

**CAMBORNE TOWN COUNCIL  
BUDGET AND DEVELOPMENT 26<sup>TH</sup> JUNE 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 26<sup>th</sup> June 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 from point mentioned  
Councillor R White

In Attendance: Amanda Mugford, Town Clerk; Miss Melanie Negus, Administrative Assistant; Mr Davies from CCLA and one member of the public

The Chairman explained the safety procedures to all present.

**BD.2527 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**BD.2527.2 RESOLVED: that the apologies from Councillors Godolphin, Robinson and Rowe for non-attendance of the meeting of the Budget and Development Committee held on 26<sup>th</sup> June 2014 were received**

Proposed by Councillor Chalker  
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

**BD.2528 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.2529 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**BD.2530 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman informed members that the information requested by the external auditor had been submitted. The Audit had been completed and he was pleased to report that no issues had been raised.

Councillor Ms Fox entered the meeting at 6.32pm.

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The works to the roof of the Donald Thomas Centre and the windows of the Community Centre partially funded by a grant of £1,000 from the Town Council, was to begin on 30<sup>th</sup> June 2014.

**BD.2531 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 22<sup>ND</sup> MAY 2014 AND THE CHAIRMAN TO SIGN THEM**

**BD.2531.2 RESOLVED:** **that the minutes of the meeting of the Budget and Development Committee held on 22 May 2014 with a minor typographical amendment to BD.2526, 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 by those entitled to vote.

The Chairman brought forward Agenda item 23i, Brea Open Spaces Grant Aid Application; as there was a member of the public present wishing to speak.

**BD.2532 GRANT AID APPLICATION**  
**i. BREA OPEN SPACES AND PLAYGROUND IMPROVEMENT GROUP (LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 S.19 (3A))**

Pippa Davey of the Brea Open Spaces Playground Improvement Group informed members that they had managed to raise £14,000 for improvements to pathways, safety surfacing and seating, over an area of approximately 1.5 acres; but there was a gap in their funds of £1,000. They had also applied for funding from the Community Chest.

**BD.2532.2 RESOLVED:** **to donate to Brea Open Spaces and Playground Improvement Group £1,000, to be taken from the Youth Development Projects budget, under legal power (LGA (Miscellaneous Provisions) 1976 S.19(3a))**

Proposed by Councillor Ms Fox  
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

Pippa Davey left the meeting.

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**BD.2532 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**BD.2533 TO RECEIVE A PRESENTATION FROM MR M DAVIS, CCLA, REGARDING THE PUBLIC SECTOR DEPOSIT FUND AND APPROVE ANY APPROPRIATE ACTION (BD.2474.2)**

Mr Davis informed members that the CCLA was an investment management company whose client base was Churches, Charities, Public Sector organisations and small Councils. He gave information on;

- Ownership of the company.
- Investment of client's money.
- Financial risks.
- Liquidity.
- Management fees.
- Money Market funds.
- Accounts Accessibility.
- Long term investments.

He informed members that all the Companies information could be found on their website .

**BD.2533.2 RESOLVED:**

**that a presentation from Mr M Davis, CCLA, regarding the Public Sector Deposit Fund (BD.2474.2) was received and that the information be put to a future meeting when discussing the Town Council's financial options**

Proposed by Councillor Webber  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

Mr Davis left the meeting.

**BD.2534 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT (COUNCILLORS EVERETT AND ODGERS)**

The Clerk informed members that two cheque numbers that had been entered incorrectly on the Scribe system had been amended.

Councillor Odgers informed members of some cheques that had not been cashed and were close to their expiry date.

