

# 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 Amenities Committee of Camborne Town Council held in GW03 Meeting Room, Cornwall Council Dolcoath Offices, Dolcoath Avenue, Camborne, TR14 8SX on Thursday 24<sup>th</sup> May 2022 at 6.30 pm.**

PRESENT:

<b>Councillor D Wilkins</b>	<b>Chairman</b>
<b>Councillor J Cosgrove</b>	<b>Vice-Chairman</b>
<b>Councillor M Champion</b>	
<b>Councillor V Dalley</b>	
<b>Councillor Z Fox</b>	<b>(ex officio)</b>
<b>Councillor N Miles</b>	
<b>Councillor P Mills</b>	
<b>Councillor R Tal-E-Bot</b>	

IN ATTENDANCE:

**Samantha Hughes, Town Clerk; David Garwood, Amenities & Projects Officer; and Sarah Rayner, Office Administrative Assistant.**

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**A.4346 SAFETY PROCEDURES**

The Chairman explained the safety procedures to all present.

**A.4347 TO CONSIDER NOMINATIONS AND ELECT A CHAIRMAN OF THE AMENITIES COMMITTEE FOR THE MUNICIPAL YEAR 2022/2023**

**A.4347.2 RESOLVED: that Councillor D Wilkins was elected Chairman of the Amenities Committee for the Municipal Year 2022/2023**

Proposed by Councillor M Champion  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**A.4348 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**A.4348.2 RESOLVED: that the apologies from Councillors J Morgan and J Collins for non-attendance of the meeting of the Amenities Committee on the 24<sup>th</sup> May 2022 were received**

Proposed by Councillor D Wilkins

Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**A.4349 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.

**A.4350 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no requests for dispensations.

**A.4351 TO CONSIDER NOMINATIONS AND ELECT A VICE CHAIRMAN OF THE AMENITIES COMMITTEE FOR THE MUNICIPAL YEAR 2022/2023**

**A.4351.2 RESOLVED: that Councillor J Cosgrove was elected Vice Chairman of the Amenities Committee for the Municipal Year 2022/2023**

Proposed by Councillor P Mills  
Seconded by Councillor R Tal-E-Bot

On a vote being taken the matter was approved unanimously.

**A.4352 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**A.4353 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE AMENITIES COMMITTEE HELD ON 17<sup>TH</sup> MARCH 2022 AND THE CHAIRMAN TO SIGN THEM**

**A.4353.2 RESOLVED: that the minutes of the meeting of the Amenities Committee held on 17<sup>th</sup> March 2022 were received, approved, and signed by the Chairman**

Proposed by Councillor D Wilkins  
Seconded by Councillor P Mills

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

**A.4354 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

Councillor P Mills asked if the matter of the Welcome Back Funding, A.4342 on page 1669, had been investigated. The Town Clerk reported that the Responsible Finance Officer had investigated the funding allocation criteria. He found that the Rosewarne planting did not fit the criteria for funding through the Welcome Back Fund.

**A.4355 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.

**A.4356 TO RECEIVE THE CURRENT NET POSITION BY CODE FOR THE AMENITIES REVENUE BUDGET TO END OF APRIL 2022 AND AGREE ACTION**

The Town Clerk reported that, as it was the beginning of the financial year, there was not a lot to report. But there has been expenditure with committed funds allocated, connected with Park Gerry and Rosewarne toilets on the Income and Expenditure budget to the end of April 2022.

**A.4356.2 RESOLVED: that report of the Net Position by Code for the Amenities Revenue budget to the end of April 2022 was received and approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**A.4357 TO RECEIVE A REPORT FROM THE AMENITIES AND PROJECTS OFFICER ON A TRAILER TO HOUSE THERMAL WEED TREATMENT EQUIPMENT, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Amenities and Projects Officer informed members of the rationale behind the purchase of the trailer. All vehicles had been reviewed to ensure the Amenities Team could make the best use of the equipment. The trailer would increase efficiency by not having to move the Foamstream Weedtech equipment on and off the Transit van, saving time and reducing the risk of damage to the equipment.

A discussion took place amongst the Councillors about the time scale for the weed removal in the area and the potential for raising revenue from leasing the equipment to other small councils.

The Amenities and Projects Officer informed members that an estimate of two years to get the weeds under control would be an approximate time scale. Once this has been achieved then there was potential for renting out the weed control equipment, when not in use by the Amenities Team.

