

**CAMBORNE TOWN COUNCIL
BUDGET AND DEVELOPMENT 5TH MARCH 2015**

MINUTES of the meeting of the Budget and Development Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Thursday 5th March 2015 at 6.30pm.

PRESENT Councillor R Webber (Chairman)
Councillor S Odgers (Vice Chairman)
Councillor T Chalker
Councillor T Dalley
Councillor Ms Z Fox
Councillor C Godolphin (ex officio)

In Attendance: Amanda Mugford, Town Clerk; Miss Melanie Negus, Administrative Assistant.

The Chairman explained the safety procedures to all present.

BD.2707 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

BD.2707.2 RESOLVED: that the apologies from Councillor Brown and Ms Robinson for non-attendance of the meeting of the Budget and Development Committee held on 5th March 2015 were received

Proposed by Councillor Odgers
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

BD.2708 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.

BD.2709 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

BD.2710 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's announcements.

BD.2711 TO RECEIVE AND APPROVE THE MINUTES OF THE STAFFING WORKING PARTY 14TH OCTOBER 2014, THE RISK ASSESSMENT WORKING PARTY 27TH OCTOBER 2014

BD.2711.2 RESOLVED: that the minutes of the Staffing Working Party held on 14th October 2014 were received and approved

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Proposed by Councillor Chalker
Seconded by Councillor Godolphin

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

- BD.2711.3 RESOLVED:** **that the minutes of the Risk Assessment Working Party held on 27th October 2014 were received and approved**

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

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

BD.2712 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

Councillor Webber asked the Town Clerk if guidance had been sought regarding the contractual employment of the Assistant Handyman as he had worked for the Town Council for a number of years on a seasonal basis. The Town Clerk replied that this advice could be sought through Tozers. Furthermore that Steve Dodd had expressed that he would like to return this year as the Town Council's Assistant Handyman.

BD.2713 TO RECEIVE AND APPROVE THE REVISED ASSET REGISTER AND AGREE ANY APPROPRIATE ACTION

Councillor Godolphin highlighted that the Mayors Consort's Chain was not on the Asset Register. The Town Clerk informed members that the low value items on the Asset Register were there for insurance purposes. The notice boards at Beacon, Troon and Barripper needed adding and the double entry for the Square notice board deleting. She was awaiting final communication from BT before adding all the telephone boxes.

- BD.2713.2 RESOLVED:** **that the revised Asset Register was received; amendments needed to the register were; the notice boards at Beacon, Troon and Barripper be added; the Mayors Consort's Chain be added and on receipt of final communication from BT the phone boxes; the double entry of the Square's notice board be deleted**

Proposed by Councillor Webber
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

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BD.2714 TO RECEIVE AND APPROVE THE UP TO DATE INSURANCE SCHEDULE FROM ZURICH INSURANCE PLC

The Town Clerk informed members that the insurance yearly renewal was in May but that the bus shelter at Tuckingmill and the phone boxes had already been added. Part C of the Policy– All Risks, item descriptions A, B and C the values had been calculated using the Town Council’s Asset Register.

She had contacted Zurich regarding Part P Legal Expenses in relation to employment disputes, compensation awards etc. Zurich had informed her that cover for this up to the £200,000 was in the Town Council Policy and Zurich had not had a case that had exceeded this.

Councillor Chalker questioned whether the value on the Workshop/Store should be increased. The Town Clerk informed members that the Town Council had purchased the freehold of the Store and the Deputy Clerk had submitted all the relevant paperwork to the Zurich. The Fountain and Trevithick’s Statue were very difficult to value for obvious reasons. The Town Clerk had researched other towns with similar kinds of assets regarding valuing them.

Councillor Dalley informed members that a model of the original Trevithick’s Statue could be found at the London Science Museum and if needed could be used for moulding a new statue.

