

**CAMBORNE TOWN COUNCIL
FULL COUNCIL 11th JANUARY 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 11th January 2018 at 6.30 pm.

PRESENT Councillor V Dalley Chairman
Councillor C Godolphin Vice Chairman
Councillor D Atherfold
Councillor J Barclay
Councillor J P Collins
Councillor T Dalley
Councillor Ms Z Fox
Councillor R Goodman
Councillor J Herd
Councillor L Lemon from point mentioned
Councillor J Morgan
Councillor M Pearce
Councillor D Wilkins
Councillor G Winter

In Attendance: Alec Webb, Acting Proper Officer; Samantha Hughes, Responsible Finance Officer; Janet Ritchie, Committee Support Officer; Sarah Mason, CALC Chief Executive Officer; Steve Hole, 3HW Architecture & Design (from 7.21 pm); One member of the public.

The Chairman explained the safety procedures to all present.

Councillor Lemon entered the room at 6.31 pm.

C.4122 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.4122.2 RESOLVED: that the apologies from Councillors Champion, Kelynack and Marshall for non-attendance at the meeting of the Full Council held on 11th January 2018 were received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

C.4123 CHAIRMAN'S ANNOUNCEMENTS

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

December:

8th St Petroc's Society Carol Service at Truro Cathedral
12th St Meriadoc Infants School Nativity
19th Camborne Lantern Parade

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January:

8th Boundary Revision consultation at County Hall, Truro

The Chairman advised the meeting that the Town Clerk was making good progress.

A Public Consultation is to be held on 17th & 18th January regarding the proposed retail development at Treswithian.

The Chairman held a minute's silence in memory of Paul Rickard.

C.4124 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.

C.4125 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests for dispensations.

C.4126 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 member of the public present did not wish to speak.

C.4127 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON THE 7th December 2017 AND THE CHAIRMAN TO SIGN THEM

C.4127.2 RESOLVED: that the minutes of the meeting of the Full Council held on the 7th December 2017 were received, approved and signed by the Chairman

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

C.4128 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS

i) Planning & Development Committee 28th November 2017

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Proposed by Councillor Winter
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

C.4129 TO NOTE THE MINUTES OF

i) Camborne Regeneration Forum 4th December 2017

C.4129.2 RESOLVED: that the minutes of the meeting of the Camborne Regeneration Forum held on the 4th December 2017 were noted

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

ii) Camborne Produce Market 11th December 2017

C.4129.3 RESOLVED: that the minutes of the meeting of the Camborne Produce Market held on the 11th December 2017 were noted

Proposed by Councillor Collins
Seconded by Councillor T. Dalley

On a vote being taken the matter was approved unanimously.

iii) Society of Local Council Clerks Joint Cornwall and Devon Branch Meeting 5th September 2017

C.4129.4 RESOLVED: that the minutes of the meeting of the Society of Local Council Clerks Joint Cornwall and Devon Branch meeting held on the 5th September 2017 were noted

Proposed by Councillor Godolphin
Seconded by Councillor Ms Z Fox

On a vote being taken the matter was approved unanimously.

iv) West Cornwall CCTV Management Group 12th December 2017

C.4129.5 RESOLVED: that the minutes of West Cornwall CCTV Management Group meeting held on the 12th December 2017 were noted

Proposed by Councillor Wilkins
Seconded by Councillor Winter

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On a vote being taken the matter was approved unanimously.

C.4130 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW

There were no matters arising.

C.4131 TO RECEIVE QUESTIONS FROM MEMBERS OF WHICH PRIOR NOTICE HAS BEEN GIVEN

None had been received.

C.4132 TO RECEIVE A PRESENTATION FROM CORNWALL FILM FESTIVAL REGARDING THE 'GET CREATIVE PROJECT' AND AGREE ANY ACTION IF APPROPRIATE

Mr Dom Weeks of the Cornwall Film Festival gave a Powerpoint presentation informing the Council of the aims and scope of the Get Creative Project. Get Creative is an EU funded project offering workshops and classes on opportunities in the media, as well as providing access to Higher Education for those who might not have considered it as a career path. Its outreach network is aimed mostly at the 11 – 25 age group, with skills days planned soon for Heartlands, Helston and north Cornwall. The group is looking to find ways in which Camborne Town Council can help them engage with the community.

A general discussion followed during which members voiced their support for the project and wished all concerned every success in their endeavours.

