

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 remotely via Zoom on Thursday 21st May 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 J Morgan	
Councillor Ms M Pearce	
Councillor S Weedon	
Councillor M Williams	
Councillor G Winter	

IN ATTENDANCE:

Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Melanie Negus, Finance & Administrative Assistant; Sarah Mason, Cornwall Association of Local Councils (Clerk of the Meeting).

The Chairman explained the meeting procedures to all present.

C.4839 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.4839.2 RESOLVED: that the apologies from Councillor Lemon for non-attendance at the meeting of the Full Council held on 21st May 2020 were received

Proposed by Councillor Wilkins
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4840 CHAIRMAN'S ANNOUNCEMENTS

The Vice-Chairman informed members that she and the Deputy Town Clerk were meeting with Skylite Associates to discuss the meeting planned with the Town Clerk and that they would be holding a virtual meeting with the Town Clerk in the coming week to discuss plans, going forward.

C.4841 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 T Dalley, Mrs Dalley and Winter declared interest in agenda item 16 as they were members of the Trevithick Day Committee.

C.4842 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

C.4843 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 12TH MARCH 2020

C.4843.2 RESOLVED: that the minutes of the meeting of the Full Council held on 12th March 2020 were approved

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

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

C.4844 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING OF THE FULL COUNCIL HELD ON 20TH MARCH 2020

C.4844.2 RESOLVED: that the minutes of the extraordinary meeting of the Full Council held on 20th March 2020 were approved

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

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

The Chairman took agenda items 8(i) to 8(iv) en bloc.

C.4845 TO RECEIVE AND APPROVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:

- (i) Staffing Committee 10th March 2020;
- (ii) Staffing Committee (redacted) 10th March 2020;
- (iii) Tour of Britain Working Party 11th March 2020;
- (iv) Chairmen's Working Party 29th April 2020

C.4845.2 RESOLVED: that (i) the minutes of the Staffing Committee meeting held on 10th March 2020, (ii) the redacted minutes of the Staffing Committee meeting held on 10th March 2020, (iii) the minutes of the Tour of Britain Working Party meeting held on 11th March 2020 and (iv) the minutes of the Chairmen's Working Party meeting held on 29th April 2020 were approved

Proposed by Councillor Wilkins
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

C.4846 MATTERS ARISING FROM THE MINUTES, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

It was confirmed that the Tour of Britain cycle race had been postponed until 2021.

C.4847 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)

No members of the public were present.

C.4848 TO RECEIVE AND APPROVE A RECOMMENDATION FROM THE CHAIRMEN'S WORKING PARTY:

CWP.06.2 RESOLVED: to recommend to Full Council that this Council received and adopted the CALC Supplementary Standing Orders, dated 23rd April 2020 and that this Council would not hold an Annual Meeting in May 2020

C.4848.2 **RESOLVED: that a recommendation from the Chairmen’s Working Party: CWP.06.2 to recommend to Full Council that this Council received and adopted the CALC Supplementary Standing Orders, dated 23rd April 2020 and that this Council would not hold an Annual Meeting in May 2020, was received and approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

C.4849 **TO RECEIVE A REVISED DEED OF VARIATION AGREEMENT FOR THE PROVISION OF LIBRARY AND INFORMATION SERVICE AND ASSOCIATED CORRESPONDENCE FROM CORNWALL COUNCIL AND AGREE ACTION**

The Deputy Town Clerk informed members that the queries raised by this Council in the original document had been addressed by Cornwall Council and a revised document issued for signing.

C.4849.2 **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 approved for signing**

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

C.4850 **TO RECEIVE AND APPROVE A REVISED SCHEDULE OF MEETINGS FOR 2020/2021, TO INCLUDE VIRTUAL MEETINGS FOR ALL COMMITTEES DURING JUNE AND JULY**

The Deputy Town Clerk informed members that the revised schedule would enable this Council to hold meetings during the anticipated remainder of lockdown. The schedule could be revised again should a long-term lockdown continue.

C.4850.2 **RESOLVED: that a revised schedule of meetings for 2020/21, to include virtual meetings for all Committees during June and July was received and approved**

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

C.4851 TO CONSIDER AND APPROVE THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY:

Cornwall Association of Local Councils
Zurich Local Council Advisory Service
Society of Local Council Clerks
Tozers Council Legal Advice Service
South West Councils
Open Spaces Society
Fields In Trust
The Information Commissioner

The Chairman took these items en bloc.

