

# 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 GW03 Meeting Room, Cornwall Council Dolcoath Offices, Dolcoath Avenue, Camborne, TR14 8SX on Thursday 10<sup>th</sup> February 2022 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 N Heather</b>	
<b>Councillor C Godolphin</b>	
<b>Councillor C Lawrence</b>	
<b>Councillor L McDonald</b>	
<b>Councillor N Miles</b>	
<b>Councillor P Mills</b>	
<b>Councillor J Morgan</b>	
<b>Councillor S Weedon</b>	
<b>Councillor D Wilkins</b>	
<b>Councillor M Williams</b>	

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; and Melanie Negus, Administrative Support Officer.**

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### **C.5359 SAFETY PROCEDURES**

The Chairman explained the safety procedures to all present.

### **C.5360 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

There were no apologies received.

### **C.5361 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that the Town Council's application for a Local Council Award had been accepted and awarded at Foundation level. Fair Trade Fortnight would be

starting on the 21<sup>st</sup> February – 5<sup>th</sup> March. The Town Council would be hosting a coffee morning on the 26<sup>th</sup> February, and a wine tasting event on the 5<sup>th</sup> March.

The Amenities Supervisor had handed in his notice as he was retiring and would be leaving on the 17<sup>th</sup> February; a card was available for Councillors to sign.

**C.5362 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 interests in Agenda item 23 as they were members of the Town Deal Board.

**C.5363 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

Written dispensations requests were received from Councillors D Atherfold, J Cosgrove, V Dalley, Z Fox, and J Morgan to enable them to speak on Agenda item 23.

**C.5363.2 RESOLVED: that dispensations requests from Councillors D Atherfold, J Cosgrove, V Dalley, Z Fox, and J Morgan to enable them to speak on Agenda item 23, were approved under the Localism Act S33c and will stand for the next twelve months**

Proposed by Councillor D Wilkins  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**C.5364 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 13<sup>TH</sup> JANUARY 2022**

**C.5364.2 RESOLVED: that the minutes of the meeting of the Full Council held on 13<sup>th</sup> January 2022, with an amendment to C.5352 adding Councillor L McDonald as a member of the Events Working Party; 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 by those entitled to vote.

**C.5365 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 13<sup>TH</sup> JANUARY 2022**

**C.5365.2**                    **RESOLVED: that the redacted minutes of the meeting of the Full Council held on 13<sup>th</sup> January 2022, with an amendment to C.5352 adding Councillor L McDonald as a member of the Events Working Party; 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 by those entitled to vote.

**C.5366**                    **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:**

- (i)            Planning & Development Committee 11<sup>th</sup> January 2022;**
- (ii)           Planning & Development Committee 1<sup>st</sup> February 2022;**
- (iii)           Staffing Committee 12<sup>th</sup> January 2022;**
- (iv)           Staffing Committee redacted 12<sup>th</sup> January 2022;**
- (v)            Amenities Committee 20<sup>th</sup> January 2022;**
- (vi)           Passmore Edwards Building Working Party 21st January 2022;**
- (vii)          Passmore Edwards Building Working Party 21<sup>st</sup> January 2022 Redacted;**
- (viii)        Passmore Edwards Building Working Party 4<sup>th</sup> February 2022 (to follow);**
- (ix)           Events Working Party 28<sup>th</sup> January 2022.**

**C.5366.2**                    **RESOLVED: that the minutes of the Planning & Development Committee 11<sup>th</sup> January 2022; the Planning & Development Committee 1<sup>st</sup> February 2022; the Staffing Committee 12<sup>th</sup> January 2022; the Redacted Minutes of the Staffing Committee 12<sup>th</sup> January 2022; the Amenities Committee 20<sup>th</sup> January 2022; the Passmore Edwards Building Working Party 21<sup>st</sup> January 2022; the Redacted Minutes of the Passmore Edwards Building Working Party 21st January 2022; the Events Working Party 28th January 2022, were received. The Minutes of the Passmore Edwards Building working Party 4<sup>th</sup> February to be received at the next meeting**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5367**                    **TO NOTE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:**

- (i) The CPIR Climate Action Group 25<sup>th</sup> January 2022;**
- (ii) The Towans Partnership meeting 20<sup>th</sup> October 2021;**
- (iii) The West Cornwall CCTV Management Group meeting 29<sup>th</sup> November 2021.**

**C.5367.2 RESOLVED: that the notes of the meetings of CPIR Climate Action Group 25<sup>th</sup> January 2022; The Towans Partnership 20<sup>th</sup> October 2021; and The West Cornwall CCTV Management Group 29<sup>th</sup> November 2021; were received**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5368 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

Councillor Miles questioned A.4327 in the Amenities minutes, the Management & Maintenance Plan for Camborne Recreation Ground. He was informed that maintenance plans were needed for all the green spaces, and that this was not a strategic plan.

