

# Meeting Minutes

The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

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## MINUTES:

**of the meeting of Camborne Town Council held in The Wesley Centre (Main Church), Chapel Street, Camborne, TR14 8EG, on Thursday 9<sup>th</sup> September 2021 at 6.30 pm**

## PRESENT:

<b>Councillor Ms Z Fox</b>	<b>Chairman</b>
<b>Councillor M Champion</b>	<b>Vice Chairman</b>
<b>Councillor D Atherfold</b>	
<b>Councillor J P Collins</b>	
<b>Councillor R Congdon</b>	
<b>Councillor J Cosgrove</b>	
<b>Councillor Mrs V Dalley</b>	
<b>Councillor C Godolphin</b>	
<b>Councillor N Heather</b>	
<b>Councillor L McDonald</b>	
<b>Councillor N Miles</b>	
<b>Councillor P Mills</b>	
<b>Councillor J Morgan</b>	
<b>Councillor R Tal-e-Bot</b>	
<b>Councillor S Weedon</b>	
<b>Councillor M Williams</b>	

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Melanie Negus, Administrative Support Officer; David Garwood, Amenities & Projects Officer; Rose Hitchens-Todd, Engagement Officer; Alicia Jouvenaar, Engagement Assistant.**

The Chairman explained the meeting procedures to all present.

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## **C.5233 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**C.5233.2 RESOLVED: that the apologies from Councillors C Lawrence and D Wilkins for non-attendance at the meeting of the Full Council held on 9<sup>th</sup> September 2021 were received**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

## **C.5234 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that the staffing Committee had RESOLVED that the Town Council will close for business at Christmas at noon on the 23<sup>rd</sup> December. After which Councillors and staff would meet for light refreshments in the Council Chamber. The cost of the refreshments to be taken from the Mayor's Expenses Budget.

The first meeting of the Youth Council will be held on the 20<sup>th</sup> September.

Chairmanship training for Councillors will be on the 27<sup>th</sup> September at 6.30 pm.

She asked members for volunteers to Marshall the Remembrance Day Parade. There were no volunteers.

**C.5235 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**

Councillors D Atherfold, J Cosgrove, V Dalley, Z Fox and J Morgan declared an interests in agenda item 22 as they were members of the Town Deal Board; and V Dalley was also a Trustee of the Community Centre, and would leave the room for agenda item 22.

**C.5236 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

Councillors D Atherfold, J Cosgrove, V Dalley, Z Fox and J Morgan had submitted written requests for Dispensations as they were members of the Town Deal Board.

**C.5236.2 RESOLVED: that written requests for dispensations from Councillors V Dalley, Z Fox, J Cosgrove, and J Morgan, were approved**

Proposed by Councillor Z Fox  
Seconded by Councillor L McDonald

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

**C.5237 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 14<sup>TH</sup> JULY 2021**

**C.5237.2 RESOLVED: that the minutes of the meeting of the Full Council held on 14<sup>th</sup> July 2021 were received, approved, and signed by the Chairman**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5238 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 14<sup>TH</sup> JULY 2021**

**C.5238.2**                    **RESOLVED: that the redacted minutes of the meeting of the Full Council held on 14<sup>th</sup> July 2021 were received, approved, and signed by the Chairman**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5239**                    **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:**

- i)      Planning & Development Committee, 3<sup>rd</sup> August 2021;**
- ii)     Staffing Committee, 27<sup>th</sup> July 2021;**
- iii)    Redacted Staffing Committee 27<sup>th</sup> July 2021;**
- iv)    Finance & General Purposes Committee 22 July 2021;**
- v)     Passmore Edwards Building Working Party, 21<sup>st</sup> July 2021;**
  
- i)     Redacted Passmore Edwards Building Working Party, 21<sup>st</sup> July 2021.**

**C.5239.2**                    **RESOLVED: that the minutes of the Planning & Development Committee, 3<sup>rd</sup> August 2021; Staffing Committee, 27<sup>th</sup> July 2021; Redacted Staffing Committee, 27<sup>th</sup> July 2021; Finance & General Purposes Committee 22<sup>nd</sup> July 2021; Passmore Edwards Building Working Party, 21<sup>st</sup> July 2021; Redacted Passmore Edwards Building Working Party, 21<sup>st</sup> July 2021; were received en-bloc**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5240**                    **MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**C.5241**                    **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 members of the public present.

