

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 28th June 2018**

MINUTES of the meeting of the Finance and General Purposes Committee of Camborne Town Council held in the Council Chamber, Council Offices, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 28th June 2018 at 6.30 pm.

PRESENT Councillor G Winter (Chairman)
Councillor Mrs Dalley (Vice Chairman)
Councillor D Atherfold
Councillor Ms Z Fox
Councillor J Herd
Councillor R Marshall
Councillor J Morgan

In Attendance: Samantha Hughes, Finance & Administration Officer; Janet Ritchie, Committee Support Officer; 1 member of the public representing Camborne Centenary Church; 3 members of the public representing Camborne RFC.

The Chairman explained the safety procedures to all present.

FG.3326 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE MUNICIPAL YEAR 2018/2019

FG.3326.2 RESOLVED: that Councillor Winter was elected Chairman of the Finance & General Purposes Committee for the municipal year 2018/2019

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

FG.3327 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3327.2 RESOLVED: that the apologies from Councillors Gillingham & Wilkins and Ms A Mugford for non-attendance of the meeting of the Finance and General Purposes Committee held on the 28th June 2018 were received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

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FG.3328 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 Mrs V Dalley declared interest in Item 18 (i) as she was a Trustee of the Community Centre which rented offices to the Citizens Advice Bureau. Councillor Marshall declared interest in Item 18 (v) as a family member worked for Cornwall Air Ambulance Trust.

Councillor Atherfold declared interest in Item 18 (ii) as he was a member of Camborne Wesley, which was in the same circuit as Camborne Centenary Church.

Councillor Ms Fox declared interest in Item 18 (iii) as she organised a group at All Saints Community Centre.

FG.3329 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3330 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3331 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE MUNICIPAL YEAR 2018/2019

FG.3331.2 RESOLVED: that Councillor Marshall was elected as Vice Chairman of the Finance & General Purposes Committee for the municipal year 2018/2019

Proposed by Councillor Mrs. V. Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3332 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 26th APRIL 2018 AND THE CHAIRMAN TO SIGN THEM

FG.3332.2 RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 26th April 2018 were received, approved and signed by the Chairman

Proposed by Councillor Winter
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

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FG.3333 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

FG3305 this Council had not yet received an invoice from Cornwall Council for decommissioning its IT services, but the final cost was within the quotation.

FG.3334 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR MARCH 2018 FROM COUNCILLORS ATHERFOLD AND GILLINGHAM AND APPROVE ANY ACTION

FG.3334.2 RESOLVED: that the Internal Audit Reports for March 2018 by Councillors Atherfold and Gillingham were received

Proposed by Councillor Marshall
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3335 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR APRIL 2018 FROM COUNCILLORS HERD AND WINTER AND APPROVE ANY ACTION

FG.3335.2 RESOLVED: that the Internal Audit Reports for April 2018 by Councillors Herd and Winter were received

Proposed by Councillor Atherfold
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

FG.3336 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF APRIL 2018

FG.3336.2 RESOLVED: that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation for the month of April 2018 were received and approved

Proposed by Councillor Winter
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

FG.3337 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION THE MONTH OF MAY 2018

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The Finance & Administration Officer advised that staffing had been allocated its own budget in this financial year and there were changes to Amenities cost codes. The Earmarked Reserves and library costs had already been included in this expenditure.

FG.3337.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation for the month of May 2018 were received and approved**

Proposed by Councillor Ms Fox
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

FG.3338 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF JUNE 2018 UP TO DATE SCHEDULE TABLED AT MEETING

FG.3338.2 RESOLVED: **that the payment of invoices received for the month of June 2018 was approved**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3339 TO APPROVE PAYMENTS FOR THE MONTH OF JUNE 2018 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING

FG.3339.2 RESOLVED: **that the payments for the month of June 2018 made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, were approved**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3340 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF MAY 2018

The Finance & Administration Officer reported that all expenditure from the Earmarked Reserves to date was from the previous financial year and was previously agreed.

FG.3340.2 RESOLVED: **that the Ear-Marked Reserve Report for the month of May 2018 was received**

Proposed by Councillor Atherfold

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Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

FG.3341 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 90 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)

Members of the Public made representation in item FG.3342.

FG.3342 GRANT AID APPLICATIONS

Councillor Mrs V Dalley left the meeting at 6.47pm

(i) Citizens Advice Bureau (Localism Act 2011 s.1)

FG.3342.2 RESOLVED: to grant £5,500 to Citizens Advice Bureau under the power given by the Localism act 2011 s.1, using £2,500 from the Advice and Information budget and £3,000 from the Community Grants budget

Proposed by Councillor Herd
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved by a majority, with 1 against.

Councillor Mrs V. Dalley re-entered the meeting and Councillor Atherfold left the meeting at 6.55pm

(ii) Centenary Methodist Church (Localism Act 2011 s.1)

Ms Anne Stone gave a presentation on behalf of Centenary Methodist Church, which was seeking funding to carry out refurbishment work to the paths and memorials in the Churchyard, which was used regularly by relatives and visitors.

FG.3342.3 RESOLVED: to grant £1,800 to Centenary Methodist Church under the power given by the Localism Act 2011 s.1

Proposed by Councillor Morgan
Seconded by Councillor Ms Z Fox

On a vote being taken the matter was approved unanimously.

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Councillor Atherfold re-entered the meeting and Councillor Ms Z Fox left the meeting at 7.00pm

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

FG.3342.4 RESOLVED: **to grant £4,000 to All Saints Community Centre under the power given by the Local Government (Miscellaneous Provisions) Act 1976 s.19**

Proposed by Councillor Marshall
Seconded by Councillor Winter

On a vote being taken the matter was approved by a majority. (4 in favour, 2 against).

