

# 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 23rd February 2023 at 6.30 pm.**

## PRESENT:

**Councillor J Cosgrove**                      **Chairman**  
**Councillor J Ball**  
**Councillor Z Fox**  
**Councillor M Williams**

## IN ATTENDANCE:

**Samantha Hughes, Town Clerk; Dave Garwood, Amenities & Projects Officer and Deputy Proper Officer, Sally Williams, Committee Support Officer and one member of the public.**

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### **FG.4088                      MEETING PROCEDURES**

The Chairman explained the meeting procedures to all present.

### **FG.4089                      CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

### **FG.4090                      TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

There were no apologies received from Councillor Dalley.

### **FG.4090.2                      RESOLVED: that the apologies from Councillors C Lawrence, R Congdon, P Mills and D Wilkins for non-attendance of the meeting of the Finance & General Purposes Committee on the 23rd February 2023 were received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4091 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.4092 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.4093 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON 15<sup>TH</sup> DECEMBER 2022**

**FG.4093.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 15<sup>th</sup> December 2022, were received, approved, and signed by the Chairman**

Proposed by Councillor J Cosgrove  
Seconded by Councillor M Williams

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

**FG.4094 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**FG.4095 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)**

The one member of the public present wished to speak about Agenda Item 9, the Grant Application from Grow Cornwall CIC. He explained to Councillors that Grow Cornwall CIC had been formed to encourage local people to feel that they had more engagement and involvement in local provision. He stated that the sport they offered was pitched at jogging football and it operated on a pay as you can basis. In the last 6 weeks 32 players had signed up and 25 had played.

In response to questions from Councillors the applicant explained that to date the organisation had just broken even, helped by some donations, and this was the justification for the grant application. Grow Cornwall CIC was good provision for the people of Camborne and Redruth, and it was providing both physical and mental support in a positive environment.

**FG.4096 TO RECEIVE THE RFO GRANT SUMMARY, CHECKLISTS, AND GRANT APPLICATIONS FROM:**

**I) GROW CORNWALL CIC (GENERAL POWER OF COMPETENCE)**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.4096.2 RESOLVED: that a grant of £1,000 be awarded to Grow Cornwall CIC, under the General Power of Competence was approved; and the associated expenditure from the Community Grants and Donations Budget (code 160/4930) was authorised**

Proposed by Councillor M Williams  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4097 TO APPROVE THE PAYMENT OF INVOICES, MADE DURING THE WHOLE MONTH OF DECEMBER 2022, UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6**

**FG.4097.2 RESOLVED: that the payment of invoices, made during the whole month of December 2022, under Financial Regulations 5.4, 6.4, 6.5 and 6.6 was approved**

Proposed by Councillor J Ball  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.4098 TO APPROVE REGULAR PAYMENTS, MADE DURING THE WHOLE MONTH OF DECEMBER 2022, UNDER FINANCIAL REGULATIONS 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.4098.2 RESOLVED: that payments made during the whole month of December 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 Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4099 TO APPROVE THE PAYMENT OF INVOICES, MADE DURING THE MONTH OF JANUARY 2023, UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6**

**FG.4099.2 RESOLVED: that the payment of invoices, made during the month of January 2023, under Financial Regulations 5.4, 6.4, 6.5 and 6.6, were approved**

Proposed by Councillor J Ball  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4100 TO APPROVE REGULAR PAYMENTS, MADE DURING THE MONTH OF JANUARY 2023, UNDER FINANCIAL REGULATIONS 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.4100.2 RESOLVED: that regular payments, made during the month of January 2023, 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 J Ball

On a vote being taken the matter was approved unanimously.

**FG.4101 TO RECEIVE THE COUNCILLOR INTERNAL AUDITS FOR THE MONTH OF DECEMBER AND JANUARY AND AGREE ACTION**

The Clerk explained that only one Councillor had been available for the January audit, but all checks had been carried out by that Councillor.

**FG.4101.2 RESOLVED: that the internal audits for the month of December by Councillors Lawrence and Mills, and January by Councillor Mills, were received and approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4102 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF FEBRUARY 2023, UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6, UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING**

**FG.4102.2 RESOLVED: that the payment of invoices received for the month of February 2023, under Financial Regulations 5.4, 6.4, 6.5 and 6.6 were approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**FG.4103 TO APPROVE PAYMENTS FOR THE MONTH OF FEBRUARY 2023 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.4103.2 RESOLVED: that payments for the month of February 2023 made under Financial Regulation 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 J Ball

On a vote being taken the matter was approved unanimously.

**FG.4104 TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FROM THE DATE OF THE DECEMBER MEETING AND UP TO THE DATE OF THIS MEETING FOR APPROVAL**

**FG.4104.2 RESOLVED: that a report of expenditure delegated to the Town Clerk from the date of the December meeting and up to the date of this meeting was received and approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4105 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 JANUARY 2023**

**i) TO RECEIVE A SUPPORTING REPORT FROM THE RESPONSIBLE FINANCE OFFICER REGARDING INCOME AND EXPENDITURE TO THE END OF JANUARY 2023 AND AGREE ACTION**

**FG.4105.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed Income & Expenditure by Budget Heading Report, up to the end of January 2023, were received and approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**FG.4105.3 RESOLVED: that a supporting report from the Responsible Finance Officer regarding income and expenditure to the end of January 2023 was received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4106 TO RECEIVE THE EXCEPTIONAL UNDERSPEND PROJECTIONS REPORT AS AT 31<sup>ST</sup> JANUARY 2023 AND AGREE ACTION**

Councillors discussed the Exceptional Underspend Projections in line with the recommendations made by the Responsible Finance Officer in his report.

