

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 23RD NOVEMBER 2017**

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 23rd November 2017 at 6.30 pm.

PRESENT Councillor Mrs Dalley (Vice Chairman)
Councillor D Atherfold
Councillor Ms Z Fox
Councillor J Gillingham
Councillor J Herd
Councillor R Marshall
Councillor J Morgan
Councillor D Wilkins
Councillor Godolphin ex officio

In Attendance: Amanda Mugford, Town Clerk; Melanie Negus, Administrative Assistant; and Samantha Hughes, Finance and Administration Officer and two members of the public.

In the Absence of the Chairman the Vice Chairman Chaired the meeting.

The Chairman explained the safety procedures to all present.

FG.3223 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

FG.3223.2 RESOLVED: that the apologies from Councillor Winter for non-attendance of the meeting of the Finance and General Purposes Committee held on the 23rd November 2017 were received and approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3224 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

Councillor Mrs Dalley declared an interest in Agenda item 14i as she was a trustee of the Community Centre which is an umbrella for the Donald Thomas Centre.

FG.3225 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3226 CHAIRMAN'S ANNOUNCEMENTS

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The Chairman announced she would be bringing Agenda item 14ii to be the first considered of the grant aid applications as there were two members of the West Cornwall Diabetes present.

FG.3227 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 26TH OCTOBER 2017 AND THE CHAIRMAN TO SIGN THEM

Councillor Herd highlighted an error in the minutes at point FG.3196 line 4; it had been Councillor Morgan who had declared an interest not Councillor Herd.

FG.3227.2 RESOLVED: **that the minutes of the meeting of the Finance and General Purposes Committee held on 26th October 2017, with an amendment at FG.3196 line 4, from, Councillor Herd to Councillor Morgan; were received, approved and signed by the Chairman**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously by those entitled to vote.

FG.3228 TO RECEIVE THE MINUTES OF THE STRATEGIC BUDGET WORKING GROUP MEETING HELD ON 6TH NOVEMBER 2017

FG.3228.2 RESOLVED: **that the minutes of the Strategic Budget Working Group meeting held on 6th November 2017 were received**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

FG.3229 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

There were no matters arising.

FG.3230 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF OCTOBER 2017

FG.3230.2 RESOLVED: **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of October 2017 were received and approved**

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Proposed by Councillor Mrs Dalley
Seconded by Councillor R Marshall

On a vote being taken the matter was approved unanimously.

FG.3231 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF NOVEMBER 2017

FG.3231.2 RESOLVED: that the payment of invoices received for the month of November 2017 was approved

Proposed by Councillor Godolphin
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

FG.3232 TO APPROVE PAYMENTS FOR THE MONTH OF NOVEMBER 2017 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2

FG.3232.2 RESOLVED: that the payments for the month of November 2017 made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 were approved

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3233 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF OCTOBER 2017

The Town Clerk informed members of an incident at the Passmore Edwards Building on the evening of Sunday 19th November where a person or persons unknown climbed the scaffolding and lit several small fires on the scaffold planks. The emergency services and RJ Kellow Ltd were quickly on the scene, and no damage to the building was caused. A further attempt had been made on Monday the 20th November 2017 and the police were again quickly on the scene.

She liaised with 3HW and RJ Kellow Ltd on future preventative trespass measures. RJ Kellow Ltd had put up additional hoarding to prevent unauthorised access to the scaffolding and contacted a monitoring company to supply alarms and cameras for the scaffolding. The alarm would sound for 40 seconds, and the cameras would be monitored. Any unauthorised access attempts would be reported immediately to the Police.

Due to the potential dangers to the public, and the building she had these measures implemented immediately, and asked members for their approval.

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Members commended the Town Clerk on her speed and efficiency in dealing with what could potentially have been a very dangerous situation.

- FG.3233.2 RESOLVED:** **that the Ear-Marked Reserve Report for the month of October 2017 was received. Members approved the actions of the Town Clerk in the implementing of emergency security measures for building and public safety, regarding unauthorised access at the Passmore Edwards building, and authorised the associated expenditure from the Devolved Services, Library, Ear Marked Reserve**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

- FG.3234 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 brought forward the West Cornwall Diabetes grant application as there were members of the public present in support of the application.

