

# 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 23<sup>rd</sup> June 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 J Cosgrove</b>	
<b>Councillor V Dalley</b>	
<b>Councillor Ms Z Fox</b>	
<b>Councillor P Mills</b>	
<b>Councillor D Wilkins</b>	

## IN ATTENDANCE:

**Alec Webb, Responsible Finance Officer; Melanie Negus, Administrative Support Officer; and two members of the public.**

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### **FG.3968 MEETING PROCEDURES**

The Chairman explained the meeting procedures to all present.

### **FG.3969 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE FINANCE & GENERAL PURPOSE COMMITTEE FOR THE MUNICIPAL YEAR 2022/2023**

#### **FG.3969.2 RESOLVED: that Councillor M Williams was elected as Chairman of the Finance & General Purpose Committee for the 2022/2023 municipal year**

Proposed by Councillor D Wilkins  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

### **FG.3970 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

#### **FG.3970.2 RESOLVED: that the apologies from Councillors Champion and Congdon for non-attendance of the meeting of the**

**Finance & General Purposes Committee on the 23<sup>rd</sup> June 2022, were received**

Proposed by Councillor D Wilkins  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.3971 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 interests.

**FG.3972 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.3973 CHAIRMAN'S ANNOUNCEMENTS**

Councillor Williams thanked Councillors for re-electing her as Chairman; and the Town Clerk, Finance Officer and staff for their hard work and support over the past year.

**FG.3974 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIRMAN OF THE FINANCE & GENERAL PURPOSE COMMITTEE FOR THE MUNICIPAL YEAR 2022/2023**

**FG.3974.2 RESOLVED: that Councillor C Lawrence was elected as Vice Chairman of the Finance & General Purpose Committee for the 2022/2023 municipal year**

Proposed by Councillor Z Fox  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.3975 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON 28<sup>th</sup> APRIL 2022**

**FG.3975.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 28<sup>th</sup> April 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.3976 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> APRIL 2022**

**FG.3976.2 RESOLVED: that the redacted minutes of the Finance and General Purposes Committee held on 28<sup>th</sup> April 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.3977 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**FG.3978 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)**

A member of the public spoke in support of the grant application for Troon AFC. He informed members that the club had in excess of 350 members, and had children's teams, men's teams, a disability team, a walking football team, and were trying to establish a ladies team. The majority of the works on the Clubhouse were complete but they were in need of internal furnishings etc to complete the project. When the project was complete they would be able to generate an income by renting the space for events and community groups. Security cameras on the site were linked to members phones with an instant alert system built in.

Members thanked the members of the public for attending and the information supplied.

The Chairman brought forward the grant application for Troon AFC.

**FG.3979 TO RECEIVE RFO GRANT SUMMARY, CHECKLISTS, AND GRANT APPLICATIONS FROM:**

- i) Doing Good Locally CIC (General Power of Competence)**
- ii) Little Acorn Pre-School (General Power of Competence) (deferred from F & GP Meeting 28<sup>th</sup> April 2022)**

iii) Troon AFC (General Power of Competence)

iv) True Butterflies Foundation (General Power of Competence)

**AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.3979.2**      **RESOLVED: that a grant of £5,000 was awarded to Troon AFC, under the General Power of Competence, with funds approved from the Community Grants and Donations Budget (code 160/4930)**

Proposed by Councillor V Dalley  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

Two members of the public left the meeting.

**FG.3979.3**      **RESOLVED: that a grant of £360 was awarded to Doing Good locally CIC, 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 P Mills

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

**FG.3979.4**      **RESOLVED: that a grant application for the Little Acorn Pre-School was declined**

Proposed by Councillor D Wilkins  
Seconded by Councillor M Williams

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

**FG.3979.5**      **RESOLVED: that a grant of £1,000 was awarded to True Butterflies Foundation, 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 Cosgrove

On a vote being taken the matter was approved unanimously.

- FG.3980**                    **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE WHOLE MONTH OF APRIL 2022**
- FG.3980.2**                **RESOLVED: that the list of payments for the whole month of April 2022 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.3980**                    **TO APPROVE PAYMENTS MADE DURING THE WHOLE MONTH OF APRIL 2022 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**
- FG.3980.2**                **RESOLVED: that the list of payments for the whole 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 approved**
- Proposed by Councillor M Williams  
Seconded by Councillor Z Fox
- On a vote being taken the matter was approved unanimously.
- FG.3981**                    **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF MAY 2022 APPROVED UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**
- FG.3981.2**                **RESOLVED: that the payment of invoices received for the month of May 2022, under the delegated authority of the Chairman and Vice Chairman, was approved**
- Proposed by Councillor C Lawrence  
Seconded by Councillor Z Fox
- On a vote being taken the matter was approved unanimously.
- FG.3982**                    **TO APPROVE PAYMENTS MADE DURING THE WHOLE MONTH OF MAY 2022, MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**
- FG.3982.2**                **RESOLVED: that the list of payments for the whole month of May 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 C Lawrence  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3983 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE WHOLE MONTH OF JUNE 2022**

**FG.3983.2 RESOLVED: that the list of payments for the whole month of June 2022 was received, and approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**FG.3984 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.3984.2 RESOLVED: that the list of payments for 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, was received and approved**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3985 TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FROM THE DATE OF THE APRIL MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL**

**FG.3985.2 RESOLVED: that a report of expenditure delegated to the Town Clerk from the date of the April meeting and up to the date of this meeting was received and approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.3986 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 MAY 2022**

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

The Finance Officer reported that one journal entry would be needed, as Unit 5 Business Rates had been taken from the Finance

budget but Amenities had its own Business Rates code that he had been unaware of.

