

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 13th August 2020 at 6.30 pm

PRESENT:

Councillor D Wilkins	Chairman
Councillor Mrs V Dalley	Vice-Chairman
Councillor D Atherfold	from point mentioned
Councillor M Champion	
Councillor JP Collins	
Councillor T Dalley	
Councillor Ms Z Fox	
Councillor C Godolphin	
Councillor R Goodman	
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 & Administration Assistant; Rose Hitchens-Todd, Engagement Officer; David Garwood, Amenities & Projects Officer; Sarah Mason, Cornwall Association of Local Councils (Clerk of the Meeting); One member of the public, representing Circo Kernow.

The Chairman explained the meeting procedures to all present.

C.4895 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.4895.2 RESOLVED: that the apologies from Councillors Herd and Gillingham for non-attendance at the meeting of the Full Council held on 13th August 2020 were received

Proposed by Councillor Wilkins
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

The Clerk of the Meeting requested that it was recorded Councillor Gillingham's absence had exceeded six months.

The Chairman requested that Councillor Lemon's absence without apology was minuted.

Councillor Atherfold entered the meeting at 6.34pm.

C.4896 CHAIRMAN'S ANNOUNCEMENTS

The Chairman made a request for the Union Flag to be flown from the Passmore Edwards building on Saturday 15th August to commemorate the 75th Anniversary of VJ Day. There were no objections.

C.4897 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.4898 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

C.4899 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 9TH JULY 2020

C.4899.2 RESOLVED: that the minutes of the meeting of the Full Council held on 9th July 2020 were received and approved for signing

Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

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

C.4900 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 9TH JULY 2020

C.4900.2 RESOLVED: that the redacted minutes of the meeting of the Full Council held on 9th July 2020 were received and approved for signing

Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

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

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

C.4901

TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:

- (i) Awards Working Party 25th February 2020;**
- (ii) Amenities Committee 16th July 2020;**
- (iii) Finance & General Purposes Committee 23rd July 2020;**
- (iv) Staffing Committee 29th July 2020;**
- (v) Staffing Committee (redacted) 29th July 2020;**
- (vi) Planning & Development Committee 4th August 2020;**
- (vii) Passmore Edwards Building Working Party 11th August 2020**

C.4901.2

RESOLVED: that (i) the minutes of the Awards Working Party meeting held on 25th February 2020, (ii) the minutes of the Amenities Committee meeting held on 16th July 2020, (iii) the minutes of the Finance & General Purposes Committee meeting held on 23rd July 2020, (iv) the minutes of the Staffing Committee meeting held on 29th July 2020, (v) the redacted minutes of the Staffing Committee meeting held on 29th July 2020, (vi) the minutes of the Planning & Development Committee meeting held on 4th August 2020 and (vii) the minutes of the Passmore Edwards Building Working Party meeting held on 11th August 2020 were received

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

C.4902

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

C.4878 Full Council minutes: The Vice Chairman informed members that the grant awarded by the Town Deal Board was being considered and plans submitted. The Deputy Town Clerk and the Engagement Officer would provide regular updates.

C.4903

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.4904 TO RECEIVE A WRITTEN PROPOSAL AND PRESENTATION FROM CIRCO KERNOW FOR USE OF CAMBORNE RECREATION GROUND, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

A representative from Circo Kernow gave a presentation regarding the Chyan Plen Project, two-year funded training and work experience to help over-19s into work. It was planned to hold training courses in horticulture, performing arts and construction, working with Jobcentres and partner organisations, with the aim of linking people to further opportunities and progression into training and employment. Pop-up events would be available locally, offering taster activities, which it was anticipated would allow learners to practise their skills and build confidence. Circo Kernow was seeking the Town Council's permission to use Camborne Recreation Ground as a base for these activities.

Discussion took place and members considered the benefits that this project could offer and the level of involvement this Council could give.

C.4904.2 RESOLVED: that a written proposal and presentation from Circo Kernow for use of Camborne Recreation Ground was received and that permission was granted for use of Camborne Recreation Ground and toilet facilities for the Chyan Plen Project

Proposed by Councillor Godolphin
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

The member of the public left the meeting at 6.49pm.

