

**CAMBORNE TOWN COUNCIL  
FULL COUNCIL 10<sup>TH</sup> MAY 2018**

MINUTES of the meeting of Camborne Town Council held in Room GW03 (Ground Floor West 03), Cornwall Council One Stop Shop, Dolcoath Avenue, Camborne on Thursday 10<sup>th</sup> May 2018 at 6.00 pm.

PRESENT Councillor D Wilkins Chairman  
Councillor Mrs V Dalley Vice Chairman  
Councillor D Atherfold  
Councillor J Barclay  
Councillor M Champion  
Councillor J Collins  
Councillor T Dalley  
Councillor Ms Z Fox  
Councillor J E Gillingham  
Councillor C Godolphin  
Councillor J Herd  
Councillor V Kelynack  
Councillor R Marshall  
Councillor J Morgan  
Councillor M Pearce

In Attendance: Amanda Mugford, Town Clerk; Alec Webb, Amenities & Projects Officer; Janet Ritchie, Committee Support Officer; Mr Philip Godolphin; 59 members of the public.

The Chairman explained the safety procedures to all present.

**C.4225 TO ELECT AND INSTALL THE TOWN MAYOR FOR THE ENSUING MUNICIPAL YEAR AND TO RECEIVE THE REMARKS FROM THE RETIRING MAYOR**

Events attended by the Mayor representing the Council were as follows:

April 26th Larger Councils Meeting at Penzance;  
May 4th Cornwall Council Chairman's Charity Concert at Hall for Cornwall;  
May 5th VE Day Commemoration at the War Memorial;  
May 8th Flora Day, Helston.

During her past year as Mayor Councillor Mrs Dalley had attended 75 civic engagements and meetings. She commented on the progress that had been made on the devolution agenda; the Council could be proud of its newly refurbished Passmore Edwards building, which was nearing completion. Councillor Mrs Dalley thanked the Deputy Mayor, Town Clerk and staff for their support in what had been a very busy municipal year for the Council. She thanked Councillor Trevor Dalley for his support to her as Mayor's Consort throughout the year.

**C.4225.2 RESOLVED: that Councillor Wilkins was elected as the Town Mayor for the ensuing municipal year**

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Proposed by Councillor Collins  
Seconded by Councillor Marshall

On a vote being taken the matter was approved by a majority, with one abstention.

**C.4226 THE MAYOR MAKES THE DECLARATION OF ACCEPTANCE OF OFFICE**

The Mayor Councillor Wilkins signed the Declaration of Acceptance of Office.

**C.4227 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

- C.4227.2 RESOLVED:** **that apologies from Councillors Goodman and Winter for non-attendance at the meeting of the Full Council on 10<sup>th</sup> May were accepted**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.4228 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 of interests.

**C.4229 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**C.4230 TO ELECT AND INSTALL THE DEPUTY MAYOR FOR THE ENSUING MUNICIPAL YEAR**

- C.4230.2 RESOLVED:** **that Councillor Mrs Dalley was elected as the Deputy Mayor for the ensuing municipal year**

Proposed by Councillor Collins  
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

**C.4231 THE DEPUTY MAYOR MAKES THE DECLARATION OF ACCEPTANCE OF OFFICE**

Deputy Mayor Councillor Mrs Dalley signed the Declaration of Acceptance of Office.

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**C.4232 TO CONSIDER AND APPROVE THE PAYMENT OF ANY SUBSCRIPTIONS FALLING TO BE PAID ANNUALLY:**

- i) Cornwall Association of Local Councils**
- ii) Zurich Local Council Advisory Service**
- iii) Society of Local Council Clerks**
- iv) Tozers Council Legal Advice Service**
- v) South West Councils**

**C.4232.2 RESOLVED:** that the subscription payments for Cornwall Association of Local Councils Zurich Local Council Advisory Service Society of Local Council Clerks Tozers Council Legal Advice Service South West Councils; were approved

Proposed by Councillor T Dalley  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

**C.4233 TO RECEIVE SUCH COMMUNICATIONS AS THE PRESIDING CHAIRMAN MAY WISH TO LAY BEFORE THE COUNCIL**

The Committee Support Officer, Janet Ritchie, was congratulated for passing her ILCA Level 2 examination and was presented with her ILCA Certificate by the Chairman.

Councillor Wilkins thanked Councillors for his appointment as Mayor and was looking forward to his forthcoming year with the Council.

**C.4234 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)**

A member of the public wished the new Mayor well and thanked the outgoing Mayor and Deputy Mayor and the Town Council staff.