C.4132.2 RESOLVED: that the presentation from Cornwall Film Festival regarding the 'Get Creative Project' was received

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.4133 TO RECEIVE A REPORT FROM THE TOWN CLERK REGARDING THE BUDGET FOR THE FISCAL YEAR 2018/2019

In the Town Clerk's absence the Finance & Administration Officer presented the report.

The Finance & Administration Officer informed members that the budget has already been through a robust process and the budget report had been to all the committees.

Increases made at Committees included: Amenities – Increases to Public Conveniences and Town Promotions budget; Staffing – Increase to budget for salaries and on-costs; Finance – On receipt of information from the

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National Joint Council regarding the ongoing discussions on a pay settlement it was decided to increase the salaries and oncosts budget by 3%, a new budget head was added for ICT provision and support.

The ICT provision and support was discussed and the Finance & Administration Officer explained that quotes had been received and approved at Finance & General Purposes on 20th December 2017, resolution FG.3262.2. Car Parking was also discussed and confirmed that there was no formal contract in place for Car Parking as yet, and the budget has been set on the quotes received.

The finance & Administration Officer also confirmed that referendum principles will not apply for fiscal year 2018/19.

The Chairman added that the budget will be increased by the new Data Protection legislation which becomes effective in May 2018.

All of these factors contributed to the budget for 2018/19 having an increase of 6.81% on a band D property, recommending that the precept be set at £941,779.

C.4133.2 RESOLVED: that the report from the Town Clerk regarding the budget for the Fiscal Year 2018/2019 was received

Proposed by Councillor Winter
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

Councillor Winter thanked the Town Clerk and her staff for their work in preparing the budget.

C.4134 TO RECEIVE THE BUDGET RECOMMENDATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE AND TO SET A PRECEPT TO CORNWALL COUNCIL FOR THE FISCAL YEAR 2018/2019

C.4134.2 RESOLVED: that the budget recommendations from the Finance & General Purposes Committee were received and that the Precept for the Fiscal Year 2018/2019 was set at £941,779

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

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C.4135 TO SET THE BUDGET FOR THE FISCAL YEAR 2018/2019

C.4135.2 RESOLVED: **that the Revenue Budget was set at £951,068 for the Fiscal Year 2018/2019**

Proposed by Councillor Winter
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

C.4136 TO RECEIVE A VERBAL REPORT FROM THE AMENITIES OFFICER ON THE DEVOLUTION OF GREEN SPACES, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE

The Amenities Officer reported that the Amenities team have begun work on the approved immediate actions at the recently devolved green spaces (the Beacon Recreation Ground, Camborne Recreation Ground, Park Road Playing Fields and Treslothan Road Park (Troon Recreation Ground)).

Cornwall Council have advised that funding may be available for repairs at the Phase 2 sites (Treverno Road Playing Fields and Grenville Gardens) but no details are available at this time. The Amenities Officer was instructed to liaise with Officers from Cornwall Council. Any action we take would need to be decided by the DWP and initial enquiries could be made by the Committee at this stage but no decisions made or action taken until the Town Clerk returns from leave.

C.4136.2 RESOLVED: **that the report from the Amenities Officer on the devolution of green spaces was received and that the ongoing actions and associated expenditure were approved**

Proposed by Councillor Ms Z Fox
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

C.4137 TO APPROVE CHANGES OF SIGNATORIES FOR THE CCLA PUBLIC SECTOR DEPOSIT FUND ACCOUNT AND COMPLETION OF THE NECESSARY MANDATE ACCORDINGLY

Signatories to be Councillors Mrs V Dally, Godolphin, Champion, Collins and Winter, Town Clerk and Finance & Administration Officer. Finance & Administration Officer to complete the mandate.

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C.4137.2 RESOLVED: **that the Change of Signatories for the CCLA Public Sector Deposit Fund account was approved**

Proposed by Councillor Godolphin
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

C.4138 TO APPROVE A MOTION FROM COUNCILLOR RC GODOLPHIN THAT MEMBERS OF CAMBORNE TOWN COUNCIL BE PERMITTED TO PURCHASE CAMBORNE TOWN COUNCIL CAPS (AS ISSUED TO THE AMENITIES TEAM) FOR THEIR PERSONAL WEAR

Discussion took place, in which concern was expressed by some Councillors that as the caps are part of the official uniform for the Amenities Team and identify them as such; they should not be worn by anyone else.

A motion proposed by Councillor Godolphin, seconded by Councillor Atherfold, that members of Camborne Town Council be permitted to purchase Camborne Town Council caps for their personal use fell on the vote.

On a vote being taken there were 6 votes in favour and 7 votes against.

