

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 30TH OCTOBER 2013**

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 Wednesday 30th October 2013 at 6.30 pm.

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

Councillor T Chalker
Councillor Ms Z Fox (from point mentioned)
Councillor Ms J Robinson
Councillor R White
Councillor M N Champion (ex officio)
Councillor G Taylor (ex officio)
Councillor Mrs V Dalley (not a member of this committee)

In Attendance: Ms Sarah Willsher, Locum Clerk; Mrs Beverly Pascoe, Deputy Clerk; Mrs Charman, Vice Chairman, Camborne Community Centre

BD.2334 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

BD.2334.2 RESOLVED: that the apologies from Councillors Everett and Rowe for non-attendance of the meeting of the Budget and Development Committee on 30th October 2013 were received

Proposed by Councillor Odgers
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2335 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 Webber declared an interest in agenda item 18v relating to a grant application for Camborne Community Centre as he was a trustee and treasurer to the Centre. He read out paragraph 3.5A of the Code of Conduct and confirmed he would stay to answer questions relating to the grant application, but leave the meeting before consideration of the grant.

BD.2336 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no such dispensations.

BD.2337 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported on the progress of the Brea Open Space Group following a grant given to them last year.

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BD.2338 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 26TH SEPTEMBER 2013 AND THE CHAIRMAN TO SIGN THEM

BD.2338.2 RESOLVED: **that the minutes of the meeting of the Budget and Development Committee held on 26th September 2013 were received, approved and signed by the Chairman**

Proposed by Councillor Webber
Seconded by Councillor Taylor

On a vote being taken the matter was approved unanimously.

BD.2339 TO RECEIVE THE MINUTES OF THE MEETING OF THE STAFFING WORKING PARTY HELD ON THE 30TH SEPTEMBER 2013

BD.2339.2 RESOLVED: **that the minutes of the meeting of the Staffing Working Party held on 30th September 2013 were received**

Proposed by Councillor Ms Robinson
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

BD.2340 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

Page 1671 BD.2326.2 – the Chairman asked if Bradleys had been instructed to carry out the survey. The Locum Clerk said it was due to be carried out on the 31st October.

Councillor Odgers asked if there was an indication as to when the toilets in Gurneys Lane would be re-opened. Councillor Webber replied that until the result of the survey had been received no date could be set.

BD.2341 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT FROM COUNCILLORS MS Z FOX AND D EVERETT

The Chairman explained that Councillor Everett had given apologies prior to this meeting and would not have been able to complete an audit as the accounts would not have been up to date. He recommended that Councillors Fox and Everett complete the audit for October and report back to the next meeting

BD.2341.2 RESOLVED: **to defer the October internal audit to the next meeting of this Committee**

Proposed by Councillor Webber
Seconded by Councillor Champion

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On a vote being taken the matter was approved unanimously.

BD.2342 TO RECEIVE A STATEMENT OF PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF SEPTEMBER 2013 AND THE 2ND QUARTER VAT RETURN

Councillor Webber asked for clarification on two entries on the transactions page.

BD.2342.2 RESOLVED: that the statement of payments and receipts and the bank reconciliation for the month of September 2013 and the 2nd quarter VAT Return were received

Proposed by Councillor White
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2343 TO RECEIVE A REPORT FROM THE LOCUM CLERK ON THE KESTRAL GUARDS INVOICE DEFERRED FROM THE LAST MEETING AND AGREE FUTURE ACTIONS

The Locum Clerk had checked the lease and informed members that the Town Council was responsible for this invoice relating to the hiring of a security guard for the September meeting of the Full Council held at the Cornwall Council One Stop Shop.

BD.2343.2 RESOLVED: that the report from the Locum Clerk is received

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

BD.2344 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF OCTOBER 2013; UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING

BD.2344.2 RESOLVED: that the payment of invoices received for the month of October 2013 was approved

Proposed by Councillor Taylor
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Councillor Ms Fox entered the meeting at 6.52 pm

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BD.2345 TO APPROVE PAYMENTS FOR THE MONTH OF OCTOBER 2013 MADE UNDER FINANCIAL REGULATION 3.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING

The budget cost codes for the purchase of the Handyman Store were discussed and it was agreed to allocate funds in and out for the purchase of the store to cost code 46 Rent of Store, the name to be reviewed at the budget setting meeting. The other associated costs to be allocated to cost code 126 devolved service ear-marked reserves.

BD.2345.2 RESOLVED: **that the payments for the month of October 2013 made under financial regulation 3.4, 6.6 and 7.2 were approved**

Proposed by Councillor Chalker
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

At this point, there being a member of the public present wishing to speak on the grant application for Camborne Community Centre, the Chairman brought forward agenda item 18v.

Having declared a non-registerable interest the Chairman vacated the Chair to Councillor S Odgers, the Vice Chairman, but remained in the meeting only to answer questions.

BD.2346 GRANT AID APPLICATIONS

- i. **CHICKS (LGA 1972 S.137)**
- ii. **All Saints Church Community Centre (LGA 1976 S.19)**
- iii. **Camborne Trevithick Day Association (LGA 1972 S.144)**
- iv. **Troon Village Association (LGA 1972 S.137)**
- v. **Camborne Community Centre & Donald Thomas Centre (LGA 1976 S.19)**

BD.2346.2 RESOLVED: **to suspend standing orders to allow Mrs Charman to speak on the grant application for Camborne Community Centre and the Donald Thomas Centre**

Proposed by Councillor Taylor
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

Mrs Charman spoke on the history of the Community Centre and the difficulties experienced since the new trustees were appointed in April of this year. She explained the repairs needed, the grant funding already secured and a grant from SITA which could be obtained provided local support was evidenced. Mrs Charman and Councillor Webber answered questions from members regarding the users of the Community Centres, hidden costs from

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the past and the predicted deficit for the year ended 2013. There being no further questions it was

BD.2346.3 RESOLVED: to resume standing orders

Proposed by Councillor Odgers
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

Councillor Webber left the meeting at 7.13pm

BD.2346.4 RESOLVED: to donate £1000 to Camborne Community Centre and Donald Thomas Centre to be split equally between the Advice, 67, and Voluntary Services, 68, budgets of this committee.

