

# 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 GW03 Meeting Room, Cornwall Council Dolcoath Offices, Dolcoath Avenue, Camborne, TR14 8SX on Thursday 28<sup>th</sup> July 2022 at 6.30 pm.**

## PRESENT:

|                              |                      |
|------------------------------|----------------------|
| <b>Councillor M Williams</b> | <b>Chairman</b>      |
| <b>Councillor C Lawrence</b> | <b>Vice Chairman</b> |
| <b>Councillor M Champion</b> | <b>(ex officio)</b>  |
| <b>Councillor R Congdon</b>  |                      |
| <b>Councillor V Dalley</b>   |                      |
| <b>Councillor Ms Z Fox</b>   |                      |
| <b>Councillor P Mills</b>    |                      |

## IN ATTENDANCE:

**Alec Webb, Responsible Finance Officer and Sally Williams, Committee Support Officer.**

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### **FG.3998 MEETING PROCEDURES**

The Chairman explained the meeting procedures to all present.

### **FG.3999 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**FG.3999.2 RESOLVED: that the apologies from Councillors J Cosgrove and D Wilkins for non-attendance of the meeting of the Finance & General Purpose Committee on the 28<sup>th</sup> July 2022 were received**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.4000 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**

Councillor Williams declared an interest in Agenda Item 9i) as she was a member of Camborne Rugby Football Club.

Councillor Dalley declared an interest in Agenda Item 9ii) as she was Treasurer of the Community Centre which receives rent from the Citizen's Advice Bureau.

**FG.4001 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.4002 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded Councillors that there would be an Extraordinary Full Council Meeting on Thursday 4<sup>th</sup> August 2022 at 6.30pm to be held at GW03 Meeting Room, Cornwall Council Dolcoath Offices, Dolcoath Avenue, Camborne, TR14 8SX.

**FG.4003 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON 23RD JUNE 2022**

**FG.4003.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 23<sup>rd</sup> June 2022, were received, approved, and signed by the Chairman**

Proposed by Councillor M Williams  
Seconded by Councillor C Lawrence

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

**FG.4004 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

A Councillor noted that the Secunder for Resolution FG.3994.2 in the Finance & General Purposes Minutes for 23<sup>rd</sup> June 2022 had not been identified. This would be rectified and amended minutes brought to the next Finance & General Purposes meeting in September.

The same Councillor enquired whether the Ricoh lease had been negotiated. The RFO confirmed that Ricoh had been contacted and a discount had been negotiated. This additional information would be sent to the Councillor for approval.

**FG.4005 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.

**TO RECEIVE RFO GRANT SUMMARY, CHECKLISTS, AND GRANT APPLICATIONS FROM:**

- I) CAMBORNE RUGBY CLUB (GENERAL POWER OF COMPETENCE)**
- II) CITIZENS ADVICE BUREAU (GENERAL POWER OF COMPETENCE)**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillor M Williams left the room at 18:40.

Councillors discussed the Camborne Rugby Football Club Grant Application; specifically, that the club had also received funding from the Town Deal. However, it was confirmed that this funding had been allocated for other distinct aspects of the improvements at the club and so there was no conflict of interest.

**FG.4006.2**

**RESOLVED: that a grant of £4,000 was awarded to Camborne Rugby Club, under the General Power of Competence, with funds approved from the Community Grants and Donations Budget (code 160/4930)**

Proposed by Councillor M Champion  
Seconded by Councillor C Lawrence

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

Councillor V Dalley left the room at 18:45 and Councillor M Williams returned.

Councillors discussed the Grant Application for the Citizens Advice Bureau. One Councillor queried why the amount had been left blank, but this was done so that Councillors could award the amount that they felt was appropriate. Councillors considered that given the good work done by the Citizens Advice Bureau it was fair to grant an award.

**FG.4006.3**

**RESOLVED: that a grant of £4,000 was awarded to Citizens Advice Bureau, under the General Power of Competence, with funds approved from the Community Grants and Donations Budget (code 160/4930)**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

Councillor V Dalley returned to the room at 18:55.

**FG.4007**

**TO RECEIVE THE COUNCILLOR INTERNAL AUDITS FOR THE MONTHS OF APRIL AND MAY 2022 AND AGREE ACTION**

**FG.4007.2** **RESOLVED: that the Councillor Internal Audits for the months of April and May 2022 were received and approved**

Proposed by Councillor C Lawrence  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4008** **TO RECEIVE THE COUNCILLOR INTERNAL AUDIT FOR THE MONTH OF JUNE 2022**

**FG.4008.2** **RESOLVED: that the Councillor Internal Audit for the month of June 2022 was received and approved**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.4009** **TO APPROVE PAYMENTS MADE DURING THE WHOLE MONTH OF JUNE 2022, MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2.**

**FG.4009.2** **RESOLVED: that payments made during the whole month of June 2022, 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 V Dalley

On a vote being taken the matter was approved unanimously.

