

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 24TH JULY 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 24th July 2014 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)
Councillor S Odgers (Vice Chairman)

Councillor M Brown
Councillor T Chalker
Councillor D Everett
Councillor Ms Z Fox
Councillor Ms J Robinson
Councillor J Tredinnick-Rowe
Councillor C Godolphin (ex officio)

In Attendance: Amanda Mugford, Town Clerk; Miss Melanie Negus, Administrative Assistant and four members of the public

The Chairman explained the safety procedures to all present.

BD.2549 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

BD.2549.2 RESOLVED: that the apologies from Councillor White for non-attendance of the meeting of the Budget and Development Committee held on the 24th July 2014 were received

Proposed by Councillor Brown
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

BD.2550 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

Councillor Godolphin declared interests in Agenda item 17 and 18 relating to his Civic Parade as he was a customer of the Vyvyan Arms.

Councillor Webber asked the Town Clerk if he needed to declare an interest in Agenda item 13 relating to the Business Plan for the Donald Thomas Centre as he was a trustee of the Donald Thomas Centre. The Clerk informed him that as the Agenda item was to receive a report, and did not have financial implications that it was not necessary to declare an interest.

BD.2551 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

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BD.2552 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

BD.2553 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 26TH JUNE 2014 AND THE CHAIRMAN TO SIGN THEM

The Town Clerk informed members that an amendment had been made to the clean copy of the minutes at BD.2548.2; adding the correct legal power. This was required for audit purposes.

BD.2553.2 RESOLVED: **that the minutes of the meeting of the Budget and Development Committee held on 26th June 2014; with an amendment to BD.2548.2 (inserting the legal power), were received approved and signed by the Chairman**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2554 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

BD.2555 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORTS (COUNCILLORS MS ROBINSON AND TREDINNICK-ROWE)

Councillors Ms Robinson and Tredinnick-Rowe found the Town Council's accounts to be in order.

BD.2555.2 RESOLVED: **that the appointed Councillors Internal Audit Reports (Councillors Ms Robinson and Tredinnick-Rowe) were received**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2556 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF JUNE 2014, AND THE FIRST QUARTER VAT RETURN

BD.2556.2 RESOLVED: **that the statement of payments and receipts, unpresented cheque list, bank**

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reconciliation for the month of June
2014, and the first quarter VAT return
were received and approved**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2557 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF JULY 2014; UP TO DATE SCHEDULED TO BE TABLED AT THE MEETING

Councillor Ms Fox questioned the payment to Midas for recharge for store landscaping. The Clerk informed her that there was a charge to all units on the Industrial Estate on which the new Handyman's Workshop/Store was situated, for the upkeep and general maintenance of the public areas. Midas provided and paid contractors and then charged the individual units accordingly.

Councillor Ms Fox also questioned the Mayor's travelling expenses. Councillor Godolphin had informed members at the meeting of the Full Council of the events he had attended, and stated this amount was purely travelling expenses to these events.

Councillor Tredinnick-Rowe asked when the new website would be going on-line. The Clerk informed members that the agreement with Eclipse would expire in September; and was hoping that the new site would be up and running once the contract with Eclipse had ended.

BD.2557.2 RESOLVED: that the payment of invoices received for the month of July 2014 was approved

Proposed by Councillor Brown
Seconded by Councillor Tredinnick- Rowe

On a vote being taken the matter was approved unanimously.

BD.2558 TO APPROVE PAYMENTS FOR THE MONTH OF JULY 2014 MADE UNDER FINANCIAL REGULATION 3.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING

BD.2558.2 RESOLVED: that payments for the month of July 2014 made under financial regulation 3.4, 6.6 and 7.2 were approved

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

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The Chairman brought forward Agenda item 19 Grant Aid Applications as there were members of the public present wishing to speak. He asked that grant aid applications be brought forward to this point on future Agendas.

BD.2559 GRANT AID APPLICATIONS

i. THE SUSTAINABLE TRUST (LOCAL GOVERNMENT ACT 1972 S.144)

The Chairman of the Sustainable Trust Charity informed members that, if granted the donation from the Town Council, it would be used towards the cost of publishing a commemorative book to include Giants Quoit. The book was hoped to encourage tourism to the area and would be available to The Old Cornwall Society, Schools, Libraries etc. Councillor Everett congratulated the Trust on heightening public awareness of lost Cornish treasures.