**C.4235 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON THE 12<sup>TH</sup> APRIL 2018 AND THE CHAIRMAN TO SIGN THEM**

**C.4235.2 RESOLVED:** that the minutes of the meeting of the Full Council held on the 12<sup>th</sup> April 2018 were received, approved and signed by the Chairman

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Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.4236 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

i) Planning & Development Committee 3rd April 2018

**C.4236.2 RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on the 3rd April 2018 were received**

Proposed by Councillor Collins  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

ii) Planning & Development Committee 24<sup>th</sup> April 2018

**C.4236.3 RESOLVED: that the minutes of the meeting of the Planning & Development Committee held on the 24<sup>th</sup> April 2018 were received**

Proposed by Councillor Collins  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

iii) Finance & General Purposes Committee 26<sup>th</sup> April 2018

**C.4236.4 RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on the 26<sup>th</sup> April 2018 were received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Atherfold

On a vote being taken matter was approved unanimously.

**C.4237 TO RECEIVE THE MINUTES AND NOTES OF THE FOLLOWING MEETINGS**

i) Society of Local Council Clerks (SLCC) Cornwall Branch Meeting, 6<sup>th</sup> December 2017

**C.4237.2 RESOLVED: that the minutes of the meeting of the Society of Local Council Clerks (SLCC) Cornwall Branch Meeting held on the 6<sup>th</sup>**

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**December 2017 were received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

ii) BID Camborne 42<sup>nd</sup> Board Meeting, 16<sup>th</sup> January 2018

**C.4237.3 RESOLVED: that the minutes of the meeting of BID Camborne 42<sup>nd</sup> Board Meeting held on 16<sup>th</sup> January 2018 were received**

Proposed by Councillor Morgan  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

iii) Cornwall Association of Local Councils (CALC) Meeting, 24<sup>th</sup> January 2018

**C.4237.4 RESOLVED: that the minutes of the meeting of Cornwall Association of Local Councils (CALC) held on the 24<sup>th</sup> January 2018 were received**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

iv) TVA and Team Troon Meeting, 20<sup>th</sup> March 2018

**C.4237.5 RESOLVED: that the minutes of the meeting of TVA and Team Troon held on 20<sup>th</sup> March 2018 were received**

Proposed by Councillor Kelynack  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

v) Camborne Produce Market Meeting, 26<sup>th</sup> March 2018

**C.4237.6 RESOLVED: that the minutes of the meeting of Camborne Produce Market meeting held on 26<sup>th</sup> March 2018 were received**

Proposed by Councillor Collins  
Seconded by Councillor Barclay

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On a vote being taken the matter was approved unanimously.

vi) Local Liaison Group Meeting, 28<sup>th</sup> March 2018

**C.4237.7 RESOLVED: that the minutes of the meeting of the Local Liaison Group meeting held on 28<sup>th</sup> March 2018 were received**

Proposed by Councillor Marshall  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

vii) The Camborne Regeneration Forum, 9<sup>th</sup> April 2018

**C.4237.8 RESOLVED: that the minutes of the meeting of The Camborne Regeneration Forum held on 9<sup>th</sup> April 2018 were received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

viii) Camborne, Pool, Illogan and Redruth Community Network meeting, 11<sup>th</sup> April 2018

**C.4237.9 RESOLVED: that the minutes of the meeting of Camborne, Pool, Illogan and Redruth Community Network meeting held on 11<sup>th</sup> April 2018 were received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.4238 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

Concern was expressed that only two Councillors had attended the recent Cornish language training session; however it was noted that some members may not have been able to attend because the session had been re-arranged at short notice.

Councillors were commended for their input into the recent Camborne, Pool, Illogan and Redruth Community Network meeting.

**C.4239 TO ADOPT STANDING ORDERS (C.4177.2)**

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**C.4239.2 RESOLVED:** **that Standing Orders (resolution C.4177.2) were adopted**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.4240 TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2017/2018 FOR SIGNING BY THE CHAIRMAN**

**C.4240.2 RESOLVED:** **that Camborne Town Council answer yes to 'We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements'; was approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

**C.4240.3 RESOLVED:** **that Camborne Town Council answer yes to 'We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness'; was approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.4240.4 RESOLVED:** **that Camborne Town Council answer yes to 'We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have significant financial effect on the ability of this smaller authority to conduct its business or on its finances'; was approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

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- C.4240.5 RESOLVED:** **that Camborne Town Council answer yes to 'We provided proper opportunity during the year for the exercise of electors rights in accordance with the requirements of the Accounts and Audit Regulations'; was approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

- C.4240.6 RESOLVED:** **that Camborne Town Council answer yes to 'We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required'; was approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

- C.4240.7 RESOLVED:** **that Camborne Town Council answer yes to 'We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems'; was approved**

Proposed by Councillor Wilkins  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

Three members of the public entered the meeting at 6.24pm

- C.4240.8 RESOLVED:** **that Camborne Town Council answer yes to 'We took appropriate action on all matters raised in reports from internal and external audit'**

Proposed by Councillor Champion  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.