Ms Z Fox re-entered the meeting at 7.05pm

(iv) Camborne RFC (Local Government (Miscellaneous Provisions) Act 1976 s.19)

Mr Colin Stevenson gave a presentation on behalf of Camborne RFC, which was upgrading the club changing rooms and facilities to bring them up to a suitable standard for use by other organisations in the town. The club was seeking funding to replace the entrance gates to the rugby ground and to install a new water supply to the changing rooms (provided that the Town Council gave its consent).

Discussion took place and this Council considered its support for the club and the facility it was providing to the town.

FG.3342.5 RESOLVED: **to grant £3,000 to Camborne RFC under the power given by the Local Government (Miscellaneous Provisions) Act 1976 s.19**

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Councillor Marshall left the meeting at 7.12pm.

(v) Cornwall Air Ambulance Trust (Localism Act 2011 s.1)

FG.3342.6 RESOLVED: **to grant £500 to Cornwall Air Ambulance Trust under the power given by the Localism Act 2011 s.1**

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Proposed by Councillor Ms Fox
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

Councillor Marshall re-entered the meeting at 7.15pm.

(vi) Merlin MS Centre (Localism Act 2011 s.1)

FG.3342.7 RESOLVED: to grant £600 to the Merlin MS Centre under the power given by the Localism Act 2011 s.1

Proposed by Councillor Ms Z Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Four members of the public left the meeting at 7.16pm.

FG.3343 TO RECEIVE THE INTERNAL AUDIT REPORT FROM HUDSON ACCOUNTING LTD FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2018 AND APPROVE ACTION ACCORDINGLY

FG.3343.2 RESOLVED: that the internal audit report from Hudson Accounting Ltd for the Financial Year ended 31st March 2018 was received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3344 TO RECEIVE CORRESPONDENCE AND A VERBAL REPORT REGARDING THE ELECTRICITY SUPPLY IN COMMERCIAL SQUARE, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Finance & Administration Officer advised that Western Power had proposed installing a water meter in the Town Square but this Council had negotiated a new electricity tariff with Western Power on the understanding that this negated the requirement for the water meter. She advised that Earmarked Reserves could be used to top up the Town Square Utilities budget if required.

FG.3344.2 RESOLVED: that correspondence and a verbal report regarding the electricity supply in Commercial Square was received and that a new tariff was negotiated

Proposed by Councillor Mrs V Dalley

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Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**FG.3345 TO RECEIVE A VERBAL REPORT REGARDING WORKS TO THE
PASSMORE EDWARDS BUILDING, APPROVE ACTION AND
AUTHORISE EXPENDITURE IF APPROPRIATE**

The Finance & Administration Officer advised that the lift was operative and the door entry system was functioning but required some final adjustment. The courtyard was nearing completion. There were some final payments to be made to RG Kellow for finishing off work. She requested the committee's approval to purchase a further supply of door entry key fobs.

**FG.3345.2 RESOLVED: that a verbal report regarding works to
the Passmore Edwards building was
received and that the associated
expenditure was approved**

Proposed by Councillor Winter
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

**FG.3346 TO RECEIVE CORRESPONDENCE REGARDING THE TR14ers'
APPLICATION TO THE POLICE AND CRIME COMMISSIONER SMALL
GRANT SCHEME AND APPROVE ACTION ACCORDINGLY**

Councillor Winter volunteered to assist the TR14ers with their application going forward.

**FG.3346.2 RESOLVED: that correspondence regarding the
TR14ers' application to the Police and
Crime Commissioner Small Grant Scheme
was received and that Councillor Winter
was appointed to take the application
forward**

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3347 TO RECEIVE, REVIEW AND APPROVE THE UPDATED ASSET REGISTER

**FG.3347.2 RESOLVED: that the updated Asset Register was
received and approved**

Proposed by Councillor Atherfold
Seconded by Councillor Marshall

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On a vote being taken the matter was approved unanimously.

FG.3348 TO CONSIDER A SCHEDULE FOR COUNCILLORS' INTERNAL AUDIT RESPONSIBILITIES FOR THE MUNICIPAL YEAR 2018/19 AND AGREE ACTION ACCORDINGLY

FG.3348.2 RESOLVED: that the schedule for Councillors' Internal audit responsibilities for the municipal year 2018/19 was received and approved

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3349 TO APPROVE A BUDGET FOR THE MAYOR'S CIVIC SERVICE

FG.3349.2 RESOLVED: that a budget of £600 was approved for the Mayor's Civic Service, using funds from the Council Expenses budget

Proposed by Councillor Ms Fox
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3350 TO RECEIVE CORRESPONDENCE FROM RECIPIENTS OF GRANT FUNDING: CORNWALL AIR AMBULANCE; REVITALISE; GOOSEBERRY BUSH DAY NURSERY

FG.3350.2 RESOLVED: that correspondence from recipients of grant funding: Cornwall Air Ambulance, Revitalise and Gooseberry Bush Day Nursery was received

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3351 THAT THE COUNCIL RESOLVES, UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

FG.3351.2 RESOLVED: that in view of the confidential nature of business about to be transacted, under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded

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Proposed by Councillor Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3352 TO RECEIVE A QUOTATION FOR PROCUREMENT SERVICES, APPROVE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

The Finance & Administration Officer explained that buying in the services of a procurement specialist would free up staff time and would provide this Council with the correct technical, legal and procedural expertise to ensure that the specified standards for contract tendering were met. Payment of an annual retainer was required

FG.3352.2 RESOLVED: **that the quotation for procurement support to this Council was received and expenditure authorised using funds from Corporate Management Earmarked Reserves and that sufficient allocation be made in future revenue budgets for procurement services**

Proposed by Councillor Herd
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 7.35pm.

SIGNED BY THE CHAIRMAN.....

DATE