

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 27th July 2017**

MINUTES of the meeting of the Finance & General Purposes Committee of Camborne Town Council held in Camborne Community Centre, South Terrace, Camborne on Thursday 27th July 2017 at 6.30 pm.

PRESENT Councillor Winter Chairman
Councillor Mrs V Dalley Vice Chairman
Councillor Atherfold
Councillor Ms Z Fox
Councillor Godolphin
Councillor Herd
Councillor Ms R Marshall
Councillor Wilkins

In Attendance: Amanda Mugford, Town Clerk; Samantha Hughes Finance and Administration Officer, Darren Proctor (Beacon Cricket Club) and Heather Kirkham (minute taker)

The Chairman explained the safety procedures to all present.

FG.3165 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3165.2 RESOLVED: that the apologies from Councillor Gillingham be received.

Proposed by Councillor Winter
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

FG.3166 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

None received.

FG.3167 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

None received.

FG.3168 CHAIRMAN'S ANNOUNCEMENTS

None received.

FG.3169 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 25th MAY 2017 AND THE CHAIRMAN TO SIGN THEM

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- FG.3169 RESOLVED:** that the minutes of the meeting of the Finance and General Purposes Committee held on the 25TH May 2017 were; received, approved and signed by the Chairman.

Proposed by Councillor Winter
Seconded by Councillor Atherfold

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

- FG.3170 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

The Town Clerk referred to Minute **FG.3159** (purchase of horticultural machinery), stating that this matter had gone to Full Council on the 1st June, where it had been approved.

- FG.3171 TO RECEIVE THE APPOINTED COUNCILLOR'S INTERNAL AUDIT REPORT FOR APRIL 2017 AND MAY 2017 FROM COUNCILLOR MS Z FOX AND COUNCILLOR R MARSHALL**

- FG.3171.2 RESOLVED:** that the Internal Audit Reports from Councillors Ms Z Fox and R Marshall for April 2017 and May 2017 were received.

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Herd

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

- FG.3172 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT FOR JUNE 2017 FROM COUNCILLOR MRS V DALLEY AND COUNCILLOR D WILKINS**

- FG.3172.2 RESOLVED:** that the Internal Audit Reports from Councillors Mrs V Dalley and Wilkins for June 2017 were received.

Proposed by Councillor Winter
Seconded by Councillor Atherfold

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

- FG.3173 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF MAY 2017**

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FG.3173.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list and bank reconciliation for the month of May 2017 was received and approved.**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Marshall

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

FG.3174 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST, BANK RECONCILIATION AND VAT RETURN FOR THE MONTH OF JUNE 2017

The Town Clerk highlighted to Members that the Printing/Stationary budget (Code 11) was £800.00 for the financial year and at the end of June there was £417.46 left in this budget. There was an item on the Agenda for this meeting which related to this matter. The Town Clerk also stated that budget codes 40 (Devolved Services – Green Spaces) and 101 (Devolved Services – Passmore Edwards) would become redundant in due course and the £537.50 shown in the code 40 would be transferred to Code 112 (Green Spaces – Devolved Services). Currently the information presented to the Committee included information regarding staff salaries and staff training – under the Data Protection Act this sensitive information could not be shared in this way. Therefore Members were asked, with reference to the list of payments and cost centres, whether they wanted to receive these at every meeting or delegate powers to the Chairman/Vice-Chairman to receive them? After some discussion two options were suggested:

- i) That Members still get the same list but with all of the sensitive information redacted.
- ii) That Members receive the list but without these sensitive cost centres included.

FG.3174.2 RESOLVED: **that the Members of the Finance and General Purposes Committee continue to receive the list of payment cost centres but minus the sensitive codes that refer to staff salaries & training.**

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

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

FG.3174.3 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list, bank reconciliation and VAT return for the month of June 2017 be received and approved.**

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Proposed by Councillor Winter
Seconded by Councillor Mrs V Dalley

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

FG.3175 TO APPROVE PAYMENTS FOR THE MONTH OF JUNE 2017 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE-CHAIRMAN

FG.3175.2 RESOLVED: that the payments made for the month of June 2017 made under the delegated authority of the Chairman and Vice-Chairman be approved.

Proposed by Councillor Winter
Seconded by Councillor Mrs V Dalley

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

FG.3176 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF JULY 2017 (UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING)

FG.3176.2 RESOLVED: that the payment of invoices received for the month of July 2017, as tabled, be approved.

Proposed by Councillor Winter
Seconded by Councillor Marshall

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

FG.3177 TO APPROVE PAYMENTS FOR THE MONTH OF JULY 2017 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7, AND 7.2; (UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING)

FG.3177.2 RESOLVED: that the payments for the month of July 2017 made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, as tabled, was approved.

