

**CAMBORNE TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES 26<sup>TH</sup> NOVEMBER 2015**

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 26<sup>th</sup> November 2015 at 6.30 pm.

PRESENT Councillor R Webber (Chairman)  
Councillor S Odgers (Vice Chairman)  
Councillor J Collins  
Councillor T Dalley  
Councillor Ms Z Fox from point mentioned  
Councillor W Krey  
Councillor Ms J Robinson  
Councillor T Chalker (ex officio)  
Councillor Godolphin (ex officio)

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

The Chairman explained the safety procedures to all present.

**FG.2844 TO RECEIVE AND APPROVE APOLOGIES FOR NON-ATTENDANCE**

No apologies had been received.

**FG.2845 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 interest.

**FG.2846 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no dispensation requests.

**FG.2847 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)**

There were no members of the public present.

Councillor Ms Fox entered the meeting at 6.32pm.

**FG.2848 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**FG.2849 TO RECEIVE AND APPROVE THE MINUTES OF THIS COMMITTEE HELD ON THE 24<sup>TH</sup> SEPTEMBER 2015 AND THE CHAIRMAN TO SIGN THEM**



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**FG.2853.2 RESOLVED:** **that the Internal Audit Reports for September 2015 by Councillors Collins and Gillingham were received**

Proposed by Councillor Collins  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**FG.2854 TO RECEIVE THE APPOINTED COUNCILLORS' INTERNAL AUDIT REPORT FOR OCTOBER 2015 FROM COUNCILLORS ODGERS AND KREY AND APPROVE ANY ACTION**

Councillors Odgers and Krey highlighted a few minor errors regarding cheque numbers on the uncashed cheque list. The Town Clerk informed members these had been corrected. The expenditure for the Barripper notice board authorised in June 2014, had been transferred to Earmarked Reserves at the end of the 2014/2015 financial year and had been paid in October 2015.

**FG.2854.2 RESOLVED:** **that the Internal Audit Reports for October 2015 by Councillors Odgers and Krey were received**

Proposed by Councillor Odgers  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

**FG.2855 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION AND VAT RETURN FOR THE MONTH OF SEPTEMBER 2015**

**FG.2855.2 RESOLVED:** **that the statement of payments and receipts, unpresented cheque list and the bank reconciliation for the month of September 2015 were received and approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2856 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS AND RECEIPTS, UNPRESENTED CHEQUE LIST AND BANK RECONCILIATION THE MONTH OF OCTOBER 2015**

The Town Clerk informed members that she predicted an overspend in cost code 8 Council's Superannuation Contributions, due to the increase of the

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Administrative Assistant's hours and wage increase due to the Town Council implementing the living wage policy.

The Amenities Superannuation budget would be under budget due to the start date of the Amenities Project Officer.

- FG.2856.2 RESOLVED:** **that the statement of payments and receipts, un-presented cheque list and the bank reconciliation for the month of October 2015 were received and approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

- FG.2857 TO RECEIVE THE EAR-MARKED RESERVE REPORT FOR THE MONTH OF OCTOBER 2015**

The Town Clerk informed members that there had been no notable changes to the Earmarked Reserves Budget.

- FG.2857.2 RESOLVED:** **that the Ear-Marked Reserve Report for the month of October 2015 was received**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

- FG.2858 TO APPROVE THE PAYMENTS FOR THE MONTH OF OCTOBER 2015 MADE UNDER THE DELEGATED AUTHORITY OF THE CHAIRMAN AND THE VICE CHAIRMAN**

The Town Clerk informed members of an error on VAT on the Tozers invoice; Tozers had been notified and the error amended. An error on an invoice from the White Hart had also been amended; on receipt of the amended invoice Councillors Webber and Odgers had authorised the payment by e-mail to the Town Clerk.

- FG.2858.2 RESOLVED:** **that the payments for the month of October 2015 made under the delegated authority of the Chairman and Vice Chairman were approved**

Proposed by Councillor Chalker  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

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**FG.2859 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH OF NOVEMBER 2015 UP TO DATE SCHEDULE TABLED AT MEETING**

The Town Clerk informed members that travel expenses reclaimed by her were high due to £199 train fare to attend the NALC Conference.

**FG.2859.2 RESOLVED: that the payment of invoices received for the month of November 2015 was approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Krey

On a vote being taken the matter was approved unanimously.

**FG.2860 TO APPROVE PAYMENTS FOR THE MONTH OF NOVEMBER 2015 MADE UNDER FINANCIAL REGULATION 3.4, 6.4, 6.6 AND 7.2; UP TO DATE SCHEDULE TABLED AT THE MEETING**

Members briefly discussed the current position regarding the Public Works loan on Unit 5.

