

# 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 14<sup>th</sup> January 2021 at 6.30 pm**

## PRESENT:

**Councillor Mrs V Dalley**                      **Chairman**  
**Councillor D Atherfold**  
**Councillor M Champion**  
**Councillor J Collins**  
**Councillor R Congdon**  
**Councillor T Dalley**  
**Councillor Ms Z Fox**  
**Councillor C Godolphin**  
**Councillor Mrs R Goodman**  
**Councillor J Herd**  
**Councillor L McDonald**  
**Councillor J Morgan**  
**Councillor Ms M Pearce**  
**Councillor Mrs S Weedon**  
**Councillor Mrs M Williams**

## IN ATTENDANCE:

**Samantha Hughes, Acting Town Clerk; Janet Ritchie, Committee Support Officer; Melanie Negus, Finance & Administration Assistant; Rose Hitchens-Todd, Engagement Officer; Louise Cantrill, representing Skylite Associates Ltd; Revd Rosheen Browning, representing Camborne Town Chaplaincy.**

---

The Chairman explained the meeting procedures to all present.

**C.5032**

**TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**C.5032.2**

**RESOLVED: that the apologies from Councillors Kelynack and Wilkins for non-attendance at the meeting of the Full Council held on 14<sup>th</sup> January 2021 were received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**C.5033 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that Councillor Wilkins was making good progress.

Councillor Williams would Chair the meeting for agenda item 28 as Councillor Mrs Dalley was declaring an interest.

**C.5034 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 interest in agenda item 28 as she was a Trustee of the Donald Thomas Centre.

Mrs Hughes declared interest in agenda items 24 and 25 as she had a direct involvement.

**C.5035 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

Councillors Atherfold, T Dalley, Mrs V Dalley and Herd had applied for dispensation for agenda item 23, as they were members of the Towns Deal Board. This was granted by the Clerk.

**C.5036 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY MEETING OF THE FULL COUNCIL HELD ON 23rd NOVEMBER 2020**

**C.5036.2 RESOLVED: that the minutes of the extraordinary meeting of the Full Council held on 23<sup>rd</sup> November 2020 were received and approved for signing**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.5037 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 10<sup>th</sup> DECEMBER 2020**

**C.5037.2 RESOLVED: that the minutes of the meeting of the Full Council held on 10<sup>th</sup> December 2020 were received and approved for signing**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.5038 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:**

- (i) Finance & General Purposes Committee 16<sup>th</sup> December 2020;**

**C.5038.2 RESOLVED: that the minutes of the Finance & General Purposes Committee meeting held on 16<sup>th</sup> December 2020 were received**

Proposed by Councillor Williams  
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

The Chairman conveyed thanks from Citizens Advice Cornwall for their grant.

The Chairman took agenda item 9 en bloc.

**C.5039 TO NOTE THE MINUTES OF:**

- (i) BID Camborne Board Meeting, 8<sup>th</sup> September 2020;**
- (ii) North Kerrier Reference Group Meeting, 17<sup>th</sup> November 2020;**
- (iii) BID Camborne AGM, 19<sup>th</sup> November 2020.**

**C.5039.2 RESOLVED: that the minutes of (i) BID Camborne Board Meeting held on 8<sup>th</sup> September 2020; (ii) North Kerrier Reference Group Meeting held on 17<sup>th</sup> November 2020 and (iii) BID Camborne AGM held on 19<sup>th</sup> November 2020 were noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**C.5040 MATTERS ARISING FROM THE MINUTES, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

One member enquired regarding this Council's representation at BID meetings. Councillor Herd attended on members' behalf and the Engagement Officer represented staff.

**C.5041 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)**

The Chairman welcomed Revd Rosheen Browning, who represented five churches in Camborne and was forming a Town Centre Chaplaincy to support the daytime economy in the town and support the well-being of all users of the town centre. It was intended to extend the outreach to help those experiencing mental health issues and loneliness during the Covid crisis and would be employing a part-time Chaplain to assist. Revd Browning was seeking this Council's endorsement of the service and invited questions from members.