Proposed by Councillor Winter
Seconded by Councillor Godolphin

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

FG.3178 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF JUNE 2017

FG.3178.2 RESOLVED: that the ear-marked reserve report for the month of June 2017 be received.

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Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

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

FG.3179 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)

The Chairman proposed that this item and the next item (Grant Aid Applications) should be taken together as the member of public present, Darren Proctor, was here to represent Beacon Cricket Club.

FG.3179.2 RESOLVED: that items 16 (Public Participation) and 17 (Grant Aid Applications) be taken together.

Proposed by Councillor Ms Z Fox
Seconded by Councillor Marshall

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

FG.3180 GRANT AID APPLICATIONS

i. BEACON CRICKET CLUB (LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 s.19b)

Darren Proctor of Beacon Cricket Club presented the case to receive grant aid from the Council.

FG.3180.2 RESOLVED: that Beacon Cricket Club be awarded a grant of £651.31 under the Local Government (Miscellaneous Provisions) Act 1976 s.19b); to come from budget heading 39 (Community Grants and Donations).

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Z Fox

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

Mr Proctor thanked the Committee for its help.

ii. CAMBORNE CRICKET CLUB (LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 s.19b)

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FG.3180.3 RESOLVED: that **Camborne Cricket Club** be awarded a grant of **£2,500.00** under the **Local Government (Miscellaneous Provisions) Act 1976 s.19b); to come from budget heading 39 (Community Grants and Donations).**

Proposed by Councillor Atherfold
Seconded by Councillor Herd

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

iii. MERLIN MS CENTRE (LOCALISM ACT 2011 s.1)

FG.3180.4 RESOLVED: that the **Merlin M S Centre** be awarded a grant of **£720.00** under the **Localism Act 2011 s.1; to come from budget heading 39 (Community Grants and Donations).**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Atherfold

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

FG.3181 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.3181.2 RESOLVED: that the **press and public** be excluded under the **1960 Public Bodies (Admission to Meetings) Act, due to the confidential nature of the business to be discussed.**

Proposed by Councillor Winter
Seconded by Councillor Godolphin

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

FG.3182 TO RECEIVE QUOTATIONS FOR THE PROVISION OF A UTILITY VEHICLE, APPROVE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

The Town Clerk presented four quotes for the vehicles. Councillors examined the quotations considering all aspects of the various vehicles in relation to the needs of the Amenities team.

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FG.3182.2 RESOLVED: **that the quotations be received, and; that the purchase of the Ford Transit 350 with Pod, Tipper and Cage for the sum of £29,995 net plus 12 months RFL at £240 from M Harvey & Son be approved and expenditure from the Devolved Services – Green Spaces budget authorised accordingly.**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs V Dalley

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

FG.3183 TO RECEIVE QUOTATIONS FOR A TELEPHONY SYSTEM AT CAMBORNE LIBRARY, APPROVE ACTION AND AUTHORISE EXPENDITURE FROM THE DEVOLVED SERVICES – LIBRARY REVENUE BUDGET

Councillors considered the quotations for a telephony system at Camborne Library and it was:

FG.3183.2 RESOLVED: **that the quotations regarding a telephony system at Camborne Library be received, and; that the Council approve and proceed with the quotation from Marley Comms and relevant expenditure be authorised from the Devolved Services Passmore Edwards Library budget accordingly.**

Proposed by Councillor Ms Z Fox
Seconded by Councillor Herd

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

FG.3184 TO RECEIVE QUOTATIONS FOR A NEW FRANKING MACHINE AND ASSOCIATED SERVICES, APPROVE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

It was explained to Members that the franking machine at the Council Offices was broken and irreparable. It was suggested that a sensible source of funding for a replacement franking machine would be Corporate Management Ear-Marked Reserves.

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FG.3184.2 RESOLVED:

**that the quotations for a new franking Machine and associated services be received, and;
that the purchase of a new franking machine from NEOPOST for a six year contract cost of £1,367.82 be approved and that the relevant expenditure be authorised from the Corporate Management Ear-Marked Reserves.**

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3185 TO RE-ADMIT THE PRESS AND PUBLIC

FG.3185.2 RESOLVED:

that the press and public be re-admitted.

