

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 February 2021 at 6.30 pm.

PRESENT:

Councillor M Williams	Chairman
Councillor D Wilkins	Vice Chairman
Councillor D Atherfold	
Councillor R Congdon	
Councillor T Dalley	
Councillor Mrs V Dalley	

IN ATTENDANCE:

Samantha Hughes, Town Clerk; Janet Ritchie, Committee Support Officer; David Garwood, Amenities & Projects Officer; Lotti Stapleton, Senior Library Officer; Two members of the public, representing Redruth Rotary

The Chairman explained the meeting procedures to all present.

FG.3752 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3752.2 RESOLVED: that apologies from Councillors Ms Fox, Herd and Weedon for non-attendance at the Finance & General Purposes Committee held on 25th February 2021 were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3753 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 interest.

FG.3754 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3755 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3756 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON 16th DECEMBER 2020

FG.3756.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 16th December 2020 were received and approved for signing by the Chairman

Proposed by Councillor Atherfold
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3757 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

FG.3758 TO REVIEW THE GRANT AWARD POLICY AND APPROVE ANY AMENDMENTS

The Town Clerk informed members that an amendment to the Policy was that the Town Council could not award grants to profit-making organisations.

FG.3758.2 RESOLVED: that the Grant Award Policy with amendments was received and approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3759 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 spoke on behalf of Redruth Rotary, which was supporting a safeguarding children's charity, "OK Our Kids" and was raising funds to purchase copies of the Watch Out children's guide to safeguarding, for distribution to the schools in Camborne parish. Redruth Rotary, which included members from the former Camborne Rotary, had raised its own funding of £1600 towards the project.

Questions were invited from members.

FG.3760

TO CONSIDER GRANT APPLICATIONS FROM

- i) True Butterflies Foundation (General Power of Competence);**
- ii) Healthy Habits Foundation (General Power of Competence);**
- iii) Redruth Rotary (General Power of Competence)**

AGREE ACTION AND AUTHORISE EXPENDITURE

Members considered the applications.

True Butterflies Foundation was requesting funding towards its own fundraiser, to help those suffering from domestic abuse.

Healthy Habits Foundation was a private limited company and therefore did not accord with the terms of this Council's Grant Award Policy.

FG.3760.2

RESOLVED: that a grant of £1,000 was awarded to True Butterflies Foundation, under the General Power of Competence, with funds approved from the Community Grants and Donations Budget

Proposed by Councillor Mrs Dalley

Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3760.3

RESOLVED: that grant funding was not awarded to Healthy Habits Academy as it was a private limited company which did not accord with the terms of this Council's grant policy

Proposed by Councillor Wilkins

Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3760.4 **RESOLVED: that a grant of £700 was awarded to Redruth Rotary, under the General Power of Competence, with funds approved from the Community Grants and Donations Budget**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Two members of the public left the meeting at 6.49pm.

FG.3761 **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME AND EXPENDITURE BY BUDGET HEADING REPORT UP TO DECEMBER 2020**

FG.3761.2 **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income and Expenditure by Budget Heading Report up to December 2020 was received and approved**

Proposed by Councillor Williams
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3762 **TO RECEIVE A VAT RETURN FOR CAMBORNE TOWN COUNCIL FOR THE PERIOD 1ST OCTOBER 2020 TO 31ST DECEMBER 2020**

FG.3762.2 **RESOLVED: that a VAT Return for Camborne Town Council for the period 1st October 2020 to 31st December 2020 was received**

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3763 **TO APPROVE PAYMENTS FOR THE WHOLE MONTH OF DECEMBER 2020 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

FG.3763.2 **RESOLVED: that payments for the whole month of December 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 Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3764 **TO APPROVE THE PAYMENTS MADE DURING THE MONTH OF JANUARY 2021, MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

FG.3764.2 **RESOLVED: that the payments made during the month of January 2021 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.3765 **TO APPROVE PAYMENTS MADE DURING THE MONTH OF JANUARY 2021 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

FG.3765.2 **RESOLVED: that payments made during the month of January 2021 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 Wilkins
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

FG.3766 **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME AND EXPENDITURE BY BUDGET HEADING REPORT UP TO JANUARY 2021**

The Town Clerk informed members that the Green Spaces Earmarked Reserves showed a high figure, the reason being that the Town Council had received an S106 payment for Camborne Recreation Ground. A Covid grant payment would be received by the end of the Financial Year, to replenish the funds spent on re-opening the high street.

FG.3766.2 **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income & Expenditure by Budget Heading report up to January 2021 was received and approved**

Proposed by Councillor Williams
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

FG.3767 **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF FEBRUARY 2021, UP TO DATE SCHEDULE TABLED AT THE MEETING**

FG.3767.2 **RESOLVED: that the payment of invoices received for the month of February 2021, up to date schedule tabled at the meeting, was received and approved**

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3768 **TO APPROVE PAYMENTS MADE DURING THE MONTH OF FEBRUARY 2021 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2, UP TO THE DATE OF THE MEETING**

FG.3768.2 **RESOLVED: that payments made during the month of February 2021 made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, up to the date of the meeting, were received and approved**

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3769 **TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FROM THE DATE OF THE DECEMBER MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL**

FG.3769.2 **RESOLVED: that a report of expenditure delegated to the Town Clerk from the date of the December meeting and up to date of this meeting for approval, was received and approved**

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3770 **TO RECEIVE A VERBAL PRESENTATION FROM THE SENIOR LIBRARY OFFICER ON EASTER LIBRARY ACTIVITIES, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Senior Library Officer informed members that the Library Staff were planning an Easter egg hunt, which would be an outdoor activity and was intended to connect with parishioners in a safe way.

