

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 in the Council Chamber, Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA on Thursday 23rd September 2021 at 6.30pm.

PRESENT:

Councillor C Lawrence	Vice Chairman
Councillor J P Collins	
Councillor M Champion	
Councillor R Congdon	
Councillor J Cosgrove	
Councillor Mrs V Dalley	
Councillor Z Fox	ex officio
Councillor N Heather	

IN ATTENDANCE:

Samantha Hughes, Town Clerk; Melanie Negus, Administrative Support Officer; Alec Webb, Responsible Finance Officer.

The Chairman explained the meeting procedures to all present

FG.3844 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3844.2 RESOLVED: that the apologies from Councillors D Wilkins, and M Williams, for non-attendance of the meeting of the Finance & General Purposes Committee on the 23rd September 2021, were received

Proposed by Councillor Z Fox
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

FG.3845 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.3846 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3847 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3848 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON 22ND JULY 2021

FG.3848.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 22nd July were received and approved and signed by the Chairman

Proposed by Councillor C Lawrence
Seconded by Councillor V Dalley

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

FG.3849 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

FG.3850 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)

There were no public present.

FG.3851 TO RECEIVE GRANT APPLICATIONS FROM

- i) Barripper Village Association**
- ii) Camborne Day Centre**
- iii) Cornwall Air Ambulance Trust**

AGREE ACTION AND AUTHORISE EXPENDITURE

FG.3851.2 **RESOLVED: that a grant of £3,000 was awarded to Barripper Village Association, under the General Power of Competence; the expenditure was approved from the Community Grants and Donations Budget**

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

FG.3851.3 **RESOLVED: that a grant of £3,000 was awarded to Camborne Day Centre, under the General Power of Competence; the expenditure was approved from the Community Grants and Donations Budget**

Proposed by Councillor M Champion
Seconded by Councillor Z Fox

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

FG.3851.4 **RESOLVED: that a grant application from Cornwall Air Ambulance was deferred due to the lack of up-to-date financial information**

Proposed by Councillor Z Fox
Seconded by Councillor R Congdon

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

FG.3852 **TO RECEIVE THE EXTERNAL AUDIT NOTICE OF COMPLETION FOR YEAR 2020/2021 AND NOTICE OF CONCLUSION OF AUDIT NOTICE AND AGREE ACTION**

FG.3852.2 **RESOLVED: that the External Audit Notice of Completion for year 2020/2021 and Notice of Conclusion of Audit Notice. was received**

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

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

FG.3853 **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT UP TO THE END OF JULY 2021**

FG.3853.2 **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed**

Income and Expenditure by Budget Heading Report, up to the end of July 2021 was received and approved

Proposed by Councillor C Lawrence
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

FG.3854 TO RECEIVE A DRAFT COUNCILLOR MONTHLY AUDIT SCHEDULE AND AGREE ACTION

FG.3854.2 RESOLVED: that A draft Councillor Monthly Audit Schedule was received

Proposed by Councillor J Collins
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

FG.3855 TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR APRIL/MAY/JUNE 2021 BY COUNCILLOR WILKINS AND V DALLEY

FG.3855.2 RESOLVED: that Councillors' Internal Audit Reports for April/May/June 2021 by Councillor Wilkins, and V Dalley were received, and approved

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

FG.3856 TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR JULY AND AUGUST 2021 BY COUNCILLORS FOX AND LAWRENCE

FG.3856.2 RESOLVED: that Councillors' Internal Audit Reports for July and August 2021 by Councillors Fox and Lawrence were received, and approved

Proposed by Councillor J Cosgrove
Seconded by Councillor J Collins

On a vote being taken the matter was approved unanimously.

FG.3857 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE WHOLE MONTH OF JULY 2021

FG.3857.2 RESOLVED: that the payment of invoices made during the whole month of July 2021 was approved

Proposed by Councillor C Lawrence
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

FG.3858 **TO APPROVE PAYMENTS MADE DURING THE WHOLE MONTH OF JULY 2021, MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

FG.3858.2 **RESOLVED: that payments made during the whole month of July 2021, made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 were approved**

Proposed by Councillor C Lawrence
Seconded by Councillor Z Fox

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

FG.3859 **TO APPROVE PAYMENTS FOR THE MONTH OF AUGUST 2021, MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

FG.3859.2 **RESOLVED: that payments made for the month of August 2021, made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, were approved**

Proposed by Councillor J Collins
Seconded by Councillor M Champion

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

FG.3860 **TO APPROVE PAYMENTS MADE DURING THE MONTH OF AUGUST 2021 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE-CHAIRMAN**

FG.3860.2 **RESOLVED: that payments made during the month of August 2021 made under the delegated authority of the Chairman and Vice-Chairman were approved**

Proposed by Councillor J Collins
Seconded by Councillor M Champion

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

FG.3861 **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT UP TO THE END OF AUGUST 2021**

- i. **To receive a supporting report from the Responsible Finance Officer regarding income and expenditure to the end of August 2021 and agree action**