Members' questions included the use of domiciliary visits and church involvement.

Members welcomed this much-needed service for vulnerable residents in the parish.

The Chairman thanked Revd Browning for her presentation.

Revd Browning left the meeting at 6.48pm.

**C.5042 TO CONSIDER THE FOLLOWING GRANT APPLICATION:**

**(i) Camborne Cricket Club (General Power of Competence)**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

This item was deferred, as full paperwork was not available.

The Chairman took agenda items 13, 14 and 15 together.

**C.5043 TO RECEIVE A REPORT FROM THE ACTING TOWN CLERK REGARDING THE REVENUE BUDGET FOR 2021/2022 AND THREE-YEAR FINANCIAL PLAN**

**TO RECEIVE THE BUDGET RECOMMENDATIONS AND REVENUE BUDGET FOR 2021/2022 FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE AND TO SET A PRECEPT TO CORNWALL COUNCIL FOR THE FISCAL YEAR 2021/2022**

**TO SET THE BUDGET FOR THE FISCAL YEAR 2021/2022**

The Acting Town Clerk reported that this budget represented an increase of 2.36%, which was £4.38 per year on a Band D property; the smallest increase for some time. Savings had been achieved but the Town Council had been able to deliver new projects for the community.

Discussion took place and the Acting Town Clerk answered members' questions. The RFO and her finance team were commended on the budget.

**C.5043.2 RESOLVED: that a report from the Acting Town Clerk regarding the revenue budget for 2021/2022 and three-year financial plan was received and approved**

Proposed by Councillor Champion  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.5043.3 RESOLVED: that a budget of £1,277,726 was set for the fiscal year 2021/2022**

Proposed by Councillor Herd  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

**C.5043.4 RESOLVED: that the budget recommendations and revenue budget for 2021/2022 from the Finance and General Purposes Committee were received and approved and that a Precept of £1,268,525 to Cornwall Council was set for the fiscal year 2021/2022**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

**C.5044 TO RECEIVE A DRAFT HEADS OF TERMS AND TRANSFER PLAN REGARDING THE PROPOSED TRANSFER OF ROSEWARNE CAR PARK TOILETS FREEHOLD TO CAMBORNE TOWN COUNCIL, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Acting Town Clerk informed members that the transfer documents were being reviewed by this Council's legal advisors.

The Town Council had applied to BID for a grant from the Towns Fund for the project, although a proportion of funding would come from this Council's Earmarked Reserves.

Discussion took place and members welcomed the provision of a much-needed facility for the town. Some concern was expressed regarding continuing upkeep and potential vandalism. Consideration was given to the cost of the project and how it would be funded going forward.

**C.5044.2                    RESOLVED: that a draft Heads of Terms and Transfer Plan regarding the proposed transfer of Rosewarne Car Park toilets freehold to Camborne Town Council was received and approved**

Proposed by Councillor Herd  
Seconded by Councillor T Dalley

On a vote being taken the matter was approved by a majority, with one vote against.

**C.5045                    TO RECEIVE A SOUTH WEST COUNCILS NEWSLETTER FOR DECEMBER 2020, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

**C.5045.2                    RESOLVED: that a South West Councils Newsletter for December 2020 was received**

Proposed by Councillor Morgan  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**C.5046                    TO RECEIVE AN UPDATED REPORT FROM THE ENGAGEMENT OFFICER TO CONSIDER A REBRAND OF THE TOWN COUNCIL LIBRARY LOGO, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Engagement Officer presented a report and suggested designs for a Library logo within the Town Council corporate brand. There would be no printing or stationery costs involved as the design was intended only for use on social media.

A robust discussion took place and members considered the designs. It was recognised that they should attract users of the

Library but adhere to this council's Cornish language policy. The Library was being promoted and run by the Town Council, and therefore the branding should be consistent with the Town Council's own.

**C.5046.2**

**RESOLVED: that an updated report from the Engagement Officer to consider a rebrand of the Town Council Library logo was received and that a logo was chosen that displayed the Cornish language prominently, having the English equivalent underneath, and displayed the Camborne Town Council badge in corporate brand and a book-themed illustration**

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the matter was approved by a Majority, with nine votes in favour and six against.