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**BD.2534.2 RESOLVED:** **that the internal audit reports by Councillors Everett and Odgers for the months of April and May were received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

**BD.2535 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF MAY 2014**

**BD.2535.2 RESOLVED:** **that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation for the month of May was received and approved**

Proposed by Councillor Chalker  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2536 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF JUNE 2014; UP TO DATE SCHEDULED TABLED AT THE MEETING**

The Clerk informed members that the Duchy College description on the payments list should read plants for the bed at the library. The annual service charge to Cornwall Council was for two years as Cornwall Council had not billed the Town Council last year. This was not a problem as this had been taken into account and put into Earmarked Reserves.

**BD.2536.2 RESOLVED:** **that the payment of invoices received for the month of June was approved**

Proposed by Councillor Brown  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**BD.2537 TO APPROVE PAYMENTS FOR THE MONTH OF JUNE 2014 MADE UNDER FINANCIAL REGULATION 3.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING**

**BD.2537.2 RESOLVED:** **that the payments for the month of June 2014 made under financial regulation 3.4, 6.6 and 7.2 were approved**

Proposed by Councillor Chalker  
Seconded by Councillor Ms Fox

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On a vote being taken the matter was approved unanimously.

**BD.2538 TO RECEIVE A REPORT FROM THE CLERK ON HEALTH SAFETY AND WELFARE, AGREE APPROPRIATE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

The Clerk reported that she had contacted Sita and Biffa for quotes to remove the hazardous waste at the handyman's store. The Emergency First Aid courses for the Deputy Clerk, Admin Assistant, Handyman and Assistant Handyman had been booked. The Intruder alarm at Unit 5 had been serviced and was fine. Due to the fact that a review of Health and Safety Policies was due in July, it was necessary to hold a meeting of the Risk Assessment Working Party as soon as possible.

**BD.2538.2 RESOLVED: that the Clerk was to e-mail members with available dates for a meeting of the Risk Assessment Working Party**

Proposed by Councillor Webber  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**BD.2538.3 RESOLVED: that a report from the Clerk on Health Safety and Welfare was received**

Proposed by Councillor Brown  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**BD.2539 TO RECEIVE CORRESPONDENCE REGARDING THE REPLACEMENT OF IT EQUIPMENT, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Clerk referred to information received from BT that the Town Council's computers could be replaced free of charge but they would no longer be the Council's assets. She referred to correspondence from the Town Council's Accountant which advised that, should the Council decide to proceed, the new computers should be entered on the Asset Register under a separate category as Zero value - equipment held - not owned.

**BD.2539.2 RESOLVED: that correspondence regarding the replacement of IT equipment was received; the Clerk was authorised to proceed with obtaining and installing new IT equipment and with the amendments to the Asset Register when installation complete**

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Proposed by Councillor Webber  
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

**BD.2540 TO CONSIDER THE PROCESS AND DELEGATED RESPONSIBILITIES FOR RECRUITMENT AND SELECTION AND MAKE RECOMMENDATIONS FOR INCLUSION IN THE COUNCIL'S RECRUITMENT POLICY**

The Town Clerk reminded Members that she had been tasked with producing a recruitment policy as a result of the recent independent investigation. She had contacted the Cornwall Association of Local Councils (CALC), the Society of Local Council Clerks (SLCC), South West Councils and other local Councils for a policy that could be used as a model. There was no such policy model; therefore, she would have to develop a policy herself. In order to do this she needed clarification of the process and delegated responsibilities that the Committee wanted. Using a flip chart, members discussed the various aspects of the recruitment and selection process and it was

**BD.2540.2 RESOLVED:**

**that the recommendations for the Town Council's recruitment process were; that the vacancy of an existing post be put to the Budget and Development Committee; a new position be put to Full Council, then the Staffing Working Party. Job description and person specification be determined by the Staffing Working Party and the Town Clerk. Shortlisting to be determined and interviews conducted by the Chairman and Vice Chairman of the Budget and Development Committee, and the Town Clerk; a new Town Clerk's shortlisting to be determined by the Chairmen or Vice Chairmen of the programme committees, the Mayor and the Town Clerk; with a minimum shortlist of three candidates. The selection of a new Town Clerk to be made by Full Council. Any member or officer having an interest must declare it**

