

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 26th APRIL 2018**

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 April 2018 at 6.30 pm.

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

In Attendance: Amanda Mugford, Town Clerk; Samantha Hughes, Finance & Administration Officer; Janet Ritchie, Committee Support Officer.

The Chairman explained the safety procedures to all present.

FG.3300 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3300.2 RESOLVED: that the apologies from Councillors Morgan and Wilkins for non-attendance of the meeting of the Finance and General Purposes Committee held on the 26th April 2018 were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3301 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

No interests were declared.

FG.3302 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3303 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

FG.3304 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 22nd FEBRUARY 2018 AND THE CHAIRMAN TO SIGN THEM

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FG.3304.2 RESOLVED: **that the minutes of the meeting of the Finance and General Purposes Committee held on 22nd February 2018 were received, approved and signed by the Chairman with amendment to item FG.3279.4 which should have read "Councillor Atherfold"**

Proposed by Councillor Winter
Seconded by Councillor Mrs Dalley

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

FG.3305 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

FG.3288.5 The Town Clerk advised the meeting that to safeguard Library Earmarked Reserves, virement of funds had been made from the revenue budget. These had subsequently been adjusted back to Earmarked Reserves when preparing the Year End Accounts to ensure sufficient funds were available for the repairs to the Passmore Edwards building without negatively impacting the 2018/2019 revenue budget.

FG.3292.2 The Town Clerk advised that the Town Council's current IT provider, Cornwall Council, was proposing to charge £1500 to decommission ICT services. Access to the Council's files was needed to enable the new IT provider to migrate the files to this Council's own server at the Passmore Edwards building. She requested the Committee's approval to make the necessary arrangements in time to meet the scheduled ICT works.

FG.3305.2 RESOLVED: **to give delegated authority to the Chairman, Vice Chairman and Town Clerk to arrange decommissioning of this Council's files from Cornwall Council and their transfer by the new IT provider to the Town Council's own server at the Passmore Edwards building**

Proposed by Councillor Godolphin
Proposed by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3306 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR JANUARY 2018 FROM COUNCILLOR MS FOX AND COUNCILLOR WILKINS AND APPROVE ANY ACTION

FG.3306.2 RESOLVED: **that the Internal Audit Reports for 2018 by Councillors Ms Fox and Councillor Wilkins were received**

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Proposed by Councillor Ms Fox
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3307 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR FEBRUARY 2018 FROM COUNCILLOR MRS DALLEY AND COUNCILLOR MARSHALL AND APPROVE ANY ACTION

FG.3307.2 RESOLVED: that the Internal Audit Reports for 2018 by Councillor Mrs Dalley and Councillor Marshall were received

Proposed by Councillor Mrs Dalley
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

FG.3308 TO RECEIVE THE BANK RECONCILIATION AUDIT FOR QUARTER 4 2018/19 FROM COUNCILLOR WINTER

FG.3308.2 RESOLVED: that the Bank Reconciliation Audit for Quarter 4 2018/19 from Councillor Winter was received

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3309 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2018

FG.3309.2 RESOLVED: that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of February 2018 were received and approved

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3310 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION THE MONTH OF MARCH 2018

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FG.3310.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list and bank reconciliation for the month of March 2018 were received and approved**

Proposed by Councillor Marshall
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3311 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF APRIL 2018 UP TO DATE SCHEDULE TABLED AT THE MEETING

FG.3311.2 RESOLVED: **that the payment of invoices received for the month of April 2018 was approved**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3311.3 RESOLVED: **that the Town Clerk's travel expenses for the month of April 2018 were approved and that approval was granted to have the Consort's and Deputy Mayor's chains of office cleaned and updated at a cost of £146**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3312 TO APPROVE PAYMENTS FOR THE MONTH OF APRIL 2018 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING

FG.3312.2 RESOLVED: **that the payments for the month of April 2018 made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, were approved**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3313 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF MARCH 2018

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The Town Clerk advised that there were sufficient funds to meet this Council's financial commitments to the refurbishment of the Passmore Edwards Building but virement between reserves would be necessary. This had previously been approved by Full Council.

FG.3313.2 RESOLVED: **that the Ear-Marked Reserve Report for the month of March 2018 was received**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3314 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.3314.2 RESOLVED: **that subject to Standing Order 90 members of the public were 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**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

No members of the public were present.

FG.3315 GRANT AID APPLICATIONS

(i) Revitalise Respite Holidays (Localism Act 2011 s.1)

Discussion took place and consideration was given to the proportion of the amount requested compared to the number of recipients that would benefit from the grant.

