L Lemon	
Councillor J Morgan	
Councillor Ms M Pearce	
Councillor S Weedon	
Councillor M Williams	

IN ATTENDANCE:

Sarah Mason, Cornwall Association of Local Councils, (Clerk of the Meeting); Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Rose Hitchens-Todd, Engagement Officer; one member of the public.

The Chairman explained the safety procedures to all present.

C.4786 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.4786.2 RESOLVED: that the apologies from Councillors Gillingham and Winter for non-attendance at the meeting of the Full Council held on 13th February 2020 were received

Proposed by Councillor Wilkins
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

C.4787**CHAIRMAN'S ANNOUNCEMENTS**

- Events attended by the Mayor representing the Town Council were:
 - 12th January : Mayor's Civic Service, Helston;
 - 22nd January : Harvey Towans, Hayle Town Council;
 - 30th January : Honours Awards and CALC Meeting at County Hall, Truro;
 - 6th February : Exeter University Lecture at Truro Cathedral;
 - 10th February : St Ives Feast at The Guildhall, St Ives.
- Events attended by the Deputy Mayor representing the Town Council were:
 - 15th January : Devolution Library Meeting with Cornwall Council and representative of Shropshire Council;
 - 9th February : Civic Service at St Ia Church for St Ives Feast.
- The Chairman informed members that the Amenities and Projects Officer had resigned;
- The Chairman informed members that the Trevithick Day Committee was making advance plans for the 2021 event, which would mark the 250th Anniversary of Richard Trevithick's birth.

C.4788**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 declarations of interest.

C.4789**TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

C.4790**TO RECEIVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 9TH JANUARY 2020 AND THE CHAIRMAN TO SIGN THEM**

Councillor Ms Fox requested an amendment to item C.4785.2, to more accurately reflect the decisions that were made:

"... this Council takes no further action and does not support.. " was amended to "... this Council does not support" and "... lack of Police provision" was amended to "... lack of site provision"

C.4790.2 **RESOLVED: that the minutes of the meeting of the Full Council held on 9th January 2020 were amended and that in resolution C.4785.2, "...this Council takes no further action and does not support ..." was amended to "... this Council does not support ..." and that "... lack of Police provision" was amended to "... lack of site provision"**

Proposed by Councillor Ms Fox
Seconded by Councillor Lemon

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

C.4790.3 **RESOLVED: that the amended minutes of the meeting of the Full Council held on 9th January 2020 were received, approved and signed by the Chairman**

Proposed by Councillor Ms Fox
Seconded by Councillor Lemon

On a vote being taken the matter was approved unanimously.

C.4791 **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

i) Planning & Development Committee 14th January 2020;

C.4791.2 **RESOLVED: that the minutes of the Planning & Development Committee meeting held on 14th January 2020 were received**

Proposed by Councillor Ms Fox
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

ii) Amenities Committee 23rd January 2020;

C.4791.3 **RESOLVED: that the minutes of the Amenities Committee meeting held on 23rd January 2020 were received**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

iii) Planning & Development Committee 4th February 2020;

C.4791.4 **RESOLVED: that the minutes of the Planning & Development Committee meeting held on 4th February 2020 were received**

Proposed by Councillor Ms Fox
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

- iv) Staffing Committee 4th February 2020;

C.4791.5 RESOLVED: that the minutes of the Staffing Committee meeting held on 4th February 2020 were received

Proposed by Councillor Mrs V Dalley

Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

- v) Neighbourhood Development Plan Working Party 30th January 2020;

C.4791.6 RESOLVED: that the minutes of the Neighbourhood Development Plan Working Party meeting held on 30th January 2020 were received

Proposed by Councillor Goodman

Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

- vi) Corporate Governance Working Party 5th February 2020;

C.4791.7 RESOLVED: that the minutes of the Corporate Governance Working Party meeting held on 5th February 2020 were received

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 8(i) – 8(iii) en bloc.

C.4792 TO NOTE THE MINUTES OF

- i) BID Camborne 52nd Board Meeting, 17th September 2019;
- ii) Towans Partnership Meeting, 23rd October 2019;
- iii) North Kerrier Reference Group Meeting 27th November 2019;
- iv) Camborne Regeneration Forum Meeting, 3rd February 2020

C.4792.2 RESOLVED: that the minutes of (i) the BID Camborne 52nd Board Meeting held on 17th September 2019, (ii) the Towans Partnership Meeting held on 23rd October 2019, (iii) the North Kerrier Reference Group Meeting held on 27th November 2019 and (iv) the Camborne Regeneration Forum Meeting held on 3rd February 2020 were noted

Proposed by Councillor Ms Fox

Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

C.4793 MATTERS ARISING FROM THE MINUTES, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

C.4794 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 103 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)

The member of the public enquired about this Council's progress converting the leasehold of Camborne Rugby Football pitch to freehold. The Chairman advised that this would be discussed in agenda item 19.

