

# 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 Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 24<sup>th</sup> November 2022 at 6.30 pm.**

## PRESENT:

<b>Councillor J Cosgrove</b>	<b>Chairman</b>
<b>Councillor C Lawrence</b>	<b>Vice Chairman</b>
<b>Councillor J Ball</b>	
<b>Councillor R Congdon</b>	
<b>Councillor V Dalley</b>	
<b>Councillor Ms Z Fox</b>	
<b>Councillor P Mills</b>	
<b>Councillor D Wilkins</b>	
<b>Councillor M Williams</b>	

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Alec Webb, Responsible Finance Officer; Sally Williams, Committee Support Officer and four members of the public.**

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### **FG.4044 MEETING PROCEDURES**

The Chairman explained the meeting procedures to all present.

### **FG.4045 TO CONSIDER NOMINATIONS AND ELECT A CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE MUNICIPAL YEAR 2022/2023**

#### **FG.4045.2 RESOLVED: that Councillor J Cosgrove was elected as the Chairman of the Finance and General Purposes Committee for the Municipal Year 2022/2023**

Proposed by Councillor C Lawrence  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

### **FG.4046 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman thanked the Committee for voting him in.

**FG.4047 TO ELECT THE DEPUTY CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE MUNICIPAL YEAR 2022/2023 (SHOULD THIS BE REQUIRED)**

An election for the Deputy Chairman was not needed.

**FG.4048 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

There were no apologies; all Councillors were present.

**FG.4049 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.4050 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.4051 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON 27<sup>TH</sup> OCTOBER 2022**

**FG.4051.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 27<sup>th</sup> October 2022, were received, approved, and signed by the Chairman**

Proposed by Councillor M Williams  
Seconded by Councillor P Mills

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

**FG.4052 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**FG.4053 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)**

Two members of the public were present to speak on behalf of the grant application for 7<sup>th</sup> Camborne Guides. The leader described 7th Camborne as a strong Guide unit that included lots of girls

from deprived situations. The girls pay annual subscriptions which had been increased by the Girl Guiding Association. To avoid charging the girls the extra amount the Grant would help to subsidise those subscriptions. The girls also have uniforms, but this situation is managed by a supply of second-hand uniforms.

The leader spoke about how the group had managed to keep going after Covid she explained how much the girls benefitted from being a part of the group. The Guides also take part in a range of activities whilst also completing community service, attending the Remembrance Parade and they were currently collecting items for the Shoebox Appeal.

Councillors asked a range of questions which were answered by the leader of the Guide unit.

The member of the public who spoke on behalf of the grant application for Camborne Ladies Choir gave a brief history of the choir which had been formed in 1969. She described how, after Covid, the choir needed to find a new way forward to raise funds and attract new members. They had already increased the subscriptions, they had sung at five concerts in the past year, with fifty per cent of the proceeds going to the choir and fifty per cent going to charity, along with a variety of other fund-raising activities. The grant would help to support them to continue in the short term. She explained that the choir was good for the mental health of the participants whilst also providing companionship. It continued the strong Cornish tradition of choir singing and the choir were determined to continue.

Councillors asked a range of questions which were answered by the applicant.

The member of Out of the Woods CIC spoke about the grant application which would support a family in the town who were in desperate need of play therapy for their child. She explained the benefit of the play therapy as being two-fold. It would mean that the family could keep working as the intervention should prevent the child being excluded from school.

Councillors discussed the application widely and asked a variety of questions.

**FG.4054**

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

- I) 7<sup>TH</sup> CAMBORNE GUIDES (GENERAL POWER OF COMPETENCE)**
- II) CAMBORNE LADIES CHOIR (GENERAL POWER OF COMPETENCE)**

**III) OUT OF THE WOODS CIC (GENERAL POWER OF COMPETENCE)**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.4054.2 RESOLVED: that a grant of £500 was awarded to 7<sup>th</sup> Camborne Guides, 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.

**FG.4054.3 RESOLVED: that a grant of £750 was awarded to Camborne Ladies Choir, 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 Ball

On a vote being taken the matter was approved unanimously.

**FG.4054.4 RESOLVED: that a grant of £600 was awarded to Out of the Woods 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.4055 TO RECEIVE THE RESIGNATION OF COUNCILLOR M WILLIAMS AS CHAIR OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR 2022/2023 AND AGREE ACTION**

**FG.4055.2 RESOLVED: that the resignation of Councillor M Williams as Chair of the Finance and General Purposes Committee for 2022/2023 was received and that a vote of thanks for her good service was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.4056 TO APPROVE THE PAYMENT OF INVOICES, MADE DURING THE WHOLE MONTH OF OCTOBER 2022, UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6**

**FG.4056.2**            **RESOLVED: that the payment of invoices, made during the whole month of October 2022, under Financial Regulations 5.4, 6.4, 6.5 and 6.6 was approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4057**            **TO APPROVE REGULAR PAYMENTS, MADE DURING THE WHOLE MONTH OF OCTOBER 2022, UNDER FINANCIAL REGULATIONS 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.4057.2**        **RESOLVED: that regular payments, made during the whole month of October 2022, under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 were approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG. 4058**        **TO RECEIVE THE COUNCILLOR INTERNAL AUDITS FOR THE MONTH OF OCTOBER 2022 AND AGREE ACTION**

