

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 29th April 2021 at 7.30 pm.

PRESENT:

Councillor M Williams	Chairman
Councillor D Wilkins	Vice Chairman
Councillor D Atherfold	
Councillor R Congdon	
Councillor Mrs V Dalley	(to and from points mentioned)
Councillor Ms Z Fox	
Councillor S Weedon	(from point mentioned)

IN ATTENDANCE:

Samantha Hughes, Town Clerk; Janet Ritchie, Committee Support Officer; David Garwood, Amenities & Projects Officer; Angela Hatherell and Jane Smith, representing Create CIC (to point mentioned).

The Chairman welcomed everyone to the final Finance & General Purposes meeting of this elected Council and explained the meeting procedures to all present.

Councillor Weedon connected to the meeting at 6.33pm.

FG.3782 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3782.2 RESOLVED: that apologies from Councillors Herd and T Dalley for non-attendance at the Finance & General Purposes Committee held on 29th April 2021 were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3783 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 9, as she was a Trustee of Camborne Community Centre.

FG.3784 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3785 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3786 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON 25th FEBRUARY 2021

FG.3786.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 25th February 2021 were received and approved for signing by the Chairman at a later date

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

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

FG.3787 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

FG.3788 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)

Ms Angela Hatherell and Ms Jane Smith, representing Create CIC, gave a presentation outlining a community art and craft project which their company would be operating from the Donald Thomas Centre. The purpose of the project was to inspire creativity by bringing community engagement, facilities and skills to the public with a series of taster sessions, accessible to all, regardless of social background, ability or income. Workshops in glass & ceramics, pottery & enamelling and engraving were on offer, which could be delivered in a Covid-safe way. Applications for grant funding had been made.

Ms Hatherell and Ms Smith were thanked for their presentation and answered questions from members regarding promotion and availability of events, the booking process, confirmation of project costs and the overall cost per person of each session.

Having declared an interest in the next agenda item, Councillor Mrs Dalley left the meeting at 8.02pm.

FG.3789 TO CONSIDER GRANT APPLICATIONS FROM

i) Create CIC (General Power of Competence)

AGREE ACTION AND AUTHORISE EXPENDITURE

Members considered the application.

It was recognised that the Create CIC project would bring many advantages to the community by contributing to parishioners' well-being and providing the opportunity to learn new skills in a social environment. Concern was expressed whether it would provide enough long-term benefit to justify the cost.

FG.3789.2 RESOLVED: that a grant of £4,976.68 was awarded to Create CIC, under the General Power of Competence, with funds approved from the Community Grants and Donations Budget

Proposed by Councillor Ms Fox
Seconded by Councillor Weedon

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

Ms Hatherell and Ms Smith left the meeting and Councillor Mrs Dalley returned at 8.11pm.

FG.3790 TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR OCTOBER AND DECEMBER 2020 BY COUNCILLORS ATHERFOLD AND MS FOX

FG.3790.2 RESOLVED: that the appointed Councillors' Internal Audit Reports for October and December 2020 by Councillors Atherfold and Ms Fox were received and approved

Proposed by Councillor Williams
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3791 TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES

REPORT AND DETAILED INCOME AND EXPENDITURE BY BUDGET HEADING REPORT UP TO FEBRUARY 2021

FG.3791.2 **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income and Expenditure by Budget Heading Report up to February 2021 was received and approved**

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3792 **TO APPROVE PAYMENTS FOR THE WHOLE MONTH OF MARCH 2021 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

FG.3792.2 **RESOLVED: that payments for the whole month of March 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 Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3793 **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME AND EXPENDITURE BY BUDGET HEADING REPORT UP TO MARCH 2021**

The Town Clerk informed members that some adjustments were required before completion of the Annual Return. Overspends in the Covid EMR account would be replenished on receipt of the High Street grant from Cornwall Council. Underspends had already been transferred to the Passmore Edwards Building EMR, as previously agreed.

