

# 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 26<sup>th</sup> November 2020 at 6.30 pm.**

## PRESENT:

<b>Councillor M Williams</b>	<b>Chairman</b>
<b>Councillor D Wilkins</b>	<b>Vice Chairman</b>
<b>Councillor D Atherfold</b>	
<b>Councillor R Congdon</b>	
<b>Councillor Mrs V Dalley</b>	
<b>Councillor J Herd</b>	

## IN ATTENDANCE:

**Samantha Hughes, Deputy Town Clerk; Janet Ritchie, Committee Support Officer, Lotti Stapleton, Senior Library Officer; Sally Williams, Library Assistant; one member of the public.**

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In the absence of a Chairman, Councillor Wilkins chaired the meeting for agenda items 1 and 2.

The Chairman explained the meeting procedures to all present.

**FG.3705 TO RECEIVE NOMINATIONS AND APPOINT A CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR 2020/2021**

**FG.3705.2 RESOLVED: that Councillor Williams was nominated as Chairman of the Finance & General Purposes Committee for the remainder of the municipal year 2020/2021**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Councillor Williams took the Chair and thanked members for her appointment.

**FG.3706 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**FG.3706.2 RESOLVED: that apologies from Councillors T Dalley, Ms Fox and Weedon for non-attendance of the meeting of the Finance & General Purposes Committee held on 26<sup>th</sup> November 2020 were received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3707 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.3708 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.3709 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed Councillor Congdon who had been co-opted onto the Town Council and appointed to this Committee.

**FG.3710 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON 24<sup>th</sup> SEPTEMBER 2020**

It was noted that Councillor Herd had given his apologies for the meeting on 24<sup>th</sup> September, but they were not included in the minutes. The Chairman apologised to Councillor Herd for the oversight.

**FG.3710.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 24<sup>th</sup> September 2020 were received and approved for signing by the Chairman**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

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

**FG.3711 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**FG.3712 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)**

One member of the public, representing the Make Me A Plan programme, spoke in support of their grant application, which was seeking funding for its ongoing work in delivering coaching in health and life skills to economically disadvantaged residents in the parish.

**FG.3713 TO CONSIDER GRANT APPLICATIONS FROM**

- i) Drama Express (General Power of Competence);**
- ii) Make Me A Plan (General Power of Competence)**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillor Mrs Dalley spoke in support of Drama Express, which supported those with learning difficulties to gain confidence through the medium of drama, by organising their own events and performances, the latest of which was planned for Spring 2021.

Members considered the application.

**FG.3713.2 RESOLVED: that a grant of £500 was awarded to Drama Express under the General Power of Competence, with funds approved from the Community Grants and Donations Budget**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

Members considered the application by Make Me A Plan, which had completed its pilot year. After some discussion members agreed to revisit the application at the December meeting of this Committee, when the most recent accounts would be available.

**FG.3713.3**            **RESOLVED: that the grant application submitted by Make Me A Plan was deferred until the next meeting of this Committee in December 2020, when further financial information would be available**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

The member of the public left the meeting at 7.49pm.

**FG.3714**            **TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR MAY AND JUNE 2020 BY COUNCILLORS ATHERFOLD AND WILKINS**

**FG.3714.2**        **RESOLVED: that the appointed Councillors' Internal Audit Reports for May and June 2020 by Councillors Atherfold and Wilkins were received and approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**FG.3715**            **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME AND EXPENDITURE BY BUDGET HEADING REPORT UP TO SEPTEMBER 2020**

**FG.3715.2**        **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income and Expenditure by Budget Heading Report up to September 2020 was received and approved**

Proposed by Councillor Williams  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3716**            **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME AND EXPENDITURE BY BUDGET HEADING REPORT UP TO OCTOBER 2020**

The Acting Town Clerk informed members that the budget showed some underspends because of staff shortages and a lack of planned activities. This had been an exceptional year and the

budget for 2021/22 and 3 year financial plan would be based on previous years.

**FG.3716.2**            **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income and Expenditure by Budget Heading Report up to October 2020 was received and approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3717**            **TO APPROVE PAYMENTS FOR THE WHOLE MONTH OF SEPTEMBER 2020 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.3717.2**        **RESOLVED: that payments for the whole month of September 2020 made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 were received and approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3718**            **TO APPROVE PAYMENTS MADE DURING THE WHOLE MONTH OF SEPTEMBER 2020 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

**FG.3718.2**        **RESOLVED: that payments made during the whole month of September 2020 made under the delegated authority of the Chairman and Vice Chairman were received and approved**

Proposed by Councillor Atherfold  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3719**            **TO APPROVE PAYMENTS MADE DURING THE MONTH OF OCTOBER 2020 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.3719.2**        **RESOLVED: that payments made during the month of October 2020 made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 were received and approved**

Proposed by Councillor Williams  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3720** **TO APPROVE PAYMENTS MADE DURING THE MONTH OF OCTOBER 2020 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

**FG.3720.2** **RESOLVED: that payments made during the month of October 2020 made under the delegated authority of the Chairman and Vice Chairman were received and approved**

Proposed by Councillor Williams  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3721** **TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE ACTING TOWN CLERK FROM THE DATE OF THE LAST MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL**

This item was deferred until the next meeting when more information would be available.

**FG.3722** **TO RECEIVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF NOVEMBER 2020, UP TO DATE SCHEDULE TABLED AT THE MEETING**

One member queried the differences in expenditure for the path repairs at the two entrances to Camborne Recreation Ground. The Acting Town Clerk explained that one repair had cost more as it involved the removal of tree roots which had penetrated the surface and therefore more labour and materials were required.

