of the meeting of the Budget and Development Committee of Camborne MINUTES

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.

Councillor R Webber PRESENT (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.

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

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.

TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD BD.2734 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 26th 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.

BD.2735 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE  $5^{TH}$  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 to 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

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

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

#### BD.2742.2 RESOLVED:

that the Local Government Transparency Code 2015 was received; and the considerable implications regarding extra hours work to the office staff to accommodate it, was noted

Proposed by Councillor Webber Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

# BD.2743 TO RECEIVE A REPORT FROM THE TOWN CLERK REGARDING EARMARKED RESERVES AND AGREE ANY APPROPRIATE ACTION FOR THE END OF THE 2014/2015 FINANCIAL YEAR

The Council's budget was broken down into cost centres which contain individual budget heads within them.

Advice had been taken each year from the Council's internal auditor regarding moving funds (viring) between individual budget heads at the end of year. It was the view of both the former internal auditor and current internal auditor that it was not necessary to move relatively small amounts between budget heads. Indeed, such action could result in a misleading picture of the accounts. On examining expenditure to date, while there were some budget heads that were overspent, all cost centres were within budget. In February the Committee agreed not to vire any funds before the end of the financial year.

#### BD.2743.2 RESOLVED:

that a report from the Town clerk regarding Earmarked Reserves for the end of the 2014/2015 financial year was received

Proposed by Councillor Odgers Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

#### **BD.2743.3 RESOLVED:**

that the recommendations in the Town Clerk's report on earmarked reserves at the end of the 2014/2015 financial year were approved and funds remaining in; cost code 133 Staff Contingency be transferred to the Human Resources Earmarked Reserve; Members Cost Centre be transferred to the Corporate Management Earmarked Reserve; cost code 34 Election be transferred to the Corporate Management Earmarked Reserve; cost code 113 Legal Costs be transferred to the Corporate Management Earmarked Reserve;

Community Support and Grant Aid Cost Centres be transferred to the Community Development Earmarked Reserve

Proposed by Councillor Godolphin Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

#### BD.2743.4 RESOLVED:

that no virements are made at the end of this financial year as no Cost Centre was over budget

Proposed by Councillor Webber Seconded by Councillor Robinson

On a vote being taken the matter was approved unanimously.

BD.2744 TO RECEIVE A QUOTATION FROM TOZERS LLP FOR THE DRAFT OF A NEW LEASE AGGREEMENT FOR THE ALLOTMENTS AT ENYS ROAD WITH THE CAMBORNE PRODUCE ASSOCIATION AND AUTHORISE EXPENDITURE (BD. 2718.2)

The Deputy Town Clerk informed members that as discussed at (BD.2718.2) the lease agreement for the Enys Road allotments was out of date and needed revising and renewing; the lease could only be renewed on March 31<sup>st</sup> with six months' notice, so action would be needed mid to late summer. This would work well with the Produce Association's AGM in August.

#### BD.2744.2 RESOLVED:

that a quotation from Tozers LLP for the draft of a new lease agreement for the allotments at Enys Road with the Camborne Produce Association was received and accepted and the expenditure was authorised; to be taken from cost code 113 legal costs

Proposed by Councillor Chalker Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

BD.2745 TO APPROVE RECOMMENDATIONS FROM THE AMENITIES COMMITTEE REGARDING THE PAYMENT STRUCTURE FOR THE COMMUNITY TOILET SCHEME AND AUTHORISE ASSOCIATED EXPENDITURE FROM THE DEVOLVED SERVICES BUDGET

#### **BD.2745.2 RESOLVED:**

that the recommendations from the Amenities Committee regarding the payment structure for the Community Toilet Scheme were approved; and the

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** 

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

BD.2752.2 RESOLVED:

that Councillors Brown and Ms Robinson would do the internal audit for the month of April; a full schedule for the internal audit responsibilities was deferred until after the Annual Meeting and election of new members in May 2015

Proposed by Councillor Webber Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

BD.2753 TO NOTE THE SECTION 137 EXPENDITURE LIMIT FOR 2015/2016

BD.2753.2 RESOLVED: that the Section 137 expenditure limit of £7.36 for 2015/2016 was noted

Proposed by Councillor Godolphin Seconded by Councillor Brown

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.26pm.

SIGNED BY	THE CHAIRMAN
DATE	