C.4795 TO RECEIVE RECOMMENDATIONS FROM THE NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY AND AGREE ASSOCIATED EXPENDITURE

C.4795.2 RESOLVED: that recommendations from the Neighbourhood Development Plan Working Party

NDP.042.2 that the updated Terms of Reference for the Neighbourhood Plan Working Party were received, approved and recommended to Full Council

NDP.046.3 that a recommendation to Full Council to instruct the Engagement Officer to proceed with engagement work as detailed in the report; to be reviewed on recruitment of the Neighbourhood Development Plan Project Manager, was approved

NDP.046.4 that a recommendation to Full Council that a working budget of up to £7,630 from the Neighbourhood Development Plan Budget (Consultation and Community Engagement Earmarked Reserves) for promotions and initial engagement work, and up to £1,000 from members and Staff Training budget; was approved

were received and approved and associated expenditure agreed

Proposed by Councillor Ms Fox
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

C.4796 **TO RECEIVE A REVISED DEED OF VARIATION AGREEMENT FOR THE PROVISION OF LIBRARY AND INFORMATION SERVICE AND ASSOCIATED CORRSPONDENCE FROM CORNWALL COUNCIL AND AGREE ACTION**

The Deputy Town Clerk informed members that the revised Deed included previously omitted information regarding GDPR Regulations.

The Clerk of the Meeting advised members to seek clarification regarding item 31 which required "young volunteers" to support the Summer Reading Scheme and recommended that this Council deferred action until more information was available.

C.4796.2 **RESOLVED: that a revised Deed of Variation agreement for the provision of Library and Information Service and associated correspondence from Cornwall Council was received and that action was deferred until clarification had been sought on item 31 specifying voluntary assistance for the Summer Reading project**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4797 **TO RECEIVE A DEED OF DEDICATION FOR PENGEGON/MENETH ROAD OPEN SPACE AND PLAYING FIELDS FROM TOZERS LLP AND AGREE ACTION**

C.4797.2 **RESOLVED: that a Deed of Dedication for Pengegon/Meneth Road Open Space and Playing Fields from Tozers LLP was received and approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Kelynack

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

C.4798 **TO CONSIDER IF THIS COUNCIL WISHES TO TAKE ANY ACTION IN RESPONSE TO CORNWALL COUNCIL'S POSITION ON THE CORPORATE GOVERNANCE REVIEW**

A short discussion took place and although members were not in complete agreement with the final decision, it was decided not to

pursue the matter further, owing to this Council's present staffing situation.

C.4798.2 **RESOLVED: that this Council took no further action in response to Cornwall Council's position on the Corporate Governance Review**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Atherfold

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

C.4799 **TO DISCUSS THE CAMBORNE TOWN DEAL (FUNDS) BOARD AND NOMINATE TWO REPRESENTATIVES FROM CAMBORNE TOWN COUNCIL TO SIT ON THE BOARD**

Members were in agreement that representation should be one Councillor and one staff member.

C.4799.2 **RESOLVED: that Councillor Trevor Dalley and one officer of the Town Council staff, to be determined, were nominated to represent this Council on the Camborne Town Deal (Funds) Board**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Weedon

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

C.4800 **TO RECEIVE A REPORT FROM THE ENGAGEMENT OFFICER REGARDING PROPOSED CAMBORNE COMMUNITY & COMMERCE AWARDS 2020, APPROVE RECOMMENDATIONS FROM THE AWARDS WORKING PARTY AND AUTHORISE EXPENDITURE FOR THE EVENT**

The Engagement Officer gave a presentation outlining recommendations from the Awards Working Party for a proposed new style Annual Awards Evening which would be jointly hosted by the Town Council and BID Camborne and would include a wide range of community and commerce awards. A change was proposed in the nomination process which would allow more connection with community groups and individuals. Updated Terms of Reference had been drawn up to reflect the proposed changes.

Discussion took place and the Engagement Officer answered questions from members.