**C.5242**                    **TO RECEIVE A PRESENTATION FROM FAIRTRADE CAMBORNE, AND AGREE ACTION**

The member of Fairtrade Camborne had not arrived, so the Chairman deferred this Agenda item until later in the meeting to allow for his arrival.

**C.5243**

**TO RECEIVE A VERBAL UPDATE FROM THE ENGAGEMENT OFFICER AND A DRAFT CLIMATE ACTION PLAN AS RECOMMENDED BY THE CLIMATE ACTION WORKING PARTY**

**i. Verbal update on "Green Week" events and Environmental Grants.**

**agree action and authorise expenditure.**

The Engagement Officer explained to members that this initial plan would be subject to change going forward with 6 monthly reviews.

There were lots of events planned for Green Week including, Fair on the Square, litter picks, Gorilla Gardening, workshops, and activities in the library.

**C.5243.2**

**RESOLVED: that a verbal update from the Engagement Officer was received, and the draft Climate Action Plan as recommended by the Climate Action Working Party was received and adopted by the Town Council.**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5243.3**

**RESOLVED: that a budget of £500 for activities during Green Week was approved, to be taken from the Marketing & Promotions budget**

Proposed by Councillor P Mills  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**C.5244**

**TO APPOINT MEMBERS TO THE NEIGHBOURHOOD PLAN WORKING PARTY; AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk informed members that the forming of a Neighbourhood Plan Working Party had already been established and had just started work when the pandemic had hit. Members of the public had been co-opted onto the Working Party and groups had been formed with Town Councillor's taking the lead in the groups. A public meeting would be needed to try and get members of the public back on board, and a Project Manager would be brought in when the working party was up and running.

**C.5244.2**            **RESOLVED: that Councillors J Cosgrove, V Dalley, Z Fox, N Heather, N Miles, P Mills, S Weedon, and M Williams were appointed as members of the Neighbourhood Plan Working Party**

Proposed by Councillor C Godolphin  
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

**C.5245**            **TO CONSIDER A REQUEST FROM A MEMBER OF THE PUBLIC FOR A MEMORIAL PLAQUE IN THE LIBRARY COURTYARD, TO BE PAID FOR BY THEMSELVES, AND AGREE ACTION**

**C.5245.2**        **RESOLVED: that a request from a member of the public for a memorial plaque in the library courtyard, to be paid for by themselves, was received and approved**

Proposed by Councillor P Mills  
Seconded by Councillor C Godolphin

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

**C.5246**            **TO RECEIVE A SOUTH WEST COUNCILS JULY NEWSLETTER, AGREE ACTION AND AUTHORISE EXPENDITURE**

**C.5246.2**        **RESOLVED: that a South West Councils July Newsletter was received**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

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

**C.5247**            **TO RECEIVE A WRITTEN REPORT FROM THE ENGAGEMENT OFFICER REGARDING CHRISTMAS IN CAMBORNE, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Engagement Officer reported that The Town Council, BID Camborne, and Camborne Church had been working together on Christmas festivities for two years and had a successful working relationship. The Route for the parade was to be reversed this year to avoid the bottleneck of people disbanding at the end of the parade; she recommended limiting the number of participants, and increasing the number of Marshalls, for safety reasons.

Councillor Godolphin asked that staff check on the agreement date between the Town Council and Camborne Church for the maintenance of the Christmas lights framework, on loan to the Church by the Town Council.

**C.5247.2 RESOLVED: that a written report from the Engagement Officer regarding Christmas in Camborne was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**C.5247.3 RESOLVED: that the change to Lantern Parade route was approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**C.5247.4 RESOLVED: that the expenditure of £11,997 for 'Christmas in Camborne' 2021 from cost centre 'Christmas in Camborne', was approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**C.5247.5 RESOLVED: that the Engagement Team continue administration for this event, was approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**C.5248 TO RECEIVE AN UPDATED DRAFT MAYORAL PROTOCOL AND ALLOWANCE POLICY AND AGREE ACTION. AS RECOMMENDED BY THE FINANCE & GENERAL PURPOSES COMMITTEE**

The Town Clerk informed members that the only amendment to the Policy was regarding increases in members vehicle insurance as a consequence of using their vehicle for Town Council business.

