

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 8th April 2021 at 6.30 pm

PRESENT:

Councillor D Wilkins	Chairman
Councillor Mrs V Dalley	Vice-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, Town Clerk; Janet Ritchie, Committee Support Officer; Louise Cantrill, Skylite Associates Ltd, Philip Jones and Jonathan French, representing Cornwall Council (from & to points mentioned)

The Chairman explained the meeting procedures to all present.

C.5114 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.5114.2 RESOLVED: that the apologies from Councillor Kelynack for non-attendance at the meeting of the Full Council held on 8th April 2021 were received

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.5115 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members that he had made good progress and that the outcome was positive.

The Vice-Chairman made members aware of this year's Trevithick Day shop window competition, which would form part of the special events being held to celebrate the 250th anniversary of Richard Trevithick's birth.

C.5116 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 interests.

C.5117 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests.

C.5118 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 11TH MARCH 2021, FOR SIGNING BY THE CHAIRMAN

C.5118.2 RESOLVED: that the minutes of the meeting of the Full Council held on 11th March 2021 were received and approved for signing, and that item C.5101 was amended to " run youth services "

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

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

The Chairman took agenda items 7(i) – 7(v) en bloc.

C.5119 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:

- (i) Staffing Committee 23rd March 2021;**
- (ii) Amenities Committee 25th March 2021;**
- (iii) Passmore Edwards Building Working Party 9th March 2021;**
- (iv) Corporate Governance Working Party 16th March 2021;**
- (v) Tour of Britain Working Party 18th March 2021**

C.5119.2 **RESOLVED: that the minutes of the (i) Staffing Committee meeting held on 23rd March 2021; (ii) Amenities Committee meeting held on 25th March 2021; (iii) Passmore Edwards Building Working Party meeting held on 9th March 2021; (iv) Corporate Governance Working Party meeting held on 16th March 2021 and (v) Tour of Britain Working Party Meeting held on 18th March 2021 were received**

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

C.5120 **MATTERS ARISING FROM THE MINUTES, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

Mr Jonathan French connected to the meeting at 6.36pm.

C.5121 **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 member of the public had expressed a wish to speak.

C.5122 **TO RECEIVE A SOUTH WEST COUNCILS ASSOCIATION NEWSLETTER FOR MARCH 2021 AND AGREE ACTION**

C.5122.2 **RESOLVED: that a South West Councils Association Newsletter for March 2021 was received**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

C.5123 **TO APPROVE AMENDED STANDING ORDERS FOR ADOPTION AS RECOMMENDED BY THE CORPORATE GOVERNANCE WORKING PARTY**

C.5123.2 **RESOLVED: that amended Standing Orders as recommended by the Corporate Governance Working Party, were approved for adoption**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

C.5124 **TO APPROVE AND ADOPT AMENDED SCHEME OF DELEGATION AS RECOMMENDED BY THE CORPORATE GOVERNANCE WORKING PARTY**

C.5124.2 **RESOLVED: that the amended Scheme of Delegation as recommended by the Corporate Governance Working Party, was approved and adopted**

Proposed by Councillor Champion
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

C.5125 **TO APPROVE AND ADOPT AMENDED FINANCIAL REGULATIONS AS RECOMMENDED BY THE CORPORATE GOVERNANCE WORKING PARTY**

C.5125.2 **RESOLVED: that amended Financial Regulations as recommended by the Corporate Governance Working Party, was approved and adopted**

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

C.5126 **TO RECEIVE A CALL FOR EVIDENCE FROM GOVERNMENT ON REMOTE MEETINGS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk advised members that new Government legislation would assume a return to physical meetings for Councils after 6th May 2021, and the Government was requesting Councils to provide evidence to support the continuation of virtual meetings.

Discussion took place. Members acknowledged that this Council's virtual meetings had attracted greater public participation and welcomed the suggestion that individual Councils should be able to choose their preferred meeting format.

C.5126.2 **RESOLVED: that a Call for Evidence from Government on remote meetings was received and this Council answered "No" to Question 9 "Would you have any concern if Local Authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?"**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Williams

On a vote being taken the matter was approved unanimously.

- C.5126.3** **RESOLVED: that this Council’s choice of answer to Question 8 was “Local Authorities should be able to decide for themselves which circumstances they should have the option to meet remotely” and that the Town Clerk submitted answers as highlighted for the Call for Evidence on behalf of Camborne Town Council**

Proposed by Councillor Ms Fox
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

- C.5127** **TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON VIRTUAL MEETINGS AND CONSIDER A DATE AND FORMAT FOR THE ANNUAL TOWN ASSEMBLY, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk recommended that this year’s Annual Town Assembly was held in April, which would enable the meeting to take place virtually. As the Annual Town Assembly always attracted many invitees and public, a virtual format would ensure that it could proceed in a safe manner.

