

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

MINUTES of the Extraordinary meeting of Camborne Town Council held in Room GW03 (Ground Floor West 03), Cornwall Council One Stop Shop, Dolcoath Avenue, Camborne on Tuesday 25th November 2014 at 6.30 pm.

PRESENT Councillor C Godolphin Chairman
Councillor T Chalker Vice Chairman

Councillor M Brown
Councillor A Crickett
Councillor Mrs V Dalley
Councillor T Dalley
Councillor Ms Z Fox
Councillor Ms J Merrick
Councillor S Odgers
Councillor Ms J Robinson
Councillor G Taylor
Councillor R Webber
Councillor R B White

In Attendance: Amanda Mugford, Town Clerk; Beverley Pascoe, Deputy Town Clerk;
Chris Rolley, Chris Rolley Associates

The Chairman explained the safety procedures to all present.

C.3204 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.3204.2 RESOLVED: that the apologies from Councillors Champion, Chapman, Everett and Gillingham for non-attendance at the extraordinary meeting of the Full Council held on 25th November 2014 were received

Proposed by Councillor Taylor
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

C.3205 TO RECEIVE THE RESULTS OF THE BY ELECTION HELD ON 13TH NOVEMBER 2014 FOR THE CAMBORNE ROSKEAR WARD

The Chairman congratulated Councillor Trevor Dalley on being elected to the Roskear Ward of Camborne Town Council and welcomed him to the Council.

C.3205.2 RESOLVED: that the results of the by election held on 13th November 2014 were received

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

C.3206 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

There were no declarations.

C.3207 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

Due to health reasons the Chairman allowed Councillor T Dalley to remain seated when addressing the meeting.

C.3208 PUBLIC PARTICIPATION (subject to standing order 94 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 member of the public was present.

C.3209 TO APPOINT A COUNCILLOR TO FILL THE VACANCY ON THE BUDGET AND DEVELOPMENT COMMITTEE

C.3209.2 RESOLVED: that Councillor T Dalley is appointed to fill the vacancy on the Budget and Development Committee

Proposed by Councillor Mrs Dalley
Seconded by Councillor Crickett

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

C.3210 TO EXCLUDE THE PUBLIC AND PRESS BY RESOLUTION IN ACCORDANCE WITH STANDING ORDER 61 AND 94 'THAT IN THE VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW'

No member of the public was present

C.3211 TO RECEIVE A REPORT FROM MR C ROLLEY ON THE ROOT AND BRANCH REVIEW OF CAMBORNE TOWN COUNCIL CARRIED OUT BY CHRIS ROLLEY ASSOCIATES

Mr Rolley thanked Councillors, the Town Clerk and staff for their input into the Review and their attendance at the Vision Day. He said the review was a critique not critical of the Council. In terms of its Governance and Policies the Council was very 'sound'. The standing orders reflected the latest model and the Financial Regulations were thorough. He had made some changes and these were contained in the report. The first third of the report was

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

on Governance. He drew members' attention to the committee structure, delegation and budgets. The second part of the report was about services and devolution and the final part about resources. He welcomed any questions and members discussed various aspects of the report.

C.3212 TO CONSIDER THE RECOMMENDATIONS OF THE ROOT AND BRANCH REVIEW AND RESOLVE AS CONSIDERED APPROPRIATE

- C.3212.2 RESOLVED:** **to approve recommendation 1: That Camborne Town Council should keep abreast of progress in formulation of the National Awards scheme, with a view to achieving accreditation at the earliest opportunity, subject to meeting appropriate criteria (Short/Medium Term)**

Proposed by Councillor Webber
Seconded by Councillor Fox

On a vote being taken the matter was approved unanimously

- C.3212.3 RESOLVED:** **to approve recommendation 2: That Camborne Town Councillors should enhance their engagement with the public both through formal engagement strategies and individually organised surgeries in order to enhance the profile of councillors and the Council in the community (Short Term)**

Proposed by Councillor Brown
Seconded by Councillor Crickett

On a vote being taken the matter was approved unanimously

- C.3212.4 RESOLVED:** **to approve recommendation 3: That the Council should review its need for a legal advice service following discussions with Cornwall Association of Local Councils, and with other local councils in Cornwall, in order to properly assess the need for such services and whether joint purchasing might produce more cost-effective benefits (Medium Term)**