FG.3793.2 **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income and Expenditure by Budget Heading Report up to March 2021 was received and approved**

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3794 TO RECEIVE A VAT RETURN FOR CAMBORNE TOWN COUNCIL FOR THE PERIOD 1ST JANUARY 2021 TO 31ST MARCH 2021

FG.3794.2 RESOLVED: that a VAT Return for Camborne Town Council for the period 1st January 2021 to 31st March 2021 was received

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3795 TO RECEIVE THE ASSET REGISTER UPDATED TO INCLUDE ADDITIONS OR DISPOSALS TO 31ST MARCH 2021

FG.3795.2 RESOLVED: that the Asset Register updated to include additions or disposals to 31st March 2021 was received

Proposed by Councillor Williams
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3796 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF APRIL 2021, UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING

FG.3796.2 RESOLVED: that the payment of invoices made during the month of April 2021, up to date schedule to be tabled at the meeting were received and approved

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3797 TO APPROVE PAYMENTS MADE DURING THE MONTH OF APRIL 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.3797.2 RESOLVED: that payments made during the month of April 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 Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3798 **TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FROM THE DATE OF THE FEBRUARY MEETING AND UP TO THE DATE OF THIS MEETING, FOR APPROVAL**

FG.3798.2 **RESOLVED: that a report of expenditure delegated to the Town Clerk from the date of the February meeting and up to the date of this meeting, was received and approved**

Proposed by Councillor Wilkins
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3799 **TO RECEIVE CORRESPONDENCE FROM GRANT RECIPIENTS:**
(i) Camborne Cricket Club;
(ii) Redruth Rotary;
(iii) Transformation CPR

FG.3799.2 **RESOLVED: that correspondence from grant recipients (i) Camborne Cricket Club; (ii) Redruth Rotary; (iii) Transformation CPR was received**

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3800 **TO RECEIVE CORRESPONDENCE REGARDING PUBLIC SECTOR DEPOSIT FUND NEGATIVE RATES, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Chairman requested that the matter was made an ongoing agenda item, to keep abreast of a potentially changing situation.

FG.3800.2 **RESOLVED: that correspondence regarding Public Sector Deposit Fund negative rates was received and that the matter was made an ongoing agenda item of this Committee, for monitoring purposes**

Proposed by Councillor Williams
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3801 **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.3801.2 **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the Press and Public were excluded**

Proposed by Councillor Wilkins
Seconded by Councillor Weedon

On a vote being taken the matter was approved unanimously.

FG.3802 **TO RECEIVE A VERBAL UPDATE REPORT AND WRITTEN SCORE EVALUATION FOR THE CONTRACT FOR PROFESSIONAL SERVICES FOR THE PASSMORE EDWARDS BUILDING**

- i) to note the tender process undertaken and make the award of contract to the top ranked service provider 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 Amenities and Projects Officer gave a presentation updating members of the professional tender process for reinstatement at the Passmore Edwards building. Only one bid had been received, which fulfilled the criteria requested, and the Amenities and Projects Officer recommended that this applicant was offered the contract.

Discussion took place and members considered the applicant's references and experience with other similar projects. Concern was expressed regarding potential escalation of the project costs, but it was recognised that the surveyor's information at this point was based on their own knowledge of the work that would be required, and that a further indication would be provided when tenders for the building work were received.

FG.3802.2 **RESOLVED: that a verbal update report and written score evaluation for the contract for Professional Services for the Passmore Edwards Building was received and the tender process noted, and that the contract was awarded to Allen Construction Consultancy Limited**

Proposed by Councillor Williams
Seconded by Councillor Atherfold

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

FG.3802.3 RESOLVED: that the Town Clerk was given authority to formalise the contract and instruct the work to commence

Proposed by Councillor Wilkins
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3803 TO RECEIVE A WRITTEN REPORT FROM THE AMENITIES AND PROJECTS OFFICER AND QUOTATIONS FOR TOILET CLEANING FOR 2021/22, AGREE ACTION AND AUTHORISE EXPENDITURE

Members considered the quotations for a new contract to clean the toilets at Camborne Recreation Ground. Twice-daily cleaning during the summer months was allowed for and the cleaner would be able to lock and unlock the building each day, to deter vandalism. A six-month contract was available, to be reviewed when the Town Council had additional toilet facilities in place.

FG.3803.2 RESOLVED: that a written report from the Amenities and Projects Officer and quotations for Toilet Cleaning for 2021/22 were received and that the Town Council accepts Cormac’s option of a six-month contract not exceeding £3500, funded from the Amenities Public Conveniences budget

Proposed by Councillor Williams
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.57pm.

SIGNED BY THE CHAIRMAN.....

DATE