

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES COMMITTEE 28<sup>TH</sup> MAY 2015**

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> May 2015 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)  
Councillor S Odgers (Vice Chairman)  
Councillor M Brown  
Councillor J Collins  
Councillor J Gillingham  
Councillor W Krey  
Councillor Ms J Robinson  
Councillor C Godolphin (ex officio)

In Attendance: Amanda Mugford, Town Clerk; Miss Melanie Negus, Administrative Assistant and five members of the public.

The Chairman explained the safety procedures to all present.

**FG.2754 TO RECEIVE NOMINATIONS AND ELECT A CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE 2015/2016 MUNICIPAL YEAR**

**FG.2754.2 RESOLVED: that Councillor Webber was elected as Chairman of the Finance and General Purposes Committee for the 2015/2016 municipal year**

Proposed by Councillor Collins  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**FG.2755 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE**

**FG.2755.2 RESOLVED: that the apologies from Councillors Chalker, Dalley and Ms Fox for non-attendance of the meeting of the Finance & General Purposes Committee held on 28<sup>th</sup> May 2015 were received and approved**

Proposed by Councillor Krey  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2756 TO RECEIVE NOMINATIONS AND ELECT A VICE CHAIRMAN OF THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR THE 2015/2016 MUNICIPAL YEAR**



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Councillor Webber informed members regarding BD.2742.2, The Local Government Transparency Code, had been raised and discussed at a recent meeting of CALC, and that a template would be drawn-up for Councils to use in order to ensure compliance with the Code.

**FG.2762 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT FOR MARCH 2015 FROM COUNCILLORS BROWN AND MS ROBINSON AND APPROVE ANY ACTION**

The Town Clerk informed members that the internal audit for April by Councillors Gillingham and Ms Fox had been completed and would be on the Agenda of the next meeting.

**FG.2762.2 RESOLVED: that the Internal Audit Reports for March 2015 from Councillors Brown and Ms Robinson were received and approved**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**FG.2763 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION AND VAT RETURN FOR THE MONTH OF MARCH 2015**

**FG.2763.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of March 2015 was received and approved**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2764 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF APRIL 2015**

The Town Clerk informed members that the discrepancy of £4.99 on the reconciliation was due to the Bank making an overpayment on the handyman's wage cheque of £5; the 1p was due to rounding on the splitting of an invoice between budget heads as the Scribe system automatically calculated the VAT. The bank would be refunding the £5 overpayment.

**FG.2764.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of**

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**April 2015 was received, approved, and**  
**the Town Clerk's comments were noted**

Proposed by Councillor Brown  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2765 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF APRIL 2015**

The Town Clerk informed members that the Ear-Marked Reserves were very different now due to the rationalisation of the Ear-Marked Reserves into categories. In view of this, a close eye would be need to be kept on committed expenditure in the future.

**FG.2765.2 RESOLVED: that the Ear-Marked Reserve Report for the month of April 2015 was received**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**FG.2766 TO APPROVE PAYMENTS FOR THE MONTH OF APRIL 2015 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND VICE CHAIRMAN**

The Town Clerk informed members that, as the meetings had been changed to bi monthly, it was necessary for the Chairman and Vice Chairman to use delegated authority to authorise payments, due to time restrictions and possible late payment charges.

**FG.2766.2 RESOLVED: that payments for the month of April 2015 made under the delegated authority of the Chairman and Vice Chairman with the exception of the annual subscription payment to South West Councils were approved**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**FG.2767 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF MAY 2015; UP TO DATE SCHEDULED TABLED AT THE MEETING**

**FG.2767.2 RESOLVED: that the payment of invoices received for the month of May 2015 was approved**

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Proposed by Councillor Brown  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2768 TO APPROVE PAYMENTS FOR THE MONTH OF MAY 2015 MADE UNDER FINANCIAL REGULATION 3.4, 6.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING**

**FG.2768.2 RESOLVED:** **that the payments for the month of May 2015 made under Financial Regulations 3.4, 6.4, 6.6 and 7.2, were approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**FG.2769 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)**

**FG.2770 GRANT AID APPLICATIONS**

- i. Camborne Town Football Club (Local Government (Miscellaneous Provisions) Act 1976 s.19 (f)).**
- ii. Camborne Town Band Music Society (Local Government Act 1972 s.145 (c)).**
- iii. Camborne Cricket Club (Local Government (Miscellaneous Provisions) Act 1976 s.19 (f)).**
- iv. Camborne Produce Market (Local Government Act s.144 (b)).**
- v. CHICKS (Local Government Act 1972 s.137).**
- vi. 4elementz CIC (Local Government Act 1972 s.137).**

A representative of Camborne Town Football Club spoke in support of their grant application; he informed members that the club was founded in 2013 and had 25-35 players. This was their second season playing in the Trelawny League and they had finished a very respectable 6<sup>th</sup> place. The application was to fund the purchase of training balls, match balls, goal nets corner flags etc.

