

# 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 the Finance & General Purposes Committee held in The Wesley Hall (1st Floor), The Wesley Centre, Chapel Street, Camborne, TR14 8EG, on Thursday 24<sup>th</sup> February 2022 at 6.30 pm.**

## PRESENT:

<b>Councillor M Williams</b>	<b>Chairman</b>
<b>Councillor M Champion</b>	<b>(ex officio)</b>
<b>Councillor J P Collins</b>	
<b>Councillor J Cosgrove</b>	
<b>Councillor Mrs V Dalley</b>	
<b>Councillor Ms Z Fox</b>	
<b>Councillor D Wilkins</b>	

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Dave Garwood, Amenities Officer; Sarah Rayner, Office Administrative Assistant; and a member of the public.**

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The Chairman explained the meeting procedures to all present

### **FG.3917 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**FG.3917.2 RESOLVED: that the apologies from Councillors R Congdon, C Lawrence and N Heather, for non-attendance of the meeting of the Finance & General Purposes Committee on the 24<sup>th</sup> February 2022, were received**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

### **FG.3918 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 interest.

**FG.3919 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.3920 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**FG.3921 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON 16<sup>TH</sup> DECEMBER 2021**

The Chairman pointed out to the Committee that additional wording, 'surplus vegetables to the', had been added to the minutes under FG3900, but the copy received on the night included the amendment.

**FG.3921.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 16<sup>TH</sup> December 2021, were received and approved and signed by the Chairman**

Proposed by Councillor M Williams  
Seconded by Councillor Z Fox

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

**FG.3922 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**FG.3923 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)**

The Secretary of the Holman Sports Club spoke in support of their grant application, for installation of solar panels. This would reduce their fuel bills and assist in their progress to 'go green', they hoped to make a saving of £750 annually. LED lights and rainwater collection had already been installed to help reduce the ecological impact of the club.

Members asked some questions to help them in their decision on funding the application.

The Chair thanked them for taking time to attend the meeting to represent their club.

Councillor J P Collins asked the Committee to consider the document showing the figures for Grant Allocations for 2021/2022. He was concerned that if all the grants were approved there would be an over allocation and said there was a need for more restraint.

**FG.3924**

**TO RECIEVE GRANT APPLICATIONS FROM:**

- i) Cornwall International Male Choral Festival (General Power of Competence)**
- ii) Holman Bowls Club (General Power of Competence)**
- iii) Holmans Sports Club (General Power of Competence)**
- iv) TheraTeds (SMW) CIC (General Power of Competence)**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.3924.2**

**RESOLVED: that a grant of £250 was awarded to Cornwall International Male Choral Festival, under the General Power of Competence, with funds approved from the Community Grants and Donations Budget**

Proposed by Councillor J Cosgrove  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3924.3**

**RESOLVED: that a grant of £1,200 was awarded to Holman Bowls Club, under the General Power of Competence, with funds approved from the Community Grants and Donations Budget**

Proposed by Councillor J Cosgrove  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3924.4**

**RESOLVED: that a grant of £5,868.24 was awarded to Holmans Sports Club, under the General Power of Competence, with funds approved from the Environmental Grants Budget**

Proposed by Councillor M Champion  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved by a majority. One member voted against the proposal.

The member of the public left the meeting.

The Chairman voiced concern that TheraTeds CIC had only just been formed and didn't have much information on Companies House.

Members discussed the application but felt that Camborne Town Council grant funding shouldn't be used for setting up the company. Furthermore, there were no Therapists involved so could not be seen as therapeutic.

**FG.3924.5            RESOLVED: that a grant application for TheraTeds (SMW) CIC, was declined**

Proposed by Councillor V Dalley  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3925            TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR DECEMBER 2021 BY COUNCILLOR COLLINS AND COUNCILLOR DALLEY**

Councillor Collins pointed out that the date he had given was incorrect and he would amend this and sign his amendment.

