

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 11th June 2020 at 6.30 pm

PRESENT:

Councillor Mrs V Dalley **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; Rose Hitchens-Todd, Engagement Officer; Sarah Mason, Cornwall Association of Local Councils (Clerk of the Meeting).

In the absence of Councillor Wilkins, Councillor Mrs Dalley took the Chair and explained the meeting procedures to all present.

C.4858 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.4858.2 RESOLVED: that the apologies from Councillors Gillingham, Lemon and Wilkins for non-attendance at the meeting of the Full Council held on 11th June 2020 were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4859 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

C.4860 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 disclosable pecuniary interests.

C.4861 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

C.4862 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 21ST MAY 2020

C.4862.2 RESOLVED: that the minutes of the meeting of the Full Council held on 21ST May 2020 were approved for signing

Proposed by Councillor Mrs Dalley
Seconded by Councillor Winter

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

The Chairman took agenda items 7(i) to 7(vii) en bloc.

C.4863 TO RECEIVE AND APPROVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:

- (i) Staffing Committee 12th May 2020;**
- (ii) Staffing Committee (redacted) 12th May 2020;**
- (iii) Finance & General Purposes Committee 14th May 2020;**
- (iv) Amenities Committee 28th May 2020;**
- (v) Planning & Development Committee 2nd June 2020;**
- (vi) Staffing Committee 3rd June 2020;**
- (vii) Staffing Committee (redacted) 3rd June 2020**

C.4863.2 RESOLVED: that (i) the minutes of the Staffing Committee meeting held on 12th May 2020, (ii) the redacted minutes of the Staffing Committee meeting held on 12th May 2020, (iii) the minutes of the Finance & General Purposes Committee meeting held on 14th May 2020, (iv) the minutes of the Amenities Committee meeting held on 28th May 2020, (v)

the minutes of the Planning & Development Committee meeting held on 2nd June 2020, (vi) the minutes of the Staffing Committee meeting held on 3rd June 2020 and (vii) the redacted minutes of the Staffing Committee meeting held on 3rd June 2020 were approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

C.4864 MATTERS ARISING FROM THE MINUTES, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

One member enquired when the roof survey of the Passmore Edwards Building was being carried out. The Deputy Town Clerk advised that the surveyor had now completed this work and on receipt of his report a meeting of the Passmore Edwards Building Working Party would be arranged.

C.4865 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 requests for participation had been received from members of the public.

C.4866 TO RECEIVE AND APPROVE THE ASSET REGISTER

The Deputy Town Clerk informed members that the Asset Register had been approved by the Finance & General Purposes Committee in February and that this document contained some recent additions for approval, which were highlighted.

C.4866.2 RESOLVED: that the Asset Register was received and approved

Proposed by Councillor Champion
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

C.4867 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2019/20 FOR SIGNING BY THE CHAIRMAN

The Deputy Town Clerk informed members that a clean audit had been achieved and answered members' questions.

C.4867.2 **RESOLVED: that Camborne Town Council answer yes to 'We have put in place arrangements for effective financial management during the year, and for preparation of the accounting statements'; was approved**

Proposed by Councillor Winter
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4867.3 **RESOLVED: that Camborne Town Council answer yes to 'We maintained an adequate system of internal control including measures designed to detect and prevent fraud and corruption and renewed its effectiveness'; was approved**

Proposed by Councillor Godolphin
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

C.4867.4 **RESOLVED: that Camborne Town Council answer yes to 'We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have significant financial effect on the ability of this smaller authority to conduct its business or on its finances'; was approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

C.4867.5 **RESOLVED: that Camborne Town Council answer yes to 'We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit regulations'; was approved**

Proposed by Councillor Morgan
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

C.4867.6 **RESOLVED: that Camborne Town Council answer yes to 'We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required'; was approved**

Proposed by Councillor Godolphin
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

C.4867.7 **RESOLVED: that Camborne Town Council answer yes to 'We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems'; was approved**

Proposed by Councillor Champion
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

C.4867.8 **RESOLVED: that Camborne Town Council answer yes to 'We took appropriate action on all matters raised in reports from internal and external audit'; was approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

C.4867.9 **RESOLVED: that Camborne Town Council answer yes to 'We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements'; was approved**

Proposed by Councillor Kelynack
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

C.4867.10 **RESOLVED: that Camborne Town Council answer N/A to 'In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit'; was approved**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

C.4867.11 **RESOLVED: that the Annual Governance Statement 2018/2019 was approved for signing by the Chairman**

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4868 TO APPROVE THE ACCOUNTING STATEMENTS 2019/2020 FOR SIGNING BY THE CHAIRMAN

C.4868.2 RESOLVED: that the Accounting Statements 2019/2020 were approved for signing by the Chairman

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4869 TO APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/2020

C.4869.2 RESOLVED: that the Annual Governance and Accountability Return 2019/2020 was approved

Proposed by Councillor Morgan
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4870 TO APPROVE THE HEALTH & SAFETY POLICY STATEMENT

C.4870.2 RESOLVED: that the Health & Safety Policy Statement was approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4871 TO APPROVE THE ENVIRONMENTAL POLICY STATEMENT

C.4871.2 RESOLVED: that the Environmental Policy Statement was approved

Proposed by Councillor Kelynack
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

C.4872 TO RECEIVE CORRESPONDENCE FROM CORSERV: COVID 19 PANDEMIC AND SUPPLIER RELIEF – PARISH AND TOWN COUNCILS, AGREE ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE

C.4872.2 RESOLVED: that correspondence from Corserv: Covid 19 Pandemic and Supplier Relief – Parish and Town Councils was received and approved and that the Deputy Town Clerk and Deputy Mayor were given delegated authority to make a decision on the re-opening of the toilets and request additional cleaning of the toilets at Camborne Recreation Ground by Corserv, if required

Proposed by Councillor Ms Fox
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

C.4873 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON LIBRARY PHASED OPENING PLANS AND AGREE ACTION

The Deputy Town Clerk updated members on the Library phased opening plans, which had already been discussed at a recent meeting of the Staffing Committee.