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- C.4240.9 RESOLVED:** that Camborne Town Council answer yes to 'We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements'

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

Two members of the public entered the meeting at 6.25pm

- C.4240.10 RESOLVED:** that the Annual Governance Statement 2017/2018 was approved for signing by the Chairman

Proposed by Councillor Godolphin  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

- C.4241 TO APPROVE THE ACCOUNTING STATEMENTS 2017/2018 FOR SIGNING BY THE CHAIRMAN**

The Accounting Statements 2017/2018 were already signed by the Town Clerk.

- C.4241.2 RESOLVED:** that Accounting Statements 2017/2018 were approved; for signing by the Chairman

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Mrs Marshall

On a vote being taken the matter was approved unanimously.

- C.4242 TO APPROVE THE ANNUAL RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2018**

- C.4242.2 RESOLVED:** that the Annual Return for the year ended 31st March 2018 was approved

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

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**C.4243 TO RECEIVE AND APPROVE THE ANNUAL REPORT 2017/2018**

The Town Clerk was thanked for her work in publishing the Annual Report 2017/2018.

**C.4243.2 RESOLVED: that the Annual Report 2017/2018 was received and approved**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.4244 TO NOTE THE APPOINTMENT OF THE MAYOR AS EX-OFFICIO TO CAMBORNE TOWN BAND AND CAMBORNE TWINNING ASSOCIATION**

**C.4244.2 RESOLVED: that the appointment of the Mayor as ex-officio to Camborne Town Band and Camborne Twinning Association was noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.4245 TO APPOINT REPRESENTATIVES TO THE FOLLOWING OUTSIDE BODIES:**

- 1. Association of Larger Local Councils in Cornwall (ALLCIC) (The Clerk + 1 and 2 deputies)**
- 2. Cornwall Association of Local Councils (CALC) (The Clerk + 1 and 2 deputies)**
- 3. Cornish Language Fellowship (1)**
- 4. Camborne Regeneration Forum (The Mayor + 2)**
- 5. Camborne Trevithick Day Committee (The Mayor, Deputy Mayor + 1)**
- 6. Citizens Advice (1)**
- 7. CPIR Community Network Panel (1)**
- 8. Coastline Homeless Service**
- 9. Cornwall Community Flood Forum (1)**
- 10. Cornwall Deaf Centre (1)**
- 11. The Homeless Action Group (1)**
- 12. NHS Reference Group**
- 13. Police Liaison Group (1 for each ward)**
- 14. Timeline Regeneration Project**
- 15. Troon Village Association**
- 16. West Cornwall CCTV Management Group( The Clerk +1)**

Items 1 & 2 were taken together as one item

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**C.4245.2 RESOLVED:** that the Town Clerk and the Mayor were appointed to represent the Council to the Association of Larger Local Councils in Cornwall (ALLCIC) and the Cornwall Association of Local Councils (CALC) and Councillor Mrs Dalley & the Amenities & Projects Officer were appointed as deputies

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.4245.3 RESOLVED:** that Councillor Champion was appointed as the Town Council representative to the Cornish Language Fellowship

Proposed by Councillor Godolphin  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.4245.4 RESOLVED:** that the Mayor, Councillors Collins & Ms Fox were appointed as the Town Council representatives to the Camborne Regeneration Forum and Councillors Morgan & Kelynack as Deputies

Proposed by Councillor Champion  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**C.4245.5 RESOLVED:** that the Mayor, the Deputy Mayor and Councillor Winter were appointed as the Town Council's representatives to the Camborne Trevithick Day Committee

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.4245.6 RESOLVED:** that Councillor Mrs Dalley was appointed as the Town Council's representative to Citizens Advice

Proposed by Councillor Collins  
Seconded by Councillor Atherfold

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

**C.4245.7 RESOLVED:** **that Councillor Morgan was appointed as the Town Council's representative on the CPIR Community Network Panel**

Proposed by Councillor Herd  
Seconded by Councillor Collins

On a vote being taken the matter was approved by a majority (5 in favour, 3 against, 4 abstentions).

A motion that Councillor Ms Fox was appointed as the Town Council's representative on the CPIR Community Network Panel fell on the vote.

Proposed by Councillor Barclay  
Seconded by Councillor Gillingham

4 in favour, 5 against, 4 abstentions.

