

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 The Wesley Hall (1st Floor), The Wesley Centre, Chapel Street, Camborne, TR14 8EG, on Thursday 25th November 2021 at 6.30 pm.

PRESENT:

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

IN ATTENDANCE:

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

The Chairman explained the meeting procedures to all present.

FG.3873 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3873.2 RESOLVED: that the apologies from Councillors D Wilkins, and V Dalley, for non-attendance of the meeting of the Finance & General Purposes Committee on the 25th November 2021, were received

Proposed by Councillor M Williams
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

FG.3874 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.3875 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

Councillor N heather entered the meeting at 6.35 pm.

FG.3876 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3877 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON 23RD SEPTEMBER 2021

FG.3878.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 23rd September 2021 were received and approved and signed by the Chairman

Proposed by Councillor C Lawrence
Seconded by Councillor J Cosgrove

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

FG.3879 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

FG.3880 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.3881 TO RECEIVE GRANT APPLICATIONS FROM

- i) The Brigade Band (General Power of Competence)**
- ii) Cornwall Air Ambulance Trust (General Power of Competence)**
- iii) John Harris Society (General Power of Competence)**
- iv) The Wave Project (General Power of Competence)**

AGREE ACTION AND AUTHORISE EXPENDITURE

FG.3881.2 **RESOLVED: that a grant of £250 was awarded The Brigade Band, 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 unanimously.

FG.3881.3 **RESOLVED: that a grant of £500 was awarded to Cornwall Air Ambulance Trust, 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 J Collins

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

FG.3881.4 **RESOLVED: that a grant application from the John Harris Society was declined**

Proposed by Councillor C Lawrence
Seconded by Councillor J Cosgrove

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

FG.3881.5 **RESOLVED: that a grant application from The Wave project, was deferred to the next meeting. A representative of the Project be invited to the next meeting to present more information on the Project to members**

Proposed by Councillor C Lawrence
Seconded by Councillor J Cosgrove

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

FG.3882 **TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT FOR 2021/2022 AND AGREE ACTION**

An initial recommendation by the Internal auditor was that the Investment Strategy should be reviewed, but as it was due for review in December this was not an issue.

FG.3882.2 **RESOLVED: that the Interim Internal Audit Report for 2021/2022 was received**

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

FG.3883 **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 SEPTEMBER 2021**

FG.3883.2 **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 September 2021 were received, and approved**

Proposed by Councillor M Williams
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

FG.3884 **TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR SEPTEMBER 2021 BY COUNCILLOR WILLIAMS AND J COSGROVE**

FG.3884.2 **RESOLVED: that the appointed Councillors' Internal Audit Reports for September 2021 by Councillor Williams and J Cosgrove were received, and approved**

Proposed by Councillor Z Fox
Seconded by Councillor J Collins

On a vote being taken the matter was approved unanimously.

FG.3885 **TO RECEIVE RECEIVE THE QUARTERLY BANK RECONCILIATION AUDIT FOR JULY-SEPTEMBER 2021**

FG.3885.2 **RESOLVED: that the Quarterly Bank Reconciliation Audit for July-September 2021, was received, and approved**

Proposed by Councillor M Williams
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

FG.3886 **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE WHOLE MONTH OF SEPTEMBER 2021**

FG.3886.2 **RESOLVED: that the payment of invoices made during the whole month of September 2021 was approved**

Proposed by Councillor M Williams
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

- FG.3887** **TO APPROVE PAYMENTS MADE DURING THE WHOLE MONTH OF SEPTEMBER 2021, MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**
- FG.3887.2** **RESOLVED: that payments made during the whole month of September 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 M Williams
Seconded by Councillor N Heather
- On a vote being taken the matter was approved unanimously.
- FG.3888** **TO APPROVE PAYMENTS FOR THE MONTH OF OCTOBER 2021, MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**
- FG.3888.2** **RESOLVED: that payments made for the month of October 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 M Williams
Seconded by Councillor Z Fox
- On a vote being taken the matter was approved unanimously.
- FG.3889** **TO APPROVE PAYMENTS MADE DURING THE MONTH OF OCTOBER 2021 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE-CHAIRMAN**
- FG.3889.2** **RESOLVED: that payments made during the month of October 2021 made under the delegated authority of the Chairman and Vice-Chairman were approved**
- Proposed by Councillor M Williams
Seconded by Councillor J Cosgrove
- On a vote being taken the matter was approved unanimously.
- FG.3890** **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 OCTOBER 2021**
- i. To receive a supporting report from the Responsible Finance Officer regarding income and expenditure to the end of October 2021 and agree action**
- FG.3890.2** **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed**

