MINUTES:

of the meeting of the Finance & General Purposes Committee held in The Council Chamber, The Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 22nd February 2024 at 6.30 pm.

PRESENT:

Councillor J Cosgrove Chairman

Councillor L McDonald Vice Chairman

Councillor J Ball

Councillor Z Fox

Councillor C Lawrence

Councillor P Mills

Councillor M Williams

IN ATTENDANCE:

Samantha Hughes, Town Clerk and Responsible Finance Officer; and Lara Barbier, Administrative Assistant.Members of the public: Tristan Mackie from abandofbrothers was also in attendance.

FG.4232 MEETING PROCEDURES

The Chairman explained the meeting procedures to all present.

**FG.4233 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

**FG.4233.2 RESOLVED: that the apologies from Councillors R Congdon and V Dalley for non-attendance of the meeting of the Finance & General Purposes Committee on the 22nd February 2024 were received**

 Proposed by Councillor J Cosgrove

 Seconded by Councillor L McDonald

FG.4234