BD.2559.2 RESOLVED AS A SUBSTANTIVE MOTION: to donate £700 to The Sustainable Trust; £200 to be taken from the Grant Aid cost code 80 Community Events budget, £200 from Grant Aid cost code 78 Entertainments budget, £100 from Grant Aid cost code 75 Donations Non S.137 budget, £100 from Community Support cost code 67 Advice budget, £50 from Community Support cost code 71 Disabled budget, and £50 from Community Support cost code 73 Youth Development budget; under legal power (LGA 1972 s.144)

Proposed by Councillor Ms Fox
Seconded by Councillor Odgers

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

ii. MERLIN MS CENTRE (LOCAL GOVERNMENT ACT 1972 S.137)

The Clerk informed members that the only legal power available to the Town Council to use for this application was S.137. This legal power allowed an allocation of £7.20 per person. There was a discussion about the benefit of respite care and the number of people that would be helped by its provision. It was agreed that often more than one carer and numerous family members could benefit. In view of the legislation, Members calculated an appropriate grant based on respite care benefiting the individual concerned plus two others.

BD.2559.3 RESOLVED: to donate £496.80 to the Merlin MS Centre; to be taken from the Grant Aid cost code 76 Donations (S.137) budget under legal power (LGA 1972 S.137). A

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**letter be sent to the Merlin MS Centre
explaining the calculations for the
amount awarded**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

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

**iii. CAMBORNE RUGBY FOOTBALL CLUB MINI JUNIOR SECTION
((MISCELLANEOUS PROVISIONS) ACT 1976 S.19)**

John Woodward from Camborne Rugby Club informed members that there were one hundred and seventy playing members at the club. The age ranges at junior level were 5-17 years; playing in mixed gender teams until the age of eleven. Last year they appointed a youth development officer who taught tag rugby. The Clubs goal was to replace the mis-matched kit of all year groups. Through club activities and sponsorship they had so far raised £4,560. The grant would supply twenty good quality shirts and twenty pairs of socks for the under fifteens; who had twenty three playing members last year. The shirts would remain the property of the Rugby Club.

BD.2559.4 RESOLVED:

**to donate £705 to the Camborne Rugby
Football Club Mini Junior Section; to be
taken from the Community Support cost
code 73 Youth Development budget
under legal power ((Miscellaneous
Provisions) Act 1976 S.19)**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

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

The Chairman brought forward Agenda item 13, as there was a trustee of the Donald Thomas Centre present and wishing to speak.

**BD.2560 TO RECEIVE A THREE YEAR BUSINESS PLAN AND QUARTERLY
REPORT FROM THE TRUSTEES OF THE DONALD THOMAS CENTRE**

Mrs Jean Charman thanked the Town Council and Councillor Webber for their considerable support. She informed members of the £33,000 loss of funding from Cornwall Council, but that the trustees had managed to make savings of £16,000 by cutting staff and staff hours. Trustees aimed to make more savings by making the Centre more 'user friendly'. The Centre had entertainment, games, puzzles, line dancing and good meals to offer its users. The Centre was hiring out the hall for evening functions. The scaffolding at the Community Centre was to come down soon and would then be used at the Donald Thomas Centre for roof repairs; the repairs to the walls had begun today.

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£10,000 of funding had been secured for next year.

The Centre planned to hold an open day in September to ask for the public's input and to give tasters of the food served there; to try and boost user numbers.

Councillor Webber expressed his thanks to Vanessa Luckwell for the very professional report that she had prepared for the Centre; members were in agreement with Councillor Webber and congratulated all involved. Councillor Webber informed members that some of the cost cutting measures the trustees had implemented such as staff cuts would not be immediately apparent in the accounts. The grant award bodies did not give money towards running costs and that the historic debts to HMRC and British Gas, left by the previous trustees, were being repaid at an agreed monthly amount.

BD.2560.2 RESOLVED: **that the three year business plan and quarterly report from the trustees of the Donald Thomas Centre was received**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

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

Councillors Everett and Webber as trustees of the Donald Thomas Centre abstained from voting.

BD.2561 TO RECEIVE A REPORT FROM THE CLERK ON HEALTH AND SAFETY AND WELFARE, AGREE APPROPRIATE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

The Clerk informed members that the Action Plan was on the Agenda of the Risk Assessment Working Party meeting to be held on 29th July 2014 and would be brought back to the Budget and Development Committee with recommendations from that meeting. Biffa had been appointed to remove the hazardous chemical waste at the handyman's store. A BIFFA Chemist from Cardiff had sealed the waste into drums to be collected in the next few weeks.