BD.2714.2 RESOLVED: **that the up to date insurance schedule from Zurich Insurance PLC was received and approved; and that on renewal of the Policy the value of the Workshop/Store be increased to £230,000**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2715 TO REVIEW THE HEALTH AND SAFETY POLICY FOR RECOMMENDATION TO FULL COUNCIL

BD.2715.2 RESOLVED: **that the Health and Safety Policy was reviewed and recommended to Full Council for approval**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

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BD.2716 TO REVIEW THE EFFECTIVENESS OF INTERNAL CONTROLS AND AGREE ANY APPROPRIATE ACTION

Councillors considered the Internal Audit Review Checklist in relation to the expected standard and characteristics of effectiveness. They considered the criteria against the processes the Council had in place and the work that had been done in the past year. The Committee was satisfied that the Council had achieved the standards needed and the work was effective. There were no areas identified that needed development.

BD.2716.2 RESOLVED: **that the effectiveness of Internal Controls were reviewed, all standards were met and recommended to Full Council for approval**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2717 TO APPROVE THE APPOINTMENT OF MR B WHITE AS THE COUNCIL'S ACCOUNTANT

BD.2717.2 RESOLVED: **that the appointment of Mr B White as the Council's Accountant was approved**

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

BD.2718 TO RECEIVE A REPORT FROM THE TOWN CLERK ON THE COUNCIL OWNED ALLOTMENTS AT ENYS ROAD, CAMBORNE AND AGREE APPROPRIATE ACTION

The Town Clerk had contacted CALC and Mr Rolley regarding the allotment contract between the Town Council and Camborne Produce Association. She had been advised that, as the agreement was out of date, a new long term lease that recognised the Produce Association as an independent voluntary association should be drawn up if agreeable to the Association.

BD.2718.2 RESOLVED: **that a report from the Town Clerk on the Council owned allotments at Enys Road, Camborne was received; a site visit be arranged for Councillors; a Solicitor be contracted to draw up a new lease agreement; and on completion of the new lease agreement it be put to Full Council for approval**

Proposed by Councillor Ms Fox

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Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

BD.2719 TO AGREE AND APPROVE THE JOB DESCRIPTION AND PERSON SPECIFICATION FOR THE POST OF AMENITIES AND PROJECTS OFFICER

BD.2719.2 RESOLVED: **that the job description and person specification for the post of Amenities and Projects officer, subject to the amendments, and additional bullet point stating 'to assist the Town Clerk in grant application funding' under the heading desirable attributes; was approved**

Proposed by Councillor Odgers
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2720 TO AGREE THE DESIGN, CONTENT AND SCOPE OF ADVERTISING FOR THE POST OF AMENITIES AND PROJECTS OFFICER AND AUTHORISE ASSOCIATED EXPENDITURE

The Town Clerk informed members that an approved Recruitment Policy was in place. Advertising could be done on the Town Council web site, notice boards and possibly on the Cornwall Council site.

Councillor Odgers felt that the Amenities and Projects Officer should have a degree of local knowledge.

BD.2720.2 RESOLVED: **that the West Briton advertising package of 120 words in colour costing £854 + VAT; and the Cornwall Council site if under £100 was agreed; and the expenditure authorised; £600 to be taken from Office 26 Job Vacancies budget; the excess to be taken from Administration Costs 133 Staff Contingency budget for the advertising of the post for Amenities and Projects Officer**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2721 TO AGREE A TIMETABLE FOR RECRUITMENT OF AN AMENITIES AND PROJECTS OFFICER

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BD.2721.2 RESOLVED: that the agreed timetable for recruitment of an Amenities and Projects Officer was: closing date for applicants 2nd April 2015; 9th April 2015 for shortlisting, by the Town Clerk, Chairman and Vice Chairman of the Budget and Development Committee, and the week commencing 20th April 2015 for interviewing

Proposed by Councillor Godolphin
Seconded by Councillor Webber

On a vote being taken the matter was approved unanimously.