**FG.3722.2** **RESOLVED: that the payment of invoices received for the month of November 2020 was received and approved**

Proposed by Councillor Williams  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3723** **TO CONSIDER ARRANGEMENTS FOR LIBRARY COMPUTERS AND OTHER LIBRARY SERVICES, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Acting Town Clerk informed members that, post lockdown, this Council would be in Tier One and the Library staff were confident of re-commencing a limited browsing service on 7<sup>th</sup> December and retaining the click and collect facility. It was anticipated that their volunteer could start work again and that the Library computers could be made available to the public in the New Year. She

requested delegated authority for the Acting Town Clerk and Senior Library Officer to instigate these services as appropriate.

**FG.3723.2**            **RESOLVED: that arrangements for Library computers and other Library services were considered and that the Acting Town Clerk and Senior Library Officer were given delegated authority to instigate the Library services, post lockdown**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

**FG.3724**            **TO RECEIVE THE EXTERNAL AUDIT NOTICE OF COMPLETION FOR YEAR 2019-2020, AND NOTICE OF CONCLUSION OF AUDIT NOTICE AND AGREE ACTION**

The Acting Town Clerk informed members that the External Audit was completed and that there were no items outstanding.

The Chairman thanked the Acting Town Clerk and the Finance Team for achieving a clean audit for 2019-2020.

**FG.3724.2**            **RESOLVED: that the External Audit Notice of Completion for year 2019-2020, and Notice of Conclusion of Audit notice were received and that the Acting Town Clerk and Finance Team were thanked for their work**

Proposed by Councillor Williams  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3725**            **TO RECEIVE AN INTERIM INTERNAL AUDIT REPORT FOR 2020/21, AGREE ACTION AND AUTHORISE EXPENDITURE**

The interim Internal Audit report covered the first six months of the financial year and there were no items outstanding.

The Chairman thanked the Town Council's Finance Team for its good work.

**FG.3725.2**            **RESOLVED: that an interim Internal Audit Report for 2020/21 was received and approved**

Proposed by Councillor Williams  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**FG.3726**            **TO RECEIVE A REPORT FROM THE ACTING TOWN CLERK REGARDING THE FINANCE AND GENERAL PURPOSES**

**COMMITTEE DRAFT REVENUE BUDGET 2021/2022, AND  
THREE-YEAR FINANCIAL PLAN**

**i) To consider the Finance & General Purposes Committee Draft Revenue Budget 2021/2022 and three-year financial plan and approve action accordingly**

**ii) To receive recommendations from the Strategic Budget Working Group and approve action accordingly**

**iii) To receive the indicative tax base for 2021/22 by Town and Parish Council**

The Acting Town Clerk presented a comprehensive report which considered resource allocation within the draft revenue budget planned for three years from 2021/22 and set out the Town Council's agreed objectives for the next 18 months. The budget had been updated to include some overall savings, and there would be only a small increase in the Precept. Recommendations from the Strategic Budget Working Party included a new budget code for Youth Engagement.

**FG.3726.2**

**RESOLVED: that a report from the Acting Town Clerk regarding the Finance & General Purposes Committee Draft Revenue Budget 2021/2022, and three-year financial plan was received and approved for recommendation to Full Council**

Proposed by Councillor Wilkins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3726.3**

**RESOLVED: that recommendations from the Strategic Budget Working Party: SBWP.73.2 that a new budget code for Youth Engagement, of £3,000 was approved; SBWP.74.2 that the Revenue Budget was received and approved for recommendation to the respective Standing Committees for approval; and SBWP.76.2 that Earmarked Reserves were considered, and it be requested of the Staffing, and Finance and General Purposed Committees to transfer their underspends at the end of this financial year to the Passmore Edwards Building EMR, were received and approved for recommendation to Full Council**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.



**FG.3726.4            RESOLVED: that the indicative tax base for 2021/22 by Town and Parish Council was received**

Proposed by Councillor Williams  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3727            TO RECEIVE A TIMETABLE FOR SETTING THE 2021/2022 BUDGET**

**FG.3727.2        RESOLVED: that a timetable for setting the 2021/2022 budget was received**

Proposed by Councillor Williams  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3728            TO RECEIVE OPPORTUNITIES FOR COUNCILLOR TRAINING IN FINANCE, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Acting Town Clerk recommended that Councillor training in finance would assist potential new members that might be elected to this Committee in May 2021. She volunteered to bring back for further discussion at the next meeting of the Finance Committee, when more information would be available.

**FG.3729            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.3729.2        RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the Press and Public were excluded**

Proposed by Councillor Williams  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**FG.3730            TO RECEIVE A WRITTEN REPORT FROM THE AMENITIES AND PROJECTS OFFICER REGARDING AN EVAC CHAIR FOR THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE EXPENDITURE**

On behalf of the Amenities and Projects Officer, the Acting Town Clerk presented a report detailing options for the purchase and installation of an emergency evacuation safety chair for the Passmore Edwards building. Having this equipment was essential to comply with Health and Safety requirements.

The Amenities and Projects Officer was recommending Option 4; purchase and installation of The Safety Chair, operational training for four members of staff and an annual maintenance package.

Discussion took place and members considered the options available and compliance with Health and Safety requirements.

**FG.3730.2**

**RESOLVED: that a written report from the Amenities and Projects Officer regarding an evacuation chair for the Passmore Edwards building was received and that option 4, purchase and installation of The Safety Chair, with operational training for four staff members and an annual maintenance package was approved, at a cost of £986 excluding VAT**

Proposed by Councillor Herd  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.32 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....