**FG.2770.2 RESOLVED:** **to grant £375 to Camborne Town Football Club; to be taken from cost code 39; under legal power (LG (Miscellaneous Provisions) Act 1976 s.19 (f))**

Proposed by Councillor Ms Robinson

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Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

Two members of the public left the meeting.

A Trustee of the Camborne Town Band Music Society spoke in support of their grant application. In March 2015 the Band had competed in the West of England Brass Band Final at Torquay. Having achieved 2<sup>nd</sup> place, this qualified them to compete in the British National Brass Bands Final at the Royal Albert Hall in October, competing against the top twenty bands in the Country. Camborne Band would be the only band from Cornwall, representing Cornwall and the West of England. New specifications had been set for competitors, requiring the use of Mutes on certain instruments. As Mutes are specialised instrument accessories very few bands had them, so there was no opportunity to borrow.

**FG.2770.3 RESOLVED: to grant £2,205 to Camborne Town Band Music Society; to be taken from cost code 39 Community Grants; under legal power (LGA 1972 s.145 (c))**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Two members of the public left the meeting at 6.59pm.

Reverend Mark Richards, Chairman of Camborne Cricket Club, spoke in support of their application. Camborne Cricket Club was founded in the 1870s and currently had four senior teams and four youth teams, and would be celebrating their 100<sup>th</sup> consecutive season this year. The clubhouse was in need of refurbishment which had not been done for 40+ years. The refurbishment would not only benefit existing members, but would make the facilities more accessible for other community groups. Through sponsors and fundraising events the club had managed to raise £9,000 since January 2015.

**FG.2770.4 RESOLVED: to grant £2,000 to Camborne Cricket Club; to be taken from cost code 39 Community Grants; under legal power (LG (Miscellaneous Provisions) Act 1976 s.19 (f)); furthermore Camborne Town Council would provide letters of support for the Cricket Club to enable funding from other sources; specified to the source**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers

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On a vote being taken the matter was approved unanimously.

Reverend Richards was advised that he could apply for grant funding again after a twelve month period.

Reverend Richards left the meeting at 7.10pm.

Having declared an interest in Agenda item 18 iv Councillor Collins left the room at 7.10pm.

**FG.2770.5 RESOLVED: that in respect of the grant application submitted by Camborne Produce Market, no grant was awarded**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved by a Majority of four votes FOR, two AGAINST and one abstention.

Councillor Collins re-entered the meeting at 7.19pm.

**FG.2770.6 RESOLVED: to grant £100 to Chicks; to be taken from cost code 39 Community Grants; under legal power (LGA 1972 s.137)**

Proposed by Councillor Odgers  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

Having declared interests in Agenda item 18 vi (FG.2770.7) Councillors Krey and Ms Robinson left the room at 7.18pm.

**FG.2770.7 RESOLVED: to grant £368 to 4elementz CIC from the s.137 budget; under legal power (LGA 1972 s.137); furthermore that a letter be sent explaining the use of s.137**

Proposed by Councillor Brown  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

Councillors Krey and Ms Robinson re-entered the meeting at 7.23pm.

**FG.2771 TO RECEIVE A REPORT FROM THE CLERK ON HEALTH AND SAFETY AND WELFARE, AGREE APPROPRIATE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

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The Town Clerk informed members that she had reviewed the needs of the Handyman and Assistant Handyman and had issued guidance to both. Four hard hats had been purchased for theirs and the Amenities Project Officers use, with one spare. The Suzi Lamplew Personal Safety training course for the Deputy Clerk was to be arranged when Cornwall Council appointed a Training consultant.

The Risk Assessments on the watering of floral units and planters, grass cutting and footpaths would be done by the new Amenities and Projects Officer.

The Amenities and Project Officer is to attend Traffic Management of Community Events and Road Closures training when a date is available from Cornwall Council.

Trelawny Fire & Security would be carrying out the annual maintenance check on the alarm systems at Unit 5.

The Town Clerk had ordered an office security fob for the new member of staff, and the punch-in code on the system would be changed as a yearly procedure, for security reasons.

