

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 20TH DECEMBER 2017**

MINUTES of the meeting of the Finance and General Purposes Committee of Camborne Town Council held in the Clerk's Office, The Basset Centre, Basset Road, Camborne on Wednesday 20th December 2017 at 6.30 pm.

PRESENT Councillor G Winter (Chairman)
Councillor Mrs Dalley (Vice Chairman)
Councillor D Atherfold
Councillor Ms Z Fox
Councillor J Herd
Councillor J Morgan
Councillor D Wilkins
Councillor Godolphin ex officio

In Attendance: Amanda Mugford, Town Clerk; Samantha Hughes, Finance & Administration Officer; Janet Ritchie, Committee Support Officer.

The Chairman explained the safety procedures to all present.

FG.3243 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

FG.3243.2 RESOLVED: that the apologies from Councillor Marshall for non-attendance of the meeting of the Finance and General Purposes Committee held on the 20th December 2017 were received

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3244 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

Councillor Mrs. Dalley declared an interest in Agenda item 14.i as she is a trustee of the Community Centre which is an umbrella for the Donald Thomas Centre. As there was no representative from the Donald Thomas Centre at the meeting, Mrs Dalley advised that she was willing to answer any questions the Committee might have, before leaving the room.

FG.3245 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3246 CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements to make.

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FG.3247 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 23RD NOVEMBER 2017 AND THE CHAIRMAN TO SIGN THEM

FG.3247.2 RESOLVED: **that the minutes of the meeting of the Finance and General Purposes Committee held on 23rd November 2017 were received, approved and signed by the Chairman**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken (of those entitled to vote) the matter was approved unanimously.

FG.3248 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

Following up on item FG.3233 the Town Clerk reported that she had met with RG Kellow and 3HW as there has now been a total of three incidents with intruders climbing the scaffolding at the Passmore Edwards building. On each occasion the security system has worked and the Police and emergency services have been quickly on the scene. These security measures are already included in the refurbishment costs.

FG.3249 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORTS FOR OCTOBER 2017 FROM COUNCILLOR Ms FOX AND COUNCILLOR HERD AND APPROVE ANY ACTION

FG.3249.2 RESOLVED: **that the Internal Audit Reports for October 2017 by Councillor Ms Fox and Councillor Herd were received**

Proposed by Councillor Ms Fox
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

FG.3250 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF NOVEMBER 2017

FG.3250.2 RESOLVED: **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of November 2017 were received and approved**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

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On a vote being taken the matter was approved unanimously.

FG.3251 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF DECEMBER 2017, UP TO DATE SCHEDULE TABLED AT THE MEETING

FG.3251.2 RESOLVED: that the payment of invoices received for the month of December 2017, up to date schedule tabled at the meeting, were approved

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3252 TO APPROVE PAYMENTS FOR THE MONTH OF DECEMBER 2017 MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2, UP TO DATE SCHEDULE TABLED AT THE MEETING

FG.3252.2 RESOLVED: that the payments for the month of December 2017 made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, up to date schedule to be tabled at the meeting, were approved

Proposed by Councillor Atherfold
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3253 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF NOVEMBER 2017

FG.3253.2 RESOLVED: that the Ear-Marked Reserve Report for the month of November 2017 was received

Proposed by Councillor Winter
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3254 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)

No members of the public were present.

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FG.3255 GRANT AID APPLICATIONS

- i. The Donald Thomas Centre (Localism Act 2011 s.1);**
- ii. Camborne Show Society (Local Government Act 1972 s.144);**
- iii. PorthEden (Localism Act 2011 s.1);**

Councillor Mrs Dalley spoke briefly to explain the type of service the Donald Thomas Centre is providing and answered questions on the setup. Cllr. Mrs Dalley then left the meeting and lengthy discussion took place on item i.

FG.3255.2 RESOLVED: **not to award a grant to The Donald Thomas Centre due to its insufficient fund generation throughout the year and the business running at a loss, raising concerns about the long term sustainability**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

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

Councillor Mrs Dalley returned to the meeting.

FG.3255.3 RESOLVED: **to grant £1,200 to the Camborne Show Society under the power given by the Local Government Act 1972 s.144.**

Proposed by Councillor Godolphin
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3255.4 RESOLVED: **to grant £1,000 to PorthEden under the power given by the Localism Act 2011 s.1.**

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3256 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT FROM HUDSON ACCOUNTING LTD AND APPROVE ACTION ACCORDINGLY

FG.3256.2 RESOLVED: **that the Interim Internal Report from Hudson Accounting Ltd was received**

Proposed by Councillor Godolphin
Seconded by Councillor Atherfold

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On a vote being taken the matter was approved unanimously.
Councillor Godolphin thanked the Town Clerk and her team for the report.