**A.4357.2**

**RESOLVED: that a report from the Amenities and Projects Officer on a trailer to house Thermal Weed Treatment equipment was received. The purchase of a trailer was approved, and the expenditure of £2,400.00 from 5072 Machinery Replacement Capital Code Budget, was authorised**

Proposed by Councillor M Champion  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**A.4358**

**TO RECEIVE A REPORT FROM THE AMENITIES & PROJECTS OFFICER ON AN OUT-FRONT MOWER, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Amenities and Projects Officer informed members that quotes had been received for both John Deere and Kabota mowers. The existing Stiga mower had become uneconomic due the cost of repairs and was not large enough for extensive areas of mowing.

It was proposed that a plant trailer be purchased to enable moving the new mowing machine around the parish.

**A.4358.2**

**RESOLVED: that a report from the Amenities and Projects Officer on the disposal of grounds equipment, and the purchase of a replacement lawn care out-front mower, was received**

Proposed by Councillor D Wilkins  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**A.4358.3**

**RESOLVED: that delegated authority to the Chairman and Vice Chairman, for the purchase of a plant trailer, once three quotes had been received, was approved. A budget**

**of up to £4,000 was authorised, to be taken from the 5140 Machinery Purchases Budget**

Proposed by Councillor D Wilkins  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**A.4358.4**

**RESOLVED: that the purchase a new Kubota mower from Vincent Tractors and Plant, and the disposal of assets that were not required by the team, was approved. The expenditure of £12,400.00 to be taken from the 5140 Machinery Purchases Budget and Green Spaces EMR was authorised**

Proposed by Councillor D Wilkins  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**A.4359**

**TO RECEIVE A VERBAL UPDATE FROM THE AMENITIES AND PROJECTS OFFICER ON CURRENT PROJECTS, AGREE ACTION AND AUTHORISE EXPENDITURE**

- All toilets were open and operational. Rosewarne toilets had had issues that were promptly repaired.
- The fountain had been fixed, with a new pump and timer fitted, and it had been fully cleaned.
- That the fountain lantern needed painting and two quotes had been received.
- In the Passmore Edwards Building:  
The roof had been completed except for the chimney tie and coping stones.  
The tower roof had been completed and the Amenities Team would replace the flag cord when the flag pole was down.  
Insulation and steel shoes were in place.  
Classic Builders were pursuing the replacement of the lift and have reported that the contractors, had given a date of the middle of July for installation.  
The contractor had been getting quotes for the Mechanical Ventilation System to control humidity and reduce mould growth. Allergens would be removed and air quality improved. Classic Builders quoted approximately £20,000.00.
- Preparation of tenders for the floral displays. Lots of new businesses have signed up.
- Preparation of paperwork had begun for proposals for the Bassett Centre.

- The Park Gerry feasibility study; looking at best outcomes within the budget. Applications for funding have been made to CIL and Cornwall Football Association.
- The Amenities Team were busy with mowing and tidying to make sure all was ready for the Jubilee celebrations.

Councillors asked if lift access was necessary, and if penalties were in place regarding the contractor.

The Amenities and Projects Officer informed members that the lift was necessary for disabled access, and that no penalties were in place.

Councillor V Dalley requested that no scaffolding was used by contractors painting the top lantern of the fountain because of public safety concerns.

**A.4359.2**

**RESOLVED: that a verbal update from the Amenities and Projects Officer on current projects, was received. The commencement of the works to paint the top lantern on the fountain, subject to a proviso that no scaffolding be used by contractors, be delegated to the authority of the Chair and Vice Chair was approved, and expenditure of up to £1,000 was authorised**

Proposed by Councillor V Dalley  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**A.4359.3**

**RESOLVED: That the Mechanical Ventilation System installation for the Passmore Edwards Building was approved with expenditure authorised of £20,000.00 with funding from the Passmore Edwards Building Budget Code 120/4815**

Proposed by Councillor D Wilkins  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**A.4360**

**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**

Proposed by Councillor D Wilkins  
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

**A.4361**

**TO RECEIVE A QUOTE FOR SPECIALIST VAT ADVICE FOR UPCOMING PROJECTS, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk reported that the funding was needed initially to help with costs and looking at income generation. This will not be monies taken from Camborne Town Council funds but needs to be approved by the Committee.

**A.4361.2**

**RESOLVED: that a quote for specialist vat advice for upcoming projects was received. The request for funding of £4,900.00, for specialist VAT advice for upcoming projects in the Bassett Centre from Cornwall Council as part of the Town Deal Projects was approved**

Proposed by Councillor J Cosgrove

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 7.05 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

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