FG.3861.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed Income & Expenditure by Budget Heading Report up to the end of August 2021, were received and approved

Proposed by Councillor V Dalley
Seconded by Councillor Z Fox

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

FG.3862 TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FROM THE DATE OF THE JULY MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL

FG.3862.2 RESOLVED: that a report of expenditure delegated to the Town Clerk from the date of the July meeting and up to the date of this meeting was received and approved

Proposed by Councillor J Collins
Seconded by Councillor M Champion

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

FG.3863 TO APPROVE PAYMENTS FOR THE MONTH OF SEPTEMBER 2021 UP TO THE DATE OF THE MEETING MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2

FG.3863.2 RESOLVED: that payments for the month of September 2021 up to the date of the meeting made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 were approved

Proposed by Councillor C Lawrence
Seconded by Councillor J Collins

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

FG.3864 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF SEPTEMBER 2021

FG.3864.2 RESOLVED: the payment of invoices received for the month of September 2021, was approved

Proposed by Councillor Z Fox
Seconded by Councillor C Lawrence

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

FG.3865 TO CONSIDER OFFICE ITEMS FOR DISPOSAL AND AGREE ACTION

FG.3865.2 RESOLVED: The disposal of office items, and the removal of the items from the Asset Register was approved

Proposed by Councillor C Lawrence
Seconded by Councillor M Champion

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

**FG.3866 TO RECEIVE A RECOMMENDATION FROM THE STAFFING COMMITTEE:
S.779.10 RESOLVED: TO RECOMMEND TO THE FINANCE & GENERAL PURPOSE COMMITTEE THAT A BUDGET OF £2,000 BE ALLOCATED FOR STAFF AND COUNCILLORS SESSIONS ON THE TOWN COUNCIL'S CORPORATE PLAN.
AGREE ACTION AND AUTHORISE EXPENDITURE**

FG.3866.2 RESOLVED: that a budget of £2,000 for staff and Councillors sessions on the Town Council's Corporate Plan, was approved

Proposed by Councillor V Dalley
Seconded by Councillor J Cosgrove

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

FG.3867 TO RECEIVE A REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING THE COUNCIL'S SECONDARY BANKING PROVISION AND AGREE ACTION

- i. **To receive supporting information in relation to the Public Sector Deposit Loan yield history and charges**

The Responsible Finance Officer reported that the Town Council had a back-up bank account with HSBC, in the event that there were any problems with access to the Unity Trust Account. Due to the retirement of the Town Clerk and change of Councillors there was only one signatory left on the Council with authority on the HSBC account and it required two. He was in the very lengthy process of trying to gain access to the account and would report back when he had the issues resolved. The General Fund was in place in the event that the precept was not received, to enable the Town Council to continue business for at least 3 months.

FG.3867.2 RESOLVED: that a report from the Responsible Finance Officer regarding the Council's secondary banking provision, and supporting information in relation to the Public Sector Deposit Loan yield history, were received.

The Responsible Finance Officer was authorised to arrange the releasing of the funds in HSBC, and the closing of the HSBC account. The virements detailed in paragraph 6 of the report were approved

Proposed by Councillor V Dalley
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

FG.3868 TO RECEIVE A REPORT AND THANKS FROM GRANT RECIPIENT CREATE CIC

FG.3868.2 RESOLVED: that a report and thanks from grant recipient Create CIC was received

Proposed by Councillor Z Fox
Seconded by Councillor J Collins

On a vote being taken the matter was approved unanimously.

FG.3869 TO RECEIVE A LETTER FROM ROYAL MAIL REGARDING SERVICE TERMS AND CONDITIONS, AGREE ACTION AND AUTHORISE EXPENDITURE

FG.3869.2 RESOLVED: that a letter from Royal Mail regarding service terms and conditions, was received

Proposed by Councillor Z Fox
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

FG.3870 TO RECEIVE A WRITTEN REPORT FROM THE SENIOR LIBRARY OFFICER TO CONSIDER ARRANGEMENTS AND BUDGET FOR LINO PRINTING SESSIONS PROVIDED BY THE LIBRARY SERVICE, AGREE ACTION AND AUTHORISE EXPENDITURE

FG.3870.2 RESOLVED: that a report from the Senior Library Officer to consider arrangements and budget for Lino Printing Sessions provided by the Library Service was received; the request was approved, and the associated expenditure was authorised

Proposed by Councillor J Cosgrove
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

FG.3871 THAT THE 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.3871.2 **RESOLVED: 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**

Proposed by Councillor M Champion
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

FG.3872 **TO RECEIVE A QUOTATION FOR A VALUATION ON TOWN COUNCIL OWNED PAINTINGS, AGREE ACTION AND AUTHORISE EXPENDITURE**

FG.3872.2 **RESOLVED: that a quotation for a valuation on Town Council owned paintings was received and approved, and the expenditure was authorised**

Proposed by Councillor M Champion
Seconded by Councillor J Collins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.21 pm.

SIGNED BY THE CHAIRMAN.....

DATE

