

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

MINUTES of the meeting of the Finance and General Purposes Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Thursday 24 November 2016 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)
Councillor S Odgers (Vice Chairman)
Councillor M Brown (attended from 7.45pm)
Councillor T Chalker
Councillor Ms Z Fox
Councillor Godolphin
Councillor Mrs Dalley (attended from 6.45pm)

In Attendance: Amanda Mugford, Town Clerk; and Paul Rickard (Minute Clerk).

The Chairman explained the safety procedures to all present.

FG.3034 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

FG3034.2 RESOLVED: that the apologies from Councillors Krey and Gillingham for non-attendance of the meeting of the Finance and General Purposes Committee held on the 24 November 2016 were received and approved.

Proposed by Councillor Fox
Seconded by Councillor Godolphin

On a vote being taken, the matter was approved unanimously.

FG.3035 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 Dalley declared an interest in agenda no. 20(iii) (Transformation CPR) as she worked for the Food Bank.

FG.3036 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3037 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the application for grant aid from Camborne Trevithick Day had been removed from the agenda for this meeting and would instead be considered at the next meeting of the Amenities Committee.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

It was noted that Councillor Teixeira was no longer a member of this Committee and that Councillor Mrs Dalley was now a full Member rather than ex-officio.

FG.3038 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 22 SEPTEMBER 2016 AND THE CHAIRMAN TO SIGN THEM

FG.3038.2 RESOLVED: **that the minutes of the meeting of the Finance and General Purposes Committee held on 22 September 2016 with the amendment to FG.3028, line1, replacing "variation" with "valuation", 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.

FG.3039 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters for discussion under this item.

FG.3040 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR SEPTEMBER 2016 FROM COUNCILLORS CHALKER AND KREY AND APPROVE ANY ACTION

FG.3040.2 RESOLVED: **that the Internal Audit Report for September 2016 by Councillors Chalker and Krey was received.**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG.3041 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR OCTOBER 2016 FROM COUNCILLOR WEBBER AND APPROVE ANY ACTION

FG.3041.2 RESOLVED: **that the Internal Audit Report for October 2016 by Councillor Webber was received.**

Proposed by Councillor Webber
Seconded by Councillor Godolphin

On a vote being taken, the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

**FG.3042 TO RECEIVE THE BANK RECONCILIATION REPORT FROM
COUNCILLOR FOX**

FG.3042.2 RESOLVED: **that the Bank reconciliation report
from Councillor Fox was received.**

Proposed by Councillor Fox
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously.

**FG.3043 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND
RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK
RECONCILIATION FOR THE MONTH OF SEPTEMBER 2016**

In response to the Chairman, members confirmed that they were content to receive the amount of detailed information currently presented in the paper.

FG.3043.2 RESOLVED: **that the statement of payments and
receipts, unpresented cheque list and
the bank reconciliation for the month of
September 2016 were received and
approved.**

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously.

**FG.3044 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND
RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK
RECONCILIATION FOR THE MONTH OF OCTOBER 2016**

FG.3044.2 RESOLVED: **that the statement of payments and
receipts, unpresented cheque list and
the bank reconciliation for the month of
October 2016 were received and
approved.**

Proposed by Councillor Chalker
Seconded by Councillor Webber

On a vote being taken, the matter was approved unanimously.

**FG.3045 TO APPROVE PAYMENTS MADE BY DIRECT DEBIT MANDATE FOR THE
MONTH OF OCTOBER 2016**

FG.3045.2 RESOLVED: **that payments made by direct debit
mandate for the month of October 2016
were approved.**

CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016
Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG.3046 TO APPROVE THE PAYMENTS FOR THE MONTH OF OCTOBER 2016 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND THE VICE CHAIRMAN

FG.3046.2 RESOLVED: **that the payments for the month of October 2016 made under the delegated authority of the Chairman and Vice Chairman were approved.**

Proposed by Councillor Chalker
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

FG.3047 TO APPROVE PAYMENTS MADE UNDER FINANCIAL REGULATION 7.2 FOR THE MONTH OF SEPTEMBER 2016

FG.3047.2 RESOLVED: **that the payments made under Financial Regulation 7.2 for the month of September 2016 was approved.**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG.3048 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF NOVEMBER 2016; UP TO DATE SCHEDULE TABLED AT MEETING

FG.3048.2 RESOLVED: **that the payment of invoices received for the month of November 2016 was approved.**

Proposed by Councillor Odgers
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously.

