

**CAMBORNE TOWN COUNCIL  
FULL COUNCIL 14<sup>th</sup> June 2018**

MINUTES of the meeting of Camborne Town Council held in The Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 14<sup>th</sup> June 2018 at 6.30 pm.

PRESENT Councillor D Wilkins Chairman  
Councillor V Dalley Vice Chairman  
Councillor D Atherfold  
Councillor J Barclay  
Councillor M Champion  
Councillor J P Collins  
Councillor T Dalley  
Councillor Ms Z Fox  
Councillor J E Gillingham  
Councillor C Godolphin  
Councillor R Goodman  
Councillor J Herd  
Councillor V Kelynack  
Councillor L Lemon from point mentioned  
Councillor R Marshall  
Councillor J Morgan  
Councillor M Pearce

In Attendance: Amanda Mugford, Town Clerk; Janet Ritchie, Committee Support Officer; Ms Mel Martin & Ms Sharron Lipscombe-Manley representing BID Camborne; Mr Steve Hole representing 3HW; 4 members of the public.

The Chairman explained the safety procedures to all present.

**C.4250 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**C.4250.2 RESOLVED: that the apologies from Councillor Winter for non-attendance at the meeting of the Full Council held on 14<sup>th</sup> June 2018 were received**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**C.4251 CHAIRMAN'S ANNOUNCEMENTS**

Events attended by the Mayor representing the Council were as follows:

11<sup>th</sup> May: Camborne RFC Under 16s presentations;  
14<sup>th</sup> May: Truro Mayor Making Ceremony;  
17<sup>th</sup> May: Penryn Mayor Making Ceremony;  
23<sup>rd</sup> May: Newquay Mayor Making Ceremony;  
1<sup>st</sup> June: St Austell Mayor Making Ceremony;  
3<sup>rd</sup> June: Newquay Mayor Civic Service;  
6<sup>th</sup> June: Invitation to RNAS Culdrose, Helston;  
10<sup>th</sup> June: Truro Mayor Civic Service.

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Events Attended by the Deputy Mayor attending the Council were as follows:  
11<sup>th</sup> May: Camborne RFC Presentations;  
21<sup>st</sup> May: Falmouth Mayor Making Ceremony.

**C.4252 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 Goodman declared interest in item 17 as her husband worked for RG Kellow Ltd.

**C.4253 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

There were no written requests.

**C.4254 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)**

One member of the public asked for details concerning the positioning of the proposed CCTV cameras at Camborne Recreation Ground. The Town Clerk advised that consideration would be given to two cameras (one facing the Park, the other facing the Rugby Ground).

Councillor Lemon entered the meeting at 6.36pm.

One member of the public, a former Councillor, thanked the Town Clerk, Town Council and staff for the restoration of the new Town Council premises, which represented good use of the building and was a fitting tribute to J Passmore Edwards. The Library was an important facility which it was hoped the public would make full use of when it reopened.

The question was also raised concerning financial liability for the costs incurred due to the unforeseen work required on the building. The Town Clerk advised that discussions with Cornwall Council were ongoing.

A member of the public enquired about responsibility for stocking and replenishing the library. The Town Clerk explained that this was done by Cornwall Council.

**C.4255 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON THE 10<sup>th</sup> MAY 2018 AND THE CHAIRMAN TO SIGN THEM**

**C.4255.2 RESOLVED: that the minutes of the meeting of the Full Council held on the 10<sup>th</sup> May 2018 were received, approved and signed by the Chairman**

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Proposed by Councillor Wilkins  
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

**C.4256 TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL TOWN ASSEMBLY HELD ON 10<sup>th</sup> MAY 2018 AND THE CHAIRMAN TO SIGN THEM**

**C.4256.2 RESOLVED:** that the minutes of the meeting of the Annual Town Assembly held on the 10<sup>th</sup> May 2018 were received, approved and signed by the Chairman

Proposed by Councillor Wilkins  
Seconded by Councillor Mrs V Dalley

On a vote being taken the matter was approved unanimously.