**C.5047**

**TO RATIFY ACTIONS TAKEN IN RESPONSE TO THE NEW LOCKDOWN WITH REGARD TO COUNCIL SERVICES AND STAFFING**

The Acting Town Clerk informed members of the changes that had been put in place to comply with the new lockdown regulations:

- The Library was deemed an essential service and was continuing to open for a Click and Collect service only, with Library staff working in pairs behind protective screening;
- Office staff were working from home, with one member in the office on a rota basis, to support Library staff;
- The Amenities team were working in pairs, observing social distancing and safety precautions;
- Play areas had been closed as they were being used by high numbers of public even in lockdown, and therefore safety could not be guaranteed.

Members acknowledged these essential changes.

**C.5047.2**

**RESOLVED: that actions taken in response to the new lockdown regarding council services and staffing were ratified**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

**C.5048** **TO CONSIDER THE SUSPENSION OF LIBRARY CHARGES UNTIL AT LEAST 31<sup>ST</sup> MARCH 2021, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Acting Town Clerk advised that Cornwall Council was proposing the suspension of charges so that parishioners were not placed in a situation that their library books become overdue during lockdown.

Members welcomed the proposal.

**C.5048.2** **RESOLVED: that Library charges were suspended until 31<sup>st</sup> March 2021**

Proposed by Councillor Godolphin  
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

**C.5049** **TO RECEIVE A DRAFT LOCAL GOVERNMENT ASSOCIATION MODEL COUNCILLOR CODE OF CONDUCT 2020, AND AGREE ACTION**

The Acting Town Clerk informed members that Cornwall Council and Cornwall Association of Local Councils (CALC) had jointly produced a draft Councillor Code of Conduct, to take effect from 2022 and which was specifically for use by councils in Cornwall, separate from the national version. Members' comments were invited.

Discussion took place and members considered the Code of Conduct and how it affected Councillors' public and personal business.

**C.5049.2** **RESOLVED: that a draft Cornwall Code of Conduct 2020 was received and approved, with the option of bringing it back for ratification at a future meeting of this Council**

Proposed by Councillor Godolphin  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.5050** **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**

**C.5050.2** **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded, except Louise Cantrill whose input was required**



Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.5051**

**TO RECEIVE A DEMONSTRATION OF COMMUNITY ENGAGEMENT SOFTWARE FROM THE ENGAGEMENT OFFICER, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Engagement Officer explained that this was a follow-up on the previous proposal to invest this council's Community Engagement Funds into a means of consulting the community online, using mapping and project proposal facilities. This would enable community members to feed back directly into proposed plans and projects on offer and give the Town Council an advantage in its consultation, especially during lockdown.

The Engagement Officer gave a software demonstration from two providers and answered members' questions.

Discussion took place and members considered cost-effectiveness, availability and comparable costs. The Town Deal Board had offered to contribute towards the cost if it were granted a shared access with the Town Council, which could be arranged on an annual licence.

**C.5051.2**

**RESOLVED: that a demonstration of Community Engagement Software from the Engagement Officer was received**

Proposed by Councillor Godolphin  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**C.5051.3**

**RESOLVED: that the purchase of Commonplace Digital Community Engagement Platform was approved, at an initial annual subscription cost of £4,000 using funds from the Community Consultation budget**

Proposed by Councillor Godolphin  
Seconded by Councillor T Dalley

On a vote being taken the matter was approved unanimously.

**C.5051.4**

**RESOLVED: that Camborne Town Deal Board was authorised use of the Town Council's Community Engagement Platform**

Proposed by Councillor Godolphin  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Having declared interest in the next two agenda items, Mrs Hughes left the meeting at 8.03pm.

