

**CAMBORNE TOWN COUNCIL
FINANCE AND GENERAL PURPOSES 23rd MARCH 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 Thursday 23 March 2017 at 6.30pm.

PRESENT Councillor R Webber (Chairman)
Councillor S Odgers (Vice Chairman)
Councillor M Brown
Councillor T Chalker
Councillor Ms Z Fox
Councillor J Gillingham
Councillor Godolphin
Councillor W Krey
Councillor Mrs Dalley

In Attendance: Amanda Mugford, Town Clerk; Alec Webb (Amenities & Projects Officer); and Paul Rickard (Minute taker).

The Chairman explained the safety procedures to all present.

FG.3105 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE

All members of this Committee were present.

FG.3106 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

Councillors Mrs Dalley and Webber declared that they were trustees of the Camborne Community Centre and as such would be excusing themselves from the meeting for item 17(vi): Grant Aid Applications – Citizens Advice Cornwall.

FG.3107 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no dispensation requests.

FG.3108 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported that the agenda for this meeting was lengthy and, therefore, he would ensure that business was conducted as efficiently as possible.

FG.3109 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 26th JANUARY 2017 AND THE CHAIRMAN TO SIGN THEM

FG.3109.2 RESOLVED: that the minutes of the meeting of the Finance and General Purposes Committee held on the 26th January 2017 were received, approved and signed by the Chairman.

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Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG.3110 MATTERS ARISING, WHERE NO SUBSTANTIVE ITEM BELOW, FOR INFORMATION ONLY

FG.3104.2: The Town Clerk reported that, to date, HMRC had not yet responded in respect of its investigation although it was hoped that a refund would be received during the next financial year.

FG.3111 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR JANUARY 2017 FROM COUNCILLORS GODOLPHIN AND BROWN AND APPROVE ANY ACTION

FG.3111.2 RESOLVED: **that the Internal Audit Report for January 2017 was received.**

Proposed by Councillor Godolphin
Seconded by Councillor Brown

On a vote being taken, the matter was approved unanimously.

FG.3112 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR FEBRUARY 2017 FROM COUNCILLORS KREY AND CHALKER AND APPROVE ANY ACTION

FG.3112.2 RESOLVED: **that the Internal Audit Reports for February 2017 was received.**

Proposed by Councillor Krey
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously.

FG.3113 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION FOR THE MONTH OF JANUARY 2017

FG.3113.2 RESOLVED: **that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation for the month of January 2017 were received and approved.**

Proposed by Councillor Chalker
Seconded by Councillor Brown

On a vote being taken, the matter was approved unanimously.

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FG.3114 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION THE MONTH OF FEBRUARY 2017

FG.3114.2 RESOLVED: that the statement of payments and receipts, unrepresented cheque list and the bank reconciliation for the month of February 2017 were received and approved.

Proposed by Councillor Godolphin
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously.

FG.3115 TO APPROVE THE PAYMENTS FOR THE MONTH OF FEBRUARY 2017 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND THE VICE CHAIRMAN

FG.3115.2 RESOLVED: that the payments for the month of February 2017 made under the delegated authority of the Chairman and Vice Chairman were approved.

Proposed by Councillor Odgers
Seconded by Councillor Mrs Dalley

On a vote being taken, the matter was approved unanimously.

FG.3116 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF MARCH 2017 (UP-TO-DATE SCHEDULE TABLED AT MEETING)

FG.3116.2 RESOLVED: that the payment of invoices received for the month of March 2017, as tabled, was approved.

Proposed by Councillor Chalker
Seconded by Councillor Krey

On a vote being taken, the matter was approved unanimously.

FG.3117 TO APPROVE PAYMENTS FOR THE MONTH OF MARCH 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.3117.2 RESOLVED: that the payments for the month of March 2017 made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2, as tabled, were approved.

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Proposed by Councillor Mrs Dalley
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

FG.3118 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF FEBRUARY 2017

The Town Clerk reported on the current situation in respect of Council's Ear-Marked Reserves for the February 2017. It was explained that the Council was currently undertaking a tendering process for the purchase of equipment and plant etc. required for the management of the green spaces. However, this process would not be completed by the end of the current financial year and that there were, currently, insufficient funds available in the Green Spaces Reserve to cover the estimated costs. It was, therefore, recommended that at the end of the current financial year, any unspent monies in the Green Spaces Devolution revenue budget would be transferred to the Green Spaces Reserve.

FG.3118.2 RESOLVED:

that (a) the Ear-Marked Reserve Report for the month of February 2017 was received; and (b) at the end of the current financial year, any unspent funds in the Green Spaces Devolution revenue budget would be transferred to the Green Spaces Reserve to cover the costs of the tendering process for the purchase of equipment and plant.