**C.4257 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS**

i) Planning & Development Committee 22nd May 2018

**C.4257.2 RESOLVED:** that the minutes of the meeting of the Planning & Development Committee held on the 22nd May 2018 were received

Proposed by Councillor Godolphin  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

ii) Amenities Committee 17<sup>th</sup> May 2018

**C.4257.3 RESOLVED:** that the minutes of the meeting of the Amenities Committee held on the 17<sup>th</sup> May 2018 were received

Proposed by Councillor Champion  
Seconded by Councillor Ms Pearce

On a vote being taken the matter was approved unanimously.

iii) Staffing Committee 24<sup>th</sup> May 2018

**C.4257.4 RESOLVED:** that the minutes of the meeting of the Staffing Committee held on the 24<sup>th</sup> May 2018 were received

Proposed by Councillor Wilkins

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Seconded by Councillor Mrs V Dalley

On a vote being taken matter was approved unanimously.

**C.4258 TO NOTE THE MINUTES OF**

i) Camborne Regeneration Forum 14<sup>th</sup> May 2018

**C.4258.2 RESOLVED: that the minutes of the meeting of the Camborne Regeneration Forum held on the 14<sup>th</sup> May 2018 were noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

ii) Camborne Regeneration Forum 4<sup>th</sup> June 2018

**C.4258.3 RESOLVED: that the minutes of the meeting of the Camborne Regeneration Forum held on the 4<sup>th</sup> June 2018 were noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Morgan

On a vote being taken the matter was approved unanimously.

iii) Camborne Regeneration Forum AGM 4th June 2018 & Chairman's report

**C.4258.4 RESOLVED: that the minutes of the meeting of the Camborne Regeneration Forum AGM held on the 4<sup>th</sup> June 2018 & Chairman's report were noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

iv) Camborne Regeneration forum AGM 5<sup>th</sup> June 2017

**C.4258.5 RESOLVED: that the minutes of the meeting of the Camborne Regeneration Forum AGM held on the 5<sup>th</sup> June 2017 were noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

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v) Camborne Produce Market 30<sup>th</sup> April 2018

**C.4258.6 RESOLVED: that the minutes of the meeting of the Camborne Produce Market held on the 30<sup>th</sup> April 2018 were noted**

Proposed by Councillor Godolphin

Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

vi) Camborne Twinning Association 8<sup>th</sup> May 2018

**C.4258.7 RESOLVED: that the minutes of the meeting of the Camborne Twinning Association held on the 8<sup>th</sup> May 2018 were noted**

Proposed by Councillor Mrs V Dalley

Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

vii) BID Camborne Board 20<sup>th</sup> March 2018

**C.4258.8 RESOLVED: that the minutes of the meeting of BID Camborne Board held on the 20<sup>th</sup> March 2018 were noted**

Proposed by Councillor Ms Fox

Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

viii) Troon Village Association and Team Troon 16<sup>th</sup> April 2018

**C.4258.9 RESOLVED: that the minutes of the meeting of the Troon Village Association and Team Troon held on the 16<sup>th</sup> April 2018 were noted**

Proposed by Councillor Mrs V Dalley

Seconded by Councillor Lemon

On a vote being taken the matter was approved unanimously.

ix) Team Troon 23<sup>rd</sup> April 2018

**C.4258.10 RESOLVED: that the minutes of the meeting of Team Troon held on the 23<sup>rd</sup> April 2018 were noted**

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Proposed by Councillor Barclay  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

x) Towans Partnership 18<sup>th</sup> April 2018

**C.4258.11 RESOLVED: that the minutes of the meeting of the Towans Partnership held on 18<sup>th</sup> April 2018 were noted**

Proposed by Councillor Ms Fox  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

**C.4259 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**C.4260 TO RECEIVE QUESTIONS FROM MEMBERS OF WHICH PRIOR NOTICE HAS BEEN GIVEN**

There were no questions from members.

**C.4261 TO RECEIVE A PRESENTATION FROM BID CAMBORNE**

Mel Martin and Sharron Lipscombe-Manley gave a presentation outlining the ongoing aims of BID Camborne since its inauguration in 2010. A business plan was produced after initial consultation with local businesses and BID Camborne's current programme included the representation of businesses in Safer Camborne, working to achieve a plastics free coastline; addressing the vacancy rate of premises in town; providing a Christmas tree in the town square; revitalising the town centre and consultation and engagement with residents. BID was identifying ways in which businesses and this Council could work in partnership for the commercial interests of the town.

