



**C.4833 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.4834 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**C.4835 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)**

There were no members of the public present.

**C.4836 TO RATIFY DECISIONS MADE DUE TO HEALTH AND SAFETY REQUIREMENTS IN RELATION TO PUBLIC EVENTS AND ADDITIONAL SERVICES PROVIDED BY THE COUNCIL DUE TO THE CORONAVIRUS PANDEMIC, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Town Clerk requested ratification on decisions which had been taken up to the date of the meeting in response to the coronavirus pandemic and precautions put forward by government.

1) Cancellation of all library clubs;

**C.4836.2 RESOLVED: that all library clubs were cancelled**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

2) Cancellation of the Beacon Park Open Day;

**C.4836.3 RESOLVED: that the Beacon Park Open Day was cancelled**

Proposed by Councillor Wilkins  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

3) Cancellation of the Trevithick Day Reception and associated events provided by the Town Council on the day;

**C.4836.4                    RESOLVED: that the Trevithick Day Civic Reception and associated events provided by the Town Council on the day were cancelled**

Proposed by Councillor Wilkins  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

4) Postponement of supporting the Great British Spring Clean;

**C.4836.5                    RESOLVED: that support of the Great British Spring Clean by the Town Council was postponed**

Proposed by Councillor Collins  
Seconded by Councillor Lemon

On a vote being taken the matter was approved unanimously.

5) Postponement of the Camborne Community and Commerce Awards;

**C.4836.6                    RESOLVED: that the Camborne Community and Commerce Awards event was postponed**

Proposed by Councillor Kelynack  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

6) To close the Library Building to the public (therefore the Library Service and Town Council Offices) from 19/03/2020 until further notice for staff and public safety;

A short discussion took place regarding the way in which this Council could continue to deliver a Library Service to the public during the shutdown. The Deputy Town Clerk confirmed that staff were exploring all viable alternatives.

**C.4836.7                    RESOLVED: that the Library Building (Library Service and Town Council Offices) was closed to the public from 19/03/2020 until further notice, for staff and public safety**

Proposed by Councillor Wilkins  
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

7) To suspend the advertisement for a Saturday Library Position Vacancy until further notice;

**C.4836.8                    RESOLVED: that the advertisement for a Saturday Library Position Vacancy was suspended until further notice**

Proposed by Councillor Wilkins  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

8) To suspend the recruitment of the Amenities and Projects Officer until further notice;

The Deputy Town Clerk confirmed that interviews had been held for some of the shortlisted candidates, but it was impossible to continue interviewing during the coronavirus situation.

**C.4836.9                    RESOLVED: that the recruitment of the Amenities and Projects Officer was suspended until further notice**

Proposed by Councillor Kelynack  
Seconded by Councillor Lemon

On a vote being taken the matter was approved unanimously.

9) Purchase of emergency supplies for health and safety reasons;

The Deputy Town Clerk advised that a thermometer, hand sanitiser and other essential supplies had been purchased for staff use and that it would be necessary to supply staff with additional items of equipment in readiness for home working.

**C.4836.10                    RESOLVED: that the purchase of emergency supplies for health and safety reasons was approved and expenditure authorised**

Proposed by Councillor Collins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

10) To consider a grant application from Transformation CPR (Food Bank) under General Power of Competence, agree action and authorise expenditure;

The Deputy Town Clerk advised that, because of exceptional present circumstances, the Town Council had invited Transformation CPR to apply for a grant, to assist in its provision for vulnerable families with children who would usually qualify for

free school meals. If required, checks could be carried out on the organisation's charitable status via the Charity Commission website.

Members considered the hardship that some parishioners would be facing in this unprecedented situation.

**C.4836.11**      **RESOLVED: to award £5,000 to Transformation CPR (Food Bank), under the General Power of Competence, with funds approved from the Community Development Grants & Donations budget**

Proposed by Councillor Kelynack  
Seconded by Councillor Ms Fox

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

**C.4837**      **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.4837.2**      **RESOLVED: that the Press and Public were excluded**

Proposed by Councillor Collins  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**C.4838**      **TO RECEIVE ADDITIONAL INFORMATION AND CONSIDER ANY ADDITIONAL ACTIONS NEEDED BY THE COUNCIL TO ENSURE A CORE SERVICE AND/OR FUNCTIONS COULD BE PROVIDED IN THE SHORT TERM, AGREE ACTION AND AUTHORISE EXPENDITURE**

1) To suspend all Working Parties and Meetings until further notice except for the May Full Council Meeting (unless legislation or requirements change);

**C.4838.2**      **RESOLVED: that all Working Parties and Meetings are suspended until further notice except for the May Full Council Meeting (unless legislation or requirements change)**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

2) To consider a social emergency fund under Corporate Management, using the funds left in the Grants and Donations budget code for 2019/20 and topping up to £10,000 using the Corporate Management Earmarked Reserve to use for quick track grants and assistance for during this crisis to support our community. And any underspends from this cost code for 2019/20 are carried over to the 2020/21 revenue budget. Agree action and authorise expenditure.