In response to a question from Councillor Cosgrove, members were informed the Library Rhyme Time had resumed.

**C.5369 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.

**C.5370 TO RECEIVE A GRANT APPLICATION FROM:**

- i) YOUTH CAFES CORNWALL CIC (GENERAL POWER OF COMPETENCE)**

**AGREE ACTION AND AUTHORISE EXPENDITURE.**

Councillor C Godolphin stated that there had been a youth café in Camborne in bygone years, but it had closed due to abuse and vandalism.

Councillor M Champion was not against the principle of the application but felt that grants payments should not be used to pay wages, and a large portion of the grant application was for wages.

**C.5370.2**                    **RESOLVED: that a grant of £6,000 was awarded to Youth Cafes Cornwall CIC, under the General Power of Competence; conditional on them being able to take the project forward, if not the full amount to be refunded to the Town Council. The expenditure from the Community Grants and Donations Budget, was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor V Dalley

Councillor Champion requested a recorded vote.

Councillors voting in favour of the motion were: Councillors D Atherfold, M Champion, J Collins, R Congdon, J Cosgrove, Mrs V Dalley, Ms Z Fox, N Heather, C Lawrence, L McDonald, N Miles, P Mills, J Morgan, S Weedon, D Wilkins, and M Williams.

Councillor C Godolphin voted against the motion.

**C.5371**                    **TO RECEIVE SOUTH-WEST COUNCIL'S ASSOCIATES NEWSLETTER JANUARY 2022 AND AGREE ANY ACTION**

**C.5371.2**                    **RESOLVED: that South-West Council's Associates Newsletter January 2022 was received**

Proposed by Councillor Z Fox  
Seconded by Councillor J Collins

On a vote being taken the matter was approved unanimously.

**C.5372**                    **TO RECEIVE COMMUNITY NETWORKS HIGHWAYS SCHEME PROGRAMME GUIDANCE NOTE, AND AGREE ANY ACTION**

**C.5372.2**                    **RESOLVED: that the Community Networks Highways Scheme Programme Guidance Note was received; and that it be an agenda item for the Amenities Committee meeting**

Proposed by Councillor M Champion  
Seconded by Councillor J Collins

On a vote being taken the matter was approved unanimously.

**C.5373 TO RECEIVE THE DRAFT UPDATED CAMBORNE TOWN COUNCIL'S PUBLICATION SCHEME, AND AGREE ACTION**

**C.5373.2 RESOLVED: that the draft updated Camborne Town Council's Publication Scheme was approved and adopted**

Proposed by Councillor C Godolphin  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5374 TO RECEIVE A RECOMMENDATION FROM THE EVENTS WORKING PARTY, AND AN UPDATE ON THE TREVITHICK DAY CATERING**

**EWP.10.5 RESOLVED: that the Engagement Officer seek 3 quotes for the catering and an uplift in budget to £2,000 be recommended to Full Council**

**Agree action and authorise expenditure**

**C.5374.2 RESOLVED: that a recommendation from the Events Working Party that the Engagement Officer seek 3 quotes for the catering for the Mayors Trevithick Day Reception; and an uplift in the budget to £2,000, was received and approved; and delegated authority to the Clerk, Mayor and Deputy Mayor to accept the appropriate quote was approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor L McDonald

On a vote being taken the matter was approved unanimously.

**C.5375 TO RECEIVE A DRAFT OUTSTANDING ACCOUNTS POLICY AND AGREE ACTION**

**C.5375.2 RESOLVED: that a draft Outstanding Accounts Policy was approved and adopted**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5376 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING THE NEIGHBOURHOOD PLAN WORKING PARTY, AND RECOMMENDATIONS IF APPROPRIATE; AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk informed members that she was investigating the appointment of a Project Manager for the Neighbourhood Plan. A date had been set for a workshop meeting, for Councillors to give their visions and objectives on the Neighbourhood Plan on the 23<sup>rd</sup> February 4 pm at the Wesley.

