

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26TH JANUARY 2017**

MINUTES of the meeting of the Finance & General Purposes Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Thursday 26th January 2017 at 6.30 pm.

PRESENT Councillor Webber Chairman
Councillor Odgers Vice Chairman
Councillor Chalker
Councillor Gillingham
Councillor Godolphin

In Attendance: Amanda Mugford, Town Clerk; Heather Kirkham (minute taker) and two members of the public.

The Chairman explained the safety procedures to all present.

FG.3079 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3079.2 RESOLVED: **that the apologies from Councillors Mrs Dalley, Ms Fox and Krey for non-attendance at the meeting of the Finance and General Purposes Committee held on the 26th January 2017 were received and approved.**

Proposed by Councillor Odgers
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

Apologies were also sent by Councillor Brown but had not been read before the meeting.

FG.3080 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 Odgers declared that he was a member of Camborne Rugby Football Club and as such he would be excusing himself from the meeting for item 19 (i).

FG.3081 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests for dispensations.

FG.3082 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that, as Mr Teixeira had left the Council, there was a need for a different Member of the Committee to conduct the April internal audit for the month of March. Councillors agreed that this responsibility should be assigned to Councillor Mrs Dalley.

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FG.3083 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 5TH JANUARY 2017 AND THE CHAIRMAN TO SIGN THEM

FG.3083.2 RESOLVED: **that the minutes of the meeting of the Finance and General Purposes Committee held on the 5th January 2017 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.3084 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

FG.3085 TO RECEIVE THE INTERNAL AUDIT REPORT FOR NOVEMBER 2016 FROM COUNCILLORS ODGERS AND GILLINGHAM

Councillor Odgers stated that the report was well presented and there were no problems.

FG.3085.2 RESOLVED: **that the Internal Audit Report for November 2016 was received.**

Proposed by Councillor Odgers
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

FG.3086 TO RECEIVE THE INTERNAL AUDIT REPORT FOR DECEMBER 2016 FROM COUNCILLORS WEBBER AND ODGERS

Councillor Webber commented that the only issue had been the lack of two initials on some cheque stubs. The VAT return had not been available when he conducted the audit. Councillor Odgers responded by saying that the VAT return had been available when he had carried out his audit three days later.

FG.3086.2 RESOLVED: **that the Internal Audit Report for December 2016 was received.**

Proposed by Councillor Odgers
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

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FG.3087 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF NOVEMBER 2016

FG.3087.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list and bank reconciliation for the month of November 2016 was received and approved.**

Proposed by Councillor Godolphin
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

FG.3088 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST, VAT RETURN AND BANK RECONCILIATION FOR THE MONTH OF DECEMBER 2016

The Town Clerk informed Members that the cost centre 53 (Equipment and Maintenance) appeared to be overspent. This was because a brush cutter purchased in October (2016) had been charged to this cost centre when it should have been charged to cost centre 58 (Machinery Purchases). This had now been rectified on the Scribe Accounting system.

Some consumables i.e. paint etc/equipment used for street furniture maintenance had been charged to cost centre 54 (Handyman consumables) when they should have been charged to cost centre 60 (Street furniture purchase and maintenance). The Town Clerk stated that she had now received all of the outstanding invoices for the CCTV (cost code 61) from Cornwall Council; this had previously been showing a false position as no invoices for the CCTV monitoring service had been received at all. The Trevithick Day grant (cost code 64) had been awarded at the last Amenities Committee meeting and agreed at £10K.

FG.3088.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list, vat return and bank reconciliation for the month of December 2016 be received and approved; it was further approved to vire funds from budget head 60 to 54 to allow the relevant adjustment to be made in regard to materials purchased for street furniture maintenance.**

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

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FG.3089 TO APPROVE PAYMENTS MADE BY DIRECT DEBIT MANDATE FOR THE MONTH OF DECEMBER 2016

FG.3089.2 RESOLVED: **that the payments made by direct debit mandate for the month of December 2016 be approved.**

Proposed by Councillor Odgers
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

FG.3090 TO APPROVE PAYMENTS FOR THE MONTH OF DECEMBER 2016 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN

FG.3090.2 RESOLVED: **that the payments for the month of December 2016 made under the delegated authority of the Chairman and Vice Chairman be approved.**

Proposed by Councillor Godolphin
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

FG.3091 TO APPROVE PAYMENTS MADE UNDER FINANCIAL REGULATION 7.2 FOR THE MONTH OF DECEMBER 2016

FG.3091.2 RESOLVED: **that the payments made under Financial Regulation 7.2 for the month of December 2016 be approved.**

