

# Meeting Minutes

The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

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## MINUTES:

**of the meeting of the Finance & General Purposes Committee held remotely via Zoom on Thursday 14<sup>th</sup> May 2020 at 3.00 pm.**

## PRESENT:

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

## IN ATTENDANCE:

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

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The Chairman explained the meeting procedures to all present.

### **FG.3621 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**FG.3621.2 RESOLVED: that apologies from Councillor Gillingham for non-attendance of the meeting of the Finance & General Purposes Committee held on 14<sup>th</sup> May 2020 were received**

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Councillor Herd joined the meeting at 3.11pm, having experienced technical difficulties in signing in.

### **FG.3622 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**

Councillor Mrs Dalley declared an interest in agenda item 20(ii) as she was a member of the Parochial Church Council.

**FG.3623 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.3624 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that the next meeting of this Committee was scheduled for Thursday June 25<sup>th</sup> at 6.30pm.

**FG.3625 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 18<sup>TH</sup> DECEMBER 2019**

**FG.3625.2 RESOLVED: that the minutes of this Committee held on 18<sup>th</sup> December 2019 were received and approved**

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

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

**FG.3626 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 27<sup>TH</sup> FEBRUARY 2020**

**FG.3626.2 RESOLVED: that the minutes of this Committee held on 27<sup>th</sup> February 2020 were received and approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Herd

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

**FG.3627 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**FG.3628 TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR SEPTEMBER 2019 BY COUNCILLORS GILLINGHAM AND V DALLEY**

**FG.3628.2 RESOLVED: that Internal Audit Reports for September 2019 by Councillors Gillingham and V Dalley were received and approved**

Proposed by Councillor Winter  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3629 TO CONSIDER ALTERNATIVE ARRANGEMENTS FOR COUNCILLORS' INTERNAL AUDITS FOR THE REMAINDER OF THE FINANCIAL YEAR AND UNTIL FURTHER NOTICE AND AGREE ACTION**

The Finance Officer had consulted this Council's Internal Auditor regarding the backlog of monthly audits, which had occurred because of the unprecedented staffing situation. The Internal Auditor was agreeable to completion of the remaining audits up to the end of 2019 and restarting the monthly audit in the new financial year commencing April 2020.

The Finance Officer proposed that the audits for October, November and December 2019 were completed together, to make better use of staff and Councillors' time, and could be carried out remotely or on the Town Council premises, using social distancing.

Members considered the options.

**FG.3629.2 RESOLVED: that alternative arrangements for Councillors' internal audits for the remainder of the financial year and until further notice were considered and that the Internal Audits for October, November and December 2019 were all completed at the same time, by Councillors Williams and Atherfold, at a time to be arranged with the Deputy Town Clerk**

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3630 TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT UP TO 29<sup>TH</sup> FEBRUARY 2020**

**FG.3630.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed Income & Expenditure by Budget Heading Report, up to 29<sup>th</sup> February 2020; was received and approved**

Proposed by Councillor Herd  
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

**FG.3631 TO APPROVE PAYMENTS FOR THE MONTH OF MARCH 2020 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4,5.5, 6.2, 6.7 AND 7.2**

The Finance Officer informed members that payment for the play equipment at Beacon Playing Field included a deduction of ten per cent, which would be retained until the supplier had made a final inspection of the park.

**FG.3631.2 RESOLVED: that payments for the month of March 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 Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3632 TO APPROVE THE PAYMENTS MADE DURING THE MONTH OF MARCH 2020, MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

**FG.3632.2 RESOLVED: that the payments made during the month of March 2020, made under the delegated authority of the Chairman and Vice Chairman, were approved**

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3633 TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT UP TO 31<sup>ST</sup> MARCH 2020**

The Finance Officer informed members that the year-end accounts were being completed. It had been necessary to make some EMR transfers to cover overspends but there were also staff contingency underspends because of the staffing situation during the year, and these would be vired to the Library and PE Building accounts.

The Internal Audit would be completed at the end of May and the accounts ready to take to June Full Council for approval.

**FG.3633.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed Income & Expenditure by Budget Heading Report, up to 31st March 2020 was received and approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3634 TO RECEIVE AND APPROVE THE VAT RETURN FOR THE PERIOD 1<sup>ST</sup> JANUARY 2020 TO 31<sup>ST</sup> MARCH 2020**

**FG.3634.2 RESOLVED: that the VAT return for the Period 1<sup>st</sup> January 2020 to 31st March 2020 was received and approved**

Proposed by Councillor Winter  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3635 TO APPROVE PAYMENTS FOR THE MONTH OF APRIL 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.3635.2 RESOLVED: that payments for the month of April 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 were approved**

Proposed by Councillor Winter  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3636 TO APPROVE THE PAYMENTS MADE DURING THE MONTH OF APRIL 2020, MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

**FG.3636.2 RESOLVED: that the payments made during the month of April 2020, made under the delegated authority of the Chairman and Vice Chairman, were approved**

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3637 TO APPROVE PAYMENT OF INVOICES FOR THE MONTH OF MAY 2020 UP TO DATE SCHEDULE TABLED AT THE MEETING**

**FG.3637.2 RESOLVED: that payments for the month of May 2020, were approved**

Proposed by Councillor Winter  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3638 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)**

No members of the public were present.