Proposed by Councillor Champion
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

Councillor Webber re-entered the meeting at 7.15 pm and took the Chair.

Members discussed the restrictions placed upon the application from CHICKS due to S.137 regulations.

BD.2346.5 RESOLVED: to donate £100 to CHICKS from the Youth Development, 73, budget of this committee

Proposed by Councillor White
Seconded by Councillor Taylor

On a vote being taken the matter was approved unanimously.

BD.2346.6 RESOLVED: to donate £500 to the All Saints Church Community Centre from the Voluntary Services, 68, budget of this committee

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

BD.2346.7 RESOLVED: to donate £6000 to the Camborne Trevithick Day Association from the Trevithick Day, 79, budget of this committee

Proposed by Councillor Champion
Seconded by Councillor Chalker

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On a vote being taken the matter was approved unanimously.

BD.2346.8 RESOLVED: **to donate £100 to the Troon Village Association from the Community Events, 80, budget of this committee**

Proposed by Councillor Odgers
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2347 TO RECEIVE A REPORT FROM THE LOCUM CLERK ON HEALTH AND SAFETY AND WELFARE

The Clerk reported that she had requested a risk assessment from BID Camborne for the erection of the Christmas tree in the Town Square. She forwarded the risk assessment to a Chartered Health and Safety Practitioner for advice and forwarded his response to BID. The Town Council could have a vicarious responsibility if the Risk Assessment was not suitable and sufficient. She was awaiting a response from BID Camborne. The Chairman recommended that, once received, the information relating to the Christmas tree be circulated to the Chair and Vice Chair of this committee, the Mayor and Deputy Mayor and the Chairman of the Christmas in Camborne Festival Committee so they can liaise with BID Camborne.

The Clerk also informed members that the handyman's mobile phone needed replacing as the sound quality had deteriorated.

BD.2347.2 RESOLVED: **that the report from the Locum Clerk on Health and Safety and Welfare was received**

Proposed by Councillor Champion
Seconded by Councillor White

On a vote being taken the matter was approved unanimously.

BD.2348 TO RECEIVE RECOMMENDATIONS FROM THE STAFFING WORKING PARTY MEETING HELD ON THE 30TH SEPTEMBER 2013 AND AGREE ANY FUTURE ACTIONS

Councillor Champion did not see the need to review the previously compiled list of services that could be devolved down to the Town Council. He suggested contacting Cornwall Council for a list of all the services they would be prepared to devolve down to Town and Parishes as a matter of urgency. Councillor Webber said there were some services that were not visible that could be assisted by the use of the General Power of Competence.

BD.2348.2 RESOLVED: **that the recommendation SWP 56.2 from the Staffing Working Party that the Budget and Development Committee**

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review the previously compiled list of potential devolved services and approach Cornwall Council regarding their intentions was received and to contact Cornwall Council as a matter of urgency for a list of services they were prepared to devolve down to Town and Parish Councils

Proposed by Councillor Champion
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

Councillor Ms Fox asked if the original list could be circulated to members.

BD.2348.3 RESOLVED: **that the recommendation SWP.56.3 from the Staffing Working Party that the Budget and Development Committee consider prioritising office tasks and what is important to the Council to help advise staff was received and the and fitting out and move to the new Handyman Store and the preparation for the annual budget process were the priorities and to defer the launch of the new website to the New Year.**

Proposed by Councillor Odgers
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

BD.2349 TO RECEIVE A QUOTE FOR AN INDEPENDENT INTERNAL AUDITOR AND AGREE FUTURE ACTIONS

The Locum Clerk reported she had approached CALC for advice who recommended only one internal auditor

BD.2349.2 RESOLVED: **that the Internal Audit Proposal from Hudson Accounting Ltd was received. To appoint Hudson Accounting Ltd for an initial period of 12 months to carry out the Council's internal audit for a fee of £600 per annum**

Proposed by Councillor White
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

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BD.2350 TO RECEIVE A REPORT FROM THE LOCUM CLERK ON INSURANCE INFORMATION REGARDING LONG TERM SICKNESS COVER AND AGREE FUTURE ACTIONS

The Locum Clerk reported that insurance was available but very expensive and would not cover all members of staff. The Deputy Clerk said she had made some brief enquiries. For a benefit in the region of £22800 per year the premium was approximately £333 per month. Following discussion on different ways of covering long term sickness it was

BD.2350.2 RESOLVED: **that a report from the Locum Clerk on insurance information regarding long term sickness cover was received and that all information be circulated by e-mail to members and included in the information pack for the budget setting meeting**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2351 TO RECEIVE CORRESPONDENCE FROM THE CENTENARY DRAMA GROUP & CD KIDS AND FORWARD ANY COMMENTS

The Drama Group had sent a letter informing the Council on their event following a grant application. They were also asking suggestions for alternative rehearsal and storage facilities.

BD.2351.2 RESOLVED: **that correspondence from the Centenary Drama Group & CD Kids was received and to write back advising that Camborne School, Camborne Community Centre, All Saints Church Community Centre and Wesley Church may be able to assist.**

Proposed by Councillor Webber
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.20 pm.

SIGNED BY THE CHAIRMAN.....

DATE