Proposed by Councillor Crickett
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

- C.3212.5 RESOLVED:** **to approve recommendation 4: The Council should delete current Standing Orders 78 – 82 inclusive and replace with a new Standing Order 78 stating “procurement policies including values for which quotations and tenders will be required and specifying minimum numbers of quotations and tenders to be sought for each value.” (Short Term)**

Proposed by Councillor Crickett
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously

- C.3212.6 RESOLVED:** **to approve recommendation 5: Change all Standing Order numbers after newly revised Standing Order 78 to reflect the loss of current Standing Order numbers 79 – 82 inclusive (Short Term)**

Proposed by Councillor Crickett
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously

- C.3212.7 RESOLVED:** **to approve recommendation 6: Amend Standing Order 105 (v) to state “procurement policies including values for which quotations and tenders will be required and specifying minimum numbers of quotations and tenders to be sought for each value” and delete bracketed reference to European Union Public Sector Procurement after Standing Order 106 (Short Term)**

Proposed by Councillor Crickett
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously

- C.3212.8 RESOLVED:** **to approve recommendation 7: To approve the amended Financial Regulations as attached to this report as Appendix A (Short Term)**

Proposed by Councillor Crickett
Seconded by Councillor Ms Merrick

On a vote being taken the matter was approved unanimously

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

C.3212.9 RESOLVED: **to approve recommendation 8: That Council should approve the draft Scheme of Delegation attached to this report as Appendix B and this be agreed as an integral element within the Council's Standing Orders (Short Term)**

Proposed by Councillor Crickett
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously

C.3212.10 RESOLVED: **to approve recommendation 9: That with effect from 2015/2016 civic year the Planning Committee should be re-named Planning and Development Committee and the Budget and Development Committee should be re-named Finance and General Purposes Committee and, if agreed, all governance documents including Standing Orders and Financial Regulations should be amended to reflect such changes (Short Term)**

Proposed by Councillor Crickett
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously

C.3212.11 RESOLVED: **to approve recommendation 10: That Council should reduce the frequency of Planning and Development Committee meetings to three-weekly from the commencement of 2015/2016 civic year (Short Term)**

Proposed by Councillor Webber
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously

C.3212.12 RESOLVED: **to approve recommendation 11: That Council should consider reducing the frequency of the two other Standing Committees to bi-monthly with effect from the commencement of 2015/2016 civic year (Short Term/Medium)**

Proposed by Councillor Ms Merrick
Seconded by Councillor Odgers

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

On a vote being taken the matter was approved unanimously

- C.3212.13 RESOLVED:** **to approve recommendation 12: That the Council should adopt a Communications Strategy in line with the example set out in paragraph 3.48 of this review report, and a Transparency Policy when further information regarding the new regulations is known (Short Term)**

Proposed by Councillor Ms Merrick
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously

- C.3212.14 RESOLVED:** **to approve recommendation 13: That the Council should introduce a structured Performance Management System, working with similar-sized Councils within the sector to utilise existing best practice wherever possible, and that there should be regular reporting (Medium Term)**

Proposed by Councillor Odgers
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously

- C.3212.15 RESOLVED:** **to approve recommendation 14: to officially receive the notes of the Corporate Plan Vision Day held in Camborne on 18 October 2014, attached to the review report as Appendix D, and agree that they form the basis of the Council's Corporate Plan, a draft initial proposal for this being received under separate cover (Short Term)**

Proposed by Councillor Crickett
Seconded by Councillor Ms J Robinson

On a vote being taken the matter was approved unanimously

- C.3212.16 RESOLVED:** **to approve recommendation 15: That Camborne Town Council should ensure proper application of the Section 137 Free Resource powers where no other powers exist and where use is in the interests of the area or its inhabitants (Short Term)**

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

Proposed by Councillor Brown
Seconded by Councillor White

On a vote being taken the matter was approved unanimously

C.3212.17 RESOLVED: **to approve recommendation 16: That the Council should advise Cornwall Council that it is committed to playing a positive and constructive role with regard to the future delivery of discretionary services in Camborne, subject to a phased approach to any service transfers and to the unencumbered transfer of freehold assets at nil cost where these are considered to be an integral element within the service provision (Short Term/Medium/Long Term)**

