

**CAMBORNE TOWN COUNCIL  
BUDGET AND DEVELOPMENT 26<sup>TH</sup> FEBRUARY 2015**

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 26<sup>th</sup> February 2015 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)  
Councillor S Odgers (Vice Chairman)  
Councillor M Brown from point mentioned  
Councillor T Chalker  
Councillor Ms Z Fox  
Councillor Ms J Robinson from point mentioned  
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.2689 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE**

**BD.2689.2 RESOLVED:** that the apologies from Councillor Brown for late arrival of the meeting of the Budget and Development Committee held on 26<sup>th</sup> February 2015 were received

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

There were no apologies received from Councillor Dalley.

**BD.2690 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.2691 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**BD.2692 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded members of the Extraordinary meeting of the Budget and Development Committee on the 5<sup>th</sup> March 2015.

Councillor Robinson entered the meeting at 6.32pm and apologised for her late arrival.

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**BD.2693 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 22<sup>ND</sup> JANUARY 2015 AND THE CHAIRMAN TO SIGN THEM**

The Chairman referred to BD.2677.3 stating that, as the Budget and Development meetings were to go to two monthly from the start of the new financial year, that the wording in the minutes should be; bi monthly.

**BD.2693.2 RESOLVED: that the minutes of the meeting of the 22<sup>nd</sup> January 2015 with an amendment inserting; bi, before monthly; 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.2694 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**BD.2695 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT, COUNCILLORS WEBBER AND DALLEY**

Councillor Webber informed members that the legal power had been omitted from the minute BD.2659.3 in relation to the donation to the Trevithick Day dancers. The Town Clerk confirmed that the appropriate power for the donation was found in the LGA1974 section 45 (e)

**BD.2695.2 RESOLVED: that the donation to the Trevithick Day dancers was made under the power of the LGA 1972 s.145 (e)**

Proposed by Councillor Webber  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

Councillor Brown entered the meeting at 6.36pm.

**BD.2695.3 RESOLVED: that the internal audit reports by Councillors Webber and Dalley were received**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

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**BD.2696 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF JANUARY 2015 AND THE THIRD QUARTER VAT RETURN**

The Town Clerk referred to some budget heads which had exceeded the budget allocated for the current financial year. These were:

134 Health and Safety (due to the removal of the hazardous chemicals at the Workshop/Store).

33 Audit (due to increased fees)

41 Vehicle Maintenance (due to the ageing of the Town Council's Land rover, which had been taken into account in the budget setting for 2015/2016).

The Committee considered the individual budget heads within the context of the entire Council budget for 2014/2015 and agreed not to vire funds to those budgets that where expenditure had exceeded the allocated budget.

The Town Clerk also informed the Committee of some corrections that had been made to the accounts since the meeting papers were sent. These were the Grant Aid donation to Penwith Volunteer Bureau (originally taken from S137 but should have been taken from Non S137) and payment to Cormac Solutions of £2,500 (taken from Environment Revenue budget but should have been taken from Environment Earmarked Reserves).

**BD.2696.2 RESOLVED: that the update from the Town Clerk on the various budgets was noted**

Proposed by Councillor Godolphin

Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2696.3 RESOLVED: that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation for the month of January 2015, and the third quarter VAT return were received and approved**

Proposed by Councillor Ms Robinson

Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2697 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF FEBRUARY 2015; UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING**

**BD.2697.2 RESOLVED: that the payment of invoices received for the month of February 2015 was approved**

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Proposed by Councillor Odgers  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**BD.2698 TO APPROVE PAYMENTS FOR THE MONTH OF JANUARY 2015 MADE UNDER FINANCIAL REGULATION 3.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING**

**BD.2698.2 RESOLVED:** **that the payments for the month of January 2015 made under financial regulation 3.4, 6.6 and 7.2 were approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2699 GRANT AID APPLICATIONS**

- i. Treslothan Church (Local Government Act 1972 s.137)**
- ii. Camborne Show Society (Local Government Act 1972 s.144)**
- iii. BID Camborne (Local Government Act 1972 s.144)**
- iv. King Edward Mine Museum (Local Government act 1972 s.144)**
- v. Cornwall International Male Voice Choral Festival (Local Government Act 1972 s.145)**

**BD.2699.2 RESOLVED:** **to grant £250 to Treslothan Church for the purpose of a new notice board; £110.20, to be taken from budget head s.137, and £139.80 from non s.137 under the power divested by LGA 1972 s.137**

Proposed by Councillor Odgers  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**BD.2699.3 RESOLVED:** **to grant £1,200 to Camborne Show Society; £800 to be taken from the Entertainments budget and £400 to from the Community Events budget under the power divested by LGA 1972 s.144**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

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**BD.2699.4 RESOLVED:** **to defer the grant application from BID Camborne, to receive quotations for works described in the application**

Proposed by Councillor Ms Fox  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**BD.2699.5 RESOLVED:** **to grant £650 to King Edward Mine Museum; to be taken from Community Support 72 Senior Citizens under the power divested by LGA 1972 s.144**

Proposed by Councillor Ms Fox  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2699.6 RESOLVED:** **to grant £200 to Cornwall International Male Choral Festival; £150 to be taken from Grant Aid 80 Community Events, £50 from non s.137 under the power divested by LGA 1972 s.145**

Proposed by Councillor Ms Fox  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

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

**BD.2700 TO RECEIVE A PRESENTATION FROM TOZERS SOLICITORS AND AGREE ANY APPROPRIATE ACTION**

Mr Simon Sanger-Anderson and Mr Dan Griffin gave a presentation on services that could be provided by Tozers.

