

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 27th February 2020 at 6.30 pm.

PRESENT:

Councillor D Wilkins **Vice Chairman**
Councillor D Atherfold
Councillor J Herd
Councillor Ms Fox
Councillor Mrs Williams

IN ATTENDANCE:

Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Melanie Negus, Finance and Administration Assistant; and four members of the public.

The Chairman explained the safety procedures to all present.

FG.3590 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3590.2 RESOLVED: that the apologies from Councillors Dalley, Mrs Dalley, Gillingham and Winter for non-attendance of the meeting of the Finance & General Purposes Committee held on 27th February 2020 were received

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3591 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 interests.

FG.3592 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3593 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3594 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 28TH NOVEMBER 2019 AND THE CHAIRMAN TO SIGN THEM

This Agenda item had been addressed at the meeting on the 18th December 2019.

FG.3595 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

FG.3596 TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR AUGUST 2019 BY COUNCILLORS ATHERFOLD AND WINTER

FG.3596.2 RESOLVED: that Internal Audit Reports for August 2019 by Councillors Atherfold and Winter were received and approved

Proposed by Councillor Ms Fox
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

FG.3597 TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT UP TO 31ST DECEMBER 2019

FG.3597.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed Income & Expenditure by Budget Heading Report, up to 31st December 2019; was received and approved

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3598

TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT UP TO 31ST JANUARY 2020

The Finance Officer informed members that where some budget cost codes appeared to be overspent this was due to some of the spends being made from Earmarked Reserves, which could distort the figures shown. The Library Service licence has been charged to the finance budget and needs to be journalled, and there was a slight overspend on the Council expenses budget.

The Amenities Vehicles Maintenance budget had incurred large expenses during the year due to an abnormally high number of repairs to vehicles, which was not expected to be ongoing.

Councillor Mrs Williams questioned the seemingly low costs of utilities for the Passmore Edwards Building. The Finance Officer informed members that the true amount would be clearer at the end of year, when meter readings had been taken.

FG.3598.2

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

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3599

TO RECEIVE AND APPROVE THE VAT RETURN FOR THE PERIOD 1ST OCTOBER 2019 TO 31ST DECEMBER 2019

FG.3599.2

RESOLVED: that the VAT return for the Period 1st October 2019 to 31st December 2019, was received and approved

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3600

TO APPROVE PAYMENTS FOR THE MONTH OF JANUARY 2020 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4,5.5, 6.2, 6.7 AND 7.2

FG.3600.2

RESOLVED: that payments for the month of January 2020 made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2; were approved

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3601 **TO APPROVE THE PAYMENTS MADE DURING THE MONTHS OF DECEMBER AND JANUARY 2020, MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

FG.3601.2 **RESOLVED: that the payments made during the months of December and January 2020, made under the delegated authority of the Chairman and Vice Chairman, were approved**

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Williams

On a vote being taken the matter was approved unanimously.

FG.3602 **TO APPROVE PAYMENTS FOR THE MONTH OF FEBRUARY 2020 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 THE MEETING**

FG.3602.2 **RESOLVED: that payments for the month of February 2020 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 Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3603 **TO APPROVE PAYMENT OF INVOICES FOR THE MONTH OF FEBRUARY 2020 UP TO DATE SCHEDULE TABLED AT THE MEETING**

FG.3603.2 **RESOLVED: that payments for the month of February 2020, were approved**

Proposed by Councillor Herd
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3604 **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)

A member of the public spoke in support of the Connection @ Veor CIC grant application: The grant would help finance a Dementia Awareness Day. The day would comprise of workshops, activities, and provide advice and information, for people who are at risk of, or people who have dementia, and their carers. The planned event is in response of feedback from a similar event held last year.

FG.3605 GRANT AID APPLICATIONS

- (i) Connecting @ Veor CIC (General Power of Competence)**
- (ii) I Sight Cornwall (General Power of Competence)**
- (iii) Troon Association Football Club (General Power of Competence)**

FG.3605.2 RESOLVED: that a grant of £610, to Connecting @ Veor CIC, to be taken from the Community Grants and Donations budget; under the General Power of Competence; was approved

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Williams

On a vote being taken the matter was approved unanimously.

Three members of the public left the meeting at 6.58pm.

FG.3605.3 RESOLVED: that a grant of £500, to I Sight Cornwall, to be taken from the Community Grants and Donations budget; under the General Power of Competence; was approved

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Williams

On a vote being taken the matter was approved unanimously.

FG.3605.4 RESOLVED: that a grant of £5,000, to Troon Association Football Club, to be taken from the Community Grants and Donations budget; under the General Power of Competence; was approved

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3606

TO REVIEW THE EFFECTIVENESS OF INTERNAL CONTROLS AND APPROVE ANY AMENDMENTS

The Deputy Clerk informed members that on advice received from CALC all new policies would have to be put to Full Council in future, as stated in the Council's Amended standing Orders. Budget recommendations would be put to committees before going to Full Council for approval.

The change of title from 'Risk Assessment Policy' to 'Effectiveness of Internal Controls', was needed for clarity of the policy.

The six month internal audit had been done, with a clean outcome.

FG.3606.2

RESOLVED: that the 'Effectiveness of Internal Controls Policy' was reviewed, and was approved with the recommended, title, and content amendments

Proposed by Councillor Ms Fox
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3607

TO REVIEW THE FINANCIAL RISK ASSESSMENT AND APPROVE ANY AMENDMENTS

The Deputy Clerk informed members that in the absence of the Town Clerk and while waiting for her CILCA training, a procurement specialist was being used to ensure that the Town Council was legally compliant.