FG.3049 TO APPROVE PAYMENTS FOR THE MONTH OF NOVEMBER 2016 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.6, 6.2, 6.7 and 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING

The Town Clerk reported that it had been necessary to pay the invoice from Audana, who maintained the Council's website, prior to this meeting because they required payment within two weeks of issue.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

FG.3049 RESOLVED: **that the payments for the month of November 2016 made under Financial Regulations 4.1, 4.5, 5.4, 5.6, 6.2, 6.7 and 7.2, were approved.**

Proposed by Councillor Godolphin
Seconded by Councillor Fox

On a vote being taken, the matter was approved unanimously.

Councillor Mrs Dalley entered the meeting at 6.45pm.

FG.3050 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF OCTOBER 2016

The Town Clerk reported that ear-marked reserves would be considered at the Strategic Budget Working Party meeting the following week.

FG.3050.2 RESOLVED: **that the Ear-Marked Reserve Report for the month of October 2016 was received.**

Proposed by Councillor Odgers
Seconded by Councillor Dalley

On a vote being taken, the matter was approved unanimously.

FG.3051 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)

Messrs Letcher and Oliver (representing Holmans Bowling Club) spoke in support of the grant aid application (see below) from the Bowling Club for the purchase of high performance LED lighting to replace the existing fluorescent lighting which was expensive to run and becoming increasingly difficult to maintain. The Club was well used by members of all ages.

Messrs Letcher and Oliver then thanked the Committee for being given the opportunity to speak at the meeting.

FG.3052 GRANT AID APPLICATIONS

The Town Clerk reported that the application from Camborne Trevithick Day had been deferred for consideration by the Amenities Committee.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

FG.3052.2 RESOLVED: **to grant £740 to Holmans Bowling Club, to be taken from the Community Grants and Donations Budget; under the Local Government (Miscellaneous Provisions) Act 1976, s.19.**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG3052.3 RESOLVED: **to grant £500 to Transformation CPR, to be taken from the Community Grants and Donations Budget; under the Localism Act 2011 s.1.**

Proposed by Councillor Fox
Seconded by Councillor Godolphin

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

Councillor Chalker requested that his name be recorded as having abstained from voting on this decision.

Councillor Mrs Dalley declared an interest and left the meeting during the discussion and decision in respect of the above item

FG.3052.4 RESOLVED: **to grant £318 to Tanya Courage Trust, to be taken from the Community Grants and Donations Budget; under the Localism Act 2011 s.1.**

Proposed by Councillor Odgers
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

FG.3052.5 RESOLVED: **to grant £1000 to Cornwall Befriending Service CIC, to be taken from the Advice and Information Service Budget; under the Localism Act 2011 s.1.**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

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

Councillor Godolphin requested that his name be recorded as having abstained from voting on this decision.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

FG.3053 TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING PARISH AND TOWN COUNCIL PRECEPTS FOR THE 2017/18 FINANCIAL YEAR AND AGREE ANY ACTION

The Chairman informed Members that it would not be practicable to set the Town Council's precept by 31 December 2016, as requested by Cornwall Council in recent correspondence (as circulated with papers for this meeting); however, it would be possible to comply with the legal timeframe for such action.

FG.3053.2 RESOLVED: **that (a) the Town Clerk, as Finance Officer, responds to Cornwall Council that the Town Council's precept would be set as soon as possible within the legal timeframe but that it would not be possible to do so by 31 December as requested by Cornwall Council; and (b) copies of the response would be circulated to members of this Committee.**

Proposed by Councillor Odgers
Seconded by Councillor Fox

On a vote being taken, the matter was approved unanimously.

FG.3054 TO RECEIVE CORRESPONDENCE FROM THE CORNWALL PENSION FUND REGARDING CAMBORNE TOWN COUNCIL'S CONTRIBUTION RATES AND AGREE ANY ACTION

The Town Clerk presented correspondence from Cornwall Council in which it was stated that the Funds Actuary had now completed the calculation in respect of the triennial valuation of the Cornwall Pension Fund, using membership data as at 31 March 2016. It was noted that the Town Council's employers' contribution would consist of two elements: the first was expressed as a percentage of pay to cover the accrual of future service for current employees in the Fund; and the second as an annual cash sum to provide for the deficit in respect of the past services of the Town Council's current and previous employees in the Fund.

On this basis, the current contribution rate for the 2016/17 was 18.7% plus an annual contribution of rising to £6,200 in 2019/2020. This arrangement would continue until the next valuation in 3 years' time, and the necessary contributions would be included in the budget.

