

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 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 27th November 2014 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)
Councillor S Odgers (Vice Chairman)
Councillor M Brown from point mentioned
Councillor T Chalker
Councillor T Dalley
Councillor Ms Z Fox
Councillor R White
Councillor C Godolphin (ex officio)

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

The Chairman explained the safety procedures to all present.

BD.2617 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

BD.2617.2 RESOLVED: that the apologies from Councillors Everett and Ms Robinson for non-attendance and Councillor Brown for late arrival of the meeting of the Budget and Development Committee held on 27th November 2014 were received

Proposed by Councillor Ms Fox
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

BD.2618 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.2619 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

BD.2620 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 94 MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS AND GIVE EVIDENCE IN RESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)

BD.2621 CHAIRMAN'S ANNOUNCEMENTS

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

There were no Chairman's announcements.

BD.2622 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 23RD OCTOBER 2014 AND THE CHAIRMAN TO SIGN THEM

BD.2622.2 RESOLVED: that the minutes of the meeting of the Budget and Development Committee held on 23rd October 2014 were received, approved, and signed by the Chairman

Proposed by Councillor Webber
Seconded by Councillor Godolphin

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

BD.2623 TO RECEIVE THE MINUTES OF THE RISK ASSESSMENT WORKING PARTY HELD ON THE 27TH OCTOBER 2014

BD.2623.2 RESOLVED: that the minutes of the Risk Assessment Working Party held on 27th October 2014 were received

Proposed by Councillor Chalker
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

BD.2624 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

The Town Clerk informed members that, despite contacting Cornwall Council on numerous occasions to have the office fire extinguishers inspected, they had not been done. The last time the offices extinguishers were tested was July of 2012. As the Town Council had a duty of care to its employees, Trelawny Fire and Security had been appointed to inspect the office fire extinguishers and those at the Workshop/Store and in the Land Rover which had been due for inspection in November. The office extinguishers had way exceeded their use date and needed to be replaced.

Members discussed Cornwall Council's legal responsibilities under the Health and Safety at work Act, the Town Council's lease and the cost implications to the Town Council for getting the work done.

BD.2625 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT (COUNCILLORS ODGERS AND WEBBER)

Councillor Webber found a signature to be missing on one cheque stub; but that everything else was in order.

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

BD.2625.2 RESOLVED: **that Councillors Odgers and Webber
Internal Audit reports were received**

Proposed by Councillor Chalker
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**BD.2626 TO RECEIVE THE STATEMENT OF PAYMENTS AND RECEIPTS,
UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE
MONTH OF OCTOBER 2014**

The Town Clerk informed members that voucher 322 on the payments list showed a negative figure due to a problem with HSBC. Some months ago the HSBC had returned a cheque because they refused to accept the Town Council's new mandate, despite the fact that this was a yearly procedure.

The Town Council's software system was such that the £432.37 had to be negated out and then credited back in; this then caused a problem with VAT as the original cheque had originally been entered in a one quarter, and then had to be re-entered in a different quarter.

Payment voucher number 396 for -£6,000 had been made out to the Donald Thomas Centre when it should have been made payable to The Community Centre. A new cheque had been issued made payable to the Community Centre.

BD.2626.2 RESOLVED: **that the statement of payments and
receipts, unpresented cheque list and
the bank reconciliation for the month of
October 2014 were received**

Proposed by Councillor Chalker
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

**BD.2627 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE
MONTH OF NOVEMBER 2014; UP TO DATE SCHEDULE TABLED AT THE
MEETING**

BD.2627.2 RESOLVED: **that the payment of invoices received for
the month of November 2014 was
approved**

Proposed by Councillor White
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

BD.2628 TO APPROVE PAYMENTS FOR THE MONTH OF NOVEMBER 2014 MADE UNDER FINANCIAL REGULATION 3.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING

BD.2628.2 RESOLVED: **that payments for the month of November 2014 made under Financial Regulation 3.4, 6.6 and 7.2 were approved**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2629 GRANT AID APPLICATIONS

- i) Cornwall Air Ambulance (LGA 1972 S.137)**
- ii) Penwith Volunteer Bureau (LGA 1972 S.137)**
- iii) Camborne Trevithick Day (LGA 1972 S.145)**

The Chairman brought forward the Camborne Trevithick Day Grant Aid Application as there was a representative present wishing to speak.

Jeff Collins thanked the Town Council for previous support as it was the largest contributor to the Trevithick Day celebrations. He informed members that, due to the terrible weather the 2014, Trevithick Day had sustained losses of approximately £5,000. They had received complaints from traders in Cross Street and part of Trelowarren Street that the festivities did not extend to them. They had set up a meeting with the traders in these areas to discuss this but only the traders from Cross Street attended. The Trevithick Day Committee were aiming to provide more entertainment in these areas next year. Their entertainments budget was £3,500 and would need to be increased to facilitate this.

Councillor Webber informed members that the annual budget had earmarked £6,000 specifically for Trevithick Day.