**C.4838.3**

**RESOLVED: that a social emergency fund under Corporate Management, using any funds left in the Grants and Donations budget code for 2019/20 was approved, topping up to £10,000 using the Corporate Management Earmarked Reserve to use for quick track grants and assistance to support the community during this period of crisis and that any underspends from this cost code for 2019/20 are carried over to the 2020/21 revenue budget**

Proposed by Councillor Godolphin  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

3) To agree to an emergency response cost code under Corporate Management to allow us as a Council to function and provide support or services. To agree to use the Corporate Management EMR up to £10,000. And any underspends from this cost code for 2019/20 are carried over to the 2020/21 revenue budget. Agree action and authorise expenditure.

The Deputy Town Clerk explained that this approach was intended to ensure the Town Council staff could continue to work in supporting the community during this difficult period, by delivering its services in an alternative way.

She answered questions from members, and advised that all spending would be recorded and an audit trail made available.

**C.4838.4**

**RESOLVED: that an emergency response cost code under Corporate Management was approved and that the Corporate Management EMR up to £10,000 could be used for this purpose and that any underspends from this cost code for 2019/20 are carried over to the 2020/21 revenue budget**

Proposed by Councillor Wilkins  
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

4) To consider monthly subscription for video conferencing until further notice with funds taken from Corporate Management EMR. Agree action and authorise expenditure.

The Deputy Town Clerk advised that video conferencing could be set up for staff who were remote working or for meetings or video conferencing councils, and if legislation allowed, which would enable this Council to continue holding meetings if required.

**C.4838.5**                    **RESOLVED: that a monthly subscription for video conferencing was approved until further notice, with funds taken from the Corporate Management EMR**

Proposed by Councillor Kelynack  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

5) To consider as an emergency measure adding the Finance and Administration Assistant to Bank Signatory and for the Unity Trust Online submission of payments and agree action.

**C.4838.6**                    **RESOLVED: that, as an emergency measure, the Finance and Administration Assistant was added to Bank Signatory and the Unity Trust Online submission of payments**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

6) To consider turning off and emptying the Fountain from 23/03/2020 for health and safety purposes. Agree action and authorise expenditure.

The Deputy Town Clerk advised that during this period, the Amenities Team might not be in a position to respond to any maintenance issues that could arise with the fountain in the Town Square and therefore it was considered safer to drain it and switch off the pump.

Discussion took place and some members expressed concern that having the fountain unused over a long period might cause a build up of bacteria within.

**C.4838.7**                    **RESOLVED: that the fountain in the Town Square was turned off and drained from 23/03/2020 for health and safety purposes**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

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

Councillor Lemon requested that it was recorded she voted against  
the motion as she was concerned that a build up of Pseudomonas  
bacteria could occur in the fountain if it was unused for a  
significant period.

7) To consider that, in order to follow government guidance in  
relation to social distancing that changes to staff working practices  
and working from home where possible on a rota basis is  
approved.

A staff working rota had been drawn up, based on the current  
situation. The Deputy Town Clerk explained that staff would work  
in pairs, maintaining a safe distance; the remainder of staff would  
work from home, ensuring that full hours were provided but in an  
alternative way and that staff were kept safe.

**C.4838.8**

**RESOLVED: that, in order to follow government guidance in  
relation to social distancing, changes to staff working  
practices and working from home where possible on a rota  
basis was approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

8) To receive and approve a High Consequence Infectious Disease  
Policy and Emergency Scheme of Delegation.

The Deputy Town Clerk presented a policy and scheme of  
delegation for consideration, which contained ways of working and  
practices that should be followed during this time of high risk. This  
included:

- Suspension of Council meetings and if legislation allowed  
holding virtual meetings as an alternative;
- Planning consultations held via the Town Council website, to  
allow public participation;
- Financial matters to be approved by the Chairman and Vice  
Chairman of the Finance Committee, by e-mail;
- Emergency grants to be voted on by the Finance & General  
Purposes Committee via e-mail;



- If Full Council meetings could not be held, the Mayor, Deputy Mayor and Deputy Town Clerk would be given delegated authority to take any necessary action.

Discussion took place. Members noted the criteria for Deactivation of the policy, which was likely to be controlled by government legislation and not by the Town Council.

The Deputy Town Clerk emphasised that these measures were temporary, only for the duration of the Covid-19 crisis.

The policy was set to be reviewed annually but could be reviewed sooner if requested by a minimum of six members.

**C.4838.9**

**RESOLVED: a High Consequence Infectious Disease Policy and Emergency Scheme of Delegation were received and approved**

Proposed by Councillor Morgan  
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

9) That this Council delegated authority to the Deputy Town Clerk to take any actions necessary with associated expenditure to protect the interests of the Community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with members of the Council.

The Deputy Town Clerk requested that, in the interests of the Council and the community it served, she was given delegated authority to act, in consultation with the Mayor, Deputy Mayor and members during this period.

Discussion took place and it was noted that

- the Town Council was working with Volunteer Cornwall to facilitate the public to use their services;
- the government had approached energy suppliers to help vulnerable members of the community with their electricity meter supplies;
- the Engagement Officer had updated the Town Council website with information for the public, including help, government advice, charities, businesses, volunteer groups and a community link page of voluntary help.

Members congratulated staff on the work they had done.

**C.4838.10**

**RESOLVED: that this Council delegated authority with associated expenditure to the Deputy Town Clerk to take any actions necessary to protect the interests of the**

**Community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with members of the Council**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.17pm.

SIGNED BY THE CHAIRMAN.....

DATE .....