**FG.4010** **TO APPROVE THE PAYMENT OF INVOICES MADE AND RECEIVED FOR THE WHOLE MONTH OF JUNE 2022**

Councillors agreed that the wording of this agenda item should be checked and clarified for future agendas.

**FG.4010.2** **RESOLVED: that the list of payments for the whole month of May 2022 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.4011** **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR MONTH OF JULY 2022, UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING**

The RFO explained that the list was current to the day of the meeting and that payments highlighted in yellow indicated the payments that were awaiting authorisation by mandated Councillors. Red bands just illustrate that payments are made in separate tranches.

**FG.4011.2** **RESOLVED: that the payment of invoices received for the month of July 2022 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.4012** **TO APPROVE PAYMENTS FOR THE MONTH OF JULY 2022 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.4012.2** **RESOLVED: that payments for the month of July 2022 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 C Lawrence

On a vote being taken the matter was approved unanimously.

**FG.4013** **TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FROM THE DATE OF THE JUNE MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL**

**FG.4013.2** **RESOLVED: that a report of expenditure delegated to the Town Clerk from the date of the June meeting and up to the date of this meeting was received and approved**

Proposed by Councillor V Dalley  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.4014** **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 JUNE 2022**

**i. TO RECEIVE A SUPPORTING REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING INCOME AND EXPENDITURE TO THE END OF JUNE 2022 AND AGREE ACTION**

The Chair required clarification regarding some of the entries on The Bank Cash and Investment Reconciliation report.

**FG.4014.2** **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 June 2022, was received and approved**

Proposed by Councillor M Champion  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**FG.4014.3**      **RESOLVED: that a supporting report from the Responsible Finance Officer regarding income and expenditure to the end of June 2022, was received and noted**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.4014.4**      **RESOLVED: that the transfer of funds between cost codes and EMRs, as detailed in the report from the Responsible Finance Officer regarding income and expenditure to the end of June 2022, was approved**

Proposed by Councillor M Williams  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

Following discussion, it was agreed that in the interim the new cost centre for Town Deal projects on Basset Road should be named the Basset Community Hub.

**FG.4014.5**      **RESOLVED: that the creation of additional Cost Centres and Codes, to accurately record the income and expenditure resulting from the Town Deal projects, was approved**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.4014.6**      **RESOLVED: that a mandated member of the Finance & General Purposes Committee, during the municipal year 2020/21, be nominated to initial the partially completed cheque stub that was identified in the Internal Audit for June 2022, in the absence of the approving committee member (former Councillor Graham Winter), was approved**

Proposed by Councillor M Williams  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.4015**      **TO RECEIVE A LETTER OF THANKS FROM TREVEOR ABBEYFIELD FOR THE GRANT FUNDING AWARD**

**FG.4015.2**      **RESOLVED: that a letter of thanks from Treveor Abbeyfield for the grant funding award was received**

Proposed by Councillor M Williams  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

- FG.4016** **TO RECEIVE A REQUEST FROM FUTURE CREW TO ALLOW THE GROUP TO INSTALL AND MAINTAIN FLORAL PLANTERS AT THE BASSET CENTRE AND AGREE ACTION**
- This item was deferred as the request from Future Crew, to be allowed to install and maintain floral planters at the Basset Centre, had not yet been received.
- FG.4017** **TO RECEIVE A PUBLIC SECTOR DEPOSIT FUND FACT SHEET TO 30<sup>TH</sup> JUNE 2022 AND AGREE ACTION**
- FG.4017.2** **RESOLVED: that a Public Sector Deposit Fund fact sheet to 30<sup>th</sup> June 2022 was received**
- Proposed by Councillor M Williams  
Seconded by Councillor V Dalley
- On a vote being taken the matter was approved unanimously.
- FG.4018** **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.4018.2** **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 C Lawrence  
Seconded by Councillor Z Fox
- On a vote being taken the matter was approved unanimously.
- FG.4019** **TO RECEIVE A QUOTE FROM DATASHARP FOR PHONES AND INFRASTRUCTURE APPROVED UNDER DELEGATED AUTHORITY OF THE MAYOR AND DEPUTY MAYOR**
- The RFO explained to committee members that the monthly total would cover both the Passmore Edwards Building and the Basset Centre. The contract was fixed for three years, and it had been pre-approved by the Mayor and Deputy Mayor.
- FG.4019.2** **RESOLVED: that a quote from Datasharp for phones and infrastructure approved under delegated authority of the Mayor and Deputy Mayor was received and approved**
- Proposed by Councillor M Williams  
Seconded by Councillor C Lawrence
- On a vote being taken the matter was approved unanimously.
- FG.4020** **TO RECEIVE ANY FURTHER QUOTATIONS RECEIVED FOR THE PASSMORE EDWARDS BUILDING OR BASSET CENTRE, AGREE ACTION AND AUTHORISE EXPENDITURE**

This item was deferred as no further quotations had been received for the Passmore Edwards Building or the Basset Centre.

There being no further business the Chairman closed the meeting at 19:38 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....