

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th MAY 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 26th May 2016 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)
Councillor S Odgers (Vice Chairman)
Councillor Ms Z Fox
Councillor J Gillingham
Councillor C Godolphin
Councillor W Krey
Councillor V Dalley (ex officio)

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

The Chairman explained the safety procedures to all present.

FG.2964 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE 2016/2017 MUNICIPAL YEAR

FG.2964.2 RESOLVED: that Councillor Webber was elected as Chairman of the Finance and General Purposes Committee for the 2016/2017 municipal year

Proposed by Councillor Odgers
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2965 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

FG.2965.2 RESOLVED: that the apologies from Councillor Chalker for non-attendance of the meeting of the Finance and General Purposes Committee held on the 26th May 2016 were received and approved

Proposed by Councillor Odgers
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

There were no apologies received from Councillors Brown and Teixeira.

FG.2966 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

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th MAY 2016**

There were no declarations of interests.

FG.2967 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.2968 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2016/2017

FG.2968.2 RESOLVED: that Councillor Odgers was elected as Vice Chairman of the Finance and General Purposes Committee for the 2016/2017 municipal year

Proposed by Councillor Webber
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

FG.2969 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)

There were no public present.

FG.2970 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members that the agenda sent to members was a Legal Summons not an invitation; any members unable to attend must submit apologies to the Town Council Office before the close of business on the day of the meeting.

The recently set-up Staffing Committee replaced the Staffing Working Party and would be addressing Health and Safety and the duties of the dissolved Staffing Working Party. As these subjects were no longer the responsibility of the Committee it was considered that those subjects previously considered by the Risk Assessment Working Party could be included in the work programme of the Finance and General Purposes Committee; the Risk Assessment Working Party would, therefore, no longer be needed.

He informed members that the postal packs they would be receiving for the Staffing Committee meeting also included the Agenda for the Devolution Working Party.

FG.2971 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 22ND MARCH 2016 AND THE CHAIRMAN TO SIGN THEM

FG2971.2. RESOLVED: that the minutes of the meeting of the Finance and General Purposes

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th MAY 2016**

FG.2975 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST, BANK RECONCILIATION AND VAT RETURN FOR THE MONTH OF MARCH 2016

The Town Clerk informed members that during the overlap period of the retiring Deputy Clerk and the new Office Services Manager there had been errors on the data entry on the Scribe Software System. A payment to South West Water had been entered twice and a cheque for £70 had been entered with the wrong cheque number; these had been corrected.

A payment for Superannuation to Cornwall Council, the employers, and employees contributions; should have been entered separately for each member of staff totalling twelve entries but not all had been entered. As a result the bank reconciliation for April showed an error of £2,148.18. When the year-end accounts had been finalised and closed, the error had not been found. The Scribe system would not allow re-entry to amend the error due to the end of the financial year; the corrected payment amount would therefore be deducted from the 2016/2017 revenue budget. She suggested that the balances of the affected budget heads be reviewed in January 2017 so that funds could be vired if necessary to cover any budget shortfall.

The Chairman and Vice Chairman commended the Office Services Manager for her due diligence in finding and correcting the oversight.

FG.2975.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list, bank reconciliation and VAT Return for the month of March 2016; were received and approved

Proposed by Councillor Odgers
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

FG.2976 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION THE MONTH OF APRIL 2016

Councillor Webber informed members that he had been in contact with the Pengegon Institute Trust regarding an uncashed grant aid cheque of £467.99. He was informed that the cheque had been banked and should show on the next statement.

FG.2976.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of April 2016 were received and approved

Proposed by Councillor Krey

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th MAY 2016**

Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.2977 TO APPROVE THE PAYMENTS FOR THE MONTH OF APRIL 2016 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND THE VICE CHAIRMAN

Councillor Webber informed members that the payment to Mark Bates Ltd was a re-imbusement of a payment into the Town Council's bank account, made in error by the bank. Unity Trust had refused to correct the error leaving the Town Council to pay back Mark Bates Ltd direct.

The Town Clerk informed members that during a presentation by Unity Trust to a Full Council meeting, Unity Trust had assured members that there would be no problems with the changing of signatures on the yearly mandate; but that this had proved not be the case; problems had been encountered.

Councillor Webber asked that transactions with Unity Trust be monitored and any future issues be brought back to this committee.

FG.2977.2 RESOLVED: that the payments for the month of April 2016 made under the delegated authority of the Chairman and Vice Chairman were approved

Proposed by Councillor Godolphin
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

FG.2978 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF MAY 2016

FG.2978.2 RESOLVED: that the payment of invoices received for the month of May was approved

Proposed by Councillor Krey
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.2979 TO APPROVE PAYMENTS FOR THE MONTHS OF APRIL AND MAY 2016 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.6, 6.2, 6.7, and 7.2

FG.2979.2 RESOLVED: that the payments for the months of April and May 2016 made under Financial Regulations 4.1, 4.5, 5.4, 5.6, 6.2, 6.7 and 7.2, were approved

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th MAY 2016**

Proposed by Councillor Krey
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2980 TO RECEIVE A REPORT ON EAR-MARKED RESERVES

The Town Clerk informed members that the cost of the election had been taken from Earmarked Reserves, cost code 90 Corporate Management as resolved by Full Council.