Income & Expenditure by Budget Heading Report up to the end of October 2021, were received and approved

Proposed by Councillor M Williams
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

FG.3890.3 **RESOLVED: that a supporting report from the Responsible Finance Officer regarding income and expenditure to the end of October 2021, was received and noted; and the virements detailed in paragraph 6 of the report were approved**

Proposed by Councillor M Williams
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

FG.3891 **TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FROM THE DATE OF THE SEPTEMBER MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL**

FG.3891.2 **RESOLVED: that a report of expenditure delegated to the Town Clerk from the date of the September meeting and up to the date of this meeting was received and approved**

Proposed by Councillor M Williams
Seconded by Councillor N Heather

On a vote being taken the matter was approved unanimously.

FG.3892 **TO APPROVE PAYMENTS FOR THE MONTH OF NOVEMBER 2021 UP TO THE DATE OF THE MEETING MADE UNDER FINANCIAL REGULATIONS 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

FG.3892.2 **RESOLVED: that payments for the month of November 2021 up to the date of the meeting made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, were approved**

Proposed by Councillor M Williams
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

FG.3893 **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF NOVEMBER 2021**

FG.3893.2 **RESOLVED: that the payment of invoices received for the month of November 2021, was approved**

Proposed by Councillor M Williams
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

FG.3894 **TO RECEIVE A VERBAL UPDATE FROM THE RESPONSIBLE FINANCE OFFICER ON THE COUNCILS BANKING PROVISION AND AGREE ACTION**

The Responsible Finance Officer reported that HSBC had relinquished the Town Council funds that they had been holding, and that the balance was now in the Town Council's Unity Trust Account. He highlighted the need to source an alternative bank to hold emergency funds, in the event that there was a problem accessing monies in the Unity Trust Account.

FG.3894.2 **RESOLVED: that the verbal update from the Responsible Finance Officer on the Councils banking provision was received; delegated authority was given to the Responsible Finance Officer and the Chairman to start the process of opening a bank account for emergency access to funds, and report back to a future meeting**

Proposed by Councillor Z Fox
Seconded by Councillor J Cosgrove

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

FG.3895 **TO RECEIVE A REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING THE DRAFT FINANCE & GENERAL PURPOSES COMMITTEE BUDGET AND 3 YEAR PLAN, AND DRAFT BUDGET FOR 2022/23 AND 3 YEAR PLAN. AGREE ACTION AND AUTHORISE EXPENDITURE**

The Responsible Finance Officer reported that there had been little movement the Finance & General Purpose budget. All future community engagement grants were to come under the responsibility of the Finance & General purposes Committee. He recommended reducing the Capital-Building & Equipment Replacement/Works Budget by £10,000.

FG.3895.2 **RESOLVED: that a report from the Responsible Finance Officer regarding the draft Finance & General Purposes Committee budget, 3 year plan and draft budget for 2022/23, and 3 year plan, was received and approved**

Proposed by Councillor M Williams
Seconded by Councillor N Heather

On a vote being taken the matter was approved unanimously.

FG.3895.3 RESOLVED: that the reduction of budget 4815 Capital-Building & Equipment Replacement/Works as detailed in the budget, by £10,000 (to £40,000), was approved

Proposed by Councillor M Williams
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

FG.3896 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.3896.2 RESOLVED: that 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 was approved

Proposed by Councillor M Williams
Seconded by Councillor C Lawrence

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

FG.3897 TO RECEIVE QUOTATIONS FOR CARPETING FOR THE 1ST FLOOR OF THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE EXPENDITURE

FG.3897.2 RESOLVED: that quotations for Carpeting for the 1st floor of the Passmore Edwards Building, were received. A quotation from Ace Flooring was approved, and the associated expenditure was authorised to be taken from cost code 323 Passmore Edwards Building Earmarked Reserves budget

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 7.53 pm.

SIGNED BY THE CHAIRMAN.....

DATE