

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 25th May 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 25th May 2017 at 6.30 pm.

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

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

The Town Clerk explained the safety procedures to all present.

FG.3139 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE 2017/2018 MUNICIPAL YEAR

There was only one nomination received for Chairman of the Finance and General Purposes Committee.

FG.3139.2 RESOLVED: that Councillor G Winter be elected Chairman of the Finance and General Purposes Committee

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

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

Councillor Winter as Chairman then took the chair.

FG.3140 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

None had been received as all members of this Committee were present.

FG.3141 TO RECEIVE NOMINATIONS AND ELECT A VICE-CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE 2017/2018 MUNICIPAL YEAR

There was only one nomination for Vice-Chairman of the Finance and General Purposes Committee.

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FG.3146 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

The Town Clerk stated that for the Members information, with reference to Minute FG.3136.2 on page 2065 of the minutes; R.G. Kellow remained the lowest quote for the work to be undertaken at Unit 5, Carn Brea Business Park and that work was due to start in the next two weeks.

FG.3147 TO RECEIVE THE APPOINTED COUNCILLOR'S INTERNAL AUDIT REPORT FOR MARCH 2017 FROM COUNCILLORS MRS V DALLEY AND FORMER COUNCILLOR R WEBBER

The Town Clerk explained, for the benefit of the new members of the committee, what the Internal Audit Report was and referred to the Audit Checklist included in the Agenda papers. The Town Clerk explained that she would go through the Audit Checklist with Members when they completed it for the first time. It was noted that there had been a couple of invoices where the Member had signed the cheque but had omitted to also sign the invoice. The Town Clerk asked if there were any questions? The Chairman enquired as to whom were signatories for cheques and audit. The Town Clerk stated that signatories for cheques were; the Mayor, Deputy Mayor and Chairs of the relevant committees. For Audit she referred to item 26 on the Agenda (To Approve A Schedule Of Internal Audit Responsibilities From April 2017 To April 2018).

FG.3147.2 RESOLVED: that the Internal Audit Report for March 2017 was received.

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

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

FG.3148 TO RECEIVE THE APPOINTED COUNCILLOR'S BANK RECONCILIATION REPORT (FORMER COUNCILLOR ODGERS)

It was clarified by the Town Clerk that there was also an Audit requirement to produce a Bank Reconciliation Report to show that it agreed with the bank statements – this was audited on a quarterly basis. Whoever audited the Bank Reconciliation Report could not also carry out the Internal Audit for the same quarter. This was an additional internal control.

FG.3148.2 RESOLVED: that the Bank Reconciliation Report for January, February and March 2017; was received and approved.

Proposed by Councillor Winter
Seconded by Councillor Mrs Dalley

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

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FG.3149 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, VAT RETURN, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF MARCH 2017

The End of Year Accounts had already been approved by Full Council on the 18 May 2017 but had come to this committee as part of due process.

FG.3149.2 RESOLVED: **that the statement of payments and receipts, VAT Return, unpresented cheque list and bank reconciliation for the month of March 2017 was received and approved.**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

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

FG.3150 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF APRIL 2017

The Town Clerk went through the budget headings/codes on the relevant paperwork in the Agenda and informed Members that it was a straight forward system of receipts and payments. It was also reiterated that the Amenities Income Code 74 (Agency Income) was showing an over payment of £2,390.24 due to non receipt of payment from Cornwall Council for the Local Maintenance Partnership services during the previous financial year. The invoice had been sent in December 2016 and again in March 2017. This had now been paid but unfortunately the lateness of the payment fell in the New Financial Year and this would skew the budget figures as the income figures for 2017/2018 would be inflated as a consequence.

FG.3150.2 RESOLVED: **that the statement of payments and receipts, unpresented cheque list and bank reconciliation for the month of April 2017 be received and approved.**

Proposed by Councillor Winter
Seconded by Councillor Wilkins

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

FG.3151 TO APPROVE PAYMENTS FOR THE MONTH OF APRIL 2017 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE-CHAIRMAN

It was clarified that every alternate month, where there was no Finance & General Purposes Committee meeting held; that power was delegated to the Chairman and Vice-Chairman of the Finance & General Purposes Committee to authorise payments.

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FG.3151.2 RESOLVED: **that the payments made for the month of April 2017 under the delegated authority of the Chairman and Vice-Chairman were approved.**

Proposed by Councillor Winter
Seconded by Councillor Herd

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

FG.3152 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF MAY 2017 (UP TO DATE SCHEDULE TO BE TABLED AT THE MEETING)

The Town Clerk distributed the schedule for payment of invoices received for the month of May 2017. It was clarified that some of the payments were in response to a resolution from either Full Council or the relevant committee and as such they were referenced to the appropriate minute.

FG.3152.2 RESOLVED: **that the payment of invoices received for the month of May 2017, as tabled, was approved**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

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

FG.3153 TO APPROVE PAYMENTS FOR THE MONTH OF MAY 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.3153.2 RESOLVED: **that the payments for the month of May 2017 made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, as tabled, were approved.**

Proposed by Councillor Winter
Seconded by Councillor Mrs Dalley

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

FG.3154 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF APRIL 2017

The Town Clerk referred to Code 91 (Community Development); though grants had been awarded in March it had not been possible to pay recipients until April. Similarly Code 86 (Library) had been invoiced in March but not paid until April. As previously agreed, funds had been transferred to Ear-Marked Reserves to revenue to cover this so that the current year's revenue budget was unaffected.

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FG.3154.2 RESOLVED: **that the ear-marked reserve report for the month of April 2017 be received.**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

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

FG.3155 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

No members of the public were present.