Proposed by Councillor Webber
Seconded by Councillor Godolphin

On a vote being taken, the matter was approved unanimously.

FG.3119 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)

This item was moved to item FG.3120.5 below.

FG.3120 GRANT AID APPLICATIONS

Having considered the information, Members agreed and resolved as follows:-

FG.3120.2 RESOLVED:

that the Centenary Methodist Chapel Floral Group be awarded a grant of £100 under the Local Government Act 1972, s.145.

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Proposed by Councillor Chalker
Seconded by Councillor Ms Fox

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

Having declared interests in the next agenda item, Councillors Mrs Dalley and Webber left the room and Councillor Odgers took the chair.

FG.3120.7 RESOLVED: **that the Citizen's Advice Bureau be awarded a grant of £8000 under the Localism Act 2011, s.1.**

Proposed by Councillor Godolphin
Seconded by Councillor Brown

On a vote being taken, the matter was approved by a majority with one abstention.

Councillors Mrs Dalley and Webber re-entered the meeting and Councillor Webber resumed taking the chair.

FG.3121 TO RECEIVE THE AMENDED AGREEMENT FOR THE PROVISION OF LIBRARY SERVICES IN CAMBORNE, AGREE ACTION AND MAKE RECOMMENDATIONS TO FULL COUNCIL

The Town Clerk presented the amended agreement for the provision of library services, which, in general, had incorporated the various amendments and suggestions as recommended by the Town Council. The only significant outstanding area of concern was the need for clarification in respect of Third Party Claims; this issue was currently being discussed between the Town Council's solicitors and Cornwall Council.

At a meeting with 3HW and Cornwall Council to discuss the Transition Plan, the Cornwall Council's Property Section advised that the most realistic date for the Town Council transferring into the Passmore Edwards building would be May 2018. A report would be submitted to the Devolution Working Party at its next meeting.

FG.3121.2 RESOLVED: **that, subject to receiving clarification in respect of Third Party Claims, the amended agreement for the provision of library services in Camborne be submitted to full Council for authorisation of signature.**

Proposed by Councillor Webber
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously.

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FG.3122 TO RECEIVE THE OPTION AGREEMENT RELATING TO CAMBORNE LIBRARY, TRANSFER OF TITLE DOCUMENT AND RELATED CORRESPONDENCE AND AGREE ACTION

The Town Clerk reported that Tozers, the Town Council's Solicitors, had advised that Cornwall Council had no objections to the points that had been raised in respect of the draft Option Agreement and Transfer documents and that amended draft versions had been produced and circulated to the Committee. However, there were some remaining issues that needed to be considered, namely: the timescale for the removal of the IT node by Cornwall Council; and the suggested amendments in relation to the alternative uses of the property, i.e. permitted disposals, which would not require Cornwall Council consent.

FG.3122.2 RESOLVED: **that, subject to the following amendment, the Transfer of Title document (TR1) be recommended to full Council for signature:- Add to Section 11.6: "... except for node which will be removed within 6 months of 1st May 2018".**

Proposed by Councillor Webber
Seconded by Councillor Mrs Dalley

On a vote being taken, the matter was approved unanimously.

FG.3122.3 RESOLVED: **that the Option Agreement be recommended to Full Council for signature, subject to the agreement of the definition of permitted disposals.**

Proposed by Councillor Webber
Seconded by Councillor Brown

On a vote being taken, the matter was approved unanimously.

FG.3123 TO RECEIVE A PROPOSED WORKING STRATEGY AND COST ESTIMATE PROPOSAL FOR THE CAMBORNE TOWN COUNCIL BRAND REFRESH PROJECT FROM LOU JONES DESIGN, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE ACCORDINGLY

The Committee received a presentation from Mr Lou Jones (Lou Jones Design) on a draft working strategy document and cost estimate proposal for the Camborne Town Council Brand Refresh which would include stationery, vehicle livery, banners and flags, website and templates, workwear and printed literature.

During the discussion, several Members spoke in support of the draft report and the need to "re-brand" the Town Council at this time. This was also seen as an opportunity to promote the Cornish Language. For example,

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signage and logos at libraries and green spaces should make it clear that these services were being provided by Camborne Town Council, rather than Cornwall Council. It was emphasised, however, that any funds spent on branding were spent in an appropriate and cost-effective manner; therefore, any re-branding of signs, vehicles etc. should be undertaken in a phased manner as part of a rolling programme, wherever possible.

FG.3123.2 RESOLVED: **that the proposals from Lou Jones Design for the re-branding of the Town Council were received and approved; the required funding be obtained from the Devolved Services Budget.**

Proposed by Councillor Chalker
Seconded by Councillor Odgers

On a vote being taken, the matter was approved by a majority with one abstention.

