

**CAMBORNE TOWN COUNCIL
AMENITIES COMMITTEE 8TH DECEMBER 2016**

MINUTES of the meeting of the Amenities Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Thursday 8th December 2016 at 6.30 pm.

PRESENT Councillor Ms J Robinson Chairman
Councillor Ms J Merrick Vice Chairman
Councillor M Champion
Councillor J Collins
Councillor T Dalley
Councillor W Krey
Councillor S Odgers
Councillor G Winter
Councillor Mrs V Dalley (ex officio)
Councillor C Godolphin (ex officio)

In Attendance: Amanda Mugford, Town Clerk; Heather Kirkham (Minute Clerk).
Member of Public (Mrs Rowland).

The Chairman explained the safety procedures to all present.

A.3736 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

A.3736.2 RESOLVED: that the apologies from Councillor Ms Fox for non-attendance at the meeting of the Amenities Committee held on 8th December 2016 were received.

Proposed by Councillor Ms Merrick
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

A.3737 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

Councillors Godolphin, T Dalley and Mrs Dalley all declared an interest in Agenda items 10 and 12 as they were members of Camborne Trevithick Day Association. They were advised by the Town Clerk to leave the room for these items.

A.3738 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests for dispensations.

At this point it was agreed to move item five – Public Participation, down the agenda so that it became item nine and would be heard adjacent to item 10 as these two items were related.

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A.3739 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

A.3740 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 20TH OCTOBER 2016 AND THE CHAIRMAN TO SIGN THEM

A.3740.2 RESOLVED: **that the minutes of the meeting of the Amenities Committee held on the 20th October 2016 were received, approved and signed by the Chairman**

Proposed by Councillor Ms Merrick
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

A.3741 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW.

Minute reference A.3725: Councillor Godolphin stated that he was still waiting to hear regarding the attendance of Boys/Girls Brigade's Band at the Christmas Lantern Parade.

Minute reference A.3725: The Town Clerk confirmed that Father Christmas would be in attendance.

Minute reference A.3726.2: Councillor Winter asked if all of the Lantern Parade leaflets been delivered and it was agreed that Councillors should email the Amenities and Projects Officer to let him know the status on delivery of the said leaflets. Councillor Winter also asked about marshalling of the Parade especially at the pinch points of Manor Road and Rectory Road. Again as the Amenities and Projects Officer was dealing with this, it was suggested that he should be contacted (emailed) the next day regarding this matter.

Minute reference A.3729: Thanks had been received from the Parish Church regarding the Christmas lights there – the church said they were "looking good".

A.3742 TO RECEIVE THE CURRENT NET POSITION BY CODE FOR THE AMENITIES REVENUE BUDGET FOR THE 2016/2017 FINANCIAL YEAR

The Town Clerk clarified that there was a false position shown under Environment and also Public Conveniences budgets. This was because Camborne Town Council was still waiting to receive certain outstanding invoices from Cornwall Council.

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A.3742.2 RESOLVED: **that the current net position by code for the Amenities Revenue Budget for the 2016/2017 financial year was received.**

Proposed by Councillor Ms Robinson
Seconded by Councillor Ms Merrick

On a vote being taken, the matter was approved unanimously.

A.3743 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 90 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 (Mrs Marjorie Rowland) was attending regarding item 10 – Camborne Trevithick Day Association grant application. Mrs Rowland gave a statement that they (Camborne Trevithick Day Association) were hoping to receive a grant from Camborne Town Council for 2017 Trevithick Day. This Community led event was one that Camborne was proud of and various organisations and clubs participated in it. Increasing costs for such things as security, marshalling and health cover meant that a grant from Camborne Town Council would be much appreciated (needed). Mrs Rowland stated that the Committee stretched the grant they receive as far as possible and many of the people involved in Trevithick Day did so for just the basic costs.

The Chairman thanked Mrs Rowland and then asked Members for any questions.