BD.2629.2 RESOLVED: **to donate £6,000 to the Trevithick Day Association, to be taken from the Grant aid budget cost code 79 Trevithick Day; under LGA 1972 S.145**

Proposed by Councillor Ms Fox
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Jeff Collins left the meeting at 6.53pm.

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

BD.2629.3 RESOLVED: **to donate £250 to Cornwall Air Ambulance, to be taken from Donations S non 137; under LGA 1972 S.137**

Proposed by Councillor Godolphin
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2629.4 RESOLVED: **to donate £250 to Penwith Volunteer Bureau, to be taken from Donations S non 137; under LGA 1972 S. 137**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2630 TO CONSIDER FULL COUNCIL RESOLUTIONS APPROPRIATE TO THE BUDGET AND DEVELOPMENT COMMITTEE ARISING FROM THE ROOT AND BRANCH REVIEW, AGREE ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE

BD.2630.2 RESOLVED: **that the Salaries for the Handyman, Assistant Handyman and new post of Amenities and Projects Officer, be allocated to the Amenities budget. The Town Clerk, Deputy Clerk and Administrative Assistant to continue to be allocated from the Finance and Administration Cost Centre; with effect from the start of the new financial year; and that Cost Centres be defined**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

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

BD.2630.3 RESOLVED: **that the cost codes 19 Equipment Maintenance and 21 Office Equipment be merged in the Finance and Administration Cost Centre**

Proposed by Councillor Odgers
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

BD.2630.4 RESOLVED: **that the Street Furniture Maintenance cost code 39 and cost code 119 Street Furniture be merged in the Amenities Cost Centre**

Proposed by Councillor Godolphin
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2630.5 RESOLVED: **that the Accreditation Fee be allocated to Cost Centre Corporate Management cost code 31 Council Expenses**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2630.6 RESOLVED: **that the Small Works cost code be allocated to the Amenities Cost Centre**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2630.7 RESOLVED: **that the Environment cost code be allocated to the Amenities Cost Centre**

Proposed by Councillor Ms Fox
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2630.8 RESOLVED: **that the Fluidity Cost Centre remain unchanged**

Proposed by Councillor Godolphin
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2630.9 RESOLVED: **that a new cost code headed New Accommodation be set up in the Corporate Management Cost Centre**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

BD.2630.10 RESOLVED: **to set up a new budget head titled
Environmental Grants**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2630.11 RESOLVED: **that the Ear-marked Reserves were
simplified as follows:**

New Offices

Office Accommodation Charge

THI Contribution

Devolved Services

Council Tax Support Funding

CCTV

Planning and Development to incorporate

Emergency Plan Contingency

Parish Plan

Finance and Administration to incorporate

Office Equipment

Website

Corporate Management to incorporate

Legal Costs

Civic Functions

Special Contingency

Elections

Health and Safety

Audit

Community Development to incorporate

Grant Aid

Donald Thomas Centre

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

Amenities to incorporate

Environment

Christmas in Camborne

Footpath walks

Small works

St Pirans Day

Proposed by Councillor Godolphin

Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Councillor Brown entered the meeting at 7.24pm.

BD.2631 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31ST MARCH 2015 AND AGREE ANY ACTION

Recommendations in the Audit Report were:

1. Payment schedules should be signed.
2. Care should be taken to ensure changes to the system do not affect prior period VAT claims.
3. Procedure manuals should be produced as soon as is practical
4. A formal report should accompany detailed budget calculations.
5. Using the capability of the system will ultimately be more efficient and will make the management of any outstanding debts easier.
6. Should cash income increase then a full imprest petty cash system should be implemented.
7. The annual salary figures provided by the SLCC should be used to calculate salaries.

The Town Clerk reported that the payment sheets tabled at the meetings were now being signed by the Chairman and Vice Chairman; in the absence of the either or both of these, other appropriate members would sign. Recommendation 2 was as a result of problem caused by the bank, reported in BD.2626.

The production of the Procedure Manual was time consuming and ongoing. The Town Clerk had in all previous years produced formal reports to accompany budget calculations; but this had not happened last year due to her sickness absence. She confirmed that she would be writing a full report for the budget process for 2015/2016.

The Town Clerk informed members that she did not expect cash income to increase.

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

Annual salary figures by the SLCC were now being used. The small discrepancy related to part time staff and went back to all electronic records.

This had resulted in an underpayment in the Administrative Assistants wage of £8.58 over the last two years owing to there being 52.14 weeks in a year not 52. The Deputy Clerk had been overpaid 92p since 2007. .

BD.2631.2 RESOLVED: **that the interim internal audit report for the year ended 31st March 2015 was received**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2631.3 RESOLVED: **that the payment of £8.58 in respect of the shortfall in the Administrative Assistants wage was approved**

Proposed by Councillor Brown
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

BD.2631.4 RESOLVED: **that the wage overpayment of 92p to the Deputy Clerk was written off**

Proposed by Councillor Odgers
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2632 TO RECEIVE A LETTER FROM CORNWALL COUNCIL REGARDING THE PARISH AND TOWN COUNCIL PRECEPTS FOR THE 2015/2016 FINANCIAL YEAR AND AGREE ANY APPROPRIATE ACTION

Councillor Webber informed members that Cornwall Council had been informed that the Town Council's Precept would be submitted late; this was due the actions recommended in the Root and Branch Review Report. The Town Clerk had contacted Mr Hockin at Cornwall Council requesting Tax Base information; but was informed that it was still not available. Furthermore she advised members that the Council Tax Support Grant could be reduced by as much as 24% and not the 15% stated in the letter.