BD.2722 TO APPROVE ARRANGEMENTS FOR PROVIDING OFFICE EQUIPMENT FOR THE AMENITIES AND PROJECTS OFFICER AND AUTHORISE ASSOCIATED EXPENDITURE ACCORDINGLY

The Town Clerk requested that the new employee use her desk and that she be authorised to replace her desk with one that had more storage. Members agreed.

BD.2722.2 RESOLVED: that the purchase of a desk, phone and computer chair for the Amenities Projects Officer was approved; with a maximum budget of £1,500; £1,000 to be taken from Earmarked Reserves 116 Office Equipment budget, and £500 to be taken from Administration Costs 113 Staff Contingency budget

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2723 TO APPROVE THE TERM OF EMPLOYMENT FOR THE ASSISTANT HANDYMAN

BD.2723.2 RESOLVED: that the employment start date of the 7th April 2015 for the Assistant Handyman, was approved

Proposed by Councillor Chalker
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2724 TO APPROVE THE TERMS AND CONDITIONS FOR THE POST OF ASSISTANT HANDYMAN

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Councillor Webber questioned whether the post would be as seasonal permanent employee. The Town Clerk would check with Tozers. There was a discussion about the length of time the Assistant Handyman had worked for the Council and his performance while in post.

BD.2724.2 RESOLVED: **that the Assistant Handyman be re-employed on a salary at SP 12 was approved**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2725 TO AGREE RESPONSIBILITY FOR THE TOWN CLERK'S PERFORMANCE APPRAISAL AND REVIEW

Advice received from Mr Rolley was that this should not be the job of a specific role on the Town Council but by the person most experienced.

BD.2725.2 RESOLVED: **that Councillor Chalker be responsible for the Town Clerk's Performance Appraisal Review**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2726 TO RECEIVE AND APPROVE RECOMMENDATIONS FROM THE AMENITIES COMMITTEE REGARDING THE REPAIR OF COUNCIL OWNED NOTICE BOARDS AND AUTHORISE THE ASSOCIATED EXPENDITURE

BD.2726.2 RESOLVED: **that the recommendations from the Amenities Committee regarding the repair of Council owned notice boards were received and approved; and the associated expenditure to be taken out of Miscellaneous 39 Street Furniture Maintenance budget, was authorised**

Proposed by Councillor Ms Fox
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

BD.2727 TO EXCLUDE THE PRESS AND PUBLIC IN ACCORDANCE WITH STANDING ORDER 90 'THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS

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**BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO
WITHDRAW'**

- BD.2727.2 RESOLVED:** **to exclude the Press and Public in accordance with Standing Order 90 'That in 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 were instructed to withdraw'**

Proposed by Councillor Godolphin
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

- BD.2728 TO RECEIVE THE SIX MONTHLY REVIEWS OF**
A) TOWN HANDYMAN
B) DEPUTY TOWN CLERK
C) ADMINISTRATIVE ASSISTANT

- BD.2728.2 RESOLVED:** **that the Town Handyman's, the Deputy Town Clerk's, and the Administrative Assistant's six monthly reviews were received en-bloc**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

- BD.2729 TO AGREE ANY APPROPRIATE ACTION RESULTING FROM THE SIX MONTHLY REVIEWS AND AUTHORISE ANY ASSOCIATED EXPENDITURE ACCORDINGLY**

- BD.2729.2 RESOLVED:** **that the Town Clerk check that the correct level off PPE is in place for any power tools being used by the Handyman and Assistant Handyman**

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

- BD.2729.3 RESOLVED:** **that the Administrative Assistant be offered a twenty eight hour week contract; starting on the first day of the new financial year**

Proposed by Councillor Chalker

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Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

BD.2729.4 RESOLVED:

that the Town Clerk arrange training on Scribe and Microsoft Office through the most appropriate sources; and the associated expenditure, was authorised

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

BD.2729.5 RESOLVED:

that Councillor Chalker arrange a mutually agreeable time with the Town Clerk to carry out her six monthly review

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 8.02pm.

SIGNED BY THE CHAIRMAN.....

DATE

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