Proposed by Councillor Chalker
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

FG.3092 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF JANUARY 2017

FG.3092.2 RESOLVED: **that the payment of invoices received for the month of January 2017 be approved.**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

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FG.3093 TO APPROVE PAYMENTS FOR THE MONTH OF JANUARY 2017 MADE UNDER FINANCIAL REGULATION 4.1, 4.5,5.4,5.5, 6.2, 6.7 AND 7.2

FG.3093.2 RESOLVED: **that the payments for the month of January 2017 made under financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 be approved.**

Proposed by Councillor Godolphin
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

FG.3094 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF DECEMBER 2016

FG.3094.2 RESOLVED: **that the ear-marked reserve report for the month of December 2016 was received.**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3095 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

Councillor Odgers left the room at this point.

Two members of the public were present; Mr M Symons and Mr D Rodgers. Mr Symons informed Members that they were representing Camborne Rugby Football Club (C.R.F.C.). It was explained that C.R.F.C. had already carried out improvements to the clubhouse and had received match funding for Phases I and II which were already completed. They were now looking to carry out Phase III which would replace the exterior doors and windows and revitalise a space within the clubhouse which could be utilised (hired out etc). Also, there were some damp issues in the bar and cellar that needed to be resolved. This phase would cost £41K; they already had been granted £35K by SITA and needed to raise another £6K and were asking the Council to assist with a grant of £2K.

Councillors asked Mr Symons and Mr Rodgers questions regarding the Financial Statements for the Year ending April 2016 for C.R.F.C. Ltd.

Members thanked Mr Symons and Mr Rodgers for their comments.

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FG.3096 GRANT AID APPLICATIONS:

i) CAMBORNE RUGBY FOOTBALL CLUB (LOCAL GOVERNMENT MISCELLANEOUS PROVISIONS ACT 1976 s.19)

Having considered the information Members agreed and resolved.

FG.3096.2 RESOLVED: **that the Camborne Rugby Football Club be awarded a grant of £2K under the Local Government Miscellaneous Provisions Act 1976 s.19.**

Proposed by Councillor Chalker
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

Councillor Odgers re-entered the room at this point.

ii) CAMBORNE SHOW SOCIETY (THE LOCAL GOVERNMENT ACT 1972 s.144)

FG.3096.3 RESOLVED: **that the Camborne Show Society be awarded a grant of £1K under the Local Government Act 1972 s.144**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

iii) CORNWALL AIR AMBULANCE (THE LOCALISM ACT 2011 s.1)

FG.3096.4 RESOLVED: **that the Cornwall Air Ambulance be awarded a grant of £1K under the Localism Act 2011 s.1.**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

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

iv) CORNWALL INTERNATIONAL MALE CHORAL FESTIVAL (THE LOCAL GOVERNMENT ACT 1972 s.145)

Having considered the information Members

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- FG.3096.5 RESOLVED:** **that the Cornwall International Male Choral Festival be awarded a grant of £250 under the Local Government Act 1972 s.145.**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3097 TO REVIEW THE ASSET REGISTER AND AGREE ANY AMENDMENTS ACCORDINGLY

The Town Clerk stated that the Asset Register would need extensive work to it once the Green spaces/Library were devolved to the Council. However, the purpose of receiving it at this meeting was to review it and decide if it was fit for purpose at this moment in time. Councillors considered the Asset Register and agreed that it accurately reflected the Council's current holdings. They recognised that the transfer of Assets from Cornwall Council would need to be recorded and the Register updated accordingly.

FG.3097.2 RESOLVED: **that the Council's Asset Register be received and approved.**

Proposed by Councillor Odgers
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

FG.3098 TO REVIEW THE RISK ASSESSMENT POLICY AND AGREE ANY AMENDMENTS ACCORDINGLY

The Town Clerk referred to two documents within the Agenda; the Council's "Risk Assessment Policy" and also the "Governance and Accountability for Smaller Authorities in England 2016" guidance. The Council's Policy clearly identified any risks and addressed them accordingly. Reference was made to the guidance; "Governance and Accountability for Smaller Authorities in England 2016" with particular reference to page 12 – Assertion 5: Risk Management. The current Risk Assessment Policy needed to be reviewed to ensure it was fit for purpose. It was recognised that after the devolution process there would be a need for it to be reviewed again with specific regard to the new services that would be provided by the Council.

Members asked about Health & Safety in the future due to increase in staff numbers after the devolution process. The Town Clerk stated that an annual Health & Safety Audit was carried by Ellis Whittam and a report went to the Staffing Committee. The Chairman commented that in the future Camborne Town Council would be very different and agreed that there would be a need to review the Risk Assessment Policy at that time.