C.4851.2 RESOLVED: that the subscription payments for Cornwall Association of Local Councils, Zurich Local Council Advisory Service, Society of Local Council Clerks, Tozers Council Legal Advice Service, South West Councils, Open Spaces Society, Fields In Trust and The Information Commissioner, were approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4852 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK REGARDING THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2019/2020 AND CONFIRM A TIMESCALE FOR COMPLETION OF THE INTERNAL AUDIT AND PRESENTATION OF ACCOUNTS TO FULL COUNCIL

The Deputy Town Clerk informed members that the year-end accounts for 2019/2020 were being finalised. The Internal Audit would be completed by the end of May and it was anticipated that the accounts would be presented for approval at the June meeting of Full Council.

C.4852.2 RESOLVED: that a verbal update from the Deputy Town Clerk regarding the Annual Governance and Accountability Return for 2019/2020 was received and approved

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4853 **TO RECEIVE A REQUEST FROM THE TREVITHICK DAY COMMITTEE TO ALLOW THE REMAINDER OF THE GRANT AWARDED ON 5TH DECEMBER 2019 TO BE CARRIED OVER FOR USE FOR TREVITHICK DAY 2021. AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillors T Dalley, Mrs V Dalley and Winter left the meeting at 6.52pm, as they had declared interest in this agenda item.

The Deputy Town Clerk advised that the Trevithick Day Committee was originally awarded a grant of £12K towards the 2020 event, of which £10,672 remained. As this year's Trevithick Day had been cancelled, the funding was being held in Earmarked Reserves; it could be carried over for use for the 2021 event and the Committee would not have to reapply for a grant for next year.

A short discussion took place.

C.4853.2 **RESOLVED: that a request from the Trevithick Day Committee to allow the remainder of the grant awarded on 5th December 2019 to be carried over for use for Trevithick Day 2021 was received and approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

Councillors T Dalley, Mrs V Dalley and Winter were re-admitted to the meeting at 6.56pm.

C.4854 **TO CONSIDER AND APPROVE SUPPLEMENTARY ADDITIONS TO THE FINANCIAL REGULATIONS FOR THE YEAR 2020/2021**

The Deputy Town Clerk requested members' approval of additional financial authority for staff; this included having a separate corporate payment card issued for the Deputy Town Clerk to use, and having the Finance & Administration Assistant as a bank signatory for payments. These measures would ensure the Council continued to function in the event of sickness or staff shortages.

C.4854.2 **RESOLVED: that supplementary additions to the Financial Regulations for the year 2020/2021 were considered and approved**

Proposed by Councillor Wilkins
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

C.4855 TO RATIFY A DECISION MADE BY THE CHAIRMEN'S WORKING PARTY ON 29TH APRIL 2020

CWP.07.2 RESOLVED: that correspondence from Cornwall Council in relation to LMP for 2020/2021 was received and that the LMP Grant offer was accepted

C.4855.2 RESOLVED: that a decision made by the Chairmen's Working Party on 29th April 2020: CWP.07.2 that correspondence from Cornwall Council in relation to LMP for 2020/2021 was received and that the LMP Grant offer was accepted, was ratified

Proposed by Councillor Wilkins
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4856 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.4856.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded

Proposed by Councillor Wilkins
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4857 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON THE PASSMORE EDWARDS BUILDING SURVEY AND NEXT STEPS, AGREE ACTION AND AUTHORISE EXPENDITURE

The Deputy Town Clerk informed members that an independent surveyor would be bringing a roofing expert to carry out a roof inspection of the Passmore Edwards building on 2nd June and would submit a report of his findings.

Mrs Hughes suggested that on completion of the surveyor's report, the Passmore Edwards Building Working Party should re-convene to decide next steps.

One member expressed the need for urgency, to ensure that any work required was completed while favourable weather conditions prevailed.

C.4857.2

RESOLVED: that a verbal update from the Deputy Town Clerk on the Passmore Edwards Roof Survey and next steps was received and that, on completion of the surveyor's report, a meeting of the Passmore Edwards Building Working Party would be called

Proposed by Councillor Godolphin
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.05pm.

SIGNED BY THE CHAIRMAN.....

DATE