**FG.3925.2        RESOLVED: that the Councillors' Internal Audit Reports for December 2021 by Councillor Collins and Councillor Dalley, with a minor amendment to the date to be signed by Councillor Collins, were received and approved**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3926            TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE WHOLE MONTH OF DECEMBER 2021**

**FG.3926.2        RESOLVED: that the list of payments for the whole month of December 2021 was received, and the payments approved**

Proposed by Councillor M Champion  
Seconded by Councillor J P Collins

On a vote being taken the matter was approved unanimously.

**FG.3927            TO APPROVE PAYMENTS MADE DURING THE WHOLE MONTH OF DECEMBER 2021 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.3927.2        RESOLVED: that the list of payments for the whole month of December 2021, made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, was received, and the payments approved**

Proposed by Councillor M Williams  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.3928**                    **TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED INCOME AND EXPENDITURE BY BUDGET HEADING REPORT UP TO THE END OF DECEMBER 2021**

**FG.3928.2**                **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 December 2021, were received and approved**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3929**                    **TO RECEIVE THE VAT RETURN FOR SEPTEMBER - DECEMBER 2021 (QUARTER 3), AND AGREE ACTION**

**FG.3929.2**                **RESOLVED: that the VAT return for September - December 2021 (Quarter 3), was received, and approved**

Proposed by Councillor M Williams  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.3930**                    **TO RECEIVE AND APPROVE A REPORT OF EXPENDITURE, DELEGATED TO THE TOWN CLERK, FROM THE DATE OF THE DECEMBER MEETING AND UP TO THE DATE OF THIS MEETING**

**FG.3930.2**                **RESOLVED: that a report of expenditure, delegated to the Town Clerk, from the date of the December meeting and up to the date of this meeting, was received and approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3931**                    **TO APPROVE PAYMENTS FOR THE MONTH OF JANUARY 2022 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.3931.2 RESOLVED: that payments for the month of January 2022 made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, was received and the payments approved**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.3932 TO APPROVE PAYMENT OF INVOICES MADE DURING THE MONTH OF JANUARY 2022 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE-CHAIRMAN**

**FG.3932.2 RESOLVED: that payments made during the month of January 2022 made under the delegated authority of the chairman and Vice-Chairman, were received and payments approved**

Proposed by Councillor Z Fox  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

The Town Clerk informed the Committee that there had been a massive increase in the price of heating. This was coupled with losing our provider, due to the company folding, and having to find another competitive provider. This means that the budgets that have been set up will need to take this into consideration and there may be a need for virements.

The Chair asked about the high heating costs for the Passmore Edwards Building and was this to keep the building dry or the builders leaving doors open and the heat escaping.

The Amenities Officer informed the Committee that the building thermostat had been adjusted to 15 C from over 20 C which will make a considerable saving. This heating may have been a contributing factor to the drying out of the building, negating the need for forced drying at a cost of £8,000. The boiler needs to remain on for the Health and Safety of the builders.

Councillor M Champion asked if the shortfall in the heating budget could be taken from the Passmore Edwards Building Earmarked reserve.

**FG.3933 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 JANUARY 2022**

- i. To receive a supporting report from the Responsible Finance Officer regarding income and expenditure to the end of January 2022, and underspend recommendations for 2021-2022, and agree action.**

**FG.3933.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income & Expenditure by Budget Heading report up to the end of January 2022, was received and approved**

Proposed by Councillor M Williams  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.3933.3 RESOLVED: that expenditure for electricity and gas that exceeds the budget allocation be taken from the Passmore Edwards Building EMR during 2021-22, and the Finance and General Purposes Reserve in 2022-2023**

Proposed by Councillor M Champion  
Seconded by Councillor J P Collins

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

**FG.3933.4 RESOLVED: that a supporting report from the Responsible Finance Officer regarding income and expenditure to the end of January 2022, for, was received and approved**

Proposed by Councillor M Williams  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

Councillors discussed the recommendation from the Responsible Finance Officer regarding underspends, and the amendment of the wording for clarity.