**C.5376.2**                    **RESOLVED: that a verbal update from the Town Clerk regarding the Neighbourhood Plan Working Party was received, and a workshop meeting for Councillors to give their visions and objectives on the Neighbourhood Plan, on the 23<sup>rd</sup> February 4 pm at the Wesley, was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**C.5377**                    **TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING UPCOMING INTERNSHIP OPPORTUNITIES, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk reported that Exeter University had come back to the Town Council following a previous successful internship, requesting that the Town Council accept another intern on the Engagement team. It would be ten to fifteen hours a week, over six to eight weeks. Initial Fees of £400 payable to the University, would be recoupable at a later date.

**C.5377.2**                    **RESOLVED: that a verbal update from the Town Clerk regarding upcoming Internship Opportunities was received, and an internship was approved. The recoupable fees of £400 were authorised**

Proposed by Councillor M Champion  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**C.5378**                    **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.5378.2**                    **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 M Champion

On a vote being taken the matter was approved unanimously.

**C.5379 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK REGARDING THE PASSMORE EDWARDS BUILDING, AND RECEIVE RECOMMENDATIONS FROM THE PASSMORE EDWARDS WORKING PARTY, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk reported that the removal of the roof was almost complete, and the chimney would be being taken down in the coming week, and despite all the issues experienced the works were only two weeks behind schedule.

**C.5379.2 RESOLVED: that a verbal update from the Town Clerk regarding the Passmore Edwards Building was received, and the recommendation from the Passmore Edwards Working Party of a variation to the contracted works for additional costs; was approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5380 TO RECEIVE A VERBAL UPDATE ON THE CAMBORNE TOWN DEAL BOARD WORK TO DATE FROM APPOINTED MEMBERS AND AGREE ACTION**

Councillor Dalley reported that the Town Deal Board were working towards seven projects full business cases, to submit to Government. Councillor Atherfold questioned the time scales for the completion of projects; Councillor Dalley responded informing Councillor Atherfold that due diligence was needed in ensuring that the projects would be fit for purpose long term.

**C.5380.2 RESOLVED: that a verbal update on the Camborne Town Deal Board work to date, from appointed members, was received**

Proposed by Councillor M Champion  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.5381 TO RECEIVE A COUNCIL EXPANSION REPORT FROM THE TOWN CLERK;**

**i. TO RECEIVE RESPONSES TO THE CORNWALL COUNCIL ESTATES TRANSFORMATION IN THE CAMBORNE PARISH**

**AGREE ACTION AND AUTHORISE EXPENDITURE**



The Town Clerk reported that the Town Council Offices and Unit 5 were at staffing level capacity, and to allow the Town Council to expand, larger premises would need to be sought. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**C.5381.2 RESOLVED: that the report from the Town Clerk on Town Council Expansion was received**

Proposed by Councillor M Champion  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**C.5381.3 RESOLVED: that a Council Expansion Working party made up of Chairs and Vice Chairs of all program committees was approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**C.5381.4 RESOLVED: that the first meeting of the Council Expansion Working Party set for Wednesday 16<sup>th</sup> February was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5381.5 RESOLVED:** [REDACTED]

[REDACTED]

Proposed by Councillor D Wilkins  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**C.5381.6**

**RESOLVED:** [REDACTED]

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**C.5381.7**

**RESOLVED: that the Council Expansion Working Party and Officers work on initial project proposals for submission to Camborne Town Deal Board; was approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**C.5381.7**

**RESOLVED:** [REDACTED]

Proposed by Councillor D Wilkins  
Seconded by Councillor L McDonald

On a vote being taken the matter was approved unanimously.

**C.5381.8**

**RESOLVED: that the responses to the Cornwall Council Estates Transformation in the Camborne Parish were received**

Proposed by Councillor Z Fox  
Seconded by Councillor J Collins

On a vote being taken the matter was approved unanimously.

**C.5382**

**TO RECEIVE THE CCTV MANAGEMENT REPORT FOR OCTOBER-DECEMBER 2021 (QUARTER 3), AGREE ACTION AND AUTHORISE EXPENDITURE**

**C.5382.2**

**RESOLVED: that the CCTV Management Report for October-December 2021 (Quarter 3), was received**

Proposed by Councillor Z Fox  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the Meeting at 7.52 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....