**FG.4058.2**        **RESOLVED: that the Councillor internal audits for the month of October 2022 were received and approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.4059**        **TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF NOVEMBER 2022, UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6, UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING**

**FG.4059.2**        **RESOLVED: that the payment of invoices received for the month of November 2022, under Financial Regulations 5.4, 6.4, 6.5 and 6.6 were approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4060**        **TO APPROVE PAYMENTS FOR THE MONTH OF NOVEMBER 2022 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.4060.2**        **RESOLVED: that payments for the month of November 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 D Wilkins

Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.4061** **TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FROM THE DATE OF THE OCTOBER MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL**

**FG.4061.2** **RESOLVED: that a report of expenditure delegated to the Town Clerk from the date of the October meeting and up to the date of this meeting was received and approved**

Proposed by Councillor Z Fox

Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4062** **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 OCTOBER 2022**

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

**FG.4062.2** **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Income & Expenditure by Budget Heading Report up to the end of October 2022 were received and approved**

Proposed by Councillor D Wilkins

Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4062.3** **RESOLVED: that a supporting report from the Responsible Finance Officer regarding income and expenditure to the end of October 2022 was received and approved**

Proposed by Councillor D Wilkins

Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4063** **TO RECEIVE A WRITTEN REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING THE FINANCE & GENERAL PURPOSES COMMITTEE DRAFT REVENUE BUDGET 2023/2024 AND THREE-YEAR FINANCIAL PLAN AND DRAFT BUDGET, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Responsible Finance Officer explained that this Budget Report reported on the budget for Finance & General Purposes Committee

alone. The Full budget would be brought before this committee for recommendation to Full Council.

He explained that all budgets had been set with the aim of trying to prevent a precept rise and hence costs were being limited where possible. One Councillor stated that this would not be sustainable going forwards but that it was very fortunate that it could be done this year.

The Responsible Finance Officer clearly stated that whilst costs were being limited where possible, the budgets that had been set were sufficient to enable the Town Council to maintain the services that were currently provided to the Town and these would continue to the usual expected standard.

**FG.4063.2 RESOLVED: that a written report from the Responsible Finance Officer regarding the Finance & General Purposes Committee Draft Revenue Budget for 2023/2024 and three-year financial plan was received and approved**

Proposed by Councillor J Ball  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4063.3 RESOLVED: that the Finance & General Purposes Draft Revenue Budget for 2023/2024 and 3-year financial plan be approved**

Proposed by Councillor D Wilkins  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4064 TO RECEIVE DRAFT POLICIES AND DOCUMENTS FOR THE YOUTH COUNCIL;**

- i. YOUTH COUNCIL TERMS OF REFERENCE**
- ii. YOUTH COUNCIL CODE OF CONDUCT**
- iii. YOUTH COUNCIL CHILD PROTECTION AND SAFEGUARDING POLICY**

**AND AGREE ACTION**

Councillors discussed the policies and documents for the Youth Council. One Councillor suggested that an amendment should be made to the Terms of Reference document. It was discussed and members agreed that in the section on 'Representation' the sentence should be amended to read 'Members will be selected with sensitivity toward gender, ethnicity, disability and geographic area represented where possible'.

Discussion also identified that it would be preferable to make amendments to the Code of Conduct document. Members felt that within the 'What you can expect from us' section of the document there should be two changes, as identified below:

- All young people involved in Youth Council work have the right to be respected and safe.
- You will have a named worker from Camborne Town Council who offers regular communication and will support you to be involved in the programme.

**FG.4064.2                    RESOLVED: that draft policies and documents for the Youth Council;**

- i.            Youth Council Terms of Reference**
- ii.          Youth Council Code of Conduct**
- iii.        Youth Council Child Protection and Safeguarding Policy**

**were received en bloc and, with the amendments noted at the meeting, were approved**

Proposed by Councillor J Ball  
 Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4065                    TO RECEIVE A PUBLIC SECTOR DEPOSIT FUND FACT SHEET.**

**FG.4065.2                RESOLVED: that a Public Sector Deposit Fund fact sheet was received**

Proposed by Councillor V Dalley  
 Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.4066                    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.4066.2                RESOLVED: 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 V Dalley  
 Seconded by Councillor D Wilkins

On a vote being taken the matter was approved unanimously.

**FG.4067                    TO RECEIVE A QUOTATION FROM CREATIVE CONSULTANT SUPPORT, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Clerk explained to Councillors that the quote had come from the Consultant who had worked with the Town Council on the early stages of the Basset Community Hub project. The Town Council Officers had benefitted greatly from the information that she had



brought to the project. Officers believed that the Consultant's knowledge and connections would be beneficial to the success of the project overall. This would be funded from the Town Deal.

**FG.4067.2**

**RESOLVED: that a quotation from Creative Consultant Support was received and approved, and a budget of £2,189 from the Town Deal Funding (EMR 338) was authorised**

Proposed by Councillor Z Fox  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 19.27 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