Proposed by Councillor Ms Robinson
Seconded by Councillor Ms Merrick

On a vote being taken the matter was approved unanimously

C.3212.18 RESOLVED: **to approve recommendation 17: That the Council should seriously evaluate, in conjunction with the Camborne Bid team and the Camborne Chamber of Commerce the opportunity to create a network of well signposted and badged community toilets geographically located at strategic locations within the Town Centre either as a cost-effective alternative to or in conjunction with existing provision at Rosewarne (Short Term)**

Proposed by Councillor Odgers
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously

C.3212.19 RESOLVED: **to defer recommendation 18: That the Town Council should resume formal membership on the BID Camborne Board with the Town Clerk attending future meetings and elected members should work actively both formally and informally with both the BID and Camborne Chamber of Commerce in promoting the Town's business economy**

Proposed by Councillor Crickett
Seconded by Councillor Odgers

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

On a vote being taken the matter was approved unanimously

C.3212.20 RESOLVED: **to approve recommendation 19: The appropriate evaluated grade for the post of Town Clerk is grade LC3 substantive (spinal points 43 – 47) plus a qualification increment for CiLCA based on the NALC/SLCC approved scale, but the salary of the current post holder be confirmed on a personal to post holder protected basis of spinal point 49 (Short Term)**

Proposed by Councillor Godolphin
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously

C.3212.21 RESOLVED: **to approve recommendation 20: The current post of Deputy Town Clerk should be re-titled Office Manager and be reassessed at spinal points 22-25 (Short Term)**

Proposed by Councillor Crickett
Seconded by Councillor White

On a vote being taken the matter was approved unanimously

C.3212.22 RESOLVED: **to approve recommendation 21: The appropriate evaluated grade for the post of Administrative Assistant is spinal points 11-12 or the living wage whichever is the greater (Short Term)**

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously

C.3212.23 RESOLVED: **to approve recommendation 22: The appropriate evaluated grade for the post of Handyman is spinal points 13-15, but the salary of the current post holder be confirmed on a personal to post holder protected basis of spinal point 16 (Short Term)**

Proposed by Councillor Webber
Seconded by Councillor Ms Robinson

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

On a vote being taken the matter was approved unanimously

- C.3212.24 RESOLVED:** **to approve recommendation 23: To agree the proposed job description for the post of Handyman (following early negotiated agreement with the post holder) and the person specification, as attached to this review report as Appendices G and H (Short Term)**

Proposed by Councillor Webber
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously

- C.3212.25 RESOLVED:** **to approve recommendation 24: The appropriate evaluated grade for the Assistant Handy Person is spinal points 11-12 or the living wage whichever is the greater (Short Term)**

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously

- C.3212.26 RESOLVED:** **to approve recommendation 25: To approve the appointment of a new post of Amenities and Projects Officer from 2015/2016 financial year on a grade of spinal points 22 – 25 inclusive (Short Term)**

Proposed by Councillor Odgers
Seconded by Councillor Ms Merrick

On a vote being taken the matter was approved unanimously

- C.3212.27 RESOLVED:** **to defer to the Staffing Working Party recommendation 26: To agree the proposed job description for the post of Amenities and Projects Officer and the person specification for the post, as attached to this review report as Appendices I and J (Short Term)**

Proposed by Councillor Webber
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

- C.3212.28 RESOLVED:** **to approve recommendation 27: That the current Deputy Town Clerk post, to be re-designated Offices Services Manager, should ultimately be made a full-time position but negotiation should be undertaken with the current post holder to establish what opportunities there may be for additional hours working over and above the existing contractual agreement on a temporary basis until her retirement (Short Term/Medium)**

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously

- C.3212.29 RESOLVED:** **to approve recommendation 28: To agree the person specification for the newly proposed post of Office Services Manager (currently Deputy Town Clerk) attached to the report as Appendix K (Short Term)**

Proposed by Councillor Webber
Seconded by Councillor Ms Merrick

On a vote being taken the matter was approved unanimously

- C.3212.30 RESOLVED:** **to approve recommendation 29: To approve the proposed Establishment Structure, attached to this report as Appendix L. (Short Term)**

Proposed by Councillor Webber
Seconded by Councillor Crickett

On a vote being taken the matter was approved unanimously

- C.3212.31 RESOLVED:** **to approve recommendation 30: To ensure the Administrative Assistant is fully trained in all aspects of the job requirements as set out within her approved job description with particular regard to full competency in use of the accounting package (Short Term/Medium)**