C.4905 TO RECEIVE THE LEASE FOR BEACON CRICKET CLUB AND APPROVE FOR SIGNING

C.4905.2 RESOLVED: that the lease for Beacon Cricket Club was received and approved for signing

Proposed by Councillor Godolphin
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

C.4906 TO RECEIVE A REPORT FROM THE AMENITIES & PROJECTS OFFICER ON RECYCLING WASTE AT THE LIBRARY BUILDING AND AT UNIT 5, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Amenities & Projects Officer gave a short presentation regarding ways in which this Council could improve its waste management by efficient recycling, and in doing so set an example in the community and demonstrate that it was taking action to tackle climate emergency. Costings were provided for placing mixed recycling bins at the Passmore Edwards building and a larger bin at the Amenities workshop, for fortnightly emptying.

C.4906.2 RESOLVED: that a report from the Amenities & Projects Officer on recycling waste at the Library building and at Unit 5 was received

Proposed by Councillor Kelynack
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

C.4906.3 RESOLVED: that Option 3 installation of two mixed recycling bins at the Passmore Edwards building and a large bin to be collected from Unit 5 on a fortnightly basis was approved, using expenditure from the waste disposal budget 4810

Proposed by Councillor Ms Fox
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

C.4907 TO RECEIVE SOUTH WEST COUNCILS ASSOCIATE NEWSLETTER FOR JUNE 2020, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

C.4907.2 RESOLVED: that South West Councils Associate Newsletter for June 2020 was received

Proposed by Councillor Williams
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

C.4908 TO RECEIVE AND NOTE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING TOWN AND PARISH COUNCILS COVID-19 FINANCIAL SUPPORT

The Clerk of the Meeting advised that during the Covid-19 pandemic, Cornwall Council was offering support to Councils that had depleted their reserves because of lost income from facilities such as car parks and leisure centres. The Deputy Town Clerk informed members that this Council was unlikely to qualify for financial support, but she would make the necessary investigations.

C.4908.2 RESOLVED: that correspondence from Cornwall Council regarding Town and Parish Councils Covid-19 Financial Support was received and noted

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4909 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.4909.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded, except for Mrs Mason who was Clerk of the Meeting

Proposed by Councillor Wilkins
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

C.4910 TO RECEIVE A VERBAL REPORT AND REVIEW THE HIGH STREETS RE-OPENING, AGREE ACTION AND AUTHORISE EXPENDITURE

The Engagement Officer reported that, ten weeks after the high streets re-opening, there was a positive and calm atmosphere in the town centre, with distancing measures working well. Although there had been some damage to signage, this had been reported to the police and the signs replaced. Aspects of the service had not been up to the standard required and the Engagement Officer requested members' approval to cease the current contract should there not be an improvement and engage an alternative provider who would offer a more comprehensive service.

C.4910.2 **RESOLVED: that a verbal report on the high streets re-opening was received and reviewed and that should improvements not be implemented by our provider an alternative provider should be employed**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.4911 **TO CONSIDER A MEMORANDUM OF UNDERSTANDING BETWEEN CAMBORNE TOWN COUNCIL AND BID CAMBORNE, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Deputy Town Clerk explained the purpose of the proposed Memorandum of Understanding, a non-legal agreement between Camborne Town Council and BID Camborne which would enable both organisations to combine their resources when planning events, allowing greater efficiency as well as building a business relationship between the two organisations.

Discussion took place and members recognised its importance with the Town Deal Board as a cost-effective measure.

C.4911.2 **RESOLVED: that a Memorandum of Understanding between Camborne Town Council and BID Camborne was considered and approved**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

C.4912 **TO RECEIVE A REPORT ON HR MATTERS FROM THE DEPUTY TOWN CLERK AND RECOMMENDATIONS FROM THE STAFFING COMMITTEE, AGREE ACTION AND AUTHORISE EXPENDITURE**

S.603.2 **that written details from the Deputy Town Clerk on budget costs of HR Services and advice for consideration for 2021/22 budget was received and that this Committee recommended to Full Council the employment of a professional HR service at a cost of £12K per annum, for inclusion in the 2021/22 budget and 3-year budget plan**

The Deputy Town Clerk informed members that, as this Council continued to grow, there was a greater need to employ its own professional HR service, in line with most Councils of this size. The Deputy Town Clerk advised that a comprehensive review of the

Town Council budget was being scheduled, in which she expected to make savings to fund this proposal, ready for inclusion in the 2021/2022 budget.