**C.5052 TO RECEIVE AND APPROVE AN UPDATED JOB DESCRIPTION AND PERSON SPECIFICATION FOR**

**(i) TOWN CLERK;**

**(ii) DEPUTY TOWN CLERK & RFO**

**AS RECOMMENDED BY THE STAFFING COMMITTEE, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Ms Cantrill explained the updates that had been made to the Town Clerk and Deputy Town Clerk Job Descriptions. In consultation with Senior Management and the Deputy Town Clerk, the Town Clerk salary was re-graded relating to experience and the removal of the RFO function. The role of Responsible Finance Officer (RFO) was combined with the Deputy Town Clerk and the DTC post upgraded accordingly.

Members considered the proposed changes.

**C.5052.2 RESOLVED: that an updated Job Description and Person Specification for (i) Town Clerk and (ii) Deputy Town Clerk and Responsible Finance Officer was received and approved**

Proposed by Councillor Ms Fox  
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

**C.5053 TO RECEIVE RECOMMENDATIONS FROM THE STAFFING COMMITTEE, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Chairman advised the meeting that with the Mayor's long-term absence, the Staffing Committee recommended that Councillor Williams was appointed as a replacement to work with the Deputy Mayor in writing to the Acting Town Clerk for formal discussion regarding the Town Clerk role (S.681.2).

**C.5053.2 RESOLVED: that recommendations from the Staffing Committee, that the Mayor and Deputy Mayor write to the Acting Town Clerk for formal discussion regarding the Town Clerk role and that in the Mayor's absence the Deputy Mayor and Councillor Williams undertake the negotiations with the Acting Town Clerk, were received and approved**

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.5053.3**                    **RESOLVED: that the Deputy Mayor and Councillor Williams undertake all negotiations with the Acting Town Clerk with actions delegated to the Staffing Committee for approval**

Proposed by Councillor Godolphin  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.5054**                    **TO RECEIVE A LIST OF STRATEGIC TARGETS FOR CAMBORNE TOWN COUNCIL FOR THE NEXT 18 MONTHS, BASED ON THE TOWN COUNCIL OBJECTIVES APPROVED AT THE SEPTEMBER FULL COUNCIL MEETING AND AGREE ACTION**

The Acting Town Clerk informed members that the list of Strategic Targets had been updated to show the Town Council's aims and mission in greater detail than previously and presented a draft for members' approval.

**C.5054.2**                    **RESOLVED: that a list of Strategic Targets for Camborne Town Council for the next 18 months, based on the Town Council objectives approved at the September Full Council meeting was received and approved, with thanks to the Management Team**

Proposed by Councillor Z Fox  
Seconded by Councillor Weedon

On a vote being taken the matter was approved unanimously.

**C.5055**                    **TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING A CCTV MONITORING AGREEMENT LETTER OF VARIATION, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

**C.5055.2**                    **RESOLVED: that correspondence from Cornwall Council regarding a CCTV Monitoring Agreement Letter of Variation was received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved by a Majority.

Having declared interest in the next agenda item Councillor Mrs Dalley left the meeting at 8.22pm and Councillor Williams took the Chair.

**C.5056 TO RECEIVE A VERBAL UPDATE FROM THE ACTING TOWN CLERK ON A TOWNS FUND PROJECT, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Acting Town Clerk advised members that Towns Fund Projects were being considered and that there was an opportunity for Camborne Town Council to purchase and refurbish the Donald Thomas Centre for use as a community asset, using Towns Deal Funding. A community group was interested in using the building and managing the refurbishments. The Town Council had been asked to investigate the project and indicate its intent, but to benefit from the funding on offer, swift action was required.

**C.5056.2 RESOLVED: to extend the meeting by fifteen minutes, until the close of business**

Proposed by Councillor Ms Fox  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

A lengthy discussion took place and members considered the factors involved in the purchase and running of the building: cost of purchase, the amount of refurbishment required, source of funding, tenancy agreements and rental and overall management of the project. Members concluded that more time was required to consider the proposal fully.

**C.5056.3 RESOLVED: that a verbal update from the Acting Town Clerk on a Towns Fund project was received and deferred for discussion at an Extraordinary Full Council Meeting, being the only agenda item and the meeting to take place as soon as possible**

Proposed by Councillor Godolphin  
Seconded by Councillor McDonald

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.44pm.

SIGNED BY THE CHAIRMAN.....

DATE .....