**FG.4106.2 RESOLVED: that the exceptional underspend projections report as at 31<sup>st</sup> January 2023 was received and that underspends over £1K be allocated to the Council Expansion and Amenities EMRs, with underspends under £1K being held in the General Reserve as per RFO recommendation, was approved**

Proposed by Councillor J Ball

Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4107 TO RECEIVE THE OVERSPEND PROJECTIONS REPORT 2023-2024 AND AGREE ACTION**

The Clerk explained that this was largely for information at the present time but that it did highlight areas of potential concern in the coming year.

**FG.4107.2 RESOLVED: that the Overspend Projections Report 2023-2024 was received**

Proposed by Councillor J Ball  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.4108 TO RECEIVE THE PUBLIC SECTOR DEPOSIT FUND FACT SHEET**

**FG.4108.2 RESOLVED: that the Public Sector Deposit Fund fact sheet was received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4109 TO RECEIVE A WRITTEN EVENTS STOCK REPORT, APPROVE ACTION AND AUTHORISE EXPENDITURE**

**FG.4109.2 RESOLVED: that a written Events Stock Report was received and that the purchase of events equipment as detailed in the Events Stock report was approved and the expenditure of £934.45, to be taken from the Community and Consultation budget (140/5530), was authorised**

Proposed by Councillor J Cosgrove  
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**FG.4110 TO RECEIVE A WRITTEN REPORT FROM THE EVENTS MANAGER ON ST PIRAN'S DAY ACTIVITIES, AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.4110.2 RESOLVED: that a written report from the Events Manager on St Piran's Day activities was received and that the Library led activities for St Piran's Day, as detailed in the report, were approved, and the expenditure of £300 from the Library Community Activities Budget (130/4660) and £50 from the Consultation and Community Budget (140/5530) was authorised**

Proposed by Councillor J Ball  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4111**

**TO RECEIVE THE RISK REGISTER AND ASSESSMENTS AND APPROVE ANY AMENDMENTS**

The Amenities and Projects Officer and Deputy Proper Officer explained that there had been some rationalisation of the existing assessments, with some being dropped and some being renamed. Some new risks had been identified but all existing assessments had been reviewed. The tracked changes on the document highlighted any changes that had been made.

**FG.4111.2**

**RESOLVED: that the Risk Register and Assessments were received and the tracked changes that had been highlighted were approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4112**

**TO RECEIVE A DRAFT FINANCIAL RISK ASSESSMENT AND AGREE ACTION**

This had been updated by the Responsible Finance Officer. Some figures had been altered based upon changes that would be taken to the Corporate Governance Working Party.

**FG.4112.2**

**RESOLVED: that a draft Financial Risk Assessment was received and the updated amendments were approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4113**

**TO RECEIVE A DRAFT INVESTMENT STRATEGY AND AGREE ACTION**

Changes had been made to this strategy because the Town Council now maintained more properties and also as a consequence of inflation.

**FG.4113.2**

**RESOLVED: that a draft Investment Strategy 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.4114**

**TO RECEIVE A DRAFT EFFECTIVENESS OF INTERNAL CONTROLS AND AGREE ACTION**

Minor amendments illustrated that internal audits were now carried out by two delegated members. There was some discussion about whether these Councillors should receive training but it was felt that this was optional for them to decide.

**FG.4114.2 RESOLVED: that an amended draft Effectiveness of Internal Controls was received and approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4115 TO RECEIVE A DRAFT UPDATED ROOM HIRE POLICY, AND AGREE ACTION**

Councillors discussed the updated policy, in particular the exclusion of political rallies. Some Councillors felt that there needed to be some further investigation about the difference between political rallies and political meetings, and there was also some concern that if it was an open meeting then this would not necessarily be known.

The Clerk also explained there was a small amendment needed to remove Cornwall Councillors from the policy for reasons of insurance.

**FG.4115.2 RESOLVED: that a draft updated Room Hire Policy was received and approved pro temps, pending further investigations**

Proposed by Councillor Z Fox  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4116 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.4116.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded due to the confidential nature of the business to be discussed**

Proposed by Councillor Z Fox  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG. 4117 TO RECEIVE A QUOTATION FOR WEBSITE SUPPORT AND HOSTING FOR A 3-MONTH EXTENSION, AGREE ACTION AND AUTHORISE EXPENDITURE**

It was explained that this extension was merely to cover the overlap of support that was needed until the new tenders had been decided and approved.

**FG.4117.2 RESOLVED: that a quotation for Website support and hosting for a 3-month extension was received, approved and the expenditure of £1980.00, to be taken from cost code 140/4670, was authorised**

Proposed by Councillor J Cosgrove



Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4118**

**TO RECEIVE FIRE RISK ASSESSMENT QUOTES FROM THE AMENITIES & PROJECTS OFFICER AND DEPUTY PROPER OFFICER, AGREE ACTION AND AUTHORISE EXPENDITURE**

Following discussion of the quotes it was felt that it would be better to accept the quote from the existing Health and Safety provider as this would provide a more consistent follow up. As existing customers this would also bring a 5% discount.

**FG.4118.2**

**RESOLVED: that Fire Risk Assessment quotes from the Amenities & Projects Officer and Deputy Proper Officer were received and Option 2, to employ a contractor (Citation) to carry out Fire Risk Assessments on the Town Council's behalf was approved, with expenditure of £1728.00 from cost code 200/4080, being authorised**

Proposed by Councillor J Ball  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.16 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