C.4912.2 RESOLVED: that a report on HR matters from the Deputy Town Clerk and recommendations from the Staffing Committee for the employment of a professional HR Service was received

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

C.4912.3 RESOLVED: that recommendations from the Staffing Committee for the employment of a professional HR Service at a cost of £12K per annum, for inclusion in the 2021/2022 budget and three-year budget plan were approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

C.4913 TO RECEIVE A VERBAL UPDATE FROM THE DEPUTY TOWN CLERK ON THE SURVEYOR'S REPORT FOR THE PASSMORE EDWARDS BUILDING AND RECOMMENDATIONS FROM THE PASSMORE EDWARDS BUILDING WORKING PARTY, AGREE ACTION AND AUTHORISE EXPENDITURE

PEB.54.3 that a report of progress on the Passmore Edwards building would be given to Full Council and that Full Council was requested to delegate authority to the Passmore Edwards Building Working Party to take appropriate actions needed before the September meeting of Full Council

PEB.54.4 to recommend to Full Council that the services of Kennall Consulting Ltd were retained to assist with preparation of tenders, including the tender for building works for the Passmore Edwards Building with funding approved from the procurement budget

The Deputy Town Clerk advised members that the surveyor had completed his report [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED] and that the services of Kennall

Consulting were retained to assist with preparation of tenders for the remedial building work.

Discussion took place and members considered the Working Party's requests.

C.4913.2 **RESOLVED: that the Passmore Edwards Building Working Party was given delegated authority to act [REDACTED] regarding the building, to be brought back to a future meeting of Full Council for ratification**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Kelynack

On a vote being taken the matter was approved unanimously.

C.4913.3 **RESOLVED: that the services of Kennall Consulting were retained to assist with preparation of tenders for the remedial building work at the Passmore Edwards Building**

Proposed by Councillor Ms Fox
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

C.4913.4 **RESOLVED: that a verbal update from the Deputy Town Clerk on the surveyor's report for the Passmore Edwards building and recommendations from the Passmore Edwards Building Working Party were received**

Proposed by Councillor Wilkins
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

The Chairman took Agenda items 21 and 22 together.

C.4914 **TO RECEIVE A CCTV MANAGEMENT REPORT FROM CORNWALL FIRE & RESCUE SERVICE FOR CAMBORNE 1ST JANUARY 2020 – 31ST MARCH 2020 AND AGREE ACTION**

TO RECEIVE A CCTV MANAGEMENT REPORT FROM CORNWALL FIRE & RESCUE SERVICE FOR CAMBORNE 1ST APRIL 2020 – 30TH JUNE 2020 AND AGREE ACTION

Discussion took place regarding the effectiveness of the CCTV service and the value it offered. Members' concerns included the position of cameras, communication with operators and Police and whether the system was a deterrent.

The Engagement Officer informed members that the Police were employing an officer at busier times to monitor the cameras.

The Clerk of the Meeting advised the need for caution as there was an element of risk involved in the removal or re-siting of cameras.

Members agreed that more information was required from the Police on how the CCTV system operated.

C.4914.2 RESOLVED: that a CCTV Management Report from Cornwall Fire & Rescue Service for Camborne 1st January 2020 – 31st March 2020 and a CCTV Management Report from Cornwall Fire & Rescue Service for Camborne 1st April 2020 – 30th June 2020 were received

Proposed by Councillor Morgan
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

C.4914.3 RESOLVED: that the Police would be invited to a future meeting of Full Council to advise how the CCTV system operated

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

One member enquired when face-to-face meetings of the Programme Committees could resume. The Clerk of the Meeting informed members that the most recent advice, based on Government guidance, was that no physical meetings should resume at present.

There being no further business the Chairman closed the meeting at 7.28pm.

SIGNED BY THE CHAIRMAN.....

DATE