**FG.3639 GRANT AID APPLICATIONS**

- (i) Cornwall Air Ambulance Trust (General Power of Competence)**
- (ii) All Saints Church Community Centre (General Power of Competence)**

**FG.3639.2 RESOLVED: to grant £500 to Cornwall Air Ambulance Trust under the General Power of Competence, to be taken from the Community Grants and Donations budget**

Proposed by Councillor Herd  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Having declared an interest in agenda item 20(ii), Councillor Mrs Dalley took no part in the discussion and abstained from voting.

A short discussion took place. It was noted that All Saints Church Community Centre had applied for funding to run community outreach groups and that a grant made by this Council would not be used to finance church-owned buildings.

**FG.3639.3 RESOLVED: to grant of £3,944, to All Saints Church Community Centre under the General Power of Competence, to be taken from the Community Grants and Donations budget**

Proposed by Councillor Winter  
Seconded by Councillor Mrs Williams

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

**FG.3640**                    **TO RECEIVE AND APPROVE A REPORT OF EXPENDITURE DELEGATED TO THE DEPUTY TOWN CLERK OR DEPUTY TOWN CLERK, MAYOR AND DEPUTY MAYOR DURING MARCH, APRIL AND UP TO DATE OF THIS MEETING**

The Deputy Clerk informed members that expenditure during this period included purchase of Health and Safety items and equipment purchased since the lockdown, to allow staff to work from home.

**FG.3640.2**                **RESOLVED: that a report of expenditure delegated to the Deputy Town Clerk or Deputy Town Clerk, Mayor and Deputy Mayor during March, April and up to date of this meeting, was received and approved**

Proposed by Councillor Winter  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3641**                    **TO REVIEW AND APPROVE COVID-19 OPERATIONAL PRECAUTIONS RISK ASSESSMENTS AND AGREE ACTION**

The Deputy Town Clerk presented Risk Assessments for the Town Council's Library and Amenities staff, which had been carried out in readiness for an eventual return to work. The Risk Assessments would be subject to change in line with Government guidelines on safe working and would be updated when the Passmore Edwards building was made safe and allowed to re-open.

**FG.3641.2**                **RESOLVED: that Covid-19 Operational Precautions Risk Assessments were received and approved**

Proposed by Councillor Winter  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3642**                    **TO RATIFY A DECISION MADE BY THIS COMMITTEE BY E-MAIL REGARDING A GRANT APPLICATION FROM CAMBORNE COMMUNITY CENTRE**

This Committee had agreed to grant Camborne Community Centre £3,000 from this Council's Social Emergency Fund, in response to its application to continue work for the community while the Community Centre building was closed to the public. Councillor Mrs Dalley confirmed that, in the current situation, this funding was much appreciated by the community groups that would benefit.

**FG.3642.2      RESOLVED: that a decision made by this Committee by e-mail regarding a Grant Application from Camborne Community Centre was ratified**

Proposed by Councillor Ms Fox  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3643      TO RECEIVE RECOMMENDATIONS FROM THE STAFFING COMMITTEE REGARDING EXPENDITURE UNDER THE PASSMORE EDWARDS BUILDING BUDGET**

The Staffing Committee recommended that a small works budget should be allocated to enable this Council to have safety and social distancing measures installed at the Passmore Edwards building, in readiness for the re-opening of public buildings when legislation permits. The Deputy Town Clerk provided initial costings for consideration.

A short discussion took place and members considered the costs involved.

**FG.3643.2      RESOLVED: that recommendations from the Staffing Committee regarding expenditure under the Passmore Edwards Building budget were received and approved and that a sum of up to £2,000 was agreed, to install safety and social distancing measures at the Passmore Edwards building**

Proposed by Councillor Williams  
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

**FG.3644      TO RECEIVE AND NOTE CORRESPONDENCE FROM GRANT AID RECIPIENTS:**

- (i)      Camborne Show Society;**
- (ii)     Spinney Doorstep Green**



**FG.3644.2**

**RESOLVED: that correspondence from Grant Aid recipients (i) Camborne Show Society and (ii) Spinney Doorstep Green was received and noted**

Proposed by Councillor Winter  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3645**

**TO RECEIVE AND NOTE CORRESPONDENCE FROM THE UNITY TRUST BANK**

**FG.3645.2**

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

Proposed by Councillor Atherfold  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 4.19 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