**FG.3986.2**      **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 May 2022, was received and approved; and a supporting report from the Responsible Finance Officer regarding income and expenditure to the end of May 2022, was received and noted**

Proposed by Councillor M Williams  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.3986.3**      **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 May 2022; was approved**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3986.4**      **RESOLVED: that Councillors Mills and Lawrence were appointed as Internal Auditors for the 2022/2023 financial year**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3987**      **TO RECEIVE A FORM TO OPEN AN ACCOUNT WITH CARTERS PACKAGING LIMITED FOR THE SUPPLY OF WASTE MANAGEMENT CONSUMABLES AND AGREE ACTION**

**FG.3987.2**      **RESOLVED: that the opening of an account with Carters Packaging Limited for the supply of waste management consumables approved**

Proposed by Councillor M Williams  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

**FG.3988**      **TO RECEIVE AND ADOPT A DRAFT UPDATED BANKING & INVESTMENT STRATEGY TO MARCH 2023**

**FG.3988.2**            **RESOLVED: that the draft updated Banking & Investment Strategy to March 2023, was approved and adopted**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3989**            **TO RECEIVE A MESSAGE OF THANKS FROM CORNWALL INTERNATIONAL MALE CHORAL FESTIVAL**

**FG.3989.2**        **RESOLVED: that a message of thanks from Cornwall International Male Choral Festival was received**

Proposed by Councillor C Lawrence  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.3990**            **TO RECEIVE A FINAL GRANT USE LETTER FROM ROOT TRAINING**

**FG.3990.2**        **RESOLVED: that a final grant use letter from Root Training, was received**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3991**            **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.3991.2**        **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

On a vote being taken the matter was approved unanimously.

**FG.3992**            **TO RECEIVE A QUOTATION FROM CLASSIC BUILDERS LTD FOR INTERNAL ALTERATIONS TO THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.3992.2**        **RESOLVED: that a quotation from Classic Builders Ltd for internal alterations to the Passmore Edwards Building was received, and approved, and the expenditure was**



**authorised to be taken from the Passmore Edwards Building Earmarked Reserves, cost code 323**

Proposed by Councillor M Williams  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.3993 TO RECEIVE AN UPDATED CORNWALL COUNCIL HEADS OF TERMS LEASE AGREEMENT FOR THE BASSET CENTRE AND AGREE ACTION**

**FG.3993.2 RESOLVED: that an updated Cornwall Council Heads of Terms Lease Agreement for the Basset Centre, was received; and subject to Cornwall Council approving an amendment, adding, 'assistant dogs', to the last sentence in 'Other Terms' on page 4 of the Agreement; was approved**

Proposed by Councillor M Williams  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.3994 TO RECEIVE A CORSERV SERVICE LEVEL AGREEMENT FOR THE PASSMORE EDWARDS BUILDING CLEANING FOR 2022-2023, AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.3994.2 RESOLVED: that a Corserv Service Level Agreement for the Passmore Edwards Building Cleaning for 2022-2023, was received, approved, and the associated expenditure was authorised to be taken from the Passmore Edwards Building Cost Centre, cost code 4770**

Proposed by Councillor J Cosgrove  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.3995 TO RECEIVE AN UPDATE ON ICT SERVICES AND A LEASED LINE PROPOSAL FOR THE BASSET CENTRE, AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.3995.2 RESOLVED: that an update on ICT Services and a Leased Line proposal for the Basset Centre was received and approved, and the expenditure was authorised to be taken from Council Expansion Earmarked Reserves cost code 320**

Proposed by Councillor D Wilkins  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.3996 TO RECEIVE A QUOTE FROM RICOH FOR A PHOTOCOPIER LEASE FOR THE BASSET CENTRE, AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.3996.2 RESOLVED: that a quote from Ricoh for a photocopier lease for the Basset Centre, be delegated to the Finance Officer the Chairman and Vice Chairman for re-negotiation, was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.3997 TO CONSIDER A BUDGET FOR CUSTOMER SEATING AND SHELVING, IF REQUIRED, IN THE LIBRARY, AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.3997.2 RESOLVED: that a budget of £2,000 for customer seating and shelving, if required, in the Library was authorised to be taken from Council Expansion Earmarked Reserves cost cost**

Proposed by Councillor M Williams  
Seconded by Councillor C Lawrence

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 20:16 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....