FG.3235 GRANT AID APPLICATIONS

- i. **The Donald Thomas Centre (Localism Act 2011 s.1);**
- ii. **West Cornwall Diabetes (Localism Act 2011 s.1);**
- iii. **Cornwall Befriending Service (Localism Act 2011 s.1);**

- FG.3235.2 RESOLVED:** **to grant £300 to West Cornwall Diabetes; under the power given by the (Localism Act 2011 s.1)**

Proposed by Councillor Herd
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Two members of the public left the meeting.

- FG.3235.3 RESOLVED:** **that in the absence of the Vice Chairman Councillor Godolphin Chair the meeting for the Donald Thomas Centre grant application**

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Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Having declared an interest in the Donald Thomas Centre grant application Councillor Mrs Dalley left the room, and Councillor Godolphin took the Chair.

FG.3235.4 RESOLVED: **to defer the grant application for the Donald Thomas Centre to the next meeting of this committee. A representative of the Donald Thomas Centre to be contacted to attend, to supply more detailed financial information**

Proposed by Councillor Morgan
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3235.5 RESOLVED: **to grant £500 to Cornwall Befriending Service under the power given by the (Localism Act 2011 s.1)**

Proposed by Councillor Ms Fox
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3236 TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL CONCERNING COSTS FOR THE 2017 LOCAL ELECTION COSTS FOR THE CAMBORNE PARISH AND NOTE THE IMPLICATIONS FOR BOTH THE REVENUE BUDGET AND CORPORATE MANAGEMENT EARMARKED RESERVE

The Town Clerk advised members that three of the five wards in the Camborne Parish were uncontested at the May elections and that this would not always be the case. Furthermore that by elections should be budgeted for and advised caution regarding end of year balances. It would be prudent to transfer any balance remaining in the Elections budget into Corporate Management Earmarked Reserves at the end of the financial year.

Members discussed the financial implications of by elections when members stand down, and it was agreed that team leaders should inform their members of these implications.

FG.3236.2 RESOLVED: **that correspondence from Cornwall Council concerning costs for the 2017 local election costs for the Camborne parish was received**

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Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3237 TO NOTE THE SOUTH WEST COUNCILS UPDATE ON LOCAL GOVERNMENT PAY NOVEMBER 2017

The Town Clerk informed members that this information had been received after the meeting of the Strategic Budget Working Party. The draft budget had been developed using an estimated 1% pay increase and an allowance for increments awarded as a result of the performance appraisal process. The outcome of the negotiations between the unions and employers might not be known until after the start of the next financial year.

FG.3237.2 RESOLVED: that the South West Councils Update on Local Government Pay November 2017 was received and noted

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3238 TO RECEIVE A REPORT FROM THE TOWN CLERK ON THE DRAFT REVENUE BUDGET 2018/2019

The Clerk summarised the context and core principles on which the draft revenue budget 2018/2019 had been developed as detailed in her report.

Referendum Principles

The Department for Communities and Local Government published proposals for reforms to local government finance before the 2017/2018 Local Government Finance Settlement. These proposals included the introduction of referendum principles for town and parish councils whose Band D precept for 2016/2017 was higher than £75.46 and which had a total precept for 2016/2017 of at least £500,000. A precept increase of 2% or over £5 would trigger a referendum; the cost of the referendum would have to be met by the town or parish council. This had been deferred, not abandoned and was probable that referendum principles will be extended to Town and Parish Councils in the near future.

Council Tax Support Grant Funding

Cornwall Council has paid a Council Tax support grant to town and parish councils since April 2013 when the Localised Council Tax support scheme was introduced. Since 2013, the funding was used by Camborne Town Council to offset the precept charge by allocating a percentage of the payment as income in the annual revenue budget. The remainder of the funding has been held in reserves to be used as a cushion to buffer the

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effect on the precept when the funding ceases. No allocation was included in the 2017/2018 revenue budget to mitigate the risk of future large increases in the precept due to the loss of this income. This funding will be phased out by 2020; therefore, including any income from the Council Tax Support Grant in the revenue budget represents a significant risk to medium and long term financial planning given the expected introduction of referendum principles and a future 2% cap. Any use of earmarked reserves to offset increases in the precept will have to be made cautiously as the reserve is finite.

Tax base

Cornwall Council has estimated that the tax base for the Camborne Parish will increase to 5,716.30 for 2018/2019 based on a 99.1% collection rate. The tax base for the current financial year is 5,479.79. The increase in the tax base would aid the Council in minimising increases to the precept.