**FG.2860.2 RESOLVED: that the payments for the month of 2015 made under Financial Regulations 3.4, 6.4, 6.6 and 7.2, were approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2861 GRANT AID APPLICATIONS**

**i. CORNWALL BEFRIENDING SERVICES CIC (LOCAL GOVERNMENT ACT 1972 S.142)**

**FG.2861.2 RESOLVED: to grant £908 to Cornwall Befriending Services CIC; to be taken from cost code 38 Advice and Information budget; under legal power Local Government Act 1972 s.142**

Proposed by Councillor Chalker  
Seconded by Councillor Ms Fox

On a vote being taken the matter was approved unanimously.

**FG.2862 TO APPROVE THE RECOMMENDATIONS OF THE RISK ASSESSMENT WORKING PARTY**

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**FG.2862.2 RESOLVED:** **that the recommendations of the Risk Assessment Working Party were approved**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**FG.2863 TO APPROVE THE RISK REGISTER AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY**

**FG.2863.2 RESOLVED:** **that the Risk Register as recommended by the Risk Assessment Working Party was approved**

Proposed by Councillor Webber  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**FG.2864 TO APPROVE THE FINANCIAL RISK REGISTER AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY**

**FG.2864.2 RESOLVED:** **that the Financial Risk Register as recommended by the Risk Assessment Working Party was approved**

Proposed by Councillor Odgers  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**FG.2865 TO APPROVE THE ANNUAL AUDIT PLAN FOR RECOMMENDATION TO FULL COUNCIL AS RECOMMENDED BY THE RISK ASSESSMENT WORKING PARTY**

**FG.2865.2 RESOLVED:** **that the Annual Audit Plan for recommendation to Full Council as recommended by the Risk Assessment Working Party; was approved**

Proposed by Councillor Godolphin  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**FG.2866 TO APPROVE ARRANGEMENTS FOR THE VERIFICATION OF BANK RECONCILIATIONS IN ACCORDANCE WITH FINANCIAL REGULATION 4.2**

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The Town Clerk informed members that Financial Regulations 4.2 required that bank reconciliations had quarterly and an end of year verification. These should not be done by the Chairman, Vice Chairman, cheque signatories or a member that had conducted an internal audit during the relevant quarter. The member should sign the reconciliations and bank statements as evidence of verification, and report for noting by the Finance and General Purposes Committee.

**FG.2866.2 RESOLVED:** **that the verification of bank reconciliations in accordance with Financial Regulation 4.2, by Councillor Gillingham for September 2015, Councillor Ms Fox for December 2015, Councillor Krey for March 2016, were approved**

Proposed by Councillor Webber  
Seconded by Councillor Chalker

On a vote being taken the matter was approved unanimously.

**FG.2867 TO APPROVE THE RECOMMENDATIONS OF THE STRATEGIC BUDGET WORKING PARTY FOR RESOURCE ALLOCATION FOR THE 2016/2017 REVENUE BUDGET TO STRATEGIC BUDGET HEADS HELD UNDER THE FINANCIAL & ADMINISTRATION, CORPORATE MANAGEMENT AND COMMUNITY DEVELOPMENT COST CENTRES**

The Town Clerk informed members that there would be a meeting with Cornwall Council in January regarding the devolution of Camborne Library. Cornwall Council saw devolution of libraries as a priority, furthermore that Cornwall Council had agreed in principal with the Town Council's proposals regarding Green Spaces. The Town Clerk and the Amenities Projects Officer had met with Simon Penna, Falmouth Town Council's Ground and Facilities Manager, and they visited all the green spaces proposed for devolution in the parish. They had also met with the head of parks of Truro City Council; both had given very good advice on the maintenance of green spaces. Provision regarding Insurance premiums needed to be in place in the event that the Town Council took on any devolved services.

**FG.2867.2 RESOLVED:** **that the recommendation from the Strategic Budget Working Party, that cost code 20 Insurance Premium budget be increased to £17,102; was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Ms Robinson

On a vote being taken the matter was approved unanimously.

**FG.2867.3 RESOLVED:** **that the recommendation from the Strategic Budget Working Party, that**







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**FG.2868 TO APPROVE ALLOCATIONS FOR THE 2016/2017 REVENUE BUDGET FOR THE REMAINING BUDGET HEADS HELD UNDER THE FINANCIAL & ADMINISTRATION, CORPORATE MANAGEMENT AND COMMUNITY DEVELOPMENT COST CENTRES**

**FG.2868.2 RESOLVED:** that cost codes 1,4 & 6 Administration Salaries budget for 2016/2017 be set at £81,108; was approved

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.3 RESOLVED:** that cost codes 2, 5 & 7 Employers NIC Contributions budget for 2016/2017 be set at £7,453; was approved

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.4 RESOLVED:** that cost code 8 Council's Superannuation Contribution budget for 2016/2017 be set at £17,000; was approved

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.5 RESOLVED:** that cost code 3 Staff Travel budget for 2016/2017 be set at £500; was approved