FG.3124 TO RECEIVE THE LOCAL MAINTENANCE PARTNERSHIP OFFER FOR 2017/2018 AND AGREE ACTION

FG.3124.2 RESOLVED: **that the Local Maintenance Partnership Offer for 2017/2018 be accepted.**

Proposed by Councillor Ms Fox
Seconded by Councillor Webber

On a vote being taken, the matter was approved unanimously

FG.3125 TO RECEIVE CORRESPONDENCE REGARDING COSTS INCURRED RELATING TO KING GEORGE V PLAYING FIELD, FOUR LANES AND AGREE ACTION

The Town Clerk reported that the Town Council's Solicitors, Tozers, had advised that they would write-off their legal fees and Cornwall Council would cover the costs of the abortive search fees in respect of the King George V Playing Field, Four Lanes.

FG.3125.2 RESOLVED: **that the report be received and that thanks be sent to Tozers, Solicitors.**

Proposed by Councillor Godolphin
Seconded by Councillor Odgers

On a vote being taken, the matter was approved unanimously

FG.3126 TO RECEIVE A REPORT FROM THE AMENITIES & PROJECTS OFFICER REGARDING THE CAPACITY AND USE OF UNIT 5, CARN BREA BUSINESS PARK – INTERIOR REMODELLING AND REORGANISATION AND AGREE ACTION

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The Amenities and Projects Officer reported that as part of the continuing preparations for the devolution of Green Spaces to the Town Council, the Amenities Team was working on a series of plans for the reorganisation of Unit 5 (Carn Brea Business Park) to ensure the provision of effective working and storage areas, to enable the maintenance of the Council's vehicles, horticultural equipment and tools; in addition to the more general items that were housed in the Unit. The available space would require adaption to reflect the need for designated maintenance areas (wet and dry) with easy access to equipment in regular use, together with the associated spares, maintenance tools and lubricants. Such adaption would include the installation of a second mezzanine for the storage of items not in regular use, e.g. floral units, traffic cones and signs, machinery spares etc.

In addition to creating an efficient, effective and safe workshop environment including an improved working layout with designated tasking areas, the increase in staff necessitated the creation of clean welfare facilities, with physical separation from work areas.

During the discussion, Members agreed that it would be advantageous to purchase some form of mechanical handling device, such as a fork lift truck, to assist with the storage of items.

FG.3126.2 RESOLVED:

(a) to consider quotations/estimates for the building of a storage mezzanine within the existing Amenities Workshop and authorise the necessary expenditure; (b) that Camborne Town Council's Amenities Committee considers the appointment of appropriate Members to oversee the remodelling of the Amenities Workshop with authority to approve disposal of redundant assets and authority for associated expenditure and income generation.

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously

FG.3126.3 RESOLVED:

that quotations be sought for the supply of mechanical handling equipment and a report be submitted on the various options.

Proposed by Councillor Chalker
Seconded by Councillor Webber

FG.3127 TO RECEIVE A VERBAL PROGRESS REPORT FROM THE TOWN CLERK ON ARRANGEMENTS FOR ELECTRONIC PAYMENT OF SALARIES, AGREE ACTION AND ASSOCIATED EXPENDITURE IF APPROPRIATE

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The Town Clerk reported that discussions had been held with Robinson Reed Layton with a view to resolving the difficulties that had occurred in respect of their making payroll payments on behalf of the Town Council via the BACs system.

- FG.3127.1 RESOLVED:** **that Robinson Reed Layton undertake pension and payroll administration on behalf of Camborne Town Council and then for the latter to authorise and make the necessary payments via electronic banking.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Brown

On a vote being taken, the matter was approved unanimously.

- FG.3128 TO APPROVE THE RENEWAL OF THE ANNUAL MAINTENANCE CONTRACT FOR THE WATER UPKEEP OF THE FOUNTAIN AND AUTHORISE ASSOCIATED EXPENDITURE FROM THE SMALL WORKS BUDGET**

- FG.3128.2 RESOLVED:** **that the renewal of the Annual Maintenance Contract for the water upkeep of the Fountain in Commercial Square, Camborne be awarded to CORMAC Solutions and the associated expenditure of £3,198.00 be authorised from the Small Works Budget.**

Proposed by Councillor Godolphin
Seconded by Councillor Brown

On a vote being taken, the matter was approved unanimously.

- FG.3129 TO RECEIVE CORRESPONDENCE FROM COUNCILLOR S BAXTER, CHAIRMAN OF THE NATIONAL ASSOCIATION OF LOCAL COUNCILLORS AND AGREE ANY ACTION**

- FG3129.2 RESOLVED:** **that the correspondence, as circulated, from Councillor S Baxter in respect of parish precepts and the Government's decision not to extend council tax referendum principles to any size of parish or town council for the 2017/18 financial year, be received.**

Proposed by Councillor Webber
Seconded by Councillor Mrs Dalley

On a vote being taken, the matter was approved unanimously.