Proposed by Councillor Chalker  
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

**BD.2541 TO REVIEW THE MAYORAL AND ALLOWANCES POLICY FOLLOWING CHANGES MADE AS A RESULT OF RECOMMENDATIONS OF THE INTERNAL AUDITOR (BD.2408.2 TO NOTE THE RECOMMENDATIONS OF THE INTERNAL AUDITOR, APPROVE THE INCLUSION OF LEGAL POWERS ON THE INTERNAL AUDIT CHECK LIST, APPROVE THE**

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**CESSATION OF PAYMENT OF THE MAYOR'S ALLOWANCE AND  
DEPUTY MAYOR'S ALLOWANCE ON A MONTHLY BASIS; MONTHLY  
EXPENSES TO BE RE-INBURSED THROUGH A MONTHLY CLAIM FROM  
THE 1<sup>ST</sup> FEBRUARY 2014) AND MAKE RECOMMENDATIONS TO FULL  
COUNCIL ACCORDINGLY**

- BD.2541.2 RESOLVED:** that members reviewed the Mayor and Allowances Policy following changes made as a result of recommendations of the internal auditor (BD.2408.2 to note the recommendations of the internal auditor, approve the inclusion of legal powers on the internal audit checklist, approve the cessation of payment of the Mayor's allowance and Deputy Mayor's allowance on a monthly basis; monthly expenses to be reimbursed through a monthly claim from the 1<sup>st</sup> February 2014). The recommendation to Full Council was that the reimbursements for travel be only for standard or second class travel when using public transport

Proposed by Councillor White  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

- BD.2542 TO CONSIDER THE INCLUSION OF A PASSENGER ALLOWANCE IN THE TOWN COUNCIL'S MILEAGE CLAIM POLICY AND APPROVE ANY AGREED AMOUNT FOR FUTURE AUTHORISED TRAVEL EXPENDITURE**

- BD.2542.2 RESOLVED:** that the inclusion of a passenger allowance in the Town Council's Mileage Claim Policy was considered; and that 5p per passenger per mile was approved and authorised for future authorised travel

Proposed by Councillor Ms Fox  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

- BD.2543 TO APPROVE THE DRAFT DATA PROTECTION POLICY FOR RECOMMENDATION TO FULL COUNCIL (C.3074)**

- BD.2543.2 RESOLVED:** that the draft Data Protection Policy (C.3074) was approved for recommendation to Full Council

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Proposed by Councillor White  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2544 TO APPROVE THE DRAFT TRAINING AND DEVELOPMENT POLICY FOR RECOMMENDATION TO FULL COUNCIL**

**BD.2544.2 RESOLVED:** that the Draft Training Policy with amendments to page 4 Short Courses, (where attendance is required, outside normal working hours, at a short course); and page 4 paragraph one, (should they voluntarily leave Camborne Town Council's employment) was recommended to Full Council

Proposed by Councillor Ms Fox  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2545 TO CONSIDER THE SOUTH WEST COUNCIL'S FLEXIBLE WORKING POLICY, AGREE ANY ACTION AND RECOMMENDATIONS TO FULL COUNCIL ACCORDINGLY**

**BD.2545.2 RESOLVED:** that the South West Council's Flexible Working Policy was considered and was recommended to Full Council with an amendment to the appeal process; that an appeal be put to the Town Clerk for submission to the Staffing Working Party

Proposed by Councillor White  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2546 TO RECEIVE AND APPROVE RECOMMENDATION FROM THE AMENITIES COMMITTEE REGARDING A REPLACEMENT BRUSHCUTTER/STRIMMER AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk confirmed that she had consulted the Handyman and his Assistant who had both agreed that the Kawaski Brushcutter costing £429 was their preferred choice.





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

SIGNED BY THE CHAIRMAN.....

DATE .....