Proposed by Councillor Mrs Z Fox
Seconded by Councillor Godolphin

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

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FG.3186 TO RECEIVE CORRESPONDENCE FROM THE COUNCIL'S SOLICITORS REGARDING THE LEASE OF THE RUGBY PITCH SECTION OF CAMBORNE RECREATION GROUND AND APPROVE ACTION

The Town Clerk presented the correspondence from the Council's solicitors and pointed out that the various areas of the Lease (in handout) marked in red were areas that still had to be either debated or amended. It was noted that there needed to be something in the lease that prevented Camborne RFC from making any alterations without first asking the Council for permission to do so. The advice from the Council's solicitors was that the best way forward would be to have an Underlease between the Council and Camborne RFC which would reflect the terms of the Superior Lease. The Underlease to Camborne RFC would be at a peppercorn rent. The Town Clerk stated that she was meeting with Camborne RFC on Friday 28th July to discuss this matter.

FG.3186.2 RESOLVED: **that the correspondence from the Council's solicitors regarding the Lease of the rugby pitch at the Recreation ground be received; and; that the Council proceed with drafting the Underlease based on the Superior Lease and that delegated authority be granted to the Chairman and Vice-Chairman of the Finance and General Purpose Committee together with the Town Clerk, to enable progression of this matter under the guidance and advice of the Council's solicitor; the draft Underlease be taken to Full Council on the 7th September 2017.**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Z Fox

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

FG.3187 TO CONSIDER THE PROVISION OF ALARM SERVICES AT CAMBORNE LIBRARY ON TRANSFER OF OWNERSHIP, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Town Clerk highlighted to Members the handout concerning Kestrel Guards and the quote contained therein. She also stated that Full Council had resolved to continue to use Kestrel Guards.

FG.3187.2 RESOLVED: **that the Council use Kestrel Guards Key Holding and Alarm Response Service as per the quotation and authorise any associated expenditure accordingly.**

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Proposed by Councillor Winter
Seconded by Councillor Atherfold

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

FG.3188 TO REVIEW THE PUBLICATION SCHEME AND APPROVE ANY AMENDMENTS

FG.3188.2 RESOLVED: that the Publication Scheme be approved and that no amendments were required at this point in time.

Proposed by Councillor Godolphin
Seconded by Councillor Marshall

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

FG.3189 TO RECEIVE CORRESPONDENCE FROM THE COUNCIL'S INSURERS REGARDING INSURANCE COVER FOR HIRING COSTS OF REPLACEMENT VEHICLES, APPROVE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

FG.3189.2 RESOLVED: that the correspondence from the Council's insurers be received; and that the Council not proceed with this matter.

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Winter

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

FG.3190 TO RECEIVE AN INTERNAL AUDIT PROPOSAL FOR THE FINANCIAL YEARS 2017/2018 – 2019/2020, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

FG.3190.2 RESOLVED: that the Internal Audit proposal from Hudson Accounting for the financial years 2017/2018 – 2019/2020 be received, approved and the associated expenditure be authorised from the Audit budget accordingly.

Proposed by Councillor Mrs Z Fox
Seconded by Councillor Atherfold

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

FG.3191 TO CONSIDER THE COSTS OF SENDING AGENDAS BY POST TO NON-COMMITTEE MEMBERS AND APPROVE ACTION

Members discussed and considered the matter and agreed that non-committee members only receive Agendas via email thus making a saving of

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£302.67 a year. However, Councillor Godolphin would continue to receive hard copies but would collect them from the Council offices they would not be posted out. A hard copy would be provided to any Councillor on request.

FG.3191.2 RESOLVED: **that Agendas for Non-committee members are only sent via email.**

Proposed by Councillor Atherfold
Seconded by Councillor Wilkins

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

FG.3192 TO CONSIDER THE COSTS OF STATIONARY SUPPLIES, APPROVE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

The Town Clerk referred to the Agenda paperwork and the example of stationary costs therein. Members considered that matter and agreed to change the Council's stationary supplier in the interests of saving money.

FG.3192.2 RESOLVED: **that Brewers be used for the purchasing of office supplies.**

Proposed by Councillor Wilkins
Seconded by Councillor Atherfold

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

FG.3193 TO CONSIDER THE COSTS OF PAPER NEWSPAPERS AND APPROVE ACTION

FG.3193.2 RESOLVED: **that the Council cease to purchase any newspapers except one copy of The West Briton to be purchased from a shop on a weekly basis (not delivered).**

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

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

FG.3194 TO APPROVE THE PURCHASE OF FIVE STEEL DOOR LOCKERS FOR THE AMENITIES TEAM AND AUTHORISE EXPENDITURE FROM THE DEVOLVED SERVICES GREEN SPACES REVENUE BUDGET

FG.3194.2 RESOLVED: **that the steel door lockers for the Amenities Team be purchased as per the quotation of £325.00 (excluding VAT) and that the expenditure be authorised from the Devolved Services Green Spaces Revenue Budget.**

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Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

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

There being no further business the Chairman closed the meeting at
7:49pm.

SIGNED BY THE CHAIRMAN.....

DATE