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FG.3098.2 RESOLVED:

that the Risk Assessment Policy be approved with no amendments at this point in time; but that it is reviewed again following devolution.

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

FG.3099 TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT CONTROLS AND MAKE RECOMMENDATIONS TO FULL COUNCIL

The Town Clerk referred again to the guidance; "Governance and Accountability for Smaller Authorities in England 2016" with particular reference to pages concerning internal controls. She also made reference to pages 6 and 7 of the Council's "Risk Assessment Policy". Councillors needed to ensure that the stated controls were in place and were effective.

Members then discussed issues concerning electronic payments which included moving payments to BACS. It was hoped that the payroll would be moved across to BACS at the end of March 2017 and other payments would follow in due course but there were certain internal controls to be resolved with the use of electronic systems e.g. passwords, login to approve electronically. The Chairman stated it might take a while but that the Council was getting there. Councillor Godolphin remarked that he thought that the Town Clerk was doing an excellent job especially because of the pressure of being a member of staff down.

FG.3099.2 RESOLVED:

to recommend that the Council approves the effectiveness of Internal Controls

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3100 TO RECEIVE INFORMATION REGARDING THE DEVOLUTION OF GREEN SPACES, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

Members were informed by the Town Clerk that the information had been received from Cornwall Council earlier that week. With regard to the tree inspections, it was clear that some of these had been carried out sometime ago. Members enquired about the current condition of trees on the green space sites; had any of the actions recommended in the Tree Inspection reports been carried out? It was also not clear what was meant by, "long term".

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The Town Clerk advised Members that there was a need to know what the current condition of these trees given that many of the tree inspections were

carried out five/six years ago. Extreme weather had also been experienced since some of the inspection reports. Any work that needed to be carried out to the trees should be done prior to devolution whilst in the ownership of Cornwall Council, otherwise, once transferred to Camborne Town Council, the cost of the work would fall to them. Members discussed as to whether the Council should commission its own up to date tree survey and also the quality of the information that had been supplied by Cornwall Council.

FG.3100.2 RESOLVED: **that Cornwall Council is requested to provide further, quality information regarding works done on the trees and the timeframes in the reports.**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3100.3 RESOLVED: **that the Council commissions its own tree surveys for each of the relevant green space sites to be devolved.**

Proposed by Councillor Webber
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

The Town Clerk went on to report that they were still waiting for further information regarding Knotweed, reference the Council meeting held on the 12th January 2017. There had been some confusion on the part of Cornwall Council with regards to street lights as some of the information they had sent had been incorrect (not Camborne area).

Reference was made to the spread sheets within the Agenda that gave information about utilities etc. There appeared to be some anomalies with regard to water and utilities these included: location of meters at Pengegon/Park Road, the use of the water supply at Park Road, the tap at the park in Treslothan Road and Troon – was this a private or mains water supply. No information had been received as yet regarding waste.

The Town Clerk referred to the spread sheet (in agenda) regarding the availability of S.106 money, it needed more work to be done on it as it lacked clarification in certain areas. The information had been sent to the Council's solicitors and the Town Clerk had received a response (email) from them stating that most of the information was of an operational nature and they anticipated that the Council would review this themselves and let them (solicitors) know if there were any issues. It had previously been agreed to defer the decision on the green spaces surveys until the next Public Estate

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and Devolution Working Group meeting which was to be held on the 6th February 2017.

Members were informed that there was an issue with the water supply at Pengegon Allotments/Scout hut; the Pengegon Allotments Association paid for the water supply from South West Water (S.W.W.) but not sewerage and the P.A.A. provided water to the Scout hut through a sub meter but the scouts had not paid the P.A.A. for the water for nearly three years. Also with regards to sewerage, if this was not supplied by S.W.W., what are the sewerage arrangements for the Scout hut?

The Town Clerk also explained that the P.A.A. had stressed that their allotments/association was run differently from those at Enys Road and as such did not want the same type of lease as the Camborne Produce Association. Therefore, it would be necessary to take a different approach for the P.A.A., the Council's solicitor had been emailed for her views on this matter.

