

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 22nd MARCH 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 Tuesday 22nd March 2016 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)
Councillor S Odgers (Vice Chairman)
Councillor Ms Z Fox
Councillor T Chalker (ex officio)

In Attendance: Amanda Mugford, Town Clerk; Tracy Hladkij, Office Service Manager, Melanie Negus, Administrative Assistant.

The Chairman explained the safety procedures to all present.

FG.2939 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

FG.2939.2 RESOLVED: that the apologies from Councillors Krey and Robinson for non-attendance of the meeting of the Finance and General Purposes Committee held on the 22nd March 2016 were received and approved

Proposed by Councillor Mr T Chalker
Seconded by Councillor Mr S Odgers

On a vote being taken the matter was approved unanimously.

No apologies were received from Councillors M Brown, J Collins, T Dalley, J Gillingham and C Godolphin.

Councillors commented on apologies that had not been received from these Councillors.

FG.2940 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

There were no interests declared.

FG.2941 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.2942 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)

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There were no members of the public present.

FG.2943 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

FG.2944 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 25th February 2016 AND THE CHAIRMAN TO SIGN THEM

FG.2944.2 RESOLVED: **that the minutes of the meeting of the Finance and General Purposes Committee held on 25th February 2016 were received, approved and signed by the Chairman**

Proposed by Councillor Mr R Webber
Seconded by Councillor Mr S Odgers

On a vote being taken the matter was approved unanimously.

FG.2945 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 3rd March 2016 AND THE CHAIRMAN TO SIGN THEM

FG.2945.2 RESOLVED: **that the minutes of the meeting of the Finance and General Purposes Committee held on 3rd March 2016 were received, approved and signed by the Chairman**

Proposed by Councillor Mr R Webber
Seconded by Councillor Mr S Odgers

On a vote being taken the matter was approved unanimously.

FG.2946 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

In response from queries from Councillor Fox, the Chairman confirmed that the Council had a good chance of obtaining additional devolution funding from Cornwall Council (FG.2910). The Town Clerk confirmed that arrangements were ongoing for a meeting with Cornwall Council (FG.2916.2) and that the tour of the library had been arranged to take place on 7th April 2016 at 6pm (FG.2926). Councillor Brown would be setting up the Doodle Poll as agreed by Full Council to establish a date and time for the tour of green spaces (FG.2926.3).

The Town Clerk had contacted Mr Billing, Pengegon Institute Trust, but had not yet received a reply (FG.2928.2).

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FG.2947 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR 2016 FROM COUNCILLORS COLLINS AND ODGERS APPROVE ANY ACTION

Councillor Odgers reported that the only issue had been that there had only been one set of Councillor's initials on the cheque stub 300045. It was noted that the Council did not currently have a deposit account.

FG.2947.2 RESOLVED: that the internal audit reports for 2016 from Councillors Odgers and Collins were received

Proposed by Councillor S Odgers
Seconded by Councillor R Webber

On a vote being taken the matter was approved unanimously.

FG.2948 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2016

In response to a query from the Chairman regarding bank charges for a stopped cheque, the Town Clerk confirmed that this cheque had been lost by Cornwall Council (it had been sent with the Town Council's application for road closures for the Lantern Parade).

FG.2948.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of February 2016 were received and approved

Proposed by Councillor Ms Z Fox
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2949 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF MARCH 2016; UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING

The Town Clerk drew Councillors' attention to the payment list where Café Soul had been entered twice in error; this was amended to The Vyvyan Arms. Also payments listed for April if approved would not be raised or sent till new financial year but needed to be authorised before the next meeting.

Councillor Chalker questioned the guarantee for the Fountain pump; the Clerk referred to the information given at the Amenities Committee meeting and said she would email details to Councillor Chalker. Councillor Fox questioned the Fair Trade photograph payment of £30; the Town Clerk

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replied that this had been agreed by the Amenities Committee as the West Briton no longer employed a photographer.

FG.2949.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation for the month of March 2016 were received and approved**

Proposed by Councillor R Webber
Seconded by Councillor T Chalker

On a vote being taken the matter was approved unanimously.

FG.2949.3 RESOLVED: **the payment of invoices received for the month April 2016 were approved**

Proposed by Councillor S Odgers
Seconded by Councillor Ms Z Fox

On a vote being taken the matter was approved unanimously.

FG.2950 TO APPROVE PAYMENTS FOR THE MONTH OF MARCH 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

FG.2950.2 RESOLVED: **that the payments for the month of March 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 T Chalker
Seconded by Councillor Ms Z Fox

On a vote being taken the matter was approved unanimously.

FG.2951 GRANT AID APPLICATIONS

FG.2951.2 RESOLVED: **to grant £50 to Centenary Methodist Chapel Floral Art Group from the Community Grants and Donations budget under the power given by the Local Government Act 1972 s.145 d**

Proposed by Councillor S Odgers
Seconded by Councillor T Chalker

On a vote being taken the matter was approved unanimously.

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FG.2951.3 RESOLVED: **to grant £200 to CHICKS from the Community Grants and Donations budget under the power given by the Localism Act 2011 s.1**

Proposed by Councillor T Chalker
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

A motion from Councillor Fox to grant £300 was not seconded.

FG.2951.4 RESOLVED: **to grant £880 to the 1ST Camborne Scout Group from the Community Grants and Donations budget under the power given by the Local Government Act 1972 s.133**

Proposed by Councillor R Webber
Seconded by Councillor Ms Z Fox

On a vote being taken the matter was approved unanimously.

FG.2952 TO RECEIVE A REPORT ON EAR MARKED RESERVES

The Town Clerk reported that £448.40 had been paid to Tozers from Corporate Management Earmarked Reserve for work relating to the dispute with Wilsher Plant Hire. She also noted that Full Council had resolved that any balance remaining in the Public Protection budget should be allocated to the CCTV Earmarked Reserve.

FG.2952.2 RESOLVED: **to receive the report on Ear Marked Reserves**

Proposed by Councillor R Webber
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2953 TO APPROVE THE RECOMMENDATIONS OF THE AMENITIES COMMITTEE FOR ALLOCATIONS TO THE AMENITIES EAR MARKED RESERVE AT THE END OF THE 2015/2016 FINANCIAL YEAR (A.3637.2)

FG.2953.2 RESOLVED: **to approve the recommendations of the Amenities Committee for allocations that any surplus funds remaining in cost codes 52 Vehicle Costs and 60 Street Furniture Purchase and Maintenance should be allocated to the amenities ear marked reserve at the end of the 2015/2016 financial year (A.3637.2)**

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Proposed by Councillor T Chalker
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2954 TO APPROVE THE RECOMMENDATIONS OF THE PLANNING AND DEVELOPMENT COMMITTEE FOR ALLOCATIONS TO THE PLANNING AND DEVELOPMENT EAR MARKED RESERVE AT THE END OF THE 2015/2016 FINANCIAL YEAR (P.3322.2)

It was noted that £700 had been received from Cornwall Council to aid the transition to 'paperless' Planning processes.

FG.2954.2 RESOLVED: **to approve the recommendations of the Planning and Development Committee that £700 in Planning and Development, 79 Miscellaneous Income Budget should be allocated to the Planning and Development Ear Marked Reserve at the end of the 2015/2016 financial year (P.3322.2).**

Proposed by Councillor Ms Z Fox
Seconded by Councillor T Chalker

On a vote being taken the matter was approved unanimously.

FG.2955 TO CONSIDER THE RECOMMENDATIONS OF THE STRATEGIC BUDGET WORKING PARTY REGARDING EAR MARKED RESERVES AND APPROVE ALL ALLOCATIONS TO EAR MARKED RESERVES AT THE END OF THE 2015/2016 FINANCIAL YEAR.

The Town Clerk referred to the decisions made by Full Council since the Strategic Budget Working Party meeting in November. The Council had resolved to allocate £55,000 to the General Fund at the end of the financial year from the Devolved Services revenue budget; it was therefore no longer necessary to allocate other budget surpluses to the General Fund.

FG.2955.2 RESOLVED: **that any surplus funds remaining in the 09 Staff Contingency budget be allocated to the Human Resources Earmarked Reserve at the end of the 2015/2016 financial year.**

Proposed by Councillor R Webber
Seconded by Councillor S Chalker

On a vote being taken the matter was approved unanimously.

FG.2955.3 RESOLVED: **that any budget surplus in Cost Code 78 THI budget be allocated to the Planning**

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and Development Earmarked Reserve (to
be used for Consultation and Community
Engagement) at the end of the
2015/2016 financial year**

Proposed by Councillor T Chalker
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2955.4 RESOLVED: **that any budget surplus in Cost Code 41 New Accommodation Fund budget be allocated to the New Offices Earmarked reserve at the end of the 2015/2016 financial year**

Proposed by Councillor T Chalker
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2955.5 RESOLVED: **that any budget surplus remaining in the Staff Training budget be allocated to the Corporate Management Earmarked Reserve at the end of the 2015/2016 financial year**

Proposed by Councillor T Chalker
Seconded by Councillor R Webber

On a vote being taken the matter was approved unanimously.

FG.2955.6 RESOLVED: **that any budget surplus in the Public Protection budget be allocated to the CCTV Ear Marked reserve at the end of the 2015/2016 financial year**

Proposed by Councillor R Webber
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2955.7 RESOLVED: **that any budget surplus remaining in the Small Works Budget be allocated to the Amenities Ear Marked Reserve at the end of the 2015/2016 financial year**

Proposed by Councillor R Webber
Seconded by Councillor Ms Z Fox

On a vote being taken the matter was approved unanimously.

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FG.2955.8 RESOLVED

that any small balances remaining in any budget heads not previously addressed should be allocated to the Devolved Services Earmarked Reserve at the end of the 2015/2016 financial year

Proposed by Councillor R Webber
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2956 TO REVIEW AND APPROVE THE PUBLICATION SCHEME

The Town Clerk reported that she had amended the Publication Scheme to reflect the requirements of the new Local Government Transparency Code which required much of the information to be available on the Council's website.

FG.2956.2 RESOLVED:

that the revised Publication Scheme was approved

Proposed by Councillor S Odgers
Seconded by Councillor Ms Z Fox

On a vote being taken the matter was approved unanimously.

FG.2957 TO REVIEW AND APPROVE THE ABNORMAL WEATHER CONDITIONS POLICY

Councillor Webber suggested that, as the policy related to Staffing matters, the Council's solicitors should be asked to review the policy in view of the work they were currently doing relating to staffing.

FG.2957.2 RESOLVED:

that the Abnormal Weather Conditions policy be referred to the Council's solicitors for review in line with their work on other Human Resources functions

Proposed by Councillor R Webber
Seconded by Councillor T Chalker

On a vote being taken the matter was approved unanimously.

FG.2958 TO RECEIVE A PROGRESS REPORT ON DEVOLUTION PROJECTS, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY.

The Town Clerk reported that the condition survey on the Library had been completed yesterday and as had already been mentioned, Cornwall Council

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had agreed to cover the cost of the survey in full from their Devolution Fund. She had not yet received a reply from Cornwall Council regarding the meeting the Council had requested regarding the devolution of green spaces.

The Chairman reported that the Camborne Recreation Ground Petition was online and had 427 signatures to date; more signatures had been obtained on the hard copy version and it was requested that these should be returned to the office on a regular basis in order for a running total to be kept.

There had been a very positive meeting with members of Camborne RFC and a number of actions needed to be approved as a result.

FG.2958.2 RESOLVED: **to allocate a budget for promotional materials for the petition of £250 from the Devolved Services Budget with delegated authority being given to the Chairman and Vice Chairman of the Finance and General Purposes Committee to approve expenditure**

Proposed by Councillor T Chalker

Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2958.3 RESOLVED: **to approve the use of the Camborne RFC logo on Facebook and correspondence on matters relating to the petition with corresponding approval for use of the Town Council logo by Camborne RFC on correspondence relating to the petition**

Proposed by Councillor R Webber

Seconded by Councillor T Chalker

On a vote being taken the matter was approved unanimously.

FG.2958.4 RESOLVED: **to approve the creation of a dedicated Facebook page to promote the petition, enable those ineligible to sign the petition to show their support and capture people's memories of Camborne Recreation Ground**

Proposed by Councillor R Webber

Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2958.5 RESOLVED: **that the Town Clerk should write to all Town Councils in Cornwall, neighbouring Parish Councils and all Cornwall MPs**

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regarding Camborne Town Council's
devolution proposals for Camborne
Recreation Ground and to enlist support

Proposed by Councillor R Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

FG.2959 TO RECEIVE NOTES FROM THE SLCC PRACTITIONERS' CONFERENCE REGARDING THE PUBLIC PROCUREMENT AND CONTRACT REGULATIONS 2015, AGREE ANY APPROPRIATE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY

The Town Clerk reported on the new Procurement Regulations; the Council would be required to work within these regulations and it was likely to result in additional work for Council staff. The regulations were new and staff would need to be adequately trained to ensure compliance.

FG.2959.2 RESOLVED: **to approve attendance at the CALC training on the new legislation for procurement on 25th April 2016 by the Town Clerk, Office Services Manager and Amenities and Projects Officer; the associated expenditure of £40 per person was authorised from the staff training budget**

Proposed by Councillor R Webber
Seconded by Councillor Ms Z Fox

On a vote being taken the matter was approved unanimously.

FG.2959.3 RESOLVED: **that training required on the new legislation for procurement for 3 Councillors should be arranged for a later date**

Proposed by Councillor T Chalker
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2960 TO APPROVE TRAINING ON THE SCRIBE ACCOUNTING SOFTWARE FOR THE OFFICE SERVICES MANAGER AND AUTHORISE EXPENDITURE ACCORDINGLY

FG.2960.2 RESOLVED: **to approve training on the scribe accounting software for the Office Services Manager by Mr B White and the associated expenditure was authorised from the staff training budget**

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Proposed by Councillor R Webber
Seconded by Councillor T Chalker

On a vote being taken the matter was approved unanimously.

FG.2961 TO AUTHORISE EXPENDITURE FROM THE STAFF TRAINING BUDGET FOR THE HANDYMAN TO ATTEND AN ACCREDITED TRAINING COURSE IN PESTICIDE SPRAYING

There was a discussion about the use of pesticides; the Town Clerk confirmed that they were rarely used by the Amenities Team; however, there were isolated occasions when it had been necessary. The Handyman did not currently hold the accredited qualification that was needed to comply with Health and Safety legislation.

FG.2961.2 RESOLVED: **to approve the provision of an accredited training course in pesticide spraying for the Handyman; with delegated authority being given to the Town Clerk for the arrangements and authorisation of associated expenditure**

Proposed by Councillor R Webber
Seconded by Councillor T Chalker

On a vote being taken the matter was approved unanimously.

FG.2962 TO NOTE CORRESPONDENCE FROM THE ROYAL MAIL AND PITNEY BOWES REGARDING INCREASED CHARGES AND AGREE ANY ACTION

The Town Clerk reported that there would be an increase in the late payment charge by Pitney Bowes to £25; this could be avoided if the Council set up an on line account which would trigger invoices by email

FG.2962.2 RESOLVED: **to note the correspondence from the Royal Mail and Pitney Bowes and to approve the creation of an on line Pitney Bowes account with payments being authorised under the relevant financial regulation to avoid late payment charges**

Proposed by Councillor R Webber
Seconded by Councillor S Odgers

On a vote being taken the matter was approved unanimously.

FG.2963 TO RECEIVE CORRESPONDENCE FROM THE FOLLOWING GRANT RECIPIENTS:

CAMBORNE CRICKET CLUB

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**CORNWALL AIR AMBULANCE
ISIGHT CORNWALL
PENEGON INSTITUTE TRUST COMMUNITY HALL**

FG.2963.2 RESOLVED:

**to note the correspondence from
Camborne Cricket Club, Cornwall air
Ambulance, Isight Cornwall and
Pengegon Institute Trust**

Proposed by Councillor R Webber
Seconded by Councillor Ms Z Fox

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