

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 28<sup>TH</sup> JULY 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 28<sup>th</sup> July 2016 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)  
Councillor S Odgers (Vice Chairman)  
Councillor T Chalker  
Councillor Ms Z Fox  
Councillor Godolphin  
Councillor W Krey  
Councillor Mrs V Dalley

In Attendance: Amanda Mugford, Town Clerk; Tracy Hladkij, Office Manager; Melanie Negus, Administrative Assistant and nine members of the public.

The Chairman explained the safety procedures to all present.

**FG.2988 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE**

**FG.2988.2 RESOLVED: that the apologies from Councillors Brown and Gillingham for non-attendance of the meeting of the Finance and General Purposes Committee held on the 28<sup>th</sup> July 2016 were received and approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

There were no apologies received from Councillor Teixeira.

**FG.2989 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**

Councillors Mrs Dalley and Webber declared interests in Agenda item 18 (4) as they were trustees of the Donald Thomas Centre. Councillor Godolphin declared an interest in Agenda item 18 (1) as he knew players of the Crofty Holman Cricket Club.

**FG.2990 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

The Chairman deferred agenda item 5 until after agenda item 17, as there were members of the public present wishing to speak on grant applications.

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**FG.2991 CHAIRMAN'S ANNOUNCEMENTS**

Councillor Webber informed members that the Amenities and Projects Officer, while obtaining information on the management of green spaces, had been in contact with Chris Cooper Streetscene Manager for Somerset Council. Mr Cooper had offered to visit and look at locations that Camborne Town Council may in future be managing, prepare any site development plans that the Town Council may require, provide advice on the time estimates relating to the works and discuss staffing and machinery requirements. He had worked with Town Councils in South Somerset assisting their amenities teams – regarding effective management and operations. Should the Town Council accept his offer, he requested that his expenses for the day's visit of car hire, fuel, and refreshments for his team be covered.

Members were agreed that this was an excellent opportunity to gain valuable information from a very experienced source, at a low cost.

Councillors Webber and Odgers informed members they would be using their delegated authority to authorise the visit and the associated expenditure.

This information had been received too late to be an Agenda item for this meeting.

**FG.2992 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 26<sup>TH</sup> MAY 2016 AND THE CHAIRMAN TO SIGN THEM**

**FG.2992.2 RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on 26<sup>th</sup> May 2016 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.2993 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**FG.2994 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR MAY 2016 FROM COUNCILLORS WEBBER AND TEIXEIRA**

Councillor Webber informed members that Councillor Teixeira had been unable to conduct the internal audit as he had been out of the Country.

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He highlighted a few minor issues; a signature missing on an invoice and a 10p adjustment made on Scribe.

**FG.2994.2 RESOLVED:** **that the Internal Audit Report for May 2016 from Councillor Webber was received**

Proposed by Councillor Webber  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**FG.2995 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR JUNE 2016 FROM COUNCILLORS MS FOX AND GILLINGHAM**

Councillors Ms Fox and Gillingham found no issues to report.

**FG.2995.2 RESOLVED:** **that the Internal Audit Reports for June 2016 by Councillors Ms Fox and Gillingham were received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**FG.2996 TO RECEIVE THE APPOINTED COUNCILLOR'S BANK RECONCILIATION REPORT (MRS DALLEY)**

**FG.2996.2 RESOLVED:** **that the Bank reconciliation report from Councillor Mrs Dalley was received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**FG.2997 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF MAY 2016**

**FG.2997.2 RESOLVED:** **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of May 2016 were received and approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

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**FG.2998 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION AND FIRST QUARTER VAT RETURN FOR THE MONTH OF JUNE 2016**

**FG.2998.2 RESOLVED:** **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation and first quarter VAT Return for the month of June 2016 were received and approved**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**FG.2999 TO APPROVE THE PAYMENTS FOR THE MONTH OF JUNE 2016 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND THE VICE CHAIRMAN**

**FG.2999.2 RESOLVED:** **that the payments for the month of June 2016 made under the delegated authority of the Chairman and Vice Chairman were approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**FG.3000 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF JULY 2016 UP TO DATE SCHEDULE TABLED AT MEETING**

Councillor Ms Fox questioned the Agency Cost payment. The Town Clerk informed her that this was for staff cover of the Handyman on sick leave.

**FG.3000.2 RESOLVED:** **that the payment of invoices received for the month of July was approved**

Proposed by Councillor Krey  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**FG.3001 TO APPROVE PAYMENTS FOR THE MONTHS OF JUNE AND JULY 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**

Councillor Chalker questioned why the Council still had a HSBC account. The Town Clerk informed him that members had felt it prudent not to transfer all monies at one time, to spread any risk.

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**FG.3001.2 RESOLVED:** **that the payments for the months of June and July 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 Odgers  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**FG.3002 TO RECEIVE THE A REPORT ON EAR-MARKED RESERVES**

The Town Clerk informed members of balances remaining in the grant award cost codes.

**FG.3002.2 RESOLVED:** **that a report on Ear-Marked Reserves Report was received**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.3003 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 90 MEMBERS OF THE PUBLIC ARE PERMITTED TO MAKE REPRESENTATIONS, ANSWER QUESTIONS AND GIVE EVIDENCE INRESPECT OF ANY ITEM OF BUSINESS INCLUDED IN THE AGENDA, UP TO A MAXIMUM OF FIFTEEN MINUTES)**

**FG.3004 GRANT AID APPLICATIONS**

- i. CROFTY HOLMAN CRICKET CLUB, LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT 1976 S.19)**
- ii. MERLIN MS CENTRE (LOCALISM ACT 2011 S.1)**
- iii. CAMBORNE RFC MINI JUNIORS SECTION (MISCELLANEOUS PROVISIONS ACT 1976 S.19 (1))**
- iv. THE DONALD THOMAS CENTRE (LOCALISM ACT 2011 S.1)**
- v. HOLMANS FC (MISCELLANEOUS PROVISIONS ACT 1976 S.19 (1))**
- vi. CAMBORNE REDRUTH & DISTRICT LIONS CLUB (LOCALISM ACT 2011 S.1)  
SHELTER CORNWALL**

Having declared an interest in this Agenda item Councillor Godolphin left the room.

**FG.3004.2 RESOLVED:** **to grant £450 to Crofty Holman Cricket Club, to be taken from the Community Grants and Donations budget; under Local Government (Miscellaneous Provisions Act 1976 s.19)**

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Proposed by Councillor Ms Fox  
Seconded by Councillor Odgers

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

Councillor Godolphin re-entered the meeting.

**FG.3004.3 RESOLVED: to grant £570 to the Merlin MS Centre, to be taken from the Community Grants and Donations budget; under Local Government (Localism Act 2011 s.1)**

Proposed by Councillor Odgers  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

The Sponsorship Secretary thanked Councillors for their attendance at the Rugby Club's presentation evening; a good evening was had by all. The Club had a youth membership of over 150 at competitive level, and if awarded, the grant would help fund competition kit for the over 8 year olds.

Councillor Krey thanked Camborne Rugby Club for their dedication to helping the youth of the Parish.

**FG.3004.4 RESOLVED: to grant £700 to Camborne RFC Mini Juniors Section, to be taken from the Community Grants and Donations budget; under Local Government (Miscellaneous Provisions Act 1976 s.19)**

Proposed by Councillor Godolphin  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

Three members of the public left the meeting.

Having declared interests in this Agenda item Councillors Mrs Dalley and Webber left the room.

A Trustee of the Donald Thomas Centre spoke on the grant application. The Centre was at present providing approximately 40 meals a day for pensioners of the parish, who could then spend the afternoon which provided respite for some of the families. Activities provided at the Centre included Bingo, music, television, and a Pool Table. The Centre had two paid staff and volunteers. She informed members of the £32,000 loss of funding from Cornwall Council several years ago and expressed heart-felt thanks to the Town Council for the previous £24,000 grant funding received which had enabled the Centre to continue functioning during that very difficult time.

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**FG.3004.5 RESOLVED:** **to grant £5,000 to the Donald Thomas Centre, to be taken from the Community Grants and Donations budget; under Localism Act 2011 s.1**

Proposed by Councillor Chalker  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

Five members of the public left the meeting.

Councillors Mrs Dalley and Webber re-entered the meeting.

A member of the Holmans FC spoke on the application; he informed members that the previous grant funding from the Town Council had helped fund the reinforcement of ceilings and the refurbishment of the changing rooms. The Club had been promoted to the Combination League, which required them to update the shower facilities. As there was only one working shower this did not meet the requirements. The club's revenue was affected by the fact that visiting teams did not stay after a match due to the lack of showering facilities.

**FG.3004.6 RESOLVED AS A SUBSTANTIVE MOTION:** **to grant £1,000 to Holmans FC, to be taken from the Community Grants and Donations budget; under Local Government (Miscellaneous Provisions Act 1976 s.19(1))**

Proposed by Councillor Ms Fox  
Seconded by Councillor Odgers

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

A motion proposed by Councillor Godolphin Seconded by Councillor Chalker to grant £700 to Holmans FC fell to the Substantive motion.

One member of the public left the meeting.

**FG.3004.7 RESOLVED:** **to grant £250 to the Camborne Redruth & District Lions Club, to be taken from the Community Grants and Donations budget; under the Localism Act 2011 s.1**

Proposed by Councillor Ms Fox  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

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**FG.3004.8 RESOLVED:** **to grant £300 to Shelter Cornwall, to be taken from the Advice and Information Services budget; under the Localism Act 2011 s.1**

Proposed by Councillor Ms Fox  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**FG.3005 TO CONSIDER A DRAFT SPECIFICATION FOR A CONTRACT OF WORKS NEEDED ON THE PASSMORE EDWARDS LIBRARY BUILDING AND APPROVE A FINAL SPECIFICATION ACCORDINGLY (TO FOLLOW)**

The Town Clerk had attended the SLCC Conference in June where Brackley Town Council had delivered a presentation on the restoration of listed buildings. They had received £2.19 million in Lottery funding of which 10% had been used on community engagement. The draft specification had been produced by the Amenities & Projects Officer with advice from Brackley Town Council. She drew attention to sections of the draft document which she had highlighted and included comments for Councillor's to consider when approving the final version.

Members discussed the Draft Specification and the need to separate the Activity Plan from the specification to speed up any future application for internal proposal funding from Cornwall Council, to make the Library fit for purpose. There was agreement on the value of the Activity Plan for public engagement and consultation in order to ensure the Council made best use of the building for the community and provided the library service for maximum benefit. It was considered that the Town Council should consult and engage with the public in this way.

**FG.3005.2 RESOLVED:** **to remove the activities and public consultation from the draft specification for the contract of works needed on the Passmore Edwards library building**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.3005.3 RESOLVED:** **to remove 7.1 from the draft specification for the contract of works needed on the Passmore Edwards library building**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers



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On a vote being taken the matter was approved unanimously.

**FG.3005.4 RESOLVED:** **to approve the draft specification, with the amendments, for the contract of works needed on the Passmore Edwards library building**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.3005.5 RESOLVED:** **that the Activity Plan for comprehensive consultation and public engagement for the future use of the library building and delivery of the library service be referred to the Planning and Development Committee to develop and implement**

Proposed by Councillor Odgers  
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

**FG.3006 TO AUTHORISE EXPENDITURE FOR THE PURCHASE OF 'ARNOLD BAKER ON LOCAL COUNCIL ADMINISTRATION TENTH EDITION'**

**FG.3006.2 RESOLVED:** **that the expenditure for the purchase of 'Arnold Baker on Local Council Administration Tenth Edition' was authorised; the expenditure to be taken from the Council Expenses budget**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**FG.3007 TO CONSIDER THE IMPLICATIONS RESULTING FROM THE LACK OF A DEDICATED PHOTOGRAPHER FOR LOCAL MEDIA ON THE COUNCIL'S ABILITY TO COMMUNICATE WITH LOCAL RESIDENTS AND AGREE ANY ACTION**

The Town Clerk informed members that it was not possible to upload information or pictures from mobile devices on the Council's IT systems as the Cornwall Council firewalls would not permit it.

**FG.3007.2 RESOLVED:** **that provision for the use of a professional photographer for special events be included in the draft**

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**2017/2018 budget for consideration in  
the budget setting process**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.3007.3 RESOLVED:**

**that provision to upload from mobile  
devices on the Town Council IT systems  
be included in any future IT contracts  
with Cornwall Council**

Proposed by Councillor Krey  
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 7.55pm.

SIGNED BY THE CHAIRMAN.....

DATE .....