BD.2632.2 RESOLVED: **that a letter from Cornwall Council regarding the Parish and Town Council Precepts for the 2015/2016 financial year was received**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

On a vote being taken the matter was approved unanimously.

BD.2633 TO APPROVE THE FINANCIAL RISK ASSESSMENT AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY (RAWP.71.5)

BD.2633.2 RESOLVED: that the Financial Risk Assessment as recommended by the Risk Assessment Working Party (RAWP.71.5) was approved

Proposed by Councillor Chalker
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2634 TO APPROVE THE ANNUAL AUDIT PLAN 2015/2016 AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY (RAWP.72.2)

BD.2634.2 RESOLVED: that the Annual Audit Plan 2015/2016 recommended by the Risk Assessment Working Party (RAWP.72.2) was approved

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

BD.2635 TO RECEIVE ANNEX 1 TO APPENDIX 17 OF THE GOVERNANCE AND ACCOUNTABILITY FOR LOCAL COUNCIL PRACTITIONERS' GUIDE (ENGLAND) MARCH 2014 AND NOTE IMPLICATIONS FOR FUTURE AUDIT REQUIREMENTS. (RAWP.74.4)

The Town Clerk informed members that because of the size of the Town Council it was subject to an additional test; to meet the Annual Governance Statement. Furthermore, evidence had to be provided to backup financial statements. The Town Council has access to the Practitioners Guide to help with this. The members of the Risk Assessment Working Party felt that the Budget and Development Committee should receive this information.

BD.2635.2 RESOLVED: that Annex 1 to Appendix 17 of the Governance and Accountability for Local Council Practitioners' Guide (England) March 2014; was received and noted

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

BD.2636 TO CONSIDER PURCHASING A NEW STANDARD FLAG AND FLAG OF ST PIRAN TO BE FLOWN OUTSIDE THE TOWN COUNCIL OFFICES (C.3167.4) AND AUTHORISE ASSOCIATED EXPENDITURE

BD.2636.2 RESOLVED: that the purchasing of a new standard flag and a flag of St Piran to be flown outside the Town Council offices (C.3167.4), and the associated expenditure was authorised; to be taken from cost code Council Expenses

Proposed by Councillor Chalker
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2637 TO APPROVE A CHANGE TO THE TOWN COUNCIL'S CONTRACT WITH EDF ENERGY FOR UNMETERED ELECTRICITY SUPPLIES

BD.2637.2 RESOLVED: that a change to the Town Council's contract with EDF Energy for unmetered electricity supplies was approved

Proposed by Councillor Godolphin
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2638 TO NOTE THE NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES 2014-2016 PAYSCALES AND ALLOWANCES

BD.2638.2 RESOLVED: that the National Joint Council for Local Government Services 2014-2015 Pyscales and Allowances was noted

Proposed by Councillor Ms Fox
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

BD.2639 TO EXCLUDE THE PUBLIC AND PRESS BY RESOLUTION IN ACCORDANCE WITH STANDING ORDER 94

"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 ARE INSTRUCTED TO WITHDRAW".

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

BD.2639.2 RESOLVED: **that in view of the confidential nature of the business about to be transacted, in accordance with Standing Order 94; the press and public were temporarily excluded from the meeting**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2640 TO RECEIVE QUOTATIONS FOR REPAIRS AND MAINTENANCE WORKS AT UNIT 5 CARN BREA BUSINESS PARK, APPOINT A CONTRACTOR AND AUTHORISE EXPENDITURE

Two quotations were received, R G Kellow and D A Pengilly Builders.

Councillor Odgers declared a non-registerable interest in this Agenda item, as the builders D A Pengilly were well known to him.

BD2640.2 RESOLVED: **that the Town Council's appointed contractor to carry out repairs and maintenance at Unit 5, Carn Brea Business Park with the exception of the installation of Bollards; was R J Kellow. The installation of Bollards to be a future Agenda item of the Budget and Development Committee**

Proposed by Councillor Chalker
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2641 TO RECEIVE QUOTATIONS FOR A FIRE RISK ASSESSMENT AT UNIT 5 CARN BREA BUSINESS PARK, APPOINT A CONTRACTOR AND AUTHORISE EXPENDITURE

Three quotations were received, K B M Fire Safety Services, Jeff Hick and SSG Training and Consultancy Ltd.

BD.2641.2 RESOLVED: **that the Town Council's appointed contractor for a Fire Risk Assessment at Unit 5, Carn Brea Business Park was K B M Fire Safety Services**

Proposed by Councillor White
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**

There being no further business the Chairman closed the meeting at 7.50pm.

SIGNED BY THE CHAIRMAN.....

DATE

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 27TH NOVEMBER 2014**