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.6 RESOLVED:** that funds remaining in cost code 9 Staff Contingency at the end of financial year 2015/2016 be transferred into the General Fund and the budget be set at £12,000 for 2016/2017; was approved

Proposed by Councillor Chalker  
Seconded by Councillor Odgers



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Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.13      RESOLVED:                      that cost code 16 Consumables budget for 2016/2017 be set at £800; was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.14      RESOLVED:                      that cost code 17 Bank Charges budget for 2016/2017 be set at £395; was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.15      RESOLVED:                      that cost code 18 Photocopier Charges budget for 2016/2017 be set at £3,000; was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.16      RESOLVED:                      that cost code 19 Job Vacancies Recruitment budget for 2016/2017 be set at £1,500; was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.17      RESOLVED:                      that cost code 22 Licences budget for 2016/2017 be set at £437; was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.



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Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.24      RESOLVED:**                      **that cost code 30 Annual Meeting budget for 2016/2017 be set at £500; was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.25      RESOLVED:**                      **that cost code 32 Elections budget for 2016/2017 be set at £18,000; was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.26      RESOLVED:**                      **that cost code 38 Advice and Information Services budget for 2016/2017 be set at £2,500; was approved**

Proposed by Councillor Chalker  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2868.27      RESOLVED:**                      **that the projected income of cost code 42 Community Development Miscellaneous for the fiscal year 2015/2016 of Zero was approved subject to a change of circumstances**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FGP.2868.28      RESOLVED:**                      **that the projected income for the fiscal year 2016/2017 of £21,609 for Corporate Management was approved subject to a change of circumstances**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

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On a vote being taken the matter was approved unanimously.

**FGP.2868.29 RESOLVED:** **that the Corporate Management Earmarked Reserve budget of £19,733 remain for fiscal year 2016/2017; was approved**

Proposed by Councillor Krey  
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

**FG.2869 TO RECEIVE CORRESPONDENCE FROM MR T JAMES, ALL SAINTS COMMUNITY CENTRE, REGARDING THE USE OF GRANT FUNDING AND APPROVE ASSOCIATED ACTION**

**FG.2869.2 RESOLVED:** **that correspondence from Mr T James, All Saints Community Centre, regarding the use of grant funding; was received and the alternative use was granted**

Proposed by Councillor Ms Robinson  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2870 TO REVIEW AND APPROVE THE GRANTS AWARD POLICY**

The Town Clerk informed members that the changes to the Policy were due to the re-structuring of the programme committees as advised in the Root and Branch Review.

**FG.2870.2 RESOLVED:** **that Camborne Town Council's Grant Award Policy was reviewed and approved with the amendments highlighted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Dalley

On a vote being taken the matter was approved unanimously.

**FG.2871 TO APPROVE A QUOTATION FOR THE ADVERTISMENT OF A JOB VACANCY IN THE WEST BRITON AND AUTHORISE EXPENDITURE ACCORDINGLY**

**FG.2871.2 RESOLVED:** **that a quotation for the job advertisement of a job vacancy in the West Briton; was approved and the associated expenditure was authorised; £561 from cost code 19 Job Vacancies budget and the balance of £499.80 to be**

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taken from cost code 9 Staff Contingency  
budget**

Proposed by Councillor Webber  
Seconded by Councillor Odgers

On a vote being taken the matter was approved unanimously.

**FG.2872 TO APPROVE THE APPOINTMENT OF MR B WHITE AS CAMBORNE TOWN COUNCIL'S ACCOUNTANT AND AUTHORISE EXPENDITURE ACCORDINGLY**

**FG.2872.2 RESOLVED: that the appointment of Mr B White as Camborne Town Council's Accountant was approved and the associated expenditure was authorised**

Proposed by Councillor Chalker  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

**FG.2873 TO RECEIVE CORRESPONDENCE FROM ELLIS WHITTAM REGARDING LICENCES FOR ON-LINE TRAINING, APPROVE ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE**

The Town Clerk expressed her disappointment at the correspondence from Ellis Whittam. It had not been her understanding that individual licences for e-learning would need to be purchased when the contract had been approved. Councillors agreed; however the individual cost of the training course was recognised as low in spite of the purchase cost of licences.

**FG.2873.2 RESOLVED: that correspondence from Ellis Whittam regarding licences for on-line training was received, approved and the associated expenditure was authorised**

Proposed by Councillor Chalker  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**FG.2874 TO RECEIVE A QUOTATION FROM ELLIS WHITTAM TO COMPLETE A STRESS RISK ASSESSMENT, APPROVE ACTION AND AUTHORISE ANY ASSOCIATED EXPENDITURE**

There was a discussion about the Council's Duty of Care and the inclusion of welfare with Health and Safety. Councillor Chalker illustrated the need for a stress risk assessment from his experience working with other organisations.





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