

**CAMBORNE TOWN COUNCIL  
BUDGET AND DEVELOPMENT 22<sup>ND</sup> MAY 2014**

MINUTES of the meeting of the Budget and Development Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Thursday 22<sup>nd</sup> May 2014 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)  
Councillor S Odgers (Vice Chairman)  
Councillor M Brown  
Councillor D Everett  
Councillor J Rowe  
Councillor C Godolphin (ex officio)

In Attendance: Amanda Mugford, Town Clerk; Miss Melanie Negus, Administrative Assistant.

The Chairman explained the safety procedures to all present.

**BD.2497 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OR THE BUDGET AND DEVELOPMENT COMMITTEE FOR THE MUNICIPAL YEAR 2014/2015**

**BD.2497.2 RESOLVED: that Councillor Webber was elected as Chairman of the Budget and Development Committee for the municipal year 2014/2015**

Proposed by Councillor Everett  
Seconded by Councillor Rowe

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

**BD.2498 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**BD.2498.2 RESOLVED: that the apologies from Councillors Chalker, Ms Fox, Ms Robinson and White were received**

Proposed by Councillor Odgers  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2499 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIRMAN OF THE BUDGET AND DEVELOPMENT COMMITTEE FOR THE MUNICIPAL YEAR 2014/2015**

**BD.2499.2 RESOLVED: that Councillor Odgers was elected as Vice Chairman of the Budget and Development Committee for the municipal year 2014/2015**

Proposed by Councillor Webber

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Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2500 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.

**BD.2501 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**BD.2502 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**BD.2503 TO APPOINT MEMBERS TO THE RISK ASSESSMENT PANEL**

It was noted that Councillors Chalker and Godolphin were ex officio members of the Risk Assessment Panel.

**BD.2503.2 RESOLVED: that Councillors Everett, Odgers, Rowe and Webber were appointed as members of the Risk Assessment Panel**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2504 TO APPOINT MEMBERS TO THE STAFFING WORKING PARTY**

It was noted that Councillors Chalker and Godolphin were ex officio members of the Staffing Working Party.

**BD.2504.2 RESOLVED: that Councillors Brown, Rowe, Webber and White were appointed as members of the Staffing Working Party**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2505 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON 24<sup>TH</sup> APRIL 2014 AND THE CHAIRMAN TO SIGN THEM**

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**BD.2505.2 RESOLVED:** **that the minutes of the meeting of the Budget and Development Committee held on the 24<sup>th</sup> April 2014 were received, approved and signed by the Chairman**

Proposed by Councillor Webber  
Seconded by Councillor Brown

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

**BD.2506 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**BD.2507 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT (COUNCILLORS MS FOX AND WHITE)**

Councillor White had submitted apologies to the Clerk for not doing the Internal Audit; Councillor Fox on contacting the Clerk, offered to do the internal audit on the 3<sup>rd</sup> June.

The Chairman requested that an e-mail be sent to all members reminding them of the importance of the monthly Internal Audits.

**BD.2507.2 RESOLVED:** **that the Internal Audit report for the month of April was deferred to the next meeting of the Budget and Development Committee; Councillors Everett and Odgers agreed to do the Internal Audit for the months of April and May**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2508 TO RECEIVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF APRIL 2014**

The Clerk informed members that there was the possibility of an overspend on the budget, Members (cost code 31) for the financial year 2014, due to unpredicted circumstances that had arisen. This cost code was used for meeting expenses which had gone up dramatically, as the use of the room at the One-Stop-Shop had until recently been cost free. Cornwall Council was no longer supplying security so the Town Council had to finance this. Furthermore, due to large public attendances, some meetings could not be held at the Town Council Offices and alternative venues had to be used, and

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paid for. The Mayors Civic Service expenses also came out of this cost code, the last one held in 2012 had cost approximately £500.

