

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 remotely via Zoom on Thursday 25th June 2020 at 6.30 pm.

PRESENT:

Councillor G Winter	Chairman
Councillor D Wilkins	Vice Chairman
Councillor D Atherfold	
Councillor T Dalley	
Councillor Mrs V Dalley	
Councillor Ms Z Fox	
Councillor J Herd	
Councillor Mrs M Williams	

IN ATTENDANCE:

Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer; Melanie Negus, Finance and Administration Assistant.

The Chairman explained the meeting procedures to all present.

FG.3646 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3646.2 RESOLVED: that apologies from Councillor Gillingham for non-attendance of the meeting of the Finance & General Purposes Committee held on 25th June 2020 were received

Proposed by Councillor Winter
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3647 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.3648 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3649 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3650 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 14TH MAY 2020

FG.3650.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 14th May 2020 were received and approved for signing by the Chairman

Proposed by Councillor Winter
Seconded by Councillor Wilkins

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

FG.3651 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

FG.3652 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 3E 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 that had expressed an interest to speak.

FG.3653 TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR OCTOBER, NOVEMBER AND DECEMBER 2019 BY COUNCILLORS ATHERFOLD AND WILLIAMS

The Chairman thanked Councillors Atherfold and Mrs Williams for their hard work conducting three months auditing.

Councillor Williams requested that the office e-mail requests to Councillors to conduct internal audits.

FG.3653.2 **RESOLVED: that Internal Audit Reports for October, November, and December 2019 by Councillors Atherfold and Williams were received and approved**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3654 **TO RECEIVE AND APPROVE THE COUNCILLORS' INTERNAL AUDIT SCHEDULE FOR THE YEAR APRIL 2020 UNTIL APRIL 2021**

FG.3654.2 **RESOLVED: that the Councillors' Internal Audit Schedule for the year April 2020 until April 2021 was received and approved**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3655 **TO RECEIVE THE INTERNAL AUDIT REPORT FROM HUDSON ACCOUNTING LTD FOR THE YEAR ENDED 31ST MARCH 2020 AND APPROVE ACTION ACCORDINGLY**

The Chairman informed members that there had been only one minor recommendation in the Audit, to increase the Fidelity Insurance; and that this had been actioned by the Deputy Clerk. Councillor Williams commended the Deputy Clerk on her hard work.

FG.3655.2 **RESOLVED: that the Internal Audit Report from Hudson Accounting Ltd for the year ended 31st March 2020 was received**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3656 **TO CONSIDER REQUIREMENT FOR EXTRA MEASURES TO ALLOW THE TOWN COUNCIL'S PLAYGROUNDS TO BE RE-OPENED IN THE NEAR FUTURE, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Deputy Clerk informed members that she would be meeting with CALC and Public Health England next week for discussions and advice on the re-opening of green spaces.

She advised members that signage would be necessary for liability reasons; and that a previously approved provider for signage had proved to be proficient and cost effective, and the use of the provider would be time saving for the immediate needs of the Town Council.

FG.3656.2 **RESOLVED: that delegated authority to the Deputy Town Clerk, the Mayor and the Chairman of the Amenities Committee, to impose measures to allow the re-opening of the Town Council's playgrounds was approved; and a budget of £2,000 was authorised from the Green Spaces earmarked reserve**

Proposed by Councillor Herd
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3656.3 **RESOLVED: that Contract Sign Systems was the Town Council's approved contractor to provide signage for the re-opening of the Town Council's Playgrounds**

Proposed by Councillor Herd
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3657 **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT UP TO APRIL 2020**

The Deputy Clerk informed members that on page 1 'procurement expenses' was for 2019/2020, she would be making a Journal Report correction.

FG.3657.2 **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income & Expenditure by Budget Heading report up to April 2020; was received and approved**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3658 **TO APPROVE PAYMENTS FOR THE WHOLE MONTH OF MAY 2020 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4,5.5, 6.2, 6.7 AND 7.2**

FG.3658.2 **RESOLVED: that payments for the month of May 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 Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3659 **TO APPROVE THE PAYMENTS MADE DURING THE MONTH OF MAY 2020, MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

FG.3659.2 **RESOLVED: that the payments made during the month of May 2020, made under the delegated authority of the Chairman and Vice Chairman, were approved**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3660 **TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE DEPUTY TOWN CLERK FROM THE DATE OF THE LAST MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL**

The Deputy Town Clerk informed members that the items highlighted in yellow on the report were being funded by Cornwall Council under the re-opening of the town centres scheme.

FG.3660.2 **RESOLVED: that a report of expenditure delegated to the Deputy Town Clerk from the date of the last meeting and up to the date of this meeting was received and the expenditure was approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Williams

On a vote being taken the matter was approved unanimously.

FG.3661 **TO APPROVE PAYMENTS FOR THE MONTH OF JUNE 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.3661.2 **RESOLVED: that payments for the month of June 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 Atherfold

On a vote being taken the matter was approved unanimously.

FG.3662 **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF JUNE 2020, UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING**

FG.3662.2 **RESOLVED: that the payment of invoices received for the month of June 2020 was approved**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3663 **TO RECEIVE AND NOTE CORRESPONDENCE FROM GRANT AID RECIPIENTS**

i) CORNWALL AIR AMBULANCE TRUST

FG.3663.2 **RESOLVED: that correspondence from Grant Aid recipient, Cornwall Air Ambulance Trust was received and noted**

Proposed by Councillor Winter
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3664 **THAT THIS 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**

FG.3664.2 **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public were excluded, due to the confidential nature of the business to be discussed**

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3665 **TO RATIFY ACTIONS AND EXPENDITURE TAKEN BY THE DEPUTY TOWN CLERK, CHAIRMAN OF AMENITIES AND**

DEPUTY MAYOR IN RELATION TO A FLOWER BED IN THE COURTYARD AT THE PASSMORE EDWARDS BUILDING

Members discussed the positioning of the raised flower beds in the courtyard of the Passmore Edwards Building.

FG.3665.2 **RESOLVED: that a surveyor be employed to assess and report any issues to adjoining buildings resulting from the positioning of the raised flower beds in the Passmore Edwards Building Courtyard. A letter be sent in response to the public correspondence received, informing them of the Town Council's actions regarding the issues highlighted in their correspondence**

Proposed by Councillor Winter
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

FG.3665.3 **RESOLVED: that a budget of £1,000 was authorised for the employment of a Surveyor, to assess and report any issues to adjoining buildings, resulting from the positioning of the raised flower beds in the Passmore Edwards Building Courtyard**

Proposed by Councillor Wilkins
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.09 pm.

SIGNED BY THE CHAIRMAN.....

DATE