Discussion took place regarding the Town Council being represented on the BID Board, the BID Camborne Articles of Association, Councillors needing to report to Full Council and the benefits of the two organisations working together.

Ms Martin and Ms Lipscombe-Manley were thanked for their presentation.

**C.4262 TO SUPPORT PLASTIC FREE COASTLINES AND APPOINT A REPRESENTATIVE TO THE PLASTIC FREE COASTLINES STEERING GROUP**

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The project was being led for 12 months by BID Camborne, working in conjunction with Surfers Against Sewage. The aim was to raise public awareness of the environmental problems caused by single-use plastic and to encourage local councils and businesses to lead by example in their use of sustainable alternatives and involve the local community in sustaining this.

The Chairman thanked members of BID Camborne for their presentation.

Discussion took place and members agreed to support Plastics Free Coastlines and it was proposed that Councillor Barclay was appointed as this Council's representative to the Plastic Free Coastlines Steering Group.

**C.4262.2 RESOLVED: that this Council supported Plastic Free Coastlines and that Councillor Barclay was appointed representative to the Plastic Free Coastlines Steering Group**

Proposed by Councillor Ms Fox  
Seconded by Councillor Champion

On a vote being taken the matter was approved unanimously.

Ms Mel Martin and Ms Sharron Lipscombe-Manley left the meeting at 7.25 pm.

Mr Steve Hole left the meeting at 7.25pm and returned at 7.26pm.

**C.4263 TO RECEIVE A REPORT FROM THE TOWN CLERK REGARDING THE DEVOLUTION OF GREEN SPACES IN THE PARISH, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk presented a report which included a revised schedule from Cornwall Council for phased devolution of the currently identified green spaces. She recommended that this Council considered the revised schedule, prioritising the transfer of Meneth Road Public Open Spaces and Penregon Allotments into this Council's ownership. She also sought approval for the purchase of an additional vehicle for the Amenities team which would be required after the transfer of Meneth Road Public Open Spaces and recommended that additional resources were included in the revenue budget from 2019/20 to reflect the revised schedule in green space devolution.

Councillor T.Dalley left the meeting at 7.34pm.

Discussion took place and members agreed in principle to the schedule, but it was noted that there were still matters outstanding on some of the green spaces which needed to be addressed in greater detail with Cornwall Council before a transfer of ownership was considered.

**C.4263.2 RESOLVED: that this Council put in place the necessary arrangements for the transfer**

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**of Meneth Road Public Open Spaces into  
its ownership**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

Councillor T. Dalley re-entered the meeting at 7.38pm.

- C.4263.3 RESOLVED: that this Council continued negotiations with Cornwall Council on the green spaces, in accordance with the schedule**

Proposed by Councillor Ms Fox  
Seconded by Councillor Barclay

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

- C.4263.4 RESOLVED: that an additional vehicle for the Amenities team was purchased, using funds from the Amenities Earmarked Reserves**

Proposed by Councillor Champion  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

- C.4264 TO RECEIVE INFORMATION REGARDING WORKS TO BE DONE AT CAMBORNE RECREATION GROUND BY CAMBORNE RFC, APPROVE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk advised that there was an issue with the mains water supply to the Camborne RFC Club House, which would require digging across the Park section to put in a new supply. Having taken legal advice, the Town Clerk advised that a licence issued by this Council would cost £750 plus disbursements and under the terms of the lease CRFC would be responsible for legal costs. It had also been advised that formal permission from the Town Council was needed by Camborne RFC to carry out any structural work. The Town Clerk was requesting the plans from CRFC for this Council to consider prior to granting permission.

- C.4264.2 RESOLVED: that information regarding works to be done at Camborne Recreation Ground by Camborne RFC was received and that this Council required sight of the full plans and specifications before giving its permission to carry out the work**



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Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved unanimously.

**C.4265 TO RECEIVE A REPORT ON WORKS TO THE PASSMORE EDWARDS LIBRARY BUILDING, AGREE ANY ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

Councillor Goodman declared interest and left the meeting at 8.02 pm.