**C.5248.2 RESOLVED: that an updated draft Mayoral Protocol and Allowance Policy as recommended by the Finance & General Purposes Committee, was received and approved**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**C.5249**                    **TO RECEIVE A RECOMMENDATION FOR A CALL FOR ACTION IN RELATION TO HOUSING EMERGENCY IN CORNWALL AND AGREE ACTION**

Members spoke passionately about their dissatisfaction regarding the lack of affordable social rental properties for local people, building on greenfield sites, and Coastline's housing strategy.

**C.5249.2**                    **RESOLVED: that a request from Bude Stratton Town Council to support a recommendation for a call for action in relation to Housing Emergency in Cornwall, was approved**

Proposed by Councillor P Mills  
Seconded by Councillor M Champion

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

**C.5250**                    **TO RECEIVE A WRITTEN REPORT FROM THE ENGAGEMENT OFFICER ON COMMONPLACE COMMUNITY FEEDBACK AND AGREE ACTION**

The Engagement Officer informed members that there were over 400 users of the Commonplace Community Feedback platform, and that even though some of the feedback was negative it was informative and gave the Town Council the chance to improve on the areas of negativity.

**C.5250.2**                    **RESOLVED: that a written report from the Engagement Officer on Commonplace Community Feedback was received. The sharing of feedback with relevant Town Council Committees and community partners for investigation and action, and the relaunch of promotion of the commonplace platform in January 2022 (platform to remain open and user friendly in the meantime); were approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

Councillor N Heather left the room at 7.25 pm.

The Chairman referred back to Agenda item 11, and in the absence of the Fairtrade representative asked members to consider flying the Fairtrade Flag during Green Week.

**C.5251 TO RECEIVE A PRESENTATION FROM FAIRTRADE CAMBORNE, AND AGREE ACTION**

**C.5251.2 RESOLVED: that the flying of the Fairtrade Flag during Green Week was approved**

Proposed by Councillor P Mills  
Seconded by Councillor V Dalley

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

**C.5252 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.5252.2 RESOLVED: that under the 1960 Public Bodies Admission to Meetings Act, the Press and Public were excluded, due to the confidential nature of the business to be discussed**

Proposed by Councillor Z Fox  
Seconded by Councillor D Atherfold

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

Councillor N Heather re-entered the meeting at 7.27 pm.

**C.5253 TO RECEIVE A CCTV MANAGEMENT REPORT Q1 2021 AND AGREE ACTION**



**C.5253.2 RESOLVED: that a CCTV Management Report Q1 2021, was received**

Proposed by Councillor C Godolphin  
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

Having declared an interest in the next Agenda item Councillor V Dalley left the room at 7.29 pm.

**C.5254 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING THE TOWN DEAL PROJECTS AND FUNDING CONFIRMATION LETTERS FROM CORNWALL COUNCIL**



- i. **To receive recommendations from the Donald Thomas Centre Working Party.**

**Agree action and authorise expenditure.**

The Town Clerk informed members that the application for funding for the Donald Thomas Centre and Park Gerry had been successful.

[REDACTED]

**C.5254.2**

**RESOLVED: that the recommendation from the Donald Thomas Centre Working Party that 'Camborne Town Council draw down funding from Camborne Town Deal for a survey on the Donald Thomas Centre, and that appointment of a Surveyor be delegated to the Town Clerk and Chairman of Amenities to appoint, was approved.**

[REDACTED]  
[REDACTED] **was approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

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

Councillor V Dalley re-entered the meeting at 7.37 pm.

**C.5255**

**TO RECEIVE A QUOTATION FOR 12 MONTHS OF PROCUREMENT ADVISORY SUPPORT, AGREE ACTION AND AUTHORISE EXPENDITURE**

**C.5255.2**

**RESOLVED: that a quotation for 12 months of Procurement Advisory Support was approved and the associated expenditure was authorised**

Proposed by Councillor Z Fox  
Seconded by Councillor P Mills

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

**C.5256**

**TO RECEIVE A VERBAL UPDATE REPORT AND WRITTEN SCORE EVALUATION FOR THE CONTRACT FOR**

**ALTERATION WORKS 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 approve additional expenditure if appropriate.**

[REDACTED]

[REDACTED]

**C.5256.2**

**RESOLVED: that a verbal update report, and written score evaluation, for the contract for alteration works at the Passmore Edwards Building, were received. The tender process undertaken was noted. The award of contract to the top ranked supplier (Classic Builders), based on the published evaluation criteria and evaluation process be carried out; and the budget of £567,578 were approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor S Weedon

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

There being no further business the Chairman closed the Meeting at 7.46 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....