Members considered the recommendation.

- C.5127.2** **RESOLVED: that a verbal update from the Town Clerk on virtual meetings was received and that the Annual Town Assembly 2021 would be held virtually on 29th April, prior to the Finance and General Purpose Committee meeting**

Proposed by Councillor Wilkins
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

- C.5128** **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.5128.2** **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded, except for Louise Cantrill, Philip Jones and Jonathan French, whose input was required**

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.5129 **TO RECEIVE A PRESENTATION FROM CORNWALL COUNCIL REGARDING ESTATES TRANSFORMATION, AGREE ACTION AND AUTHORISE EXPENDITURE**

Philip Jones and Jonathan French, representing Cornwall Council, presented an overview of Cornwall Council's Estates Transformation programme. This project was investigating best use of council-owned buildings and estates, for potential use as community space or for sharing with other services and organisations.

Mr Jones and Mr French answered questions from members, which included: future use of the Basset Centre and whether services would be moved to Dolcoath; whether the extension to Rosewarne Car Park would be retained; the potential for a One Stop Shop and information terminal at Camborne Library.

C.5129.2 **RESOLVED: that a presentation from Cornwall Council regarding Estates Transformation was received and the Cornwall Council representatives were thanked for their contribution**

Proposed by Councillor Champion
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

Mr Jones and Mr French left the meeting at 7.05pm.

C.5130 **TO RECEIVE A VERBAL UPDATE REPORT AND WRITTEN SCORE EVALUATION FOR THE CONTRACT FOR A REPLACEMENT LIFT AT THE PASSMORE EDWARDS BUILDING**

(i) TO NOTE THE TENDER PROCESS UNDERTAKEN AND MAKE THE AWARD OF CONTRACT TO THE TOP RANKED SUPPLIER BASED ON THE PUBLISHED EVALUATION CRITERIA AND EVALUATION PROCESS CARRIED OUT

(ii) TO GIVE AUTHORITY TO THE TOWN CLERK TO FORMALISE THE CONTRACT AND GIVE INSTRUCTIONS FOR THE WORK TO COMMENCE

The Town Clerk informed members that three tenders had been received for the replacement lift contract and these had been scored, according to the criteria in the tender. Only one application

had met all the criteria and the Town Clerk recommended that this company was awarded the contract.

A short discussion took place regarding the type of lift that would be installed, which could carry up to six persons and was suitable for wheelchairs.

C.5130.2

RESOLVED: that a verbal update report and written score evaluation for the contract for a replacement lift at the Passmore Edwards Building was received and that Elevate was chosen to supply and install the replacement lift at the Passmore Edwards building and that the Town Clerk was authorised to formalise the contract and give instructions for the work to commence

Proposed by Councillor Champion
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

C.5131

TO RECEIVE RECOMMENDATIONS FROM THE STAFFING COMMITTEE REGARDING THE STAFF STRUCTURE AND DEPUTISATION, AGREE ACTION AND AUTHORISE EXPENDITURE

Louise Cantrill, representing Skylite Associates Ltd, gave a verbal presentation of the Staffing Committee's recommendations for staff structure and deputisation, which had resulted from her meetings with the Town Council's management team and with senior managers individually. The recommendations would provide essential holiday and sickness cover for staff and address the present staff shortages.

Instead of appointing a Deputy Town Clerk, it was proposed that deputisation tasks would be shared across the senior managers and that an upgraded Administration Support Officer post would act as co-ordinator for the senior managers.

The creation of two new interim administrative posts on a fixed 12-month term would ensure that the Engagement Officer and the Amenities and Projects Officer could both receive additional support for new projects and Health & Safety matters.

The Town Clerk had budgeted to ensure that funding was in place for these proposed new posts and that the restructuring would be cost-effective.

Discussion took place and members considered the proposals and the need to support their staff.

C.5131.2

RESOLVED: that recommendations from the Staffing Committee regarding the Staff Structure and Deputisation were received, and that the roles of an Administrative Support Officer, an interim one-year Engagement Assistant and an interim one-year Projects and Health & Safety Officer were approved, with expenditure agreed from available staffing budgets, and that this is implemented by the Town Clerk and Staffing Committee

Proposed by Councillor Wilkins
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting
at 7.19 pm.

SIGNED BY THE CHAIRMAN.....

DATE