Councillor T. Dalley left the meeting at 8.03pm.

Mr Steve Hole, representing 3HW, gave his final report. The contract had been completed and 3HW had drawn up a schedule of routine and ongoing maintenance for the Passmore Edwards building. He advised members that owing to the long-term water ingress into the building prior to the refurbishment, the drying out process was requiring remedial decoration on an ad hoc basis going forward.

Mr Hole was thanked for his report.

Councillor Barclay gave a progress report on the courtyard planting. The raised beds had been enlarged to take mature plants and suitable plant cover planned in front of the low wall.

The Town Clerk advised that regarding the library shelving, discussions were ongoing with the supplier New requirements for items of furniture had been identified, which included seating for the reception area and a meeting table for the Town Clerk's office. The Police had suggested that a CCTV camera was installed at the front of the building due to ongoing problems at this location. The Town Clerk had met with Cornwall Council to discuss this Council's ongoing request for funding towards the cost of additional building work incurred and was asked to provide, for consideration, details of fixtures and fittings that would have been purchased by this Council should the costs have been lower. Cornwall Council also required the original cost of the work and the final outcome figure. The Town Clerk was compiling a list of suggestions from members to take forward.

**C.4265.2 RESOLVED:** **that the report from 3HW was received and that the Town Clerk provided Cornwall Council with a list of the additional items required and associated costs; these were to include full cost of the library shelves, library furniture, public realm CCTV camera, furniture for and planting of the Courtyard.**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Godolphin

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On a vote being taken the matter was approved unanimously.

Councillor Ms Pearce left the meeting at 8.23pm.

**C.4265.3 RESOLVED: to extend the meeting until the close of business**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Godolphin

On a vote being taken the matter was approved by a majority, with 2 abstentions.

Councillor Goodman re-entered the meeting at 8.27pm.

**C.4266 TO RECEIVE A VERBAL PROGRESS REPORT FROM THE TOWN CLERK REGARDING THE TRANSFER OF THE LIBRARY SERVICE, AGREE ANY ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Town Clerk advised that because the formal TUPE date for the transfer of Library staff had been moved back the actual transfer was now scheduled for early September. Cornwall Council had not yet replied to the Town Clerk's previous request for information on the number of Library staff to be transferred across.

**C.4266.2 RESOLVED: that the verbal progress report from the Town Clerk regarding the transfer of the Library service was received**

Proposed by Councillor Kelynack  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

**C.4267 TO RECEIVE THE CAMBORNE REGENERATION FORUM CONSTITUTION AND APPROVE ANY ASSOCIATED ACTION**

A full discussion took place, with concern shown by members that item 4.6 in Camborne Regeneration Forum's (CRF) constitution required the services of the Camborne Town Clerk, even though that had not been formally agreed by this Council. The Town Clerk stated that she was prepared to attend CRF meetings, if her time allowed, with a view to this Council building partnership with other organisations in the town.

**C.4267.2 RESOLVED: that the Town Clerk was to attend meetings of the Camborne Regeneration Forum when able, subject to work priorities, and that this Council requested that the Town Clerk's services were removed from item 4.6 of CRF's constitution**

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Proposed by Councillor Champion  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

Councillor Ms Pearce re-entered the meeting at 8.33pm.

- C.4267.3 RESOLVED: that the Town Council made it policy that no external organisation had the right to the services of any Town Council employee**

Proposed by Councillor Champion  
Seconded by Councillor Atherfold

On a vote being taken the matter was approved unanimously.

- C.4268 TO RECEIVE THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) DISCUSSION PAPER "SHAPING OUR FUTURE: A BIG CONVERSATION" AND AGREE ACTION**

- C.4268.3 RESOLVED: that the National Association of Local Councils (NALC) discussion paper "Shaping our Future: A Big Conversation" was received**

Proposed by Councillor Ms Fox  
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

- C.4269 TO RECEIVE THE GUIDANCE REGARDING FLAG FLYING PROTOCOL AND NOTE THE IMPLICATIONS FOR FLAG FLYING AT THE PASSMORE EDWARDS BUILDING**

Discussion took place concerning the flying of the Union Flag at the Passmore Edwards building. The Town Clerk referred to the guidance included in the agenda papers; because the building had one flagpole, the Union Flag was being flown in accordance with the guidance.