BD.2561.2 RESOLVED: **that a report from the Clerk on Health and Safety and Welfare was received**

Proposed by Councillor Ms Robinson
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously

BD.2562 TO CONSIDER THE MOST APPROPRIATE BUDGET HEADS TO MEET THE COST OF A ROOT AND BRANCH REVIEW OF CAMBORNE TOWN COUNCIL AND MAKE RECOMMENDATIONS ACCORDINGLY TO FULL COUNCIL FOR CONSIDERATION WHEN DECIDING WHETHER TO

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**PROCEED WITH THE PROJECT AND THE CONSEQUENT SELECTION OF
A CONTRACTOR**

BD.2562.2 RESOLVED: **to recommend to Full Council that the Earmarked Reserves cost code 123 Elections be used to fund the cost of the Root and Branch Review (if progressed)**

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

BD.2563 TO RECEIVE A RECOMMENDATION FROM THE AMENITIES COMMITTEE FOR THE PURCHASE OF A LEAF BLOWER FOR USE BY THE HANDYMAN AND HIS ASSISTANT, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

BD.2563.2 RESOLVED: **that the recommendation from the Amenities Committee for the purchase of a leaf blower with extra attachment nozzels at a cost of £266.80 including VAT for use by the handyman and his assistant was authorised; to be taken from Earmarked Reserves cost code 106 Footpath Walks**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

BD.2564 TO RECEIVE INFORMATION REGARDING THE SLCC NATIONAL CONFERENCE TO BE HELD FROM 9TH – 11TH OCTOBER 2014, CONSIDER ATTENDANCE, APPROVE AND ACTION AND ASSOCIATED EXPENDITURE

The Clerk informed members that she could not attend the conference last year as she was on sick leave, but the full cost had been refunded to the Town Council. The conference would have ministers and SLCC officials present and information collected could be pertinent to the Town Council's budget setting.

BD.2564.2 RESOLVED: **that correspondence regarding the SLCC National Conference to be held from 9th – 11th October 2014 was received; and the Clerk attend at a cost of £395 + travel expenses; to be taken from Earmarked reserves cost code 140 Staff Training**

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Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Having declared an interest in Agenda items 17 and 18 Councillor Godolphin left the room at 7.55pm.

BD.2565 TO APPROVE HOSPITALITY ARRANGEMENTS FOR THE MAYOR'S CIVIC SERVICE ON 7TH SEPTEMBER 2014 AND AUTHORISE EXPENDITURE ACCORDINGLY

The Clerk informed members that the Church Hall would be available at a reduced rate of £25 from £45 as it would be for Councillor Godolphin.

BD.2565.2 RESOLVED: **that Whispers Dolcoath was approved to provide the hospitality for the Mayor's Civic Service on 7th September 2014, at a cost of at £5.10 per person with the 40p addition for dessert; to be held at the Church Hall; and the associated expenditure was authorised; to be taken from budget head Members, cost code 31 Council Expenses**

Proposed by Councillor Odgers
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

BD.2566 TO APPROVE THE HIRE OF PORTABLE RADIOS FOR USE BY MARSHALLS AT THE MAYOR'S CIVIC PARADE AND AUTHORISE EXPENDITURE ACCORDINGLY

BD.2566.2 RESOLVED: **that the hire of five portable radios for use by the Marshalls at the Mayor's Civic Parade at a cost of £35 was approved and the expenditure was authorised; to be taken from budget head Members, cost code 31 Council Expenses**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Councillor Godolphin re-entered the meeting.

BD.2567 TO EXCLUDE THE PUBLIC AND PRESS BY RESOLUTION IN ACCORDANCE WITH STANDING ORDER 92

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"THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS
ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC
INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY
EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW".**

BD.2567.2 RESOLVED: to exclude the public and press by resolution in accordance with Standing Order 79 "That in the view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and Press be temporarily excluded and they were instructed to withdraw"

Proposed by Councillor Ms Robinson
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2568 TO CONSIDER QUOTATIONS FOR UTILITY SUPPLIES FOR UNIT 5, CARN BREA BUSINESS PARK, AGREE AND APPOINT A CONTRACTOR ACCORDINGLY

The Chairman noted the amount of work in obtaining the quotes and thanked the Deputy Clerk.

BD.2568.2 RESOLVED: that quotations for utility supplies for Unit 5, Carn Brea Business Park were considered and members accepted a Utility Wise quotation; 12 month contract, £143.95 for electricity and £96.87 for gas

Proposed by Councillor Chalker
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2568.3 RESOLVED: that Direct Debits be set up for the payment of utility supplies for Unit 5, Carn Brea Business Park

Proposed by Councillor Webber
Seconded by Councillor Odgers

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

BD.2569 TO RECEIVE A QUOTATION FOR THE REPLACEMENT AND INSTALLATION OF TWO NEW LITTER BINS IN COLLEGE STREET AND CROSS STREET, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

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BD.2569.2 RESOLVED:

that a quotation for the replacement and installation of two new litter bins in College Street and Cross Street was received and approved; the cost to be funded from the £1,643 held in Earmarked Reserve cost code 139 Street Furniture Maintenance

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.12pm.

SIGNED BY THE CHAIRMAN.....

DATE