FG.3257 TO REVIEW THE RISK ASSESSMENT POLICY AND APPROVE ANY AMENDMENTS

FG.3257.2 RESOLVED: **that the Risk Assessment Policy was accepted with amendments as shown**

Proposed by Councillor Winter
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

FG.3258 TO REVIEW THE RISK REGISTER AND APPROVE ANY AMENDMENTS

FG.3258.2 RESOLVED : **that the Risk Register was approved with amendments as shown**

Proposed by Councillor Morgan
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

FG.3259 TO REVIEW THE FINANCIAL RISK REGISTER AND APPROVE ANY AMENDMENTS

FG.3259.2 RESOLVED : **that the Financial Risk Register was approved with amendments as shown**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3260 TO RECEIVE NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENTS FOR THE 2017/2018 FINANCIAL YEAR

External Auditor appointed for Camborne Town Council for 2017/2018 Financial Year is PKF Littlejohn LLP

FG.3260.2 RESOLVED : **that notification of External Auditor Appointments for the 2017/2018 Financial Year was received**

Proposed by Councillor Winter
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

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FG.3261 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

The Town Clerk reminded the meeting of the legal requirement to carry out this resolution even if no press or public are present.

FG.3261.2 RESOLVED: that in view of the confidential nature of business about to be transacted, under the 1960 Public Bodies (Admission to Meetings) Act, the press and public were excluded

Proposed by Councillor Godolphin
Seconded by Councillor Wilkins

On a vote being taken the matter was approved unanimously.

FG.3262 TO RECEIVE QUOTATIONS FOR ICT SYSTEMS AND SUPPORT SERVICES AT THE PASSMORE EDWARDS BUILDING, APPOINT A PROVIDER AND AUTHORISE ASSOCIATED EXPENDITURE

The Council considered quotations from eight ICT providers. The Town Clerk advised the meeting of the work that the Finance Officer has put into gathering this information. The Finance Officer was then invited to speak and recommended choosing a package which offered an onsite server. After lengthy discussion, in which specifications, support, response times and cost were considered, it was proposed that the Council accepts the quotation offered by Microtest.

FG.3262.2 RESOLVED : to receive quotation for ICT provision and support and that the Council accepted Microtest's quotation for ICT services at the Passmore Edwards Building and that the associated expenditure was authorised accordingly

Proposed by Councillor Herd
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3263 TO RE-ADMIT THE PRESS AND PUBLIC TO THE MEETING

FG.3263.2 RESOLVED : that the press and public were re-admitted to the meeting

Proposed by Councillor Winter
Seconded by Councillor Atherfold

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On a vote being taken the matter was approved unanimously.

- FG.3264 TO RECEIVE RECOMMENDATIONS FOR THE 2018/2019 REVENUE BUDGET FROM :**
(i) THE AMENITIES COMMITTEE;
(ii) THE PLANNING & DEVELOPMENT COMMITTEE;
(iii) THE STAFFING COMMITTEE.

The Town Clerk gave a short presentation and advised the meeting that (i) Amenities Committee budget includes increased budgets for the restroom scheme and town promotion; (ii) there are no changes to the Planning and Development Committee budget; (iii) the Staffing Committee budget includes parking costs and corporate uniforms.

- FG.3264.2 RESOLVED :** **to receive recommendations for the 2018/2019 revenue budget from (i) the Amenities Committee; (ii) the Planning & Development Committee; (iii) the Staffing Committee**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

- FG.3265 TO REVIEW THE DRAFT REVENUE BUDGET FOR THE FINANCIAL YEAR 2018/2019 AND MAKE RECOMMENDATIONS TO FULL COUNCIL FOR THE BUDGET AND THE PRECEPT ACCORDINGLY**

The Draft Budget takes into account the staffing recommendations that staff pay figures should be adjusted by 2% to allow for national recommendations and makes allowance for ICT spending. After a lengthy discussion the Committee agreed to recommend to Full Council that the Precept is increased by 3%, to £941,779.

- FG.3265.2 RESOLVED :** **to recommend to Full Council that the Precept is set at £941,779 which equates to a budget of £951,068**

Proposed by Councillor Godolphin
Seconded by Councillor Winter

On a vote being taken the matter was approved unanimously.

- FG.3266 TO RECEIVE AND NOTE RECOMMENDATIONS FOR EARMARKED RESERVES FROM:**
(i) THE AMENITIES COMMITTEE;
(ii) THE PLANNING AND DEVELOPMENT COMMITTEE;
(iii) THE STAFFING COMMITTEE;
AND APPROVE ANY ACTION ACCORDINGLY

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The Town Clerk recommended that discussion of Earmarked Reserves is deferred until the Finance Committee meeting in February and that until then the Earmarked Revenue Protection Reserve is used to top up the general budget if required.

FG.3266.2 RESOLVED: **to note the recommendations and defer discussion until February Finance Committee meeting**

Proposed by Councillor Godolphin
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

FG.3267 TO RECEIVE CORRESPONDENCE FROM CAMBORNE MUSIC RESTIVAL AND CAMBORNE & REDRUTH LIVE AT HOME SCHEME

FG.3267.2 RESOLVED : **that correspondence from Camborne Music Festival was received and noted**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

FG.3267.3 RESOLVED : **that correspondence from the Redruth Live At Home Scheme was received and noted**

Proposed by Councillor Ms Fox
Seconded by Councillor Mrs Dalley

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.56 pm.

SIGNED BY THE CHAIRMAN.....

DATE

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