FG.2980.2 RESOLVED: that the report on Ear-Marked Reserves was received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.2981 GRANT AID APPLICATIONS

**i. CAMBORNE CRICKET CLUB, LOCAL GOVERNMENT
(MISCELLANEOUS PROVISIONS ACT 1976 S.19)**

Reverend Mark Richards of Camborne Cricket Club was unable to attend this meeting but had informed Councillor Webber that the letter of support supplied by the Town Council had been very helpful in them obtaining Match Funding and thanked the Town Council.

FG.2981.2 RESOLVED: to grant £3,000 to Camborne Cricket Club, to be taken from the Community Grants and Donations budget; under Local Government (Miscellaneous Provisions Act 1976 s.19)

Proposed by Councillor Ms Fox
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2982 TO RECEIVE THE INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR ENDED 31ST MARCH 2016 AND APPROVE ANY ACTION

The internal auditor's report and comments were thoroughly considered by the Committee.

The Town Clerk informed members that, with the takeover of the library and devolution currently being addressed, it would be prudent to wait for conclusion of some of these issues before implementing IT changes as the library service would still need the use of Cornwall Council's IT systems.

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th MAY 2016**

11 (K) The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

FG.2983.2 RESOLVED: **that the amendment to the financial Regulations at 11 (k) from 2006 to 2015 was approved**

Proposed by Councillor Webber
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.2984 TO APPROVE THE PURCHASE OF POPPY WREATHS AS REQUIRED THROUGHOUT EACH YEAR AND AUTHORISE EXPENDITURE ACCORDINGLY

FG.2984.2 RESOLVED: **that the purchase of Poppy Wreaths as required throughout each year was approved; the cost to be taken from the Council's Expenses budget**

Proposed by Councillor Ms Fox
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

FG.2985 TO CONSIDER THE ADMINISTRATION FEE CURRENTLY CHARGED FOR THE PROVISION OF POPPY WREATHS TO EXTERNAL ORGANISATIONS AND AGREE ANY ACTION

The Office Services Manager informed members of the VAT implications of selling Poppy Wreaths: In previous years outside bodies had purchased Poppy Wreaths from the Town Council with the Town Council providing the organisations' laminated Logo insert, at a charge of 50p. Providing this service had VAT implications which when added to the cost of the Wreath and actual administration costs would result in a charge of £28.94 per Wreath. In light of this, members felt it appropriate to notify the outside bodies of the change in cost and advise them to obtain the Wreaths direct from the Royal British Legion.

FG.2985.2 RESOLVED: **that a letter be sent to the outside bodies which had previously purchased Poppy Wreaths from the Town Council, advising them to obtain wreaths direct from the Royal British Legion. An explanation of the VAT implications to be provided in the letter**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th MAY 2016**

On a vote being taken the matter was approved unanimously.

FG.2986 TO AGREE A SCHEDULE FOR COUNCILLORS' INTERNAL AUDIT RESPONSIBILITIES FOR THE 2016/2017 MUNICIPAL YEAR

At a previous Finance meeting it had been resolved that any Councillor conducting an internal audit could not sign-off the Bank Reconciliation and Statements for that quarter.

FG.2986.2 RESOLVED: that Councillor Mrs Dalley was appointed to sign-off the Bank Reconciliations and Statements for the last financial quarter

Proposed by Councillor Webber
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

The Town Clerk suggested that established Finance Committee members might want to pair-up with new committee members on internal audits to guide them through the process.

FG.2986.3 RESOLVED: that Councillors Webber and Teixeira conduct the internal audit for the month of May 2016; Councillors Ms Fox and Gillingham for the month of June 2016; Councillors Odgers and Mrs Dalley for the month of July 2016; Councillors Godolphin and Brown for the month of August 2016; Councillors Chalker and Krey for the month of September 2016; Councillors Webber and Teixeira for the month of October 2016; Councillors Ms Fox and Gillingham for the month of November 2016; Councillors Odgers and Mrs Dalley for the month of December 2016; Councillors Godolphin and Brown for the month of January 2017; Councillors Chalker and Krey for the month of February 2017; Councillors Webber and Teixeira for the month of March 2017. The Bank Reconciliation Schedule for 2016/2017; Councillor Krey in July 2016; Councillor Ms Fox in October 2016; Councillor Godolphin in January 2017; Councillor Odgers in April 2017

Proposed by Councillor Webber
Seconded by Councillor Odgers

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th MAY 2016**

On a vote being taken the matter was approved unanimously.

**FG.2987 TO RECEIVE CORRESPONDENCE FROM THE FOLLOWING GRANT
RECIPIENTS**

**CENTENARY METHODIST CHURCH FLORAL ART GROUP
CHICKS**

**FG.2987.2 RESOLVED: that correspondence from Centenary
Methodist Church Floral Group, and
Chicks, was received**

Proposed by Councillor Webber
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 7.32pm.

SIGNED BY THE CHAIRMAN.....

DATE