**BD.2508.2 RESOLVED:** **that £1,000 be vired from Fluidity cost code 98, to Members cost code 31**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

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

**BD.2508.3 RESOLVED:** **that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation for the month of April 2014 were received and approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Everett

On a vote being taken the matter was approved unanimously.

**BD.2509 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF MAY 2014; UP TO DATE SCHEDULED TABLED AT THE MEETING**

**BD.2509.2 RESOLVED:** **that the payment of invoices received for the month of May 2014 was approved**

Proposed by Councillor Rowe  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2510 TO APPROVE PAYMENTS FOR THE MONTH OF MAY 2014 MADE UNDER FINANCIAL REGULATION 3.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING**

**BD.2510.2 RESOLVED:** **that payments for the month of May 2014 made under financial regulation 3.4, 6.6 and 7.2 were approved**

Proposed by Councillor Rowe  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2511 TO RECEIVE A REPORT FROM THE CLERK ON HEALTH, SAFETY AND WELFARE, AGREE APPROPRIATE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

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The Clerk informed members that, following the resolution made at the March meeting of the Budget and Development Committee, regarding First Aid training for the Deputy Clerk, Admin Assistant, Handyman and Assistant Handyman; she had tried to contact ABC Right Response Training Company, on a number of occasions but to no avail. She asked members if they would prefer to use another company.

The Handyman and Assistant Handyman had passed their COSHH course and the COSHH Assessments had been completed and signed. The purchase of a spill kit was advisable for use by the handyman and assistant handyman for oil and chemical spills; she had found one that could be wall mounted and was suitable for long term deployment at a cost of £99.99 including VAT; furthermore that the purchase of gloves, cat litter and paper suits were necessary for their safety.

The Clerk also informed members that there were chemicals at the store that had been there for years unused that needed professional disposal.

**BD.2511.2 RESOLVED:** **that the Clerk contact the National Lifeguard Training Centre regarding emergency first aid training courses for the Deputy Clerk, Admin Assistant, Handyman and Assistant Handyman; the cost of the training £55 per person**

Proposed by Councillor Godolphin  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2511.3 RESOLVED:** **that the Clerk was given delegated authority to find a suitable disposal expert to remove unneeded chemicals from the Handyman's Workshop/Store; with a £500 maximum budget**

Proposed by Councillor Webber  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**BD.2511.4 RESOLVED:** **that the purchase of chemical spill kit at a cost of £99.99; to be taken from the cost code 134 Health and Safety budget was authorised**

Proposed by Councillor Godolphin  
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

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**BD.2511.5 RESOLVED:** **that a letter be sent to the Handyman and the Assistant Handyman congratulating them on passing their COSHH course**

Proposed by Councillor Godolphin  
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

**BD.2511.6 RESOLVED:** **that a report from the Clerk on Health, Safety and Welfare was received**

Proposed by Councillor Webber  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2512 TO RECEIVE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2014 FROM THE COUNCIL'S APPOINTED INTERNAL AUDITOR, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

The Internal Auditor Steve Hudson had made three recommendations; 1) to review the financial regulations, when the new model version was available, 2) to review the work timesheets process, 3) to prioritise the completion of the Asset Register. She had contacted Mr Brian White, the Council's accountant, regarding the Asset Register, as despite attempts to get it up to date, the Council had not had the capacity to do so. Mr White could carry out work to make the Asset Register fit for purpose, meet audit requirements and back-up the Annual Return. He had made two useful recommendations regarding the Asset Register; 1) to have a disposal date column, 2) to set a diminimus level.

Members discussed the difficulties regarding historical assets, of establishing initial cost when new, and the present day value, replacement costs and insured value; and the possibility of hiring a professional to obtain this information. The Clerk had contacted Brian White regarding this and was informed that he could do the work but could not quote for it; his fees were £200 a day and he could tailor the work to the Town Council's specifications.

The Clerk informed members that she regularly checked the staff's time sheets, but that her time sheets were not being checked by anyone.