Proposed by Councillor Ms Merrick
Seconded by Councillor White

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

On a vote being taken the matter was approved unanimously

- C.3212.32 RESOLVED:** **to approve recommendation 31: That for all future recruitments the Town Council should ensure prior to commencement of the process that all person specification documents are appropriate and relevant to meet the demands of the post being advertised in order to attract and appoint the highest quality candidates. (Short Term/Medium/Long Term)**

Proposed by Councillor Crickett
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously

- C.3212.33 RESOLVED:** **to approve in principal and defer to the Staffing Working Party recommendation 32: That Council needs to determine who is responsible for completion of the Town Clerk's appraisals and to ensure that such elected member is fully trained to undertake this in accordance with the Council's procedures. (Short Term)**

Proposed by Councillor Ms Fox
Seconded by Councillor Ms Merrick

On a vote being taken the matter was approved unanimously

- C.3212.34 RESOLVED:** **to approve recommendation 33: That the Town Council should adopt policies and procedures for matters of discipline and grievance at the earliest opportunity based upon the model documents produced by the Society of Local Council Clerks and as attached to this document as Appendices M and N respectively. (Short Term)**

Proposed by Councillor Odgers
Seconded by Councillor White

On a vote being taken the matter was approved unanimously

- C.3212.35 RESOLVED:** **to approve recommendation 34: That as time permits the Town Council should produce other HR policies and procedures where policies are not currently in place, including for Lone**

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

Workers, Bullying and Harassment, Jury Service and Whistleblowing, utilising model documents produced by the Society of Local Council Clerks where such already exist. (Short Term/Medium)

Proposed by Councillor Crickett
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously

C.3212.36 RESOLVED: **to approve recommendation 35: That the Council should enter into a contractual arrangement with a specialist HR company, such as Peninsula or Ellis Whittam for example, in order to ensure the Council properly addresses the risks associated with employment based issues, not having the requisite experience within its own establishment, a shortfall common to virtually all local councils. (Medium)**

Proposed by Councillor Crickett
Seconded by Councillor Webber

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

C.3212.37 RESOLVED: **to approve recommendation 36: That the Council should for 2015/2016 financial year review the level of precept demand to be served on Cornwall Council having regard to the service pressures on the Town Council emanating from implementing the root and branch review, Cornwall Council cutbacks including reductions in Council Tax support grant, and the likely cost implications of service transfers and devolution. (Short Term)**

Proposed by Councillor Crickett
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously

C.3212.38 RESOLVED: **to approve and defer to the Budget and Development Committee meeting on 27th**

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

**November 2014 recommendation 37:
That Council should review its budget
layout along the lines of the proposal set
out in Appendix O with effect from
2015/2016 financial year. (Short Term)**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously

C.3212.39 RESOLVED: **to approve and defer to the Budget and Development Committee meeting on the 27th November 2014 recommendation 38: That Council should review its use of earmarked reserves and prior to 2015/2016 financial year ensure that these are being properly applied and that where current earmarked reserves are considered inappropriate the items be un-earmarked by resolution with the appropriate sums being transferred back into general reserves. (Short Term)**

Proposed by Councillor Ms Merrick
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously

C.3212.40 RESOLVED: **to approve recommendation 39: That Camborne Town Council should request the Town Council's officers to undertake an evaluation of their accounting needs with a view to satisfying whether the current Scribe package is most appropriate to meet the Council's developing needs and if not to evaluate other options for purchase including the RBS Omega package. (Short Term/Medium)**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously

C.3213 TO APPROVE THE DRAFT CORPORATE PLAN (REF. RECOMMENDATION 14 OF THE ROOT AND BRANCH REVIEW) FOR CONSULTATION AND AGREE ACTION ACCORDINGLY

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 25TH NOVEMBER 2014**

C.3213.2 RESOLVED: to approve the draft corporate plan; the document to be produced in the Camborne Town Council house style with the addition of photographs to be brought back to Full Council for final approval before being put out to consultation

Proposed by Councillor Odgers
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously

There being no further business the Chairman closed the meeting at 8.04 pm.

SIGNED BY THE CHAIRMAN.....

DATE