For a fee of £2,500 they would provide:

- Unlimited legal advice by phone or e-mail.
- Access to specialist Lawyers advice.
- Advice on Section 106 and CIL.
- Powerful planning advice.
- Employment Law advice.
- Telephone conference calls.
- In the event of Crisis Management a twenty four hour call line could be implemented.

Other services would be charged at an hourly rate minus 20%.

The agreement could be terminated with one month's notice and a refund of fees paid.

Mr Sanger-Anderson and Mr Griffin left the meeting at 7.20pm.

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Members discussed a contract for the Community Toilets Scheme, asset transfers, allotments and devolved services and the probable need of specialist legal advice regarding them.

In answer to a question from Councillor Odgers, the Town Clerk informed members that she had met with a representative of Tozers at the SLCC Conference and had brought their information back to the Town Council. In 2013 the Council had searched for suitable Solicitors to address the Town Council's needs and had used Coodes for the work on the Workshop/Store and the town's toilets. Tozers were a more specialist law firm and, to her knowledge, the closest in distance.

**BD.2700.2 RESOLVED:** **that the appointment of Tozers LLP as legal advisor to the Town Council; under a retainer, with a one month break clause; at a cost of £2,500; £2,000 to be from taken from Earmarked Reserves 102 Legal Costs, £500 from Miscellaneous 113 Legal Costs; was approved**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**BD.2701 TO RECEIVE A REPORT FROM SOLUTIONPOINT REGARDING THE FAILURE OF THE TOWN CLOCK, AGREE APPROPRIATE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

**BD.2701.2 RESOLVED:** **that a report from Solutionpoint regarding the failure of the Town Clock was received**

Proposed by Councillor Chalker  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**BD.2701.3 RESOLVED:** **that the Town Clerk was given delegated powers to approach Weatherspoon's regarding the repairs and access to the Town Clock; that she report back and consult with the Chairman and Vice Chairman for a decision on any related expenditure**

Proposed by Councillor Webber  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

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**BD.2702 TO RECEIVE THE FIRE RISK ASSESSMENT FOR UNIT 5 CARN BREA BUSINESS PARK AND AGREE ANY APPROPRIATE ACTION**

The Town Clerk informed members that she had contacted R G Kellow regarding a quote for repairs to the emergency lighting they quoted £300. The Chairman and Vice Chairman had given authority to proceed with the repairs.

K.B.M Fire Safety Services had provided a fire safety log book which the handyman on doing the safety tests would be keeping up to date. The Safety notices had been put up.

**BD.2702.2 RESOLVED: that the Fire Risk Assessment for Unit 5 Carn Brea Business Park was received**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2703 TO RECEIVE AN ELECTRICAL INSTALLATION CONDITION REPORT FOR UNIT 5 CARN BREA BUSINESS PARK, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Councillor Ms Robinson questioned why this work had not been done on purchasing the Workshop/Store. The Town Clerk referred to the contract made, in her absence, for the repairs on the Workshop/Store in 2013. The contractors had never supplied the relevant certificates.

**BD.2703.2 RESOLVED: that an Electrical Installation Condition Report was received; and the quotation from Blue Flame of £700 +VAT for the works was approved and authorised; the £700 + VAT to be taken from Earmarked Reserves 126 Devolved Services**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2704 TO AUTHORISE THE PURCHASE OF A NEW CROSS SHREDDER FOR THE OFFICE**

**BD.2704.2 RESOLVED: that the purchase of a new Cross Shredder for the office costing £121 + Vat was authorised**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

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Councillor Brown as an employee of BT declared an interest and left the room.

**BD.2705 TO RECEIVE INFORMATION REGARDING THE TOWN CLERK'S MOBILE TELEPHONE CONTRACT, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk had obtained quotes from Carphone Warehouse that had been obtained for different phones and a different network. These were compared to the BT quotation.

**BD.2705.2 RESOLVED:** **that information regarding the Town Clerk's mobile telephone was received; the contract with BT costing £40 per month was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Councillor Brown re-entered the meeting.

**BD.2706 TO APPROVE THE ATTENDANCE AT THE SLCC DIGITAL ENGAGEMENT COURSE ON 26<sup>TH</sup> MARCH 2015 AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk explained she was willing to attend the training course even though she had booked that week in March as annual leave.

**BD.2706.2 RESOLVED:** **that the attendance of the Town Clerk at the SLCC Digital Engagement Course on 26<sup>th</sup> March 2015, and the associated expenditure; was approved. The cost of £145 + VAT to be taken from the Miscellaneous 38 Staff Training budget**

Proposed by Councillor Odgers  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.47pm.

SIGNED BY THE CHAIRMAN.....

DATE .....