FG.3770.2 **RESOLVED: that a verbal presentation from the Senior Library Officer on Easter Library Activities was received and approved, with a budget of up to £100 allocated**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3771 **TO RECEIVE A VERBAL REPORT FROM THE SENIOR LIBRARY OFFICER REGARDING LIBRARY DISPLAYS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Senior Library Officer informed members that as the Library was currently offering a click and collect service only, it was difficult for staff to make the public aware of the latest books in stock. She was requesting funding to purchase a display unit for the entrance hall, which could allow the public to view the books in a safe way. When the library re-opened, the unit could be used for a general display of library-related crafts.

FG.3771.2 **RESOLVED: that a verbal report from the Senior Library Officer regarding Library Displays was received and that a budget of £150 was approved for the purchase of a display unit**

Proposed by Councillor Atherfold
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously

FG.3772 TO RECEIVE A VERBAL AND WRITTEN REPORT FROM THE TOWN CLERK REGARDING COUNCILLOR AUDITS, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk informed members that the ongoing Covid situation was making it impossible to carry out Councillor monthly audits in the usual way. She suggested that for the second half of the financial year, Councillor audits were performed every alternate month, using Zoom, which would negate the requirement for members to enter the Passmore Edwards building.

FG.3772.2 RESOLVED: that a verbal and written report from the Town Clerk regarding Councillor audits was received and that the Councillor audits during the next six months would be carried out on a trial basis, using the Zoom facility

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3773 TO REVIEW THE RISK REGISTER AND ASSESSMENTS AND APPROVE ANY AMENDMENTS

The Amenities and Projects Officer had reviewed the Risk Register and Assessments, which he presented for consideration. A new Playground Risk Assessment had been created, which addressed the re-opening of the Town Council's parks and green spaces.

FG.3773.2 RESOLVED: that the Risk Register and Assessments were reviewed and approved, with amendments

Proposed by Councillor Williams
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3774 TO REVIEW THE PLAYGROUND RISK ASSESSMENT AND APPROVE ACTION

FG.3774.2 RESOLVED: that the Playground Risk Assessment was reviewed and approved, and that the Town Council's playgrounds would be re-opened

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3775 TO REVIEW THE FINANCIAL RISK ASSESSMENT AND APPROVE ANY AMENDMENTS

FG.3775.2 RESOLVED: that the Financial Risk Assessment was reviewed and approved, with amendments

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3776 TO REVIEW THE ASSET REGISTER AND APPROVE ANY AMENDMENTS

FG.3776.2 RESOLVED: that the Asset Register was reviewed and approved, with amendments

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3777 TO REVIEW THE EFFECTIVENESS OF INTERNAL CONTROLS AND APPROVE ANY AMENDMENTS

FG.3777.2 RESOLVED: that the Effectiveness of Internal Controls was reviewed and approved, with amendments

Proposed by Councillor Atherfold
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3778 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.3778.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the Press and Public were excluded

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3779

TO RECEIVE QUOTATIONS FOR ICT SERVICE PROVISION AND CONSIDER A NEW CONNECTED BROADBAND LINE FOR UNIT 5, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Council's ICT Service Provision was due for renewal in April 2021. The Town Clerk presented four quotations for consideration, which included installation of a broadband line in Unit 5, which would increase facilities for the Amenities team.

Discussion took place and members considered the options.

FG.3779.2

RESOLVED: that quotations for ICT Service Provision were received and that ITEC were approved to provide the ICT Services for Camborne Town Council, at a cost of £254 per month, for three years, commencing in April 2021, and that IT support for Councillors' iPADS was reviewed in December 2021

Proposed by Councillor Williams

Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3779.3

RESOLVED: that the Town Council uses the services of its IT provider to install a broadband line into Unit 5, at a cost of £45 per month, plus installation charges, using funds from the Amenities budget

Proposed by Councillor Wilkins

Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3780

TO RECEIVE A QUOTATION FOR MEMBER TRAINING, AGREE ACTION AND AUTHORISE EXPENDITURE

The Town Clerk informed members that the Cornwall Association of Local Councils (CALC) was scheduling virtual training sessions for Councillors, to coincide with the May 2021 elections. This would benefit any new members and provide existing members with updated training.

FG.3780.2

RESOLVED: that a quotation for Member Training was received and approved, with expenditure approved from the Member Training Budget

Proposed by Councillor Mrs Dalley

Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3781

TO RECEIVE AN UPDATE FOR CCLA ON INVESTMENT RETURNS AND AGREE ACTION

FG.3781.2

RESOLVED: that an update for CCLA on investment returns was received and noted

Proposed by Councillor Williams
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.25 pm.

SIGNED BY THE CHAIRMAN.....

DATE

