

**CAMBORNE TOWN COUNCIL  
BUDGET AND DEVELOPMENT 26<sup>TH</sup> 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 26<sup>th</sup> March 2015 at 6.30 pm.

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

In Attendance: Beverley Pascoe, Deputy Town Clerk; Miss Melanie Negus, Administrative Assistant, and one member of the public.

The Chairman explained the safety procedures to all present.

**BD.2730 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE**

All members present.

**BD.2731 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.2732 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**BD.2733 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**BD.2734 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 26<sup>TH</sup> FEBRUARY 2015 AND THE CHAIRMAN TO SIGN THEM**

**BD.2734.2 RESOLVED: that the minutes of the meeting of the Budget and Development Committee held on the 26<sup>th</sup> February 2015 were received and approved; to be signed by the Chairman when the 'draft' has been removed**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

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**BD.2735 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 5<sup>TH</sup> MARCH 2015 AND THE CHAIRMAN TO SIGN THEM**

**BD.2735.2 RESOLVED:** **that the minutes of the meeting of the Budget and Development Committee held on the 5<sup>th</sup> March 2015 were received and approved; to be signed by the Chairman when the 'draft' has been removed**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2736 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY**

There were no matters arising.

**BD.2737 TO RECEIVE THE APPOINTED COUNCILLORS INTERNAL AUDIT REPORT COUNCILLORS CHALKER AND ODGERS**

Councillors Chalker and Odgers reported a £1 error between the amount on a cheque stub and the amount cashed. The Deputy Clerk explained that the Town Clerk had inadvertently entered £1 too much in the figure box on the cheque, but the right amount in words. The bank had not picked up the error. She had spoken with our internal auditor who advised on the amendment to accounts to correct the error. Councillors Chalker and Odgers found everything else to be in order.

**BD.2737.2 RESOLVED:** **that the appointed Councillors Chalker and Odgers internal audit report was received**

Proposed by Councillor Odgers  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**BD.2738 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2015**

**BD.2738.2 RESOLVED:** **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of February 2015 were received and approved. The amendment of £1 as highlighted in BD.2327 be noted on the**

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**invoice and the accounts amended  
accordingly**

Proposed by Councillor Odgers  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**BD.2739 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF MARCH 2015; UP TO DATE SCHEDULED TABLED AT THE MEETING**

**BD.2739.2 RESOLVED: that the payment of invoices received for the month of March 2015 was approved**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2740 TO APPROVE PAYMENTS FOR THE MONTH OF FEBRUARY 2015 MADE UNDER FINANCIAL REGULATION 3.4, 6.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING**

**BD.2740.2 RESOLVED: that the payments for the month of February 2015 made under Financial Regulations 3.4, 6.4, 6.6 and 7.2 were approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**BD.2741 GRANT AID APPLICATIONS**

- i. Centenary Drama Group and CD Kids (Local Government Act 1972 s.145).**
- ii. Centenary Methodist Church Flower Club (Local Government act 1972 s.145)**
- iii. BID Camborne (Local Government Act 1972 s.144)**

**BD.2741.2 RESOLVED: to grant £500 to Centenary Drama Group and CD Kids; £218.38 to be taken from cost code 73 Youth Development and £281.62 to be taken from cost code 67 Advice, under legal power (LGA 1972 s.145)**

Proposed by Councillor Odgers  
Seconded by Councillor Chalker

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On a vote being taken the matter was approved unanimously.

**BD.2741.3 RESOLVED:** **to grant £50 to Centenary Methodist Church Flower Club; to be taken from cost code 72 Senior Citizens; under legal power (LGA 1972 s.145)**

Proposed by Councillor Godolphin  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

Mr Le Hunte spoke in support of the BID Camborne grant application; He informed members that there had been major problems with the Camborne Christmas lights in 2014 due to the deterioration of the electrical control boxes and power supply. BID Camborne wanted to get the systems fully upgraded.

Councillor Ms Robinson questioned a statement in the BID Camborne grant application, stating that the Christmas lights power supply infrastructure was owned by Camborne Town Council.