A co-ordinated approach was being planned with all Councils that have a Library service, to enable a partial re-opening on 6th July. The first phase of re-opening would offer a click and collect service from a screened front desk at the Passmore Edwards building. Returned books would be quarantined for a set period before going back into circulation. This would be reviewed in September.

C.4873.2 RESOLVED: that a verbal update from the Deputy Town Clerk on Library phased opening plans was received and approved

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

C.4874 TO RECEIVE AND APPROVE A RISK ASSESSMENT FOR CONDUCTING INTERVIEWS

The Deputy Town Clerk informed members that measures were in place to enable the remaining Amenities Officer interviews to be held, socially distanced, on 16th June. A comprehensive Risk Assessment had been carried out by Skylite Associates Limited and

candidates would be sent instructions for safe participation at their interview.

C.4874.2 RESOLVED: that a Risk Assessment for conducting interviews was received and approved

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

C.4875 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.4875.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded

Proposed by Councillor Godolphin
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

The Chairman took agenda items 20 and 21 together, as they were linked.

C.4876 TO RECEIVE A VERBAL AND WRITTEN REPORT FROM THE ENGAGEMENT OFFICER REGARDING RE-OPENING HIGH STREETS, AGREE ACTION AND AUTHORISE EXPENDITURE

TO RECEIVE A WRITTEN REPORT FROM THE ENGAGEMENT OFFICER REGARDING THE RESTROOM SCHEME AND CONSIDER TEMPORARY ALTERNATIVE ARRANGEMENTS

The Engagement Officer presented a report detailing plans for re-opening of Camborne town centre. The Town Council had been asked to work with stakeholders to prioritise a list of requirements for the re-opening. This included safe access to shops and the associated distancing and signage, provision of temporary toilet facilities and a warden service to provide a safe visual presence and assurance of professional support on the ground. Funding was being offered by Cornwall Council and the European Regional Development Fund, depending on what was being applied for, but this Council would be required to submit a costed bid for funding, based on what it intended to provide.

The Engagement Officer informed members that Rowe Holdings was offering to hire out space in Trevithick car park, in view of the CCTV system, where the Town Council could place hired portable

toilets as a temporary measure, to compensate for the present loss of toilet facilities in its Restroom Scheme. As no guidance had been issued yet on the re-opening of public toilets, having this in place would show the Town Council's intention to provide these facilities.

A robust discussion took place and the Engagement Officer answered members' questions. Members considered the need to encourage the public to start visiting the town again and the level of safety measures and protection that the Town Council should put in place to allow this to happen.

Quotations were considered from contractors for the provision of safety signage, a warden service and portable toilets.

C.4876.2 **RESOLVED: that quotations were considered, and that Creative Signs was chosen to provide safety and distancing signage for the town centre re-opening, expenditure approved using funding from Corporate Management Earmarked Reserves**

Proposed by Councillor Ms Fox
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

C.4876.3 **RESOLVED: that quotations were considered and that WillSecure Limited was chosen to provide a warden service for the town centre re-opening, two wardens each providing five hours' cover per day; Monday to Saturday and the hours to be flexible and set by the Town Council to meet requirement, expenditure approved using funding from Corporate Management Earmarked Reserves**

Proposed by Councillor Herd
Seconded by Councillor Ms Fox

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

An earlier proposal by Councillor Morgan, seconded by Councillor Weedon, to use Coast 2 Coast Security Limited to provide a warden service for the town centre re-opening, fell on the vote.

C.4876.4 **RESOLVED: that a verbal and written report from the Engagement Officer regarding re-opening High Streets was received and that the Engagement Officer was thanked for her work**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.4876.5 **RESOLVED: that this Council applies for the maximum available funding towards the re-opening of Camborne town centre, based on the Engagement Officer's costed report; the costed bid to include toilets, signage and a warden service and that expenditure is approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

C.4876.6 **RESOLVED: that quotations were considered and that AndyLoos was chosen for the hire of portable toilets for the town centre re-opening, to be emptied weekly, or as required using funding from budget 5250, Public Convenience Costs**

Proposed by Councillor Ms Fox
Seconded by Councillor Goodman

On a vote being taken the matter was approved unanimously.

C.4876.7 **RESOLVED: that the contractual hire of portable toilets for the town centre would be reviewed monthly according to use**

Proposed by Councillor Williams
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.4876.8 **RESOLVED: that a contract and budget of £6K for the cleaning of portable toilets for the town centre was approved, based on cleaning being carried out twice-daily and that staff would set the risk assessment and the cleaning regime and that authority was delegated to the Engagement Officer increase frequency if required**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

C.4876.9 **RESOLVED: that a written report from the Engagement Officer regarding the Restroom Scheme was received and that alternative temporary arrangements were considered**

and approved, to be brought back to the next Full Council meeting for review and to each Full Council until September 2020

Proposed by Councillor Mrs Dalley
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously

There being no further business the Chairman closed the meeting at 8.15pm.

SIGNED BY THE CHAIRMAN.....

DATE