**BD.2512.2 RESOLVED:** **that a recommendation be put to a meeting of Full Council; that the Mayor be instructed to check the Clerk's time sheets on a monthly basis**

Proposed by Councillor Webber  
Seconded by Councillor Brown



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Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2514 TO APPROVE THE DRAFT SPECIFICATION FOR MAINTAINING THE FOUNTAIN IN COMMERCIAL SQUARE**

**BD.2514.2 RESOLVED:** **that the draft specification for maintaining the Fountain in Commercial Square was approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2515 TO APPROVE THE DRAFT SPECIFICATION FOR THE ROOT AND BRANCH REVIEW OF CAMBORNE TOWN COUNCIL**

The Clerk informed members that she had contacted the Cornwall Association of Local Councils (CALC) to enquire if it could carry out the review, but CALC did not have the capacity and questioned if it was the most appropriate organisation to do the work. The County Officer was currently exploring trying to launch a pilot scheme through the DCLG and had requested the Council's specification with this in mind. Nothing, however, was currently certain.

**BD.2515.2 RESOLVED:** **that the draft specification for the Root and Branch review of Camborne Town Council was approved; and that it be sent to CALC and two tenders**

Proposed by Councillor Odgers  
Seconded by Councillor Rowe

On a vote being taken the matter was approved unanimously.

**BD.2516 TO REVIEW THE CAMBORNE TOWN COUNCIL JOB APPLICATION FORM AND APPROVE ANY CHANGES AND MAKE RECOMMENDATIONS TO FULL COUNCIL (C.3016.3)**

**BD.2516.2 RESOLVED:** **the Camborne Town Council's job application form was reviewed and was recommended to be put to Full Council for approval**

Proposed by Councillor Odgers  
Seconded by Councillor Everett



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On a vote being taken the matter was approved unanimously.

**BD.2517 TO RECEIVE CORRESPONDENCE REGARDING CORNWALL COUNCIL'S SECURITY ARRANGEMENTS FOR THE BASSET CENTRE, AUTHORISE ACCESS TO THE TOWN COUNCIL OFFICES BY KESTREL GUARDS AND AUTHORISE PROVISION OF KEYS AND SECURITY INFORMATION**

**BD.2517.2 RESOLVED:** that correspondence regarding Cornwall Council's security arrangements for the Basset Centre was received; access to the Town Council offices by Kestrel Guards and provision of keys and security information was authorised

Proposed by Councillor Rowe  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**BD.2518 TO RECEIVE QUOTATIONS FOR THE MONITORING OF THE FIRE AND INTRUDER ALARM AT UNIT 5, CARN BREA BUSINESS PARK, APPOINT A CONTRACTOR AND AUTHORISE EXPENDITURE ACCORDINGLY**

The Clerk informed members that she had contacted Fal Fire for a breakdown of their quote, but had not yet received it.

**BD.2518.2 RESOLVED:** that quotations for the monitoring of the fire intruder alarm at Unit 5, Carn Brea Business Park were received; and that Trelawney Fire and Security was appointed as the contractor at a cost of £100 + VAT

Proposed by Councillor Webber  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**BD.2519 TO RECEIVE RECOMMENDATIONS FROM THE AMENITIES COMMITTEE REGARDING THE REPLACEMENT OF LITTER BINS SITUATED AT CROSS STREET AND COLLEGE STREET, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE (A.3371.2 & A.3371.3)**

**BD.2519.2 RESOLVED:** that recommendations from the Amenities Committee regarding the replacement of litter bins situated at Cross Street and College Street were received and approved, and the associated expenditure was authorised; to be taken from Earmarked Reserves

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cost code 139 Street Furniture  
Maintenance budget**

Proposed by Councillor Webber  
Seconded by Councillor Rowe

On a vote being taken the matter was approved unanimously.

Councillor Rowe left the room at 8.02pm and re-entered at 8.04pm.

