

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 25TH SEPTEMBER 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 25th September at 6.30 pm.

PRESENT Councillor R Webber (Chairman)
Councillor T Chalker
Councillor Ms Z Fox
Councillor Ms J Robinson
Councillor R White
Councillor C Godolphin (ex officio)

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

The Chairman explained the safety procedures to all present.

BD.2570 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

BD.2570.2 RESOLVED: that the apologies from Councillors Brown, Everett and Odgers for non-attendance of the meeting of the Budget and Development Committee held on 25th September 2014 were received

Proposed by Councillor Ms Fox
Seconded by Councillor White

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

BD.2571 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 White declared an interest in Agenda item 16 vi grant application, Camborne and Redruth Live at Home Scheme.

BD.2572 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

BD.2573 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members of correspondence received regarding the rise in postage costs and expressed the need to consider this when setting the budget for 2015/2016.

BD.2574 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 24TH JULY 2014 AND THE CHAIRMAN TO SIGN THEM

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The Chairman referred to minute (BD.2560) the last sentence should read: The historic debts left by the previous Trustees were being paid at an agreed monthly amount; and asked that this be amended.

- BD.2574.2 RESOLVED:** **that the minutes of the meeting of the Budget and Development Committee held on 24th July 2014 with an amendment to BD.2560; were received approved and signed by the Chairman**

Proposed by Councillor Webber
Seconded by Councillor Chalker

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

- BD.2575 TO RECEIVE THE MINUTES OF THE RISK ASSESSMENT WORKING PARTY METING HELD ON 29TH JULY 2014**

- BD.2575.2 RESOLVED:** **that the minutes of the meeting of the Risk Assessment Working Party held on 29th July 2014 were received**

Proposed by Councillor Chalker
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

- BD.2576 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

- BD.2577 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT FOR AUGUST 2014 (COUNCILLORS BROWN AND CHALKER)**

- BD.2577.2 RESOLVED:** **that the appointed Councillors internal audit reports (Councillors Brown and Chalker) for August 2014 were received**

Proposed by Councillor Chalker
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

- BD.2578 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT FOR SEPTEMBER 2014 (COUNCILLORS WEBBER AND MS FOX)**

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Councillor Ms Fox informed members that apart from the omission of one set of initials on a cheque stub and a minor typo all was in order and correct.

BD.2578.2 RESOLVED: **that the appointed Councillors internal audit reports (Councillors Webber and Ms Fox) for September 2014 were received**

Proposed by Councillor Chalker
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

BD.2579 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF JULY 2014

BD.2579.2 RESOLVED: **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of July 2014 were received and approved**

Proposed by Councillor Ms Robinson
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

BD.2580 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF AUGUST 2014

The Town Clerk informed members of an overspend of £200 on the Miscellaneous budget, cost code 33 Audit; this was due to an increase in the external auditors charges: The Earmarked Reserves budget cost code 145 Audit held a reserve of £460 and should absorb the shortfall.

Councillor Webber questioned the 50p error on the statement; the Town Clerk informed him that this was due to an error by the bank. The bank had been contacted and she expected this to be amended shortly.

BD.2580.2 RESOLVED: **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of August 2014 were received and approved**

Proposed by Councillor Godolphin
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

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The Chairman deferred Agenda item 13 until after Agenda item 16, in order to receive the relevant information.

BD.2581 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF SEPTEMBER 2014; UP TO DATE SCHEDULED TABLED AT THE MEETING

The Town Clerk informed members that she had queried the invoice from Biffa regarding the removal and disposal of the chemicals at the handyman store as it was considerably more than expected. The reason for the high amount was due to the time charged for the chemist Biffa had agreed to reduce the invoice by £375 but it was not their procedure to issue a replacement statement. A Credit Note against the original invoice would be raised.

BD.2581.2 RESOLVED: **that the payment of invoices received for the month of September 2014 was approved with the exception of the invoice for Biffa which was approved for payment on receipt of the Credit Note for £375**

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

A member of the public entered the meeting at 6.43pm.