**FG.2771.2 RESOLVED:** **that a report from the Town Clerk on Health and Safety and Welfare was received**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

**FG.2772 TO CONSIDER THE COUNCIL'S MEMBERSHIP OF SOUTH WEST COUNCILS AND AUTHORISE PAYMENT OF THE ANNUAL SUBSCRIPTION 2015/2016 IF APPROPRIATE**

The Town Clerk informed members that the courses provided by the SWC were usually held in Taunton and not practical to attend.

Councillor Webber questioned the need of membership of South West Councils now that the Town Council were using Tozers Advice Service.

**FG.2772.2 RESOLVED:** **that members considered membership on South West Council's, and decided not to renew membership for 2015/2016**

Proposed by Councillor Collins  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**FG.2773 TO RECEIVE AND APPROVE 2015/2016 INSURANCE TERMS AND POLICY SCHEDULE FROM ZURICH MUNICIPAL**

The Town Clerk informed members that the Internal Auditor had suggested increasing the Fidelity Guarantee Cover. The cost of increasing the Fidelity Guarantee Cover from £500,000 to £1,000,000 would be £66.56 per year.





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Reserves, Cost Code 94 Human  
Resources budget**

Proposed by Councillor Webber  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**FG.2775.3 RESOLVED:** **that employment insurance cover was not needed as the Town Council employed Tozers who would cover this**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2776 TO RECEIVE THE SLCC ADVICE NOTE REGARDING ABSENCE FOR JURY SERVICE, CONSIDER A DRAFT POLICY FOR TIME OFF FOR PUBLIC DUTIES AND MAKE RECOMMENDATIONS TO FULL COUNCIL (C.3212.35)**

**FG.2776.2 RESOLVED:** **that the SLCC Advice Note regarding Absence for Jury Service (C.3212.35) was received and the recommendation to Full Council was; that a maximum of 5 paid days leave per year be authorised for unpaid public duties**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2776.3 RESOLVED:** **that the SLCC Advice Note regarding a draft policy for Time Off for Public Duties (C.3215.35) was considered and the recommendation to Full Council was; that a maximum of 10 days unpaid leave per year be authorised for public duties**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2777 TO CONSIDER A DRAFT WHISTLEBLOWING POLICY AND MAKE RECOMMENDATIONS TO FULL COUNCIL (C.3212.35)**

**FG.2777.2 RESOLVED:** **that a draft Whistleblowing Policy (C.3212.35) was considered and**

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**recommended to be put to Full Council**  
**for approval**

Proposed by Councillor Odgers  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**FG.2778 TO RECEIVE AND APPROVE RECOMMENDATIONS REGARDING THE COMMUNITY TOILET SCHEME AND AUTHORISE EXPENDITURE FROM THE DEVOLVED SERVICES BUDGET**

**FG.2778.2 RESOLVED:** **that the recommendation that Café Soul, The White Hart, Trevithick Market, Costa Coffee and the Vyvyan Arms all be invited to participate in the Community Toilet Scheme, and contractual arrangements started with each of these businesses was approved, and the expenditure from the Devolved Services budget was authorised**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2778.3 RESOLVED:** **that the Finance and General Purposes Committee reviewed and approved the draft contract for the Community Toilet Scheme, and the expenditure from the Devolved Services budget was authorised**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**FG.2778.4 RESOLVED:** **that the recommendation, that the Finance and General Purposes Committee give delegated authority to the Town Clerk with the Amenities and Projects Officer to enter into contracts with Café Soul, the White Hart, Trevithick Market, Costa Coffee and the Vyvyan Arms, once the contract provided by the Council's Solicitors had been approved; was approved; and the expenditure from the Devolved Services budget was authorised**

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Proposed by Councillor Brown  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2778.5 RESOLVED:** **that the recommendation, that the terms of each agreement should be based on the service provided and payment made for both male and female facilities, disabled facilities and nappy changing facilities irrespective of whether they were provided separately or combined (e.g. unisex) was approved, and the expenditure from the Devolved Services budget was authorised**

Proposed by Councillor Brown  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2778.6 RESOLVED:** **that the recommendation, that the Town Council's logo should remain unchanged, but that the designer contracted for the Community Toilet Scheme marketing materials should also be contracted to do the work needed to bring the logo up to a high quality resolution, that could be used for whatever publication necessary, was approved; and the expenditure from the Devolved Services budget was authorised**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**FG.2778.7 RESOLVED:** **that the recommendation, that the Finance and General Purposes Committee approve a deadline of 12 noon on 12<sup>th</sup> June for the procurement process for the receipt of quotations for the marketing and promotional materials was approved; and the expenditure from the Devolved Services budget was authorised**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers



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**FG.2779.2 RESOLVED:** **that a report on the SLCC Digital Engagement Training Course was received and the recommendations to Full Council were: the Town Clerk is authorised to use Social Media on a number of platforms**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**FG.2779.3 RESOLVED:** **that a recommendation to Full Council was: the Town Clerk engage with IT services at Cornwall Council to enable digital engagement**

Proposed by Councillor Webber  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**FG.2780 TO APPROVE THE TRANSFER OF A SUM OF MONEY FROM DEVOLVED SERVICES REVENUE BUDGET TO THE AMENITIES BUDGET TO FUND THE ADDITIONAL COST OF GRASS CUTTING UNDER THE 2015 AGREEMENT WITH CORNWALL COUNCIL (C.3328.2 AND A.3549)**

The Town Clerk informed members the additional cutting of the grass verges was estimated to take fourteen days per year. The watering of the floral units in the town took three days a week during the summer period leaving only two days to do other work. The income from Cornwall Council under the new contract would be less this year. To employ the assistant handyman for an extra four weeks this year would cost £1,265.58, for one month would be £1,339.01.

**FG.2780.2 RESOLVED:** **that the transfer of £1,339.01 from the Devolved Services Revenue budget to the Amenities budget to employ the Assistant Handyman for an additional month regarding the grass cutting, under the 2015 Agreement with Cornwall Council (C.3328.2 and A.3549), was approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

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**FG.2781 TO APPROVE THE LOAN OF ROAD SIGNS, CONES AND HI-VISIBILITY VESTS TO THE TROON VILLAGE ASSOCIATION FOR THE TROON SUMMER FESTIVAL 2015**

**FG.2781.2 RESOLVED:** **that the loan of road signs, cones and hi-visibility vests to the Troon Village Association for the Troon Summer Festival 2015 was approved**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2782 TO APPROVE THE ATTENDANCE AT THE LOCAL COUNCIL ADVISORY SERVICE SEMINAR IN CALLINGTON ON 22<sup>ND</sup> JULY 2015 AND AUTHORISE EXPENDITURE ACCORDINGLY**

**FG.2782.2 RESOLVED:** **that the attendance of the Amenities Projects Officer at the Local Council Advisory Service Seminar in Callington on the 22<sup>nd</sup> July 2015 was approved, and the expenditure was authorised**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

**FG.2783 TO APPROVE ATTENDANCE AT THE TRAFFIC MANAGEMENT FOR COMMUNITY EVENTS TRAINING IN TRURO ON 15<sup>TH</sup> JUNE 2015 AND AUTHORISE EXPENDITURE ACCORDINGLY**

**FG.2783.2 RESOLVED:** **that the attendance of Councillors Winter, Ms Merrick and the Amenities Projects Officer at the Traffic Management for Community Events training in Truro on 15<sup>th</sup> June 2015 was approved, and the expenditure £210 was authorised**

Proposed by Councillor Krey  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2784 TO APPOINT MEMBERS TO THE RISK ASSESSMENT WORKING PARTY**

**FG.2784.2 RESOLVED:** **that Councillors Chalker, Godolphin, Krey, Odgers and Webber were**

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appointed as members of the Risk  
Assessment Working Party**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**FG.2785 TO APPOINT MEMBERS TO THE STAFFING WORKING PARTY**

**FG.2785.2 RESOLVED:** **that Councillors Brown, Chalker, Godolphin, Ms Robinson, and Webber were appointed as members of the Staffing Working Party**

Proposed by Councillor Krey  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2786 TO APPROVE A SCHEDULE FOR COUNCILLOR'S INTERNAL AUDIT DUTIES 2015/2016**

**FG.2786.2 RESOLVED:** **that a schedule for Councillor's Internal Audit Duties 2015/2016 was approved**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**FG.2787 TO EXCLUDE THE PRESS AND PUBLIC UNDER STANDING ORDER 90 IN VIEW OF THE CONFIDENTIAL NATURE OF BUSINESS ABOUT TO BE TRANSACTED AND INSTUCT THE PRESS AND PUBLIC TO WITHDRAW**

**FG.2787.2 RESOLVED:** **that in view of the confidential nature of business about to be transacted, under Standing Order 90, the press and public were excluded**

Proposed by Councillor Webber  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**FG.2788 TO RECEIVE THE SIX MONTH PERFORMANCE REVIEW FOR THE TOWN CLERK, AGREE ANY ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**



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Councillor Ms Robinson commended the Town Clerk on her excellent appraisal.

**FG.2788.2 RESOLVED:** **that the Town Clerk was authorised to undertake Digital Media training**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2788.3 RESOLVED:** **that the six month performance review for the Town Clerk 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 7.14pm.

SIGNED BY THE CHAIRMAN.....

DATE .....

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