Corporate Plan Priorities

The successful transfer of ownership or management of green spaces from Cornwall Council;
Completion of the library building refurbishment works to meet the scheduled move of the Town Council offices in May 2018;
The transfer of the library service;
Communication, consultation and engagement with local residents, organisations and community groups;
The Local Government Boundary Review in Cornwall;
Managing change to facilitate training, development and welfare;
Implementation of recommendations resulting from the Review of the staffing structure;
Implementation and compliance with the Data Protection Regulations 2018.

The Passmore Edwards building and library service

The library service will be managed by this Council from early 2018. Consultation and negotiation will continue regarding the transfer of Cornwall Council employees under TUPE; recruitment may also be necessary. Existing employees will need to be trained in all aspects of delivering the service to ensure a seamless transition.

The Town Council offices are scheduled to move to the library in May 2018; this will entail a significant amount of planning and employee engagement. An official opening has been scheduled to take place in May or June 2018. Funds for this purpose have not currently been allocated in the draft revenue budget.

All allocations are based on estimated costs; the actual costs will not be known until the Council has occupied the building and provided the library service for at least one full year.

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FG.3238.2 RESOLVED: **that a report from the Town Clerk on the draft revenue budget 2018/2019 was received**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Gillingham

On a vote being taken the matter was approved unanimously.

FG.3239 TO RECEIVE AND NOTE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING PARISH AND TOWN PRECEPTS FOR THE 2018/2019 FINANCIAL YEAR

FG.3239.2 RESOLVED: **that correspondence from Cornwall Council regarding Parish and Town Precepts for the 2018/2019 Financial Year was received and noted**

Proposed by Councillor Ms Fox
Seconded by Councillor R Marshall

On a vote being taken the matter was approved unanimously.

FG.3240 TO RECEIVE RECOMMENDATIONS FROM THE STRATEGIC BUDGET WORKING GROUP FOR THE FINANCE AND GENERAL PURPOSES REVENUE BUDGET 2018/2019, AND AGREE ACTION FOR THE 2018/2019 BUDGET ACCORDINGLY

The Town Clerk informed members that the installation of a software package needed for the new finance system would have to be installed through Cornwall Council as we were on their systems, at a cost of approximately £5,000. As the Town Council had been considering its own independent systems, now seemed a logical time implement them. This process would take time and an invitation to tender had been publicised. The closing date for submission of quotes was 18th December, and these would be included in the December finance meeting for consideration; at which time a figure for the budget for this could be set. A new budget head would be advisable for this.

FG.3240.2 RESOLVED: **that a new budget head for the provision of the Town Council's IT system was approved**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3240.3 RESOLVED: **that the recommended draft budget for the Finance and General Purposes Committee from the Strategic Budget**

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Working Party SBWP.36.3; was approved with the addition of a new budget head for ICT services at the Passmore Edwards building (resources to be allocated at the next meeting of the Finance & General Purposes Committee)

Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

The Town Clerk recommended that the General Fund would need to be reviewed in the light of the final revenue budget for 2018/2019. The predicted spend on the current financial year would be able to be more accurately assessed in the new-year; this would provide better information for Earmarked Reserve priorities going forwards.

FG.3240.4 RESOLVED: **that the recommendation of the Strategic Budget Working Party to the Finance and General Purposes Committee SBWP.36.3, 'that any underspends at the end of the current financial year be rolled over to Earmarked Reserves with Green spaces, the library and Consultation & Engagement prioritised' was deferred until February 2018**

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3241 TO AUTHORISE DIRECT DEBIT MANDATES FOR DATASHARP UK LTD FOR THE PROVISION OF TELEPHONY EQUIPMENT AND SERVICES AT THE PASSMORE EDWARDS BUILDING

FG.3241.2 RESOLVED: **that Direct Debit Mandates for Datasharp UK Ltd for the provision of telephony equipment and services at the Passmore Edwards building was authorised**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3242 TO NOTE CORRESPONDENCE FROM CAMBORNE SHOW SOCIETY

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FG.3242.2 RESOLVED: **that correspondence from Camborne Show Society was received and noted**

Proposed by Councillor Ms Fox
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.35pm.

SIGNED BY THE CHAIRMAN.....

DATE