FG.3607.2

RESOLVED: that the 'Financial Risk Assessment Policy' was reviewed, and was approved with the recommended amendments

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3608

TO REVIEW THE RISK REGISTER AND APPROVE ANY AMENDMENTS

The Deputy Clerk informed members that she had reviewed the Risk Register, staff had agreed to all the risk assessments included and she recommended that when staffing issues had been resolved, that it be reviewed again.

FG.3608.2

RESOLVED: that the Risk Register was reviewed, and was approved with the recommended amendments

Proposed by Councillor Wilkins

Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3609 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK REGARDING DISPLAY SCREEN EQUIPMENT ASSESSMENTS, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Deputy Clerk informed members that the assessments had been carried out and that she had purchased some items costing £94.84, needed by staff, to be Health & Safety compliant. The Amenities workshop needed a permanent socket for their computer at Unit 5 which the Amenities Committee could address.

FG.3609.2 RESOLVED: that a verbal update from the Deputy Town Clerk regarding Display Screen Equipment Assessments, was received, and the expenditure of £94.84 was approved

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3610 TO REVIEW THE ASSET REGISTER AND APPROVE ANY AMENDMENTS

Councillor Mrs Williams commended the Deputy Clerk on her hard work in producing such a comprehensive document.

FG.3610.2 RESOLVED: that the Asset Register with amendments was reviewed and approved

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3611 TO REVIEW THE PUBLICATION SCHEME AND APPROVE ANY AMENDMENTS

FG.3611.2 RESOLVED: that the Publication Scheme with amendments was reviewed and approved

Proposed by Councillor Atherfold
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

FG.3612 TO REVIEW THE GRANT AWARD POLICY AND APPROVE ANY AMENDMENTS

The Deputy Clerk informed members that an addition in the Policy was for recipients of grants to, where possible, publicise the support received from the Town Council.

FG.3612.2 RESOLVED: that the Grant Award Policy with amendments was received and approved

Proposed by Councillor Ms Fox
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

FG.3613 TO RECEIVE CORRESPONDENCE FROM CORMAC SOLUTIONS REGARDING CLEANING SERVICE LEVEL AGREEMENT 2020-21 FOR THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Finance Officer informed members that the cost increase in the agreement was in line with what had been anticipated.

FG.3613.2 RESOLVED: that correspondence from Cormac Solutions regarding Cleaning Service Level Agreement 2020-21 for the Passmore Edwards Building was received and approved, and the expenditure was authorised. The Agreement to be reviewed when staffing issues were resolved

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

One member of the public left the meeting.

FG.3614 TO RECEIVE AND NOTE CORRESPONDENCE FROM GRANT AID RECIPIENTS:

(i) Merlin MS Centre;

(ii) Camborne Rugby Football Club

FG.3614.2 RESOLVED: that correspondence from Grant Aid recipient Merlin MS Centre was received and noted

Proposed by Councillor Atherfold
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3614.3 RESOLVED: that correspondence from Grant Aid recipient Camborne Rugby Football Club was received and noted

Proposed by Councillor Atherfold
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3615 TO RECEIVE QUOTATIONS AND CONSIDER OPTIONS FOR BOOK BINDING OF TOWN COUNCIL MINUTES FOR ARCHIVING, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

FG.3615.2 RESOLVED: that quotations for options of book binding of Town Council Minutes for archiving were received. Shaw & Sons Ltd were the Council's agreed contractor for the binding of signed Council Minutes; and the associated expenditure was authorised

Proposed by Councillor Wilkins
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

FG.3616 TO RECEIVE AND NOTE A QUOTATION FROM MICROTEST BUSINESS FOR IPAD SECURITY LICENCES

FG.3616.2 RESOLVED: that a quotation from Microtest Business for iPad Security Licences was received and noted

Proposed by Councillor Wilkins
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

FG.3617 TO RECEIVE QUOTATIONS FOR ELECTRIC COOKING EQUIPMENT FOR THE STAFF KITCHEN AT THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

FG.3617.2 RESOLVED: that quotations for electric cooking equipment, and installation, for the staff kitchen at the Passmore Edwards Building were received. The purchase of the full size cooker, with the installation by MJR Group SW was approved, and the associated expenditure was authorised from the Corporate Management Earmarked Reserve

Proposed by Councillor Ms Fox

Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3618 **TO RECEIVE CORRESPONDENCE FROM SARAH MASON OF CORNWALL ASSOCIATION OF LOCAL COUNCILS REGARDING NATIONAL ASSOCIATION OF LOCAL COUNCILS LEGAL ADVICE ON REPAIRS TO PROPERTY RELATING TO AFFAIRS OF THE CHURCH AND AGREE ACTION**

FG.3618.2 **RESOLVED: that correspondence from Sarah Mason of Cornwall Association of Local Councils, regarding National Association of Local Councils legal advice on repairs to property, relating to affairs of the church, was received**

Proposed by Councillor Herd
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3619 **TO RECEIVE AND NOTE CORRESPONDENCE FROM THE UNITY TRUST BANK**

FG.3619.2 **RESOLVED: that correspondence from The Unity Trust Bank was received and noted**

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3620 **TO RECEIVE AND NOTE A PUBLIC SECTOR DEPOSIT FUND FACT SHEET**

FG.3620.2 **RESOLVED: that a Public Sector Deposit Fund Fact Sheet was received and noted**

Proposed by Councillor Ms Fox
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 7.42 pm.

SIGNED BY THE CHAIRMAN.....

DATE