**BD.2520 TO RECEIVE A REPORT FROM THE CLERK REGARDING IT EQUIPMENT AND SOFTWARE AND AGREE ACTION**

The Clerk informed members that her computer 'a laptop' was purchased in 2003, and was problematic; it was slow, froze regularly and it had irregular internet access. The laptop was not suitable under Health and Safety for day to day working, but was a necessary requirement for out of office meetings etc. The other office computers were also old and slow.

**BD.2520.2 RESOLVED:** **that a report from the Clerk regarding IT equipment and software was received, and that the Clerk pursue information on specifications and costs for the replacement of the office laptop and three office computers, and report back to the Budget and Development Committee**

Proposed by Councillor Odgers  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**BD.2521 TO APPROVE ARRANGEMENTS FOR PHOTOGRAPHS OF THE NEW MAYOR AND COUNCILLORS WHO JOINED CAMBORNE TOWN COUNCIL AFTER MAY 2013, AND AUTHORISE ASSOCIATED EXPENDITURE**

**BD.2521.2 RESOLVED:** **that the previous photographer, Mr John Beach, be contracted to take photographs of the new Mayor and Councillors who joined Camborne Town Council after May 2013 and the associated expenditure was authorised.**

Proposed by Councillor Odgers  
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

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**BD.2522 TO INSTRUCT THE TOWN CLERK REGARDING THE PICTURE FRAMES AND MOUNTING OF TOWN COUNCIL PHOTOGRAPHS, CERTIFICATES AND AWARDS; EXPENDITURE TO BE AUTHORISED ACCORDINGLY**

**BD.2522.2 RESOLVED:** that the Clerk was given delegated powers to have photographs of the previous Mayor, the new Mayor, a group photo and a group photo with the new Councillors professionally mounted and framed; the expenditure was authorised, to be taken from Community Support cost code 74 Town Promotions budget

Proposed by Councillor Webber  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2522.3 RESOLVED:** that the staff's certificates of achievement no longer be framed and hung in the Clerk's office

Proposed by Councillor Odgers  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2522.4 RESOLVED:** that the staff's certificates of achievement be returned in their frames to the named person

Proposed by Councillor Godolphin  
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

**BD.2523 TO CONSIDER ATTENDANCE BY A COUNCILLOR ON THE BUDGET AND DEVELOPMENT COMMITTEE AT THE LOCAL COUNCIL ADVISORY SERVICE ANNUAL SEMINAR ON 1<sup>ST</sup> OCTOBER 2014 AND AUTHORISE EXPENDITURE (BD.2492.3)**

Councillor Webber asked that passenger travel allowance be an agenda item for a future meeting.

**BD.2523.2 RESOLVED:** that the Chairman and Vice Chairman of the Budget and Development Committee if available attend the Local Council Advisory Service Annual Seminar on the 1<sup>st</sup> October 2014; and the associated expenditure was authorised

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Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2524 TO RECEIVE AN ESTIMATE FOR THE REPLACEMENT OF THE LIGHTING UNIT ON THE FOUNTAIN IN COMMERCIAL SQUARE, APPROVE ACCEPTANCE AND AUTHORISE EXPENDITURE**

**BD.2524.2 RESOLVED:** that an estimate for the replacement of the lighting unit on the Fountain in Commercial Square was received, accepted and approved, and the expenditure authorised; to be taken from Capital Works cost code 82 Small Works

Proposed by Councillor Godolphin  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2525 TO APPROVE THE INTERNAL AUDIT SCHEDULE FOR THE MUNICIPAL YEAR 2014/2015**

**BD.2525.2 RESOLVED:** that the Internal Audit Schedule for the municipal year 2014/2015 was approved

Proposed by Councillor Brown  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2526 TO NOTE THE CORRESPONDENCE FROM UNISON REGARDING THE TRADE DISPUTE: NJC PAY 2014**

**BD.2526.2 RESOLVED:** that the correspondence from Unison regarding the trade dispute: NJC Pay 2014 was noted

Proposed by Councillor Odgers  
Seconded by Councillor Everett

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.25pm.

SIGNED BY THE CHAIRMAN.....

DATE .....