C.4800.2 **RESOLVED: that a report from the Engagement Officer regarding proposed Camborne Community & Commerce**

Awards 2020 was received and that recommendations from the Awards Working Party and updated Terms of Reference were received and approved and that expenditure was approved, to be taken from the Corporate Management EMR

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

C.4801

TO RECEIVE A REPORT "GREAT BRITISH SPRING CLEAN" FROM THE ENGAGEMENT OFFICER AND AGREE LEVEL OF CAMBORNE TOWN COUNCIL INVOLVEMENT AND AUTHORISE EXPENDITURE IF APPROPRIATE

The Engagement Officer informed members that the National Association of Local Councils has asked local Councils to support the Great British Spring Clean from 20th March – 13th April 2020. She presented a schedule of activities that could involve this Council. Suggestions included:

- Camborne Spring Clean;
- Community Weeding and Planting with the Amenities Team;
- Sale of summer flower display packages to businesses;
- Community Litter Pick co-ordinated by Green & Clean team;
- Promoting the work of local community groups by Library staff and Engagement Officer.

It was further suggested that the Town Council could participate in "Gesture of Goodwill Projects", to tidy up Cornwall Council-owned sites.

Discussion took place and the Engagement Officer answered questions from members.

C.4801.2

RESOLVED: that a report from the Engagement Officer "Great British Spring Clean" was received and that the Town Council (i) supported the campaign, (ii) allowed staff involvement in "Gesture of Goodwill Projects" on Cornwall Council owned sites and (iii) approved a working budget of £1,000 for the "Gesture of Goodwill Projects", to be taken from the Amenities Environment Budget

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

C.4802

TO RECEIVE CORRESPONDENCE FROM LT COL STEVE NICHOLLS (RETD.) OF THE BRITISH LEGION REGARDING

COMMEMORATION OF VE DAY, AGREE ACTION AND AUTHORISE EXPENDITURE

The British Legion asked whether this Council had plans in place to commemorate the 75th Anniversary of VE Day on May 8th. It was noted that this date had been designated a Bank Holiday.

The Chairman informed members that the British Legion was holding a wreath-laying ceremony at the Church, which he would be attending, and which all Councillors and public could attend.

A short discussion took place. As the Council Offices would be closed on May 8th, no staff were available to organise events. It was suggested that the Union Flag was flown from the Passmore Edwards Building to show this Council's support.

C.4802.2

RESOLVED: that correspondence from Lt.Col. Steve Nicholls (Retd.) of the British Legion regarding commemoration of VE Day was received and that this Council supported Church Services and VE Day events locally and that the Union Flag is flown from the Passmore Edwards Building on May 8th in commemoration of VE Day

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

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

C.4803

TO RECEIVE CORRESPONDENCE FROM CHARLOTTE CALDWELL OF CORNWALL COUNCIL REGARDING THIS COUNCIL'S REQUEST TO CONVERT THE LEASEHOLD OF CAMBORNE RUGBY CLUB TO FREEHOLD

Ms Caldwell advised that Cornwall Council was making arrangements for converting the leasehold of Camborne Rugby Football Club to freehold, and that it was going through the due legal processes.

The Clerk of the Meeting informed members that Cornwall Council was compiling a list of urgent projects for completion prior to the 2021 elections and recommended that this Council asked for the matter to be prioritised.

C.4803.2

RESOLVED: that correspondence from Charlotte Caldwell of Cornwall Council regarding this Council's request to convert the leasehold of Camborne Rugby Club to freehold was received and noted

Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

C.4803.3 **RESOLVED: that this Council contacts Cornwall Council to ask that priority is given to the conversion of the leasehold of Camborne Rugby Club to freehold.**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.4804 **TO RECEIVE A WRITTEN AND VERBAL REPORT FROM THE DEPUTY TOWN CLERK ON PROPOSED CHANGES TO STANDING ORDERS/FINANCIAL REGULATIONS AND SCHEME OF DELEGATION AND**

- (i) ADOPT THE NATIONAL FORMAT FOR THIS COUNCIL'S STANDING ORDERS;**
- (ii) APPROVE AMENDED STANDING ORDERS FOR ADOPTION AS RECOMMENDED BY THE CORPORATE GOVERNANCE WORKING PARTY;**
- (iii) APPROVE AND ADOPT THE AMENDED SCHEME OF DELEGATION AS RECOMMENDED BY THE CORPORATE GOVERNANCE WORKING PARTY;**
- (iv) APPROVE AND ADOPT THE AMENDED FINANCIAL REGULATIONS AS RECOMMENDED BY THE CORPORATE GOVERNANCE WORKING PARTY**

The Deputy Town Clerk informed members that she had worked with Cornwall Association of Local Councils to put this Council's Standing Orders into National Format, for clarity when making future updates. Some small changes had been made overall, and the Mayor's maximum two year consecutive term of office was extended to include the Deputy Mayor.