Members were referred to a handout that had been tabled at the meeting for the "Green Infrastructure for Growth" and were informed that funding (EU) for a £3.5 million project had been won by Cornwall Council to deliver a major investment in the urban green spaces of the towns of Camborne, Pool, Redruth, Penzance, Bude, Saltash and Hayle, making them better places for people and for wildlife and more accessible for all. Apparently there had been no consultation with any of the towns and the EU funding could only be used on Cornwall Council owned sites which would exclude the devolved spaces that the Town Council would take on. A lively debate ensued and it was clarified that grant funding from the EU was very rigid. The Town Clerk stated that CALC and the Cornwall Council Officer Localism Lead (Rob Andrew) would investigate this matter and report back accordingly. Members proposed that the Council write to the CEO of Cornwall Council about this matter.

FG.3100.4 RESOLVED:

that the Council write to the CEO of Cornwall Council, as soon as possible, concerning the matter that the EU funding could only be used on Cornwall Council owned sites and also about the lack of joined up working i.e. officers in the same team working at cross purposes.

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

There was an environmental event being held by the Local Nature Partnership ("seed pot") at the Eden Project on the 8th March which the Town Clerk needed to attend, it would incur a £10 charge.

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- FG.3100.5 RESOLVED:** **that the Council approve the attendance of the Town Clerk at the event on the 8th March and authorise any associated expenditure.**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3101 TO RECEIVE INFORMATION FROM THE COUNCIL'S INSURERS REGARDING FUTURE INSURANCE COVER, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Town Clerk presented the information from the insurers. A discussion followed concerning Mining surveys and whether any additional benefit would be gained from having such a survey. It was felt that that the owner carries the risk – historically. Members also asked whether Cornwall Council could supply any further information regarding this. Cornwall Council had stated that it had supplied all the information that it had, there was no further information to supply.

- FG.3101.2 RESOLVED:** **that the information from the Council's insurers be received; and: that the contract for the valuation survey for the Camborne Library be commissioned as soon as possible.**

Proposed by Councillor Chalker
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

- FG.3101.3 RESOLVED:** **that a quote for the annual inspection of the Play Areas equipment be sought from Zurich**

Proposed by Councillor Webber
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

- FG.3101.4 RESOLVED:** **that associated expenditure relating to FG.3101.2 and FG.3101.3 be authorised accordingly from the devolved services budgets.**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

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FG.3102 TO RECEIVE INFORMATION REGARDING THE DEVOLUTION OF THE PASSMORE EDWARDS LIBRARY BUILDING, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

Members received information regarding the Camborne Library project. The Town Clerk explained that there was a need for public consultation and it had been suggested by 3HW to have one consultation event in mid February, before the drawings were finalised and another one in mid March. It was hoped to have the public consultation event at the Library itself on a Saturday but if this didn't prove possible, then they would have to look for another venue.

A discussion ensued and Members debated as to whether there should be two events or one event for two days.

The Town Clerk then referred to the quote that had been received concerning the hire of a cherry picker and associated costs, for examining the roof of the Library. Though there didn't appear to be any leaks it was impossible to say for certain until someone had been up there to look, however, there were issues regarding the external waste pipes and the interior roof space needed to be insulated. Members debated whether this was a good use of Council money and suggested that it might be better to put explicit wording into the specification that went out with the tenders so that all tenders allocated a maximum amount for the roof to allow for any issues that might arise with the roof.

FG.3102.2 RESOLVED: **to approve that there are two public consultation events held, one in mid February and another in mid March and any related expenditure was authorised.**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

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

FG.3102.3 RESOLVED: **that when the specification goes out with the tenders for the Library that there is explicit wording within the specification so that all tenders allocate a maximum amount for the works to the roof to allow for any issues that might be identified, be approved and authorise any associated expenditure.**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

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FG.3103 TO RECEIVE THE CORNWALL PENSION FUND FUNDING STRATEGY STATEMENT 2017 AND AGREE ANY RESPONSE IF APPROPRIATE

FG.3103.2 RESOLVED: **that the Cornwall Pension Fund Funding Strategy Statement 2017 be received.**

Proposed by Councillor Webber

Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.3104 TO RECEIVE CORRESPONDENCE FROM HM REVENUE & CUSTOMS, AGREE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

The Town Clerk explained that information had been sent twice to HMRC, in error, last September concerning staff that had left. This was believed to be due to a glitch in Basic Tools software. HMRC were investigating but could take months to look at. There were two options open to the council:

- 1) Pay Mr White to go back and rebuild, which would have a cost implication, OR;
- 2) Pay HMRC then receive a refund at some point in the future when investigation had been completed.

Members discussed and decided option 2 would be more prudent.

FG.3104.2 RESOLVED: **that the Council pay HMRC in the expectation of a future refund once HMRC had completed its investigation.**

Proposed by Councillor Godolphin

Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8:20pm.

SIGNED BY THE CHAIRMAN.....

DATE