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FG.3130 TO AUTHORISE DISPOSAL OF VARIOUS REDUNDANT ASSETS

FG.3130.2 RESOLVED: **that the disposal of one office chair, one shredding machine, one fax machine, one franking machine and two 15ft banners was authorised.**

Proposed by Councillor Mrs Dalley
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously.

FG.3131 TO APPROVE ATTENDANCE AT THE CORNWALL PENSION FUND EMPLOYER TRAINING ON 23RD MAY 2017 BY THE FINANCE AND ADMINISTRATION OFFICER AND AUTHORISE ASSOCIATED EXPENDITURE FROM THE STAFF TRAINING BUDGET

FG.3131.2 RESOLVED: **that the attendance at the Cornwall Pension Fund Employer Training on 23rd May 2017 by the Finance and Administration Officer be approved and the associated expenditure be authorised from the Staff Training Budget.**

Proposed by Councillor Webber
Seconded by Councillor Krey

On a vote being taken, the matter was approved unanimously

FG.3132 TO RECEIVE CORRESPONDENCE FROM HM REVENUE & CUSTOMS REGARDING PAY AS YOU EARN (PAYE) AND AGREE ACTION ACCORDINGLY

The Town Clerk reported that HM Revenue & Customs had requested that, in future, PAYE should be paid electronically, either by going online or telephone banking, direct debit or by debit or credit card online.

FG.3132.2 RESOLVED: **that, in future, PAYE be paid to HM Revenue & Customs by direct debit.**

Proposed by Councillor Chalker
Seconded by Councillor Webber

On a vote being taken, the matter was approved unanimously.

FG.3133 TO NOTE CORRESPONDENCE REGARDING CHANGES TO PRICES FROM: BT; THE ROYAL MAIL; AND THE VALUATION OFFICE AGENCY

FG3133.2 RESOLVED: **that the correspondence received regarding changes in prices from BT,**

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**Royal Mail and the Valuation Office
Agency be noted.**

Proposed by Councillor Ms Fox
Seconded by Councillor Krey

On a vote being taken, the matter was approved unanimously.

FG.3134 TO RECEIVE CORRESPONDENCE FROM RECIPIENTS OF GRANT FUNDING: ALL SAINTS CHURCH; CAMBORNE CRICKET CLUB; CORNWALL AIR AMBULANCE; CAMBORNE SHOW SOCIETY; AND CAMBORNE RFC MINIS AND JUNIORS

FG.3134.2 RESOLVED: that the correspondence received from the above applicants for grant funding be received.

Proposed by Councillor Odgers
Seconded by Councillor Krey

On a vote being taken, the matter was approved unanimously.

FG.3135 TO EXCLUDE THE PRESS AND PUBLIC IN ACCORDANCE WITH STANDING ORDER 90 'THAT IN THE VIEW OF THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS AND BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW'

FG.3135.2 RESOLVED: that in view of the confidential nature of business about to be transacted, under Standing Order 90, the press and public were excluded for the items FG.3136 – 3138 inclusive below.

Proposed by Councillor Webber
Seconded by Councillor Krey

On a vote being taken, the matter was approved unanimously.

FG.3136 TO RECEIVE QUOTATIONS FOR THE REMODELLING AND MAINTENANCE OF UNIT 5, CARN BREA BUSINESS PARK AND (IF APPROPRIATE) APPOINT A CONTRACTOR AND AUTHORISE THE ASSOCIATED EXPENDITURE

The Committee considered, in turn, all the quotations, costings, estimates and associated correspondence that had been received.

FG.3136.2 RESOLVED: that R G Kellow Ltd. be appointed to undertake various adaptation works at Unit 5, Carn Brea Business Park, subject

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to the provision of a metal stairway at a cost not exceeding £600.

Proposed by Councillor Webber
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously.

FG.3137 RESOLVED: that the meeting be extended for a further 15 minutes.

Proposed by Councillor Webber
Seconded by Councillor Chalker

FG.3138 TO RECEIVE QUOTATIONS FOR BASIC HEALTH AND SAFETY TRAINING FOR THE NEW COUNCIL AND (IF APPROPRIATE) APPOINT A TRAINING PROVIDER AND AUTHORISE THE ASSOCIATED EXPENDITURE

The Members received three quotations for the provision of basic health and safety training for the new Council.

FG.3138.2 RESOLVED: that the Training Manager of Falmouth College (part of Cornwall College group) be appointed to provide basic health and safety training for the new Council in the sum of £400.

Proposed by Councillor Odgers
Seconded by Councillor Chalker

On a vote being taken, the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.33pm.

SIGNED BY THE CHAIRMAN.....

DATE

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