- C.4269.2 RESOLVED: that guidance regarding flag flying protocol was received and it was noted that this required the Union Flag was flown at the Passmore Edwards building owing to the building having only a single flagpole**

Proposed by Councillor Godolphin  
Seconded by Councillor Herd

On a vote being taken the matter was approved by majority, with 3 against

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and 1 abstention.

**C.4270 TO RECEIVE THE WEST CONWALL CCTV MANAGEMENT GROUP CCTV MANAGEMENT REPORT 1<sup>ST</sup> APRIL 2017 TO 31<sup>ST</sup> MARCH 2018**

**C.4270.2 RESOLVED: that the West Cornwall CCTV Management Group CCTV Management Report 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018 was received**

Proposed by Councillor Morgan  
Seconded by Councillor Marshall

On a vote being taken the matter was approved unanimously.

**C.4271 TO RECEIVE THE CORNWALL ASSOCIATION OF LOCAL COUNCILS (CALC) CONSULTATION RESPONSE FOR THE REVIEW OF LOCAL GOVERNMENT ETHICAL STANDARDS**

**C.4271.2 RESOLVED: that the Cornwall Association of Local Council (CALC) consultation response for the review of local government ethical standards was received**

Proposed by Councillor Kelynack  
Proposed by Councillor Collins

On a vote being taken the matter was approved unanimously.

**C.4272 TO RECEIVE CORRESPONDENCE FROM THE MONITORING OFFICER REGARDING ETHICAL STANDARDS AND AGREE ANY ACTION**

**C.4272.2 RESOLVED: that correspondence from the monitoring officer regarding ethical standards was received and that no action was required**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Barclay

On a vote being taken the matter was approved unanimously.

**C.4273 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**

**C.4273.2 RESOLVED: that the Council resolves under the 1960 Public Bodies (Admission to Meetings) Act, to exclude the press and public due**

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**to the confidential nature of the business  
to be discussed**

Proposed by Councillor Godolphin  
Seconded by Councillor Collins

On a vote being taken the matter was approved unanimously.

Three members of the public left the meeting.

**C.4274 TO RECEIVE THE CCTV MANAGEMENT REPORT FOR CAMBORNE 1<sup>ST</sup>  
JANUARY 2018 – 31<sup>ST</sup> MARCH 2018 AND AGREE ANY ACTION**

Owing to the late running of the meeting, members requested that discussion of item C.4274 was deferred until the Full Council meeting in July.

**C.4274.2 RESOLVED: to defer item C.4274 until the July Full  
Council meeting**

Proposed by Councillor Morgan  
Seconded by Councillor Barclay

On a vote being taken the matter was approved by a majority, with 2 against.

**C.4275 TO RECEIVE A QUOTATION FROM SSE FOR CCTV CAMERAS TO BE  
INSTALLED AT CAMBORNE RECREATION GROUND, AGREE ACTION  
AND AUTHORISE ASSOCIATED EXPENDITURE ACCORDINGLY**

Owing to the late running of the meeting, members requested that discussion of item C.4275 was deferred until the Full Council meeting in July.

**C.4275.2 RESOLVED: to defer item C.4275 until the July Full  
Council meeting**

Proposed by Councillor Atherfold  
Seconded by Councillor Barclay

On a vote being taken the matter was approved by a majority, with 2 against.

**C.4276 TO RECEIVE AND CONSIDER QUOTATIONS FOR THE PROVISION OF  
PAYROLL AND PENSIONS ADMINISTRATION, AGREE ACTION AND  
AUTHORISE EXPENDITURE ACCORDINGLY.**

The current provider of payroll and pensions administration was no longer able to offer their services to this Council. Members considered four quotations from new providers.

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**C.4276.2 RESOLVED:**

**that quotations for the provision of payroll and pensions administration were considered and that Kelsall Steele were chosen for the provision of payroll and pensions administration**

Proposed by Councillor Mrs V Dalley  
Seconded by Councillor Herd

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.59 pm.

SIGNED BY THE CHAIRMAN.....

DATE .....