**FG.3933.5 RESOLVED: that at 2021/2022 year end, underspends of £1,000 or more be allocated to the Council Expansion EMR, with the exception of the Grants and Donations cost code, with those underspends allocated to the Community and Development EMR. Underspends £1,000 or below be allocated to the General Reserve, was received and approved**

Proposed by Councillor M Williams  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3934 TO APPROVE PAYMENTS MADE DURING THE MONTH OF FEBRUARY 2022 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.3934.2 RESOLVED: that payments made during the month of February 2022 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 M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3935 TO APPROVE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF FEBRUARY 2022, UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING**

**FG.3935.2 RESOLVED: that the payment of invoices received for the month of February 2022, was approved**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

Councillor M Champion made a proposal to change the criteria for grant allocations.

He proposed that Camborne Town Council not fund:

Costs for the running of premises.

Costs for salaries or wages.

There was no seconder for the proposal.

There was a general discussion around the criteria and concerns that organisations and charities that support the community could be excluded by this restriction.

Councillor Z Fox made a new proposal:

Applications for core costs will not normally be supported.

Further discussion took place over the considerations for grant applications.

**FG.3936 TO RECEIVE A DRAFT UPDATED GRANTS POLICY AND AGREE ACTION**

**FG.3936.2 RESOLVED: that a draft updated Grants Policy with an addition that Applications for core costs will not normally be supported, was received and approved**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**FG.3937 TO RECEIVE LETTERS OF THANKS FROM:**

- i) Redruth Rotary**
- ii) Brigade Band**



**FG.3937.2**            **RESOLVED: that letters of thanks from Redruth Rotary and the Brigade Band, were received**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3938**            **TO RECEIVE THE RISK REGISTER AND ASSESSMENTS, AND APPROVE ANY AMENDMENTS**

The Amenities Officer gave an update on the Risk Register and Assessments, and acknowledged the work of the Health and Safety Manager.

Areas of concern had already been addressed and that the work is an ongoing process, and involves consultation with all members of staff. Each assessment is a live document and constantly reviewed.

**FG.3938.2**            **RESOLVED: that the Risk Register and Assessments, were received and amendments approved**

Proposed by Councillor V Dalley  
Seconded by Councillor J P Collins

On a vote being taken the matter was approved unanimously.

**FG.3939**            **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.3939.2**            **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 Williams  
Seconded by Councillor D Wilkins

The Chair left the meeting to see if anyone was outside the door of the meeting room. She returned immediately.

On a vote being taken the matter was approved unanimously.

**FG.3940**            **TO RECEIVE CORRESPONDENCE REGARDING THE REMEDIAL WORKS ON THE PASSMORE EDWARDS BUILDING, APPROVE A VARIATION TO THE CONTRACT FOR REMEDIAL WORKS, AND AUTHORISE EXPENDITURE**

The Amenities Officer stated the [REDACTED]  
[REDACTED]

[REDACTED]. This would be additional work for improving the condition of the building. He added that the project is on budget to date.

**FG.3940.2**

**RESOLVED: that correspondence regarding the remedial works on the Passmore Edwards Building, [REDACTED]**

**[REDACTED] as recommended by the Passmore Edwards Working Party**

Proposed by Councillor V Dalley  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.3941**

**TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON TOWN COUNCIL CONNECTIVITY ISSUES AND COSTS AND AGREE ACTION**

The Town Clerk gave an update on the problems with the internet provision for The Bassett Centre. Before moving, advice was sought, and the recommendation was to have 100 GB per month and 3G connection. This proved to be inadequate. Also, Openreach misidentified the address which caused additional work and stress. There was no internet provision at all for the first days of the move which was very disruptive.

[REDACTED]  
[REDACTED]  
[REDACTED].

A meeting had been arranged with the provider, and evidence had been collected on general issues and the internet connection.

The Town Clerk advised that she would report back to this committee with any relevant updates.

**FG.3941.2**

**RESOLVED: that a verbal update from the Town Clerk on Town Council connectivity issues and costs, was received**

Proposed by Councillor M Williams  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 20:14 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