**C.4245.8 RESOLVED:** **that Councillor Kelynack was appointed as the Town Council's representative on the Coastline Homeless Service**

Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.4245.9 RESOLVED:** **that Councillor Ms Fox was appointed as the Town Council's representative on Cornwall Community Flood Forum**

Proposed by Councillor Atherfold  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.4245.10 RESOLVED:** **that Councillor Mrs Dalley was appointed as the Town Council's representative for the Cornwall Deaf Centre**

Proposed by Councillor Mrs Dalley  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

**C.4245.11 RESOLVED:** **that Councillor Kelynack was appointed as the Town Council's representative for the Homeless Action Group**

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Proposed by Councillor Ms Fox  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.4245.12 RESOLVED:** **that Councillor Ms Pearce was appointed as the Town Council's representative for the NHS Reference Group**

Proposed by Councillor Ms Pearce  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

Items C.3965.13, C.3965.14, C.3965.15, C.3965.16 and C.3965.17 were taken en bloc

**C.4245.13 RESOLVED:** **that the Town Council's appointed representative on the Police Liaison Group for the Treslothan Ward was Councillor Atherfold**

**C.4245.14 RESOLVED:** **that the Town Council's appointed representative on the Police Liaison Group for the Trelowarren Ward was Councillor Mrs Dalley**

**C.4245.15 RESOLVED:** **that the Town Council's appointed representative on the Police Liaison Group for the Roskear Ward was Councillor Lemon**

**C.4245.16 RESOLVED:** **that the Town Council's appointed representative on the Police Liaison Group for the Treswithian Ward was Councillor Morgan**

**C.4245.17 RESOLVED:** **that the Town Council's appointed representative on the Police Liaison Group for the Pendarves Ward was Councillor Collins**

Proposed by Councillor Champion  
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

**C.4245.18 RESOLVED:** **that the Town Council did not appoint a representative on the Timeline Regeneration Project**

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Proposed by Councillor Ms Fox  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

- C.4245.19 RESOLVED:** **that the Town Council's appointed representatives on the Troon Village Association were Councillors Barclay & Kelynack**

Proposed by Councillor Godolphin  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

- C.4245.20 RESOLVED:** **that Town Clerk and Councillor Morgan were appointed as the Town Council's representatives on the West Cornwall CCTV Management Group**

Proposed by Councillor Collins  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Two members of the public entered the meeting at 6.41pm

**C.4246 TO APPROVE A SPECIFICATION FOR A REVIEW OF THE ORGANISATION STRUCTURE AND STAFFING**

- C.4246.2 RESOLVED:** **that a specification for a Review of the Organisation Structure and Staffing was approved**

Proposed by Councillor Ms Fox  
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

**C.4247 TO RECEIVE A REPORT FROM 3HW ARCHITECTURE AND DESIGN REGARDING THE PASSMORE EDWARDS BUILDING AND AGREE ANY ACTION**

The Town Clerk advised that work was on schedule for practical completion and handover of the Passmore Edwards building on 31<sup>st</sup> May.

An upgrade of the Council's contract with Ricoh had been negotiated and would reduce the monthly spend on photocopying, for which the Finance & Administration Officer was thanked.

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- C.4247.2 RESOLVED:** **that a report from 3HW Architecture and Design regarding the Passmore Edwards building was received and that no further action was required**

Proposed by Councillor Godolphin  
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

**C.4248 TO APPROVE ARRANGEMENTS FOR THE DUTIES OF DATA PROTECTION OFFICER**

The Town Clerk advised that although [an amendment tabled to](#) GDPR legislation had indicated that this Council would not require a Data Protection Officer, the GDPR Bill was still awaiting its final reading. To ensure compliance, the Town Clerk requested approval [designated responsibilities for the duties of Data Protection Officer as an interim measure.](#)

- C.4248.2 RESOLVED:** **that the Town Clerk was [approved](#) to carry out the duties of Data Protection Officer, in compliance with the General Data Protection Act 2018 [as an interim measure](#)**

Proposed by Councillor Ms Fox  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

**C.4249 TO APPROVE TEMPORARY OFFICE OPENING HOURS DUE TO THE RELOCATION TO THE PASSMORE EDWARDS BUILDING**

The Town Clerk requested that the Town Council Offices were closed to the public during the two weeks commencing 29<sup>th</sup> May and 4<sup>th</sup> June, while office staff undertook the move to the Passmore Edwards building. The Council could still be contacted by phone and e-mail during this time.

- C.4249.2 RESOLVED:** **that the Town Council Offices were closed for two weeks from 29<sup>th</sup> May to enable Council staff to move into their new offices at the Passmore Edwards building**

Proposed by Councillor Godolphin  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

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There being no further business the Chairman closed the meeting at 6.45 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....