FG.3315.2 RESOLVED: **to grant Revitalise Respite Holidays £250 under the power given by the Localism Act 2011 s.1**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Winter

On a vote being taken the matter was approved by a majority.

(ii) Gooseberry Bush Day Nursery (Local Government Act 1972 s.145)

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FG.3315.3 RESOLVED: **to grant Gooseberry Bush Day Nursery £100 under the power given by the Local Government Act 1972 s.145**

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved by a majority.

(iii) Veor RFC (Miscellaneous Provisions) Act 1976 s.19)

The Town Clerk read out correspondence received from the Chairman of Veor RFC stating that as the club had yet to find changing facilities for the forthcoming season, its future participation in the League was uncertain and members did not consider it appropriate to request funding from the Town Council at this time and thanked the Council for its support.

FG.3316 TO APPROVE A SPECIFICATION FOR CONSULTATION, SUPPLY AND INSTALLATION OF PLAY EQUIPMENT AT BEACON RECREATION GROUND

FG.3316.2 RESOLVED: **that a specification for consultation, supply and installation of play equipment at Beacon Recreation Ground was approved and was put out to tender**

Proposed by Councillor Atherfold
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

FG.3317 TO RECEIVE A VERBAL UPDATE FROM THE TOWN CLERK ON THE GENERAL DATA PROTECTION REGULATIONS 2018 AND AGREE ANY APPROPRIATE ACTION

The Town Clerk had taken legal advice which indicated that while this Council was expected to show evidence of the measures it was putting in place to comply with the new legislation, it was not expected that full compliance would be achieved by the implementation date because of the unrealistic timescale for completion. Further government legislation was being tabled to exempt all Parish Meetings and Parish Councils in England from the requirement of appointing a Data Protection Officer.

The Town Clerk was attending GDPR training to ensure that this Council was equipped to meet the requirements for GDPR compliance.

FG.3317.2 RESOLVED: **that a verbal update from the Town Clerk on the General Data Protection Regulations 2018 was received and that the Town Clerk was attending GDPR training**

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Proposed by Councillor Atherfold
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

FG.3318 TO APPROVE A DRAFT DESIGN FOR THE ANNUAL REPORT 2018, AGREE QUANTITIES FOR PRINTING AND AUTHORISE EXPENDITURE ACCORDINGLY

The Town Clerk requested the Committee's approval to commission a professional photographer to compile a library of images for the Town Council to use in its Annual Report and future publications, as the present images were not of a sufficient quality for reproduction.

After discussion it was agreed that 100 copies of the Annual Report were to be produced.

FG.3318.2 RESOLVED: **that a draft design for the Annual Report 2018 was approved and that (i) this Council commissioned a photographer for a series of photographs up to a cost of £500; and (ii) that 100 copies of the Annual Report were produced with the associated expenditure authorised**

Proposed by Councillor Godolphin
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3319 TO NOTE ARRANGEMENTS FOR THE SUPPLY OF ELECTRICITY TO THE PASSMORE EDWARDS BUILDING

FG.3319.2 RESOLVED: **that arrangements for the supply of electricity to the Passmore Edwards building were noted**

Proposed by Councillor Atherfold
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3320 TO NOTE ROYAL MAIL TARIFF CHANGES

FG.3320.2 RESOLVED: **that Royal Mail tariff changes were noted**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

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FG.3321 TO RECEIVE A SERVICE UPDATE FROM UNITY TRUST BANK

FG.3321.2 RESOLVED: **that a Service Update from Unity Trust Bank was received**

Proposed by Councillor Winter
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3322 TO RECEIVE CORRESPONDENCE FROM RECIPIENTS OF GRANT FUNDING:

- **West Cornwall Diabetes**
- **Camborne Cricket Club**
- **Cruse Bereavement Care**
- **Porth Eden**

FG.3322.2 RESOLVED: **that correspondence from West Cornwall Diabetes, Camborne Cricket Club, Cruse Bereavement Care and Porth Eden was received**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3323 THAT THE COUNCIL RESOLVES, UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

FG.3323.2 RESOLVED: **that in view of the confidential nature of business about to be discussed, under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded**

Proposed by Councillor Godolphin
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

FG.3324 TO REVIEW INSURANCE REQUIREMENTS AND RECEIVED QUOTATIONS FOR INSURANCE COVER, APPROVE A PROVIDER AND AUTHORISE EXPENDITURE ACCORDINGLY

Members considered the quotations provided and it was resolved that a 5-year quotation would be the most prudent option to choose.

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