BD.2582 TO APPROVE PAYMENTS FOR THE MONTH OF SEPTEMBER 2014 MADE UNDER FINANCIAL REGULATION 3.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING

BD.2582.2 RESOLVED: **that the payment of invoices for the month of September 2014 made under Financial Regulations 3.4, 6.6 and 7.2 was approved**

Proposed by Councillor Ms Robinson
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2583 GRANT AID APPLICATIONS

i) All Saints Community Centre (Local Government (Miscellaneous Provisions) Act 1976 s.19)

Mr Treve James informed members that the building was Grade II listed and that the repairs needed to the building were due to age. The gable end of the building had damp problems. The professional advice received; was to

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Hack-out and re-point the wall inside and out then apply a sealant. The Centre provided support to help local people live independently in their own homes.

BD.2583.2 RESOLVED: **to donate to the All Saints Community Centre £500; to be taken from the Community Support budget cost code 68 Voluntary Services; under legal power (Local Government (Miscellaneous Provisions) Act 1976 s.19)**

Proposed by Councillor Ms Fox
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

iii 7th Camborne Guides (Local Government (Miscellaneous Provisions) Act 1976 s.19)

A representative of the Camborne Guides briefly outlined how the Guides group taught youngsters life skills and teamwork.

BD.2583.3 RESOLVED: **to donate to the 7th Camborne Guides £175; to be taken from the Community Support budget cost code 73 Youth Development; under legal power (Local Government (Miscellaneous Provisions) Act 1976 s.19)**

Proposed by Councillor Chalker
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

One member of the public left the meeting a 6.50pm.

iv. Camborne Music Festival (Local Government Act 1972 s.145)

A representative of the Camborne Music Festival informed members that there would be a Barber Shop group coming from Bristol to entertain at the Festival; and the judge of the competition coming from Wakefield judged competitions all over the world. The competition was classed as the most prestigious in Cornwall.

BD.2583.4 RESOLVED: **to donate to the Camborne Music Festival £300; to be taken from the Community Support budget cost code 69 Arts and Crafts; under LGA 1972 s.145**

Proposed by Councillor Godolphin
Seconded by Councillor White

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On a vote being taken the matter was approved unanimously.

One member of the public left the meeting at 6.52pm.

Having declared an interest in Agenda item 16 iv (BD.2582.5), Councillor White left the room.

vi. Camborne and Redruth Live at Home Scheme (Local Government (Miscellaneous Provisions) Act 1976 s.19 and Local Government act 1972 s.145)

A representative of Camborne and Redruth Live at Home Scheme informed members that the scheme had been active in Camborne for approximately 21 years. The scheme helped to care for people living in their own homes to stay in their own homes and took them out for activities and lunches etc. They had applied for National Lottery funding and, if granted, it should cover one full time and three part-time staff for three to four years.

BD.2583.5 RESOLVED: to donate to the Camborne and Redruth Live at Home Scheme £300; to be taken from the Community Support budget cost code 72 Senior Citizens; under legal power (Local Government (Miscellaneous Provisions) Act 1976 s.19) and LGA 1972 s.145)

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

Councillor White re-entered the meeting at 6.57pm.

viii. Transformation CPR (Local Government Act 1972 s.144)

A representative of Transformation CPR informed members that it operated a Food Bank, Food Bank Plus, a drop in centre that provided advice on many benefit related issues; and was launching a Job Club on the 26th of October 2014 to help people without internet access get back into work.

BD.2583.6 RESOLVED: to donate to Transformation CPR £1,000; to be taken from the Community Support budget cost code 67 Advice; under legal power (LGA 1972 s.144)

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

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The Chairman brought forward Agenda item 22 as there was a representative of the Centenary Methodist Church present.

BD.2584 TO GRANT A REQUEST FOR A LETTER OF SUPPORT FOR CENTENARY METHODIST CHURCH'S APPLICATION TO THE HERITAGE LOTTERY FUND TO RENOVATE THE GRAVEYARD

Centenary Methodist Church had applied to the National Lottery and the Heritage Lottery for funding to clean up, restore paths, and install signs and picnic sites to the enclosed churchyard. This would, once again, allow public access to the tranquil green space.

BD.2584.2 RESOLVED: to send a letter to the Heritage Lottery Fund supporting the Centenary Methodist Church's grant application

Proposed by Councillor Ms Fox
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

One member of the public left the meeting at 7.10pm.

