

# 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> April 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 R Congdon</b>	
<b>Councillor J Cosgrove</b>	
<b>Councillor Ms Z Fox</b>	

## IN ATTENDANCE:

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

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The Chairman explained the meeting procedures to all present

### **FG.3942 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**FG.3942.2 RESOLVED: that the apologies from Councillors V Dalley, C Lawrence and D Wilkins, for non-attendance of the meeting of the Finance & General Purposes Committee on the 28<sup>th</sup> April 2022, were received**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

### **FG.3943 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 J Collins declared an interest in Agenda Item 10 vii) as he was a member of the Camborne Show Committee.

**FG.3944 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.3945 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**FG.3946 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON 24<sup>th</sup> FEBRUARY 2022**

It was noted that there was no number on the last page of the Minutes. This would be amended.

**FG.3946.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 24<sup>th</sup> February 2022, were received, approved and signed by the Chairman**

Proposed by Councillor M Williams  
Seconded by Councillor J Cosgrove

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

**FG.3947 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> FEBRUARY 2022**

**FG.3947.2 RESOLVED: that the redacted minutes of the Finance and General Purposes Committee held on 24<sup>th</sup> February 2022, were received, approved and signed by the Chairman**

Proposed by Councillor M Williams  
Seconded by Councillor J Cosgrove

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

**FG.3948 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**FG.3949 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.

**FG.3950**

**TO RECEIVE GRANT APPLICATIONS FROM:**

- i) Create CIC (General Power of Competence)**
- ii) Abbeyfield Camborne Society (General Power of Competence)**
- iii) Cornwall Pride (General Power of Competence)**
- iv) Drama Express (General Power of Competence)**
- v) Little Acorns Pre-School (General Power of Competence)**
- vi) Camborne Produce Market (General Power of Competence)**
- vii) Camborne Show (General Power of Competence)**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.3950.2**

**RESOLVED: that a grant application for Create CIC was declined but Councillors would support future applications**

Proposed by Councillor J Cosgrove  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3950.3**

**RESOLVED: that a grant of £500 was awarded to Abbeyfield Camborne Society, 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 J Collins

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

**FG.3950.4**

**RESOLVED: that a grant for Cornwall Pride was deferred pending receipt of further information concerning specific aspects of the application**

Proposed by Councillor Z Fox  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.3950.5**            **RESOLVED: that a grant of £500 was awarded to Drama Express, under the General Power of Competence, with funds approved from the Community Grants and Donations Budget (code 160/4930)**

Proposed by Councillor J Cosgrove  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.3950.6**            **RESOLVED: that a grant for Little Acorns Pre-School was deferred pending receipt of further information concerning specific aspects of the application**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.3950.7**            **RESOLVED: that a grant of £1,427.00 was awarded to Camborne Produce Market, 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 J Collins

On a vote being taken the matter was approved unanimously.

Having declared an interest in the next agenda item Councillor J Collins left the room.

**FG.3950.8**            **RESOLVED: that a grant of £1,200.00 was awarded to Camborne Show, 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 M Williams

On a vote being taken the matter was approved unanimously.

Councillor J Collins re-entered the room.

**FG.3951**            **TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR JANUARY 2022 BY COUNCILLOR WILKINS AND COUNCILLOR LAWRENCE**

Councillor Williams advised that the comments made by one of the auditors should be noted and that one of the dates should be amended with a signed statement to reflect the changes made.

**FG.3951.2**            **RESOLVED: that the Councillors' Internal Audit Reports for January 2022 by Councillors Wilkins and Lawrence were received, the comments noted and approved**

Proposed by Councillor M Williams  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.3952**            **TO RECEIVE AND APPROVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR FEBRUARY 2022 BY COUNCILLOR FOX AND COUNCILLOR COSGROVE**

**FG.3952.2**        **RESOLVED: that the Councillors' Internal Audit Reports for February 2022 by Councillors Fox and Cosgrove were received and approved**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.3953**            **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE WHOLE MONTH OF FEBRUARY 2022**

Councillors requested that a name amendment be made to the record. The Trevithick Day Society should read Camborne Trevithick Day Committee.