The Deputy Clerk informed members that the former Christmas Lights Committee had been an independent group of volunteers responsible for the Christmas lights which received grant aid from the Town Council. For clarity the Town Council, until recently also had a Christmas Festival Sub Committee which arranged the Lantern Parade.

Camborne Town Council had provided the towns Christmas tree up until 2012 when BID Camborne took over the Christmas lights. The Town Council had awarded grants to BID Camborne in 2012, 2013 and 2014.

**BD.2741.4 RESOLVED:** **to grant £3,000 to BID Camborne; £1,118.38 to be taken from cost code 67 Advice, £150 from cost code 68 Voluntary Services, £250 from cost code 72 Senior Citizens, £210.20 from cost code 75 Non S137, and £1,271.42 from Earmarked Reserves cost code 128 Grant Aid; under legal power (LGA 1972 s.144)**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Chalker

On a vote being taken the matter was approved Majority.

Councillor Webber informed Mr Le Hunte that it was not the Council's policy to award more than one grant to an organisation in the same 12 month period; this grant awarded to BID Camborne was an exception and would not set a future precedent.

**BD.2742 TO RECEIVE THE LOCAL GOVERNMENT TRANSPARENCY CODE 2015, NOTE THE IMPLICATIONS AND AGREE ANY APPROPRIATE ACTION**





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**associated expenditure from the  
Devolved Services budget was  
authorised**

Proposed by Councillor Ms Fox  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**BD.2746 TO RECEIVE A QUOTATION FROM RICOH UK LTD FOR THE RENEWAL OF THE PHOTOCOPIER AGREEMENT, AGREE ANY ACTION AND AUTHORISE EXPENDITURE IF APPROPRIATE**

There was a previous resolution over 6 months ago resolving to renew at the end of the current contract in July. Ewan Campbell, from Ricoh contacted the Town Council and prepared the quote which would still hold until July. Noticing considerable savings the Town Clerk spoke to Ewan who informed her that Ricoh had a contract for most of the Cornwall Council copiers, and we would get the same rate.

**BD.2746.2 RESOLVED: that a quotation from Ricoh UK Ltd for the renewal of the photocopier agreement, was received approved and the expenditure authorised; and to proceed with this quotation**

Proposed by Councillor Godolphin  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**BD.2747 TO REVIEW THE CAMBORNE TOWN COUNCIL RISK ASSESSMENT POLICY AND MAKE RECOMMENDATIONS TO FULL COUNCIL**

**BD.2747.2 RESOLVED: that the Camborne Town Council Risk Assessment Policy was reviewed; and with the highlighted amendments, recommended to full Council for approval**

Proposed by Councillor Godolphin  
Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

**BD.2748 TO REVIEW THE PUBLICATION SCHEME AND MAKE RECOMMENDATIONS TO FULL COUNCIL**

**BD.2748.2 RESOLVED: that the Publication Scheme was reviewed; and recommended to full Council for approval**

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Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2749 TO RECEIVE A REPORT FROM THE TOWN CLERK REGARDING TRAINING AND DEVELOPMENT DURING 2014/2015 AND AGREE ANY APPROPRIATE ACTION**

**BD.2749.2 RESOLVED:** **that a report from the Town Clerk regarding Training and Development during 2014/2015 was received and recommendations approved**

Proposed by Councillor Brown  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**BD.2750 TO RECEIVE THE CORNWALL PENSION FUND EMPLOYER NEWSLETTER**

The Deputy Clerk informed members of the end of contracted out pensions in April 2016. This would result in small increases to employee's and employers NIC contributions and would need to be budgeted for next autumn.

**BD.2750.2 RESOLVED:** **that the Cornwall Pension Fund Employer Newsletter was received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**BD.2751 TO APPROVE A BI-MONTHLY SCHEDULE OF MEETINGS FOR THE FINANCIAL YEAR 2015/2016**

**BD.2751.2 RESOLVED:** **that a bi-monthly schedule of meetings for the financial year 2015/2016 was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

**BD.2752 TO APPROVE A SCHEDULE FOR INTERNAL AUDIT RESPONSIBILITIES FOR THE FINANCIAL YEAR 2015/2016**





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