BD.2585 GRANT AID APPLICATIONS

ii. BID Camborne (Local Government Act 1972 s.144)

A representative of BID Camborne informed members that the Christmas lights and tree were good for businesses in Camborne and that due to public comments the tree lights would be on all day during Christmas 2014. There would be additional lights this year at the Library, Cross Street, Trelowarren Street and Centenary Street. The Christmas tree was on a four year lease agreement, and the Christmas lights were rented. The cost of Christmas to the levy payers of Camborne was £40,000.

Members discussed previous years' donations to BID Camborne and the substantial amount donated for the infrastructure of the Christmas lights. They also considered the BID Camborne budget at the end of March 2014. Members were in agreement to support the Christmas lights and tree but due to Camborne Town Council's need to prioritise finances in light of difficult times ahead it was;

BD.2585.2 RESOLVED: to donate to BID Camborne £3,500; to be taken from the Grant Aid budget cost code 80 Community Events; under legal power (LGA 1972 s.144)

Proposed by Councillor Ms Robinson
Seconded by Councillor Ms Fox

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

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v. Camborne Salvation Army (Local Government (Miscellaneous Provisions) Act 1976 s.19)

BD.2585.3 RESOLVED: **to donate to the Camborne Salvation Army £600; to be taken from the Community Support budget cost code 68 Voluntary Services, under legal power (Local Government (Miscellaneous Provisions) Act 1976 s.19)**

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

vii. CHICKS (Local Government Act 1972 s.137)

BD.2585.4 RESOLVED: **to donate to the CHICKS £105; to be taken from Section137, under legal power (Local Government Act 1972 s.137)**

Proposed by Councillor Ms Fox
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2586 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF AUGUST 2014 (DEFERRED FROM EARLIER IN THE MEETING)

BD.2586.2 RESOLVED: **that the payment of invoices received for the month of August 2014 was approved**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

BD.2587 TO RECEIVE A REPORT FROM THE TOWN CLERK ON HEALTH AND SAFETY AND WELFARE, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

The Town Clerk had contacted the Fire Service regarding a fire hazard assessment for the handyman store but as they were Fire Inspectors they had a conflict of interest and could not do the assessment. The Action Plan was to be reviewed by the Risk Assessment Working Party but could not be completed until the assessment on the workshop/store was completed. The fire extinguishers in the Town Council Offices were in need of replacement and it was unclear if they were included in the Cornwall Council service charge. The Town Council, however, had a duty to maintain a safe workplace. Furthermore, she would be contacting Cornwall Council for their

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Fire Risk Assessment on the Town Council Offices.

Councillor Chalker suggested Fire Watch as a company to contact regarding fire safety.

BD.2587.2 RESOLVED: that three quotes be obtained for the replacement of the Town Council Offices fire extinguishers

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2587.3 RESOLVED: that on receipt of three quotes, replacement fire extinguishers for the Town Council Offices be purchased; to be taken from the Miscellaneous budget cost code 134 Health and Safety. The Town Clerk was given delegated authority to have the fire extinguishers inspected yearly

Proposed by Councillor Godolphin
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

BD.2588 TO RECEIVE A REPORT (TO FOLLOW) FROM THE TOWN CLERK REGARDING THE WORKSHOP AND STORE AND

i) Approve action to be taken in relation of the insurance claim for the repairs to the recent damage and authorise expenditure accordingly.

The Town Clerk informed members that the workshop/store had sustained damage during the weekend of the 6th and 7th of September 2014; it appeared that a vehicle had reversed into it. She had contacted Cornwall Erection Services who quoted £1,700 for the repairs subject to the cladding still being available in the necessary colour. She also contacted the insurance company to report the incident and request a claim form. The excess on the insurance policy was £100.

BD.2588.2 RESOLVED: that a report from the Town Clerk regarding the Workshop and Store was received; and that the Town Clerk proceed with the repairs to the damage of the Store and the associated insurance claim

Proposed by Councillor Webber
Seconded by Councillor White

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On a vote being taken the matter was approved unanimously.

- ii) **Approve action to be taken in relation to the maintenance and repair works identified as needed in the survey carried out by Mr W Collins.**
- iii) **Approve action for the long term management of maintenance at the Workshop/Store.**

The original survey on the handyman store highlighted repairs needed on the property; the locum Clerk obtained a tender from Willsher Plant Hire for the high level repairs, but the other repairs had been overlooked. The repairs on the door would need to be done by a specialist door company but the other repairs could be done by a single contractor. After the repairs had been completed the ongoing maintenance cost should be minimal.