**FG.3953.2**        **RESOLVED: that the list of payments for the whole month of February 2022 was received, an amendment was noted and the payments approved**

Proposed by Councillor M Williams  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.3954**            **TO APPROVE PAYMENTS MADE DURING THE WHOLE MONTH OF FEBRUARY 2022 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.3954.2**        **RESOLVED: that the list of payments for the whole month of February 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.3955** **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF MARCH 2022 APPROVED UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

**FG.3955.2** **RESOLVED: that the payment of invoices received for the month of March 2022, under the delegated authority of the Chairman and Vice Chairman, was approved**

Proposed by Councillor M Williams  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3956** **TO APPROVE PAYMENTS MADE DURING THE WHOLE MONTH OF MARCH 2022, MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.3956.2** **RESOLVED: that the list of payments for the whole month of February 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 Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3957** **TO RECEIVE THE VAT RETURN FOR JANUARY 2022 – MARCH 2022 (QUARTER 4) AND AGREE ACTION**

**FG.3957.2** **RESOLVED: that the VAT Return for January 2022 – March 2022 (Quarter 4) was received**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.3958** **TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FROM THE DATE OF THE FEBRUARY MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL**

The Chairman queried the date of the invoice from CTS. The Responsible Finance Officer explained that this had been a late invoice; the original had not been received for payment at the time of issue.

**FG.3958.2** **RESOLVED: that a report of expenditure delegated to the Town Clerk from the date of the February meeting and up to the date of this meeting 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.3959**

**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 MARCH 2022**

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

The Chairman requested more information regarding the End of Year accounts. The Responsible Finance Officer stated that all year end transfers were now complete and that the end of year paperwork would be presented at Full Council.

**FG.3959.2**

**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 March 2022, 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.3959.3**

**RESOLVED: that a supporting report from the Responsible Finance Officer regarding Income and Expenditure to the end of March 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.3959.4**

**RESOLVED: that at the first meeting of the Finance & General Purposes Committee 2022/2023 members of the committee appoint two members as Internal Auditors, at least one of whom to be replaced at year end**

Proposed by Councillor M Williams  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.3960 TO APPROVE PAYMENTS FOR THE MONTH OF APRIL 2022 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.3960.2 RESOLVED: that payments for the month of April 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 Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3961 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF APRIL 2022, UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING**

**FG.3961.2 RESOLVED: that the payment of invoices received for the month of April 2022 was approved**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.3962 TO RECEIVE A WRITTEN RECOMMENDATION FROM THE AMENITIES TEAM ON A JUBILEE TREE, AGREE ACTION AND AUTHORISE EXPENDITURE IF APPROPRIATE**

Councillors discussed whether it would be possible to plant more trees in the parish to celebrate the Jubilee. Councillors felt that other sites within the parish could be considered as well.

This had been discussed at a previous Full Council meeting (Resolution C.5300.2) and the Engagement Officer would be reporting back.

**FG.3962.2 RESOLVED: that a written recommendation from the Amenities team on a Jubilee tree was received**

Proposed by Councillor M Williams  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**FG.3962.3 RESOLVED: that Option 2, the planting of a Monkey Puzzle tree in Camborne Recreation Ground, was approved, with expenditure approved from the Jubilee Costs Budget Code**

Proposed by Councillor Z Fox  
Seconded by Councillor J Cosgrove



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

**FG.3963 TO RECEIVE A GRANT USE LETTER FROM ROOT TRAINING**

**FG.3963.2 RESOLVED: that a Grant Use letter from Root Training was received**

Proposed by Councillor M Williams  
Seconded by Councillor J Collins

On a vote being taken the matter was approved unanimously.

**FG.3964 TO RECEIVE A NOTIFICATION OF REVISED CHARGES FOR KESTREL GUARDS AND AGREE ACTION**

**FG.3964.2 RESOLVED: that a notification of revised charges for Kestrel Guards was received**

Proposed by Councillor M Champion  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**FG.3965 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.3965.2 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 J Collins

On a vote being taken the matter was approved unanimously.

**FG.3966 TO RECEIVE A VERBAL UPDATE FROM THE RESPONSIBLE FINANCE OFFICER ON ICT AND CONNECTIVITY AND AGREE ACTION**

[REDACTED]

[REDACTED]

[REDACTED]

Finally, the RFO reported that ITEC would be getting early access to the Passmore Edwards Building to ensure minimal IT downtime when staff moved back to the building.

At this point the Chairman proposed that the meeting be extended by 30 minutes if required.

**FG.3966.2 RESOLVED: that the meeting be extended by thirty minutes if required**

Proposed by Councillor M Williams  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3966.3 RESOLVED: that the RFO was thanked for the report and the Finance & General Purposes Committee received and approved the actions taken to date, and it would support the Town Clerk together, Mayor and Deputy Mayor in any future actions regarding [REDACTED]**

Proposed by Councillor J Cosgrove  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3967 TO RECEIVE A CCTV POLICY FOR CAMBORNE TOWN COUNCIL AND AGREE ACTION**

**FG.3967.2 RESOLVED: that a CCTV Policy for Camborne Town Council was received and approved and adopted**

Proposed by Councillor J Cosgrove  
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 20:42 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....