The Deputy Town Clerk explained that some small changes had been made to the Scheme of Delegation, to give clarity. The Staffing Committee had been increased to five members to reduce the possibility of meetings being inquorate. Committees can amend policies but have to return them to Full Council for discussion and approval.

The Deputy Town Clerk advised that the Financial Regulations had been amended to give delegated authority to the Clerk and

Responsible Financial Officer, which allowed increased spending power and preventing extra Council time being taken to seek approval for smaller purchases. Regular audit records of these transactions would be made available.

C.4804.2 **RESOLVED: that a written and verbal report from the Deputy Town Clerk on proposed changes to Standing Orders, Financial Regulations and Scheme of Delegation was received and that the National Format was adopted for this Council's Standing Orders**

Proposed by Councillor T Dalley
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

C.4804.3 **RESOLVED: that the amended Standing Orders were approved for adoption as recommended by the Corporate Governance Working Party**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Goodman

On a vote being taken the matter was approved unanimously.

C.4804.4 **RESOLVED: that the amended Scheme of Delegation was approved and adopted as recommended by the Corporate Governance Working Party**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4804.5 **RESOLVED: that the amended Financial Regulations were approved and adopted as recommended by the Corporate Governance Working Party**

Proposed by Councillor Godolphin
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

C.4805 **TO DISCUSS PROPOSED AND FUTURE EXHIBITIONS FOR DISPLAY IN THE PASSMORE EDWARDS BUILDING, RECEIVE INFORMATION AND COSTINGS AND AGREE EXPENDITURE AND DELEGATION OF FUTURE DISPLAYS TO STAFF MANAGEMENT**

The Deputy Town Clerk explained that installing a permanent picture rail and accessories on the stairwell would prevent damage to the wall and save the ongoing cost of replacing the fixings every time a display was put up. She also requested delegated authority for officers to authorise future displays, as appropriate.

C.4805.2 **RESOLVED: that proposed and future exhibitions for display in the Passmore Edwards Building were discussed and that information and costings were received and expenditure agreed and that staff were given delegated authority to authorise future displays, if appropriate**

Proposed by Councillor Ms Fox
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

C.4806 **TO RECEIVE CORRESPONDENCE FROM WESTERN POWER DISTRIBUTION REGARDING WPD ANNUAL WORKSHOP EVENT, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

C.4806.2 **RESOLVED: that correspondence from Western Power Distribution regarding WPD Annual Workshop Event was received and that Councillor Ms Fox would attend**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

C.4807 **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.4807.2 **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the Press and Public were excluded**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

One member of the public left the meeting at 7.31pm.

C.4808 **TO RECEIVE A SITE INSPECTION REPORT ON THE PASSMORE EDWARDS BUILDING FROM RICHARD COLLETT OF RTP SURVEYORS**

The Deputy Town Clerk informed members that the surveyor would be meeting with Tozer's LLP to discuss the legal implications of his report and advise further action going forward.

C.4808.2 **RESOLVED: that a site inspection report on the Passmore Edwards Building from Richard Collett of RTP Surveyors was received and that we wait for advice from Tozers LLP on how to proceed**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

C.4809 **TO RECEIVE AN UPDATE FROM THE DEPUTY TOWN CLERK REGARDING TENDERS FOR IMPROVEMENTS AT CAMBORNE RECREATION GROUND AND AGREE A SHORTLISTING PANEL**

The Deputy Town Clerk advised that the closing date for tenders was imminent. The first selection process would be carried out by Kennell Consulting and then undergo a final scrutiny by a selection panel consisting of the Deputy Town Clerk and two Councillors, using a scoring system to determine the candidates' suitability.

Councillors Godolphin and Weedon volunteered to be on the selection panel.

C.4809.2 **RESOLVED: that an update from the Deputy Town Clerk regarding tenders for improvements at Camborne Recreation Ground was received and that a selection panel, consisting of the Deputy Town Clerk, Councillor Godolphin and Councillor Weedon was approved**

Proposed by Councillor Wilkins
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.45pm.

SIGNED BY THE CHAIRMAN.....

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