FG.3054.2 RESOLVED: **that the correspondence from Cornwall Pension Fund be received.**

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

FG.3055 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2017 AND APPROVE ANY ACTION

The Town Clerk presented the Interim Audit report for the year ended March 2017 undertaken by Hudson Accounting Ltd. The first recommendation – that “reserve levels should be risk assessed as part of the budget setting process for 2017/18” – was done on a regular basis and that an appropriate item had been included on the agenda for the next meeting of the Budget Working Party. The other recommendations were relatively minor issues of human error which had already been rectified.

FG.3055.2 RESOLVED: that Interim Audit Report for year ended 31 March 2017 be received.

Proposed by Councillor Chalker
Seconded by Councillor Mrs Dalley

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

FG.3056 TO REVIEW THE FINANCIAL RISK REGISTER AND AGREE ANY ACTION ACCORDINGLY

The Town Clerk presented the Financial Risk Register for review. Members then discussed the document and various amendments were agreed as set out below (the relevant page number is as shown in brackets in each resolution).

FG.3056.2 RESOLVED: that limit of the sum held in the petty cash account be increased from £100 to £200 (page 5).

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG.3056.3 RESOLVED: that the Property and Furniture Insurance be reviewed annually by the Finance and General Purposes Committee rather than the Budget and Development Committee (page 7).

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3056.4 RESOLVED: that the rating of risk in connection with the section entitled “Provision of a safe place of work and healthy working environment” be amended from High to Medium Risk (page 7).

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG.3056.5 RESOLVED: **that the draft document be amended to state that a General Risk Assessment of the new workshop and store would be undertaken annually (rather than in August 2015 as stated on page 9 of the document).**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3056.6 RESOLVED: **that the document be amended by adding a reference that accreditation of Quality Status had been achieved in January 2016 and that the words "...made September 2015..." be deleted.**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG.3056.7 RESOLVED: **that the document be amended by referring to changes in procedures arising from new legislation being reviewed by the Corporate Governance Working Party rather than the Risk Assessment Working Party (page 9).**

Proposed by Councillor Fox
Seconded by Councillor Webber

On a vote being taken, the matter was approved unanimously.

FG.3056.8 RESOLVED: **that the risk levels for the issues entitled "transfer of assets or services from Cornwall Council" and "Asset Acquisition" be increased from Medium to High risk (page 10).**

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

FG.3056.9 RESOLVED: **that, subject to the amendments as set out in paragraphs FG3053.2 – FG3056.8 Above, the Financial Risk Register be approved.**

Proposed by Councillor Webber
Seconded by Councillor Godolphin

On a vote being taken, the matter was approved unanimously.

FG. 3057 TO REVIEW THE RISK REGISTER AND AGREE ANY ACTION ACCORDINGLY

The Town Clerk introduced the review of the Risk Register and advised that a technical issue had resulted in the suggested amendments not being printed in colour as intended.

FG.3057.2 RESOLVED: **that the risk register be approved subject to the amendments as shown in the printed document together with an additional amendment to the section entitled “providing advice and information to the public etc” that it should be assessed as Medium rather than Low.**

Proposed by Councillor Fox
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

[Councillor Brown entered the meeting at 7.45pm. Councillor Brown requested that his name be recorded as having abstained from voting on this decision as he had not been present for the majority of the discussion].

FG.3058 TO NOTE THE CORRESPONDENCE FROM ROYAL MAIL

FG.3058.2 RESOLVED: **that the correspondence received from the Royal Mail be noted.**

Proposed by Councillor Godolphin
Seconded by Councillor Fox

On a vote being taken, the matter was approved unanimously.

FG.3059 TO NOTE THE CORRESPONDENCE FROM HSBC REGARDING CHANGES TO TERMS AND CONDITIONS OF SERVICE

FG.3059.2 RESOLVED: **that the correspondence received from the HSBC regarding changes to the terms and conditions of service be noted.**

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**

Proposed by Councillor Fox
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG.3060 TO RECEIVE CORRESPONDENCE FROM CAMBORNE SHOW SOCIETY

FG.3060.2 RESOLVED: that correspondence from Camborne Show Society be received.

Proposed by Councillor Brown
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously.

A letter from Camborne Music Festival was circulated for information.

There being no further business the Chairman closed the meeting at 7.55pm.

SIGNED BY THE CHAIRMAN.....

DATE

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 24 NOVEMBER 2016**