C.4139 TO APPROVE THE PURCHASE OF AN ADDITIONAL ONE YEAR LICENCE FOR THE SCRIBE ACCOUNTS SOFTWARE AND AUTHORISE EXPENDITURE ACCORDINGLY

The Finance Officer explained to the meeting that this was intended to cover any delay during the move to the Passmore Edwards building, between ceasing to use Cornwall Council's system and our new software coming on line, and to cover staff training during the crossover. The approximate cost for this would be £400.

C.4139.2 RESOLVED: **that the purchase of an additional one year licence for the Scribe accounts software was approved and associated expenditure authorised accordingly.**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

C.4140 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

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- C.4140.2 RESOLVED:** **that under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded**

Exceptions being Sarah Mason, acting in an advisory capacity in the absence of the Town Clerk, and Steve Hole (3HW Architecture & Design) who would be presenting a report to the Council regarding the repair and refurbishment of the Passmore Edwards building.

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

It was agreed by the Chairman that Items 21, 22 & 23 would be discussed following receipt of the report by Mr Steve Hole.

- C.4141 TO RECEIVE THE CCTV MANAGEMENT REPORT FOR CAMBORNE 1ST APRIL 2017 – 30TH NOVEMBER 2017 AND AGREE ANY ACTION**

Discussion took place on the recent vandalism and ASB in the town square; there was concern among some Councillors that the camera footage may not be sufficient to catch the culprits and whether this is a good use of the Council's resources. The Amenities Officer explained that the outcome depends on the timing of the activity and positioning of the cameras and reminded members that we are committed to a 5-year contract for CCTV monitoring. Councillor Goodman has asked for a report on the damage to the Christmas tree, which will be discussed at the next Police Liaison meeting.

- C.4141.2 RESOLVED:** **that the CCTV Management Report for Camborne 1st April 2017 – 30th November 2017 was received and that appropriate action will be taken as necessary**

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

Steve Hole entered the meeting at 7.21 pm.
Councillor T Dalley left the meeting at 7.21 pm and returned at 7.24 pm.

- C.4142 TO RECEIVE A VERBAL REPORT ON THE TRANSFER OF THE LIBRARY SERVICE TO CAMBORNE TOWN COUNCIL, APPROVE ACTION AND AUTHORISE EXPENDITURE ACCORDINGLY**

The Amenities Officer reported that three members of the current library staff have declared an interest to transfer under TUPE legislation to

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Camborne Town Council's employment. The Town Council's solicitors have confirmed the legality of the TUPE framework. Future proofing is not a consideration under TUPE rules but our solicitors have agreed to offer recommendations upon receipt of the finalised transfer contracts. The Chairman advised that, upon successful transfer of the TUPE personnel we would eventually need to recruit one extra member of staff to cover the total number of hours required for the library service.

C.4142.2 RESOLVED: that the verbal report on the transfer of the Library Service to Camborne Town Council was received

Proposed by Councillor Mrs V Dalley
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

C.4143 TO RECEIVE A REPORT FROM 3HW ARCHITECTURE AND DESIGN REGARDING THE REPAIR AND REFURBISHMENT OF THE PASSMORE EDWARDS BUILDING AND APPROVE ACTION ACCORDINGLY (TO FOLLOW)

Steve Hole (representing 3HW Architecture and Design) presented an Architect's Report giving progress to date at the Passmore Edwards building. Lack of maintenance for over ten years has resulted in deterioration of the condition of the building; to a far greater extent than was first thought, with corresponding and unforeseen extra costs which will require an extended completion date, the main item being the replacement of the windows on the first floor. To carry out this work RG Kellow has requested a revised completion date of 4th May 2018. As the contract permits time extensions in exceptional circumstances, it was recommended to extend the contract by 12 weeks.

Discussion followed and the following issues raised, which Steve Hole addressed:

- Repair to boiler room flat roof, courtyard refurbishment and additional work to boiler room will be covered by contingency although any work currently unknown would add to the cost;
- Glass from the old windows cannot be used as it is too brittle and breaks when taken out of the frame - new "historic" glass, meeting with Conservation Officer approval, will have to be purchased;
- Cost of alarm and monitoring costs for extra 12 weeks - these are insignificant;
- RG Kellow Primary Project Costs and Scaffolding Costs - Steve Hole advised that the extension and subsequent additional time on site would result in an increase in associated costs;
- The new windows are on a 10-week lead time but RG Kellow still have sufficient work to cover 6 weeks lost due to concurrent delays within the project; mainly internal refurbishment as the building is put back together and reinstated to the required standard;

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On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.07 pm.

SIGNED BY THE CHAIRMAN.....

DATE