BD.2588.3 RESOLVED: **that the Clerk obtain three quotes for the repairs highlighted in the survey carried out by Mr W Collins, and for ongoing maintenance**

Proposed by Councillor Chalker
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2588.4 RESOLVED: **that cost of installing bollards outside of the handyman store be investigated**

Proposed by Councillor Chalker
Seconded by Councillor Webber

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

BD.2589 TO APPROVE THE RISK ASSESSMENT REGISTER AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY(RAWP.65)

BD.2589.2 RESOLVED: **that the Risk Assessment Register as recommended by the Risk Assessment Working Party (RAWP.65) was approved**

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

BD.2590 TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING THE REGISTRATION OF ROSEWARNE CAR PARK AND EXTENSION AS AN ASSET OF COMMUNITY VALUE AND AGREE A RESPONSE

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The Town Clerk informed members of a Government Legislation which she read from the 'Arnold Baker on Local Council Administration' (Ninth Edition), Chapter 3 (88) page 854; she felt this legislation enabled the Town Council

to get the extension of the Rosewarne Car Park listed as an Asset of Community Value.

Members discussed the wording of 'extension' on the Cornwall Council correspondence as the whole car park had historically been called Rosewarne Car Park.

BD.2590.2 RESOLVED: that correspondence from Cornwall Council regarding the registration of Rosewarne Car Park and Extension as an Asset of Community Value was received; and that Cornwall Council be contacted quoting the relevant Government Legislations to enable Rosewarne Car Park AND the extension to be registered as Assets of Community Value

Proposed by Councillor Ms Robinson
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

BD.2591 TO APPROVE THE APPOINTMENT OF HUDSON ACCOUNTING AS THE COUNCIL'S INTERNAL AUDITOR, AGREE THE LENGTH OF TIME OF THE CONTRACT AND AUTHORISE EXPENDITURE ACCORDINGLY

BD.2591.2 RESOLVED: that the appointment of Hudson Accounting as the Council's internal auditor for a period of five years was approved and the associated expenditure was authorised; on the proviso that any increase of fees was within the normal commercial limit

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2592 TO APPROVE THE PURCHASE OF GOVERNANCE AND ACCOUNTABILITY (ENGLAND) – PRACTITIONERS GUIDE 2014

BD.2592.2 RESOLVED: that the purchase of the Governance and Accountability (England) – Practitioners Guide was approved to be taken from the Members budget cost code 31 Council Expenses

Proposed by Councillor Godolphin

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Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

BD.2593 TO RECEIVE INFORMATION FROM THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) REGARDING ITS REGIONAL CONFERENCE, 2015 CPD PROGRAMME AND REGIONAL ROADSHOWS; AGREE ATTENDANCE AND AUTHORISE EXPENDITURE ACCORDINGLY

The Town Clerk reminded members that she would be attending the National SLCC Conference on 9th, 10th and 11th October 2014.

BD.2593.2 RESOLVED: that information from the society of Local Council Clerks (SLCC) regarding the Regional Conference, 2015 CPD Programme and Regional Roadshows was received; and the attendance and expenditure was deferred until after the Root and Branch Review

Proposed by Councillor Webber
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2593.3 RESOLVED: that the attendance of Administrative Assistant on the Agendas and Minutes course at Bodmin on 12th May 2015 was approved; and the associated expenditure authorised

Proposed by Councillor Ms Robinson
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

BD.2594 TO APPOINT A MEMBER TO THE RISK ASSESSMENT WORKING PARTY AND STAFFING WORKING PARTY

The Town Clerk informed members that the findings of the Staffing Working Party needed to go to the next meeting of the Budget and Development Committee; and the Risk Assessment Working Party needed to meet before the November audit.

BD.2594.2 RESOLVED: that Councillor Ms Robinson was appointed as a member to the Staffing Working Party

Proposed by Councillor Ms Robinson
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

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BD.2594.3 RESOLVED: that Councillor Ms Fox was appointed as a member to the Risk Assessment Working Party

Proposed by Councillor Chalker
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.03pm.

SIGNED BY THE CHAIRMAN.....

DATE

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