Councillor Odgers enquired if there was any sponsorship received? Councillor T Dalley responded to this stating that this year (2017 Trevithick Day) they would be asking for sponsorship in the programme. Councillor Odgers also enquired about the rise in the cost of entertainment? Mrs Rowland replied stating that, due to the unreliability of the weather, for the first time they had hired proper stages to facilitate entertainment so that it wouldn't be disrupted even if the weather is bad. This had increased costs considerably.

Councillor Ms Merrick asked if the Camborne Trevithick Day Association were hoping to obtain a FEAST grant as they had done last year. Mrs Rowland confirmed that they had received a grant from FEAST last year of £1K and were hoping to receive a grant from FEAST again for the 2017 Trevithick Day of around £900.

The Chairman again thanked Mrs Rowland for her attendance and participation.

At this point of the meeting Councillors: Mrs Dalley, T Dalley and Godolphin left the room for the next item (10).

A.3744 TO CONSIDER A GRANT AID APPLICATION BY THE TREVITHICK DAY COMMITTEE (LOCAL GOVERNMENT ACT 1972 S.145) AND AUTHORISE FUNDING ACCORDINGLY.

It was discussed whether Camborne Town Council should give the full £10K grant as per the application received from the Camborne Trevithick Day Committee

A.3744.2 RESOLVED: that Camborne Town Council award £10K grant funding to the Camborne Trevithick Day Association under the Local Government Act 1972 s.145.

Proposed by Councillor Champion
Seconded by Councillor Collins

On a vote being taken, the matter was approved unanimously.

At this point in the proceedings Councillors T Dalley, Godolphin and Mrs Mrs Dalley re-entered the room.

A.3745 TO RECEIVE A REPORT FROM THE TOWN CLERK ON THE CAMBORNE TOWN COUNCIL REVENUE BUDGET 2017/2018.

The Town Clerk gave a PowerPoint presentation covering the main points and issues; documentation was also included in the Agenda papers. The Town Clerk commented that she had as yet to hear about the Local Government Finance settlement; the draft budget had been prepared to keep the precept under the 2% cap otherwise it would initiate a referendum which would then cost the Town Council £25K. This would negate any extra income that might be gained from the higher Council Tax. The Council Tax Support Grant Funding Scheme was expected to cease in 2020. There were also external factors to bear in mind i.e. Cornwall Pension Fund, where additional deficit contribution rates will have increased from £3,000 – £4,500 to £6,200 by 2019/2020. Cornwall Council continued to pressure the Town and Parishes to take on more services but did not to provide any additional funding.

Earmarked reserves should be used for 'one off' costs and these were rolled over year on year. It was not advisable to use ear marked reserves for ongoing revenue costs as they would become exhausted. The cost of relevant insurances and training had been split and were shown within each service area to give a clearer picture. The Strategic Budget Working Party (SBWP) recommended that the Members may want to consider adjusting budgets within cost centres, such as the adequacy of the budget for the Christmas Lantern parade? Another area for consideration might be the Public Conveniences budget. However, any increase to one budget would mean another one would need to be cut in order to prevent exceeding a 2% increase in the overall Camborne Town Council revenue budget.

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A discussion then followed where Members asked about the £30K under spend. It was clarified that there were some recent commitments (in the last couple of months) not included e.g. Trevithick Day grant, waiting for Cornwall Council invoice for public conveniences at the Recreation Ground.

A.3745.2 RESOLVED: **that the report from the Town Clerk on the Camborne Town Council Revenue Budget 2017/2018 was received.**

Proposed by Councillor Ms Merrick
Seconded by Councillor Champion

On a vote being taken, the matter was approved unanimously.

At this point of the meeting Councillors: Mrs Dalley, T Dalley and Godolphin left the room.

A.3746 TO RECEIVE RECOMMENDATIONS FROM THE STRATEGIC BUDGET WORKING PARTY FOR THE AMENITIES REVENUE BUDGET 2017/2018

The Town Clerk clarified the cost centres which had been identified: Cost Code 66 (Small Works) – this was for costs pertaining to Council Assets e.g. Fountain, Town Clock and the Trevithick statue. Though it appeared that not much had been spent it from this budget year to date; any repairs needed on these assets were very expensive due to their nature.

Cost Code 58 (Machinery purchases) – Again it was recommended that this budget remain unchanged as, for example, if a new lawn mower was needed this would cost in the region of more than £15K. There was a need to be prepared even if there isn't an apparent problem.

Cost Code 60 (Street furniture purchase & maintenance) – for such items as public notice board or bus shelters (items that are costly).

Cost Code 68 (Christmas in Camborne) - Members were recommended to consider the adequacy of the budget for the Christmas Lantern parade.

Cost Code 71a (Public Conveniences) – Members were recommended to consider the adequacy of the budget for Public Conveniences.

Members then discussed the various options regarding areas where they might make savings to provide an increase to Cost Code 68 (Christmas in Camborne) and Cost Code 71a (Public Conveniences).

A.3746.2 RESOLVED: **that the following savings be made; £500 from St Piran's Day (cost code 69), £500 from the Trevithick Day grant (cost code 64), £1,000 from Environmental grants (cost code 71) and £1,000 from Environment (cost code 67) thus**

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providing £3K savings which would be split to provide an additional £1,500 to Cost Code 68 (Christmas in Camborne) and an additional £1,500 to Cost Code 71a (Public Conveniences).

Proposed by Councillor Ms Robinson
Seconded by Councillor Champion

On a vote being taken, the matter was approved unanimously.

A.3747 TO AGREE THE AMENITIES REVENUE BUDGET FOR 2017/2018 AND MAKE RECOMMENDATIONS TO THE FINANCE & GENERAL PURPOSES COMMITTEE ACCORDINGLY.

A.3747.2 RESOLVED: that the Amenities Revenue Budget for 2017/2018 be approved subject to the amendments as at Minute A.3746.2 (above);
to recommend to the Finance and General Purposes Committee that the following savings be made; £500 from St Piran's Day (cost code 69), £500 from the Trevithick Day grant (cost code 64), £1,000 from Environmental grants (cost code 71) and £1,000 from Environment (cost code 67) thus providing £3K savings which would be split to provide and additional £1,500 to Cost Code 68 (Christmas in Camborne) and an additional £1,500 to Cost Code 71a (Public Conveniences).

Proposed by Councillor Ms Robinson
Seconded by Councillor Champion

On a vote being taken, the matter was approved unanimously.

At this point in the proceedings Councillors T Dalley, Godolphin and Mrs Mrs Dalley re-entered the room.

A.3748 TO REVIEW EARMARKED RESERVES AND MAKE RECOMMENDATIONS TO THE FINANCE & GENERAL PURPOSES COMMITTEE ACCORDINGLY.

The Town Clerk highlighted that there were two earmarked reserves in the Amenities budget:

- 1) Cost Code 88 (CCTV) to provide maintenance, repair and replacement to CCTV.
- 2) Cost Code 92 (Amenities) e.g. to provide notice boards, seats etc.

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Members discussed whether to roll over any under spend at the end of the financial year to earmarked reserves.

- A.3748.2 RESOLVED:** **that any under spend from the CCTV budget (Cost Code 88) should be rolled over into the CCTV earmarked reserve at the end of the 2016/2017 financial year.**

Proposed by Councillor Ms Robinson
Seconded by Councillor Ms Merrick

On a vote being taken, the matter was approved unanimously.

Members discussed whether the earmarked reserves should be split Between essentials and desirables (i.e. wants rather than needs) with the creation of a new Amenities Earmarked Reserve for Assets and maintenance.

- A.3748.3 RESOLVED:** **to recommend to the Finance and General Purposes Committee that a new Earmarked Reserve be created for "Assets/Maintenance".**

Proposed by Councillor Champion
Seconded by Councillor Ms Robinson

On a vote being taken, the matter was approved unanimously

- A.3748.4 RESOLVED:** **to recommend to the Finance and General Purposes Committee that any under spend from budget heads; 52, 53, 54, 56, 58, 59, 60 and 66 should go into the Amenities earmarked reserve for "Assets/Maintenance" at the end of the 2016/2017 financial year.**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Robinson

On a vote being taken, the matter was approved unanimously.

- A.3748.5 RESOLVED:** **to recommend to the Finance and General Purposes Committee that any under spend from budget heads; 62, 63, 65, 67, 70, 71 and 71a should go into the Amenities earmarked reserve (not the Assets/Maintenance reserve) at the end of the 2016/2017 financial year.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Champion

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On a vote being taken, the matter was approved unanimously.

A.3749 TO RECEIVE CORRESPONDENCE FROM MR E WILLIAMS REGARDING FUNDING TRAINING FOR STREET MARSHALLS, APPROVE ACTION AND AUTHORISE EXPENDITURE.

Correspondence received from Mr E Williams concerning the funding of training for street Marshalls was discussed.

A.3749.2 RESOLVED: **that the Town Council pay for the training of three street Marshalls and that it should be recommended to Camborne Regeneration Forum that it also pay for the training of an additional three street Marshalls.**

Proposed by Councillor Ms Merrick
Seconded by Councillor Mrs Dalley

On a vote being taken, the matter was approved unanimously.

A.3750 TO AUTHORISE ARRANGEMENTS AND EXPENDITURE FROM THE SMALL WORKS BUDGET FOR WORKS ON THE FOUNTAIN.

The Town Clerk reported that the light on the fountain wasn't working. It could be a small job but until it had been investigated the extent of the repair was unknown. The church electrician had offered to do the investigation and if just a small repair, e.g. change of light bulb, then this would be a cost of £55 but if the repair was more extensive the cost could be higher. In addition, there was a need to hire a platform due to the height at which the electrician would be working and this would be at a cost of £35.00 per hour (discounted). Painting needed to be carried out to some of the detail on the fountain and this could be done at the same time so utilising the hire of the platform to complete two jobs at once.

A.3750.2 RESOLVED: **that the Town Council pay for the repair to the fountain light, the hiring of the platform and painting of said detail up to a cost of £300; and delegate authority to the Chairman and Vice Chairman of the Amenities Committee if the cost exceeds £300.**

Proposed by Councillor Godolphin
Seconded by Councillor Champion

On a vote being taken, the matter was approved unanimously.

A.3751 TO RECEIVE A QUOTATION FOR THREE METRE SQUARE PLANTERS, APPROVE ACTION AND AUTHORISE EXPENDITURE FROM THE ENVIRONMENT BUDGET.

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- A.3751.2 RESOLVED:** **that the quotation for the planters, was received and; approved the purchase of the new planters. The expenditure was authorised to come from the Environment budget (Cost Code 67)**

Proposed by Councillor Ms Merrick
Seconded by Councillor Champion

On a vote being taken, the matter was approved unanimously.

- A.3752 TO REVIEW THE POLICY AND PROCEDURE FOR THE LOAN OF TRAFFIC CONES AND APPROVE ANY CHANGES.**

The document was discussed in relation to a recent difficulty when some traffic cones had not been returned and others had been returned damaged.

- A.3752.2 RESOLVED:** **that the last tick box on the form should be amended to say; "I confirm I will ensure the return of the signs and cones to the Camborne Town Council Amenities Unit after use and I will pay for the replacement of any that are lost or damaged".**

Proposed by Councillor Ms Merrick
Seconded by Councillor Winter

On a vote being taken, the matter was approved unanimously.

- A.3753 TO RECEIVE A VERBAL PROGRESS REPORT ON THE REFURBISHMENT OF CAMBORNE TOWN COUNCIL OWNED BINS IN THE TOWN CENTRE.**

The Town Clerk gave a verbal update on the bins. The Town Clerk also stated that she had received thanks and congratulations for the Camborne Town Council workmen regarding the cleaning of the War Memorial and that they had been friendly and considerate to members of the public whilst working.

- A.3753.2 RESOLVED:** **that the message of thanks be received and that a thank you be conveyed to the staff of the Town Council's Amenities Team.**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Merrick

On a vote being taken the matter was approved unanimously.

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There being no further business the Chairman closed the meeting at 8.30pm.

SIGNED BY THE CHAIRMAN.....

DATE

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