FG.3156 GRANT AID APPLICATIONS

i. DRAMA EXPRESS (LOCAL GOVERNMENT ACT 1972 s.145)

FG.3156.2 RESOLVED: **that Drama Express be awarded a grant of £200 under the Local Government Act 1972, s.145; to come from budget heading 39 (Community Grants and Donations).**

Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

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

FG.3157 TO RECEIVE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31ST MARCH 2017 FROM HUDSON ACCOUNTING LTD AND APPROVE ANY ACTION

The Town Clerk presented the report from Hudson Accounting Ltd and highlighted that there were only two recommendations to come out of the report. Members congratulated the Town Clerk on her hard work.

FG.3157.2 RESOLVED: **that the Internal Audit Report for year ended 31st March 2017 be received; and approve the recommendations as laid out on pages three and four of the said report.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

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

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FG.3158 TO RECEIVE AND APPROVE THE LOCAL COUNCIL POLICY SCHEDULE FROM ZURICH MUNICIPAL AND AUTHORISE ASSOCIATED EXPENDITURE

It was clarified that the Council had a five year commitment with Zurich and that there had been an increase to the cost 1st April 2017 but due to Insurance Premium Tax being raised to 12% by the government. The discounted premium with Zurich ended next year, at which time all options would be investigated. A Member asked if the Council owned the clock and clock tower in Camborne (above Wetherspoons). It was clarified that the Council owned the clock mechanism and bell but not the clock tower. It was pointed out by the Town Clerk that when Devolution occurred there would be an increase in the insurance costs due to the increase in assets held by the Council. Zurich would be informed when this happened.

FG.3158.2 RESOLVED: **that the Local Council Policy Schedule from Zurich Municipal be received and approved accordingly.**

Proposed by Councillor Atherfold
Seconded by Councillor Wilkins

On a vote being taken, the matter was approved unanimously

FG.3159 TO APPROVE A SCHEDULE OF HORTICULTURAL MACHINERY PURCHASES FOR THE IMPLEMENTATION OF GREEN SPACE AMENITY SERVICES AND AUTHORISE ASSOCIATED EXPENDITURE FROM THE DEVOLVED SERVICES GREEN SPACES EARMARKED RESERVE (C.3912.5) – (TO FOLLOW)

The Town Clerk stated that the schedule would now go to Full Council on the 1st June 2017 as had not been received in time for Councillors to give it adequate consideration.

FG.3159.2 RESOLVED: **that this item be deferred to Full Council on the 1st June 2017.**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

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

FG.3160 TO APPROVE THE PURCHASE OF AN ADDITIONAL MONITOR FOR USE BY THE FINANCE AND ADMINISTRATION OFFICER AND AUTHORISE ASSOCIATED EXPENDITURE FROM THE OFFICE EQUIPMENT REVENUE BUDGET

FG.3160.2 RESOLVED: **that the purchase of an additional monitor for use by the Finance and Administration Officer be approved and the associated expenditure from the**

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office equipment revenue budget was
authorised.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3161 TO RECEIVE THE LOCAL PROPERTY FUND FACT SHEET AND PROFILE FROM CCLA AND APPROVE ANY ACTION

The Council had resolved last year to invest in the Public Sector Deposit Fund (PSDF) but not in the Local Authorities Property Fund (LPF) due to Brexit creating uncertainties in financial markets. Councillors considered the performance of the Local Property Fund and it was

FG.3161.2 RESOLVED: that the Local Property Fund fact sheet and profile be received; but that no further action be taken at this point in time.

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

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

FG.3162 TO RECEIVE THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) LEGAL BRIEFING ON THE REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF GENERAL DATA PROTECTION REGULATION AND ASSOCIATED GUIDANCE FROM THE INFORMATION COMMISSIONERS OFFICE AND APPROVE ANY APPROPRIATE ACTION

The Town Clerk stated that the changes to the Data Protection legislation in May 2018 would affect the Council but the full guidance was not available as yet.

FG.3162.2 RESOLVED: that the committee note the NALC Legal Briefing on the reform of Data Protection Legislation; and, that a recommendation be made to Full Council that due to compliance with the new Data Protection legislation this item should be included in the new Forward Plan as a Corporate Priority.

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

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

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FG.3163 TO APPROVE A SCHEDULE OF INTERNAL AUDIT RESPONSIBILITIES FROM APRIL 2017 TO APRIL 2018

The Town Clerk referred to the table within the Agenda paperwork regarding the schedule of Internal Audit responsibilities from April 2017 to April 2018. She explained that the schedule had been produced putting experienced Members together with new Members, as in a buddy system and that the procedure of producing the Internal Audit Report (i.e. the checklist as indicated in item 10 of this Agenda – Minute FG.3147 above) usually took approximately one hour to complete. Councillor Herd stated that he was unavailable in August; Councillor Godolphin volunteered carry out the August audit in his place.

FG.3163.2 RESOLVED: **that the schedule of Internal Audit responsibilities be approved subject to the change to August where Councillor Godolphin would take Councillor Herd’s place.**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

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

FG.3164 TO APPROVE A SCHEDULE OF BANK RECONCILIATION RESPONSIBILITIES FOR THE 2017/2018 FINANCIAL YEAR

Again the Town Clerk referred to the table within the Agenda paperwork regarding the schedule of Bank Reconciliation Responsibilities for the 2017/2018 financial year. This procedure usually only took approximately ten minutes to complete.

FG.3164.2 RESOLVED: **that the schedule of Bank Reconciliation responsibilities for the 2017/2018 financial year was approved.**

Proposed by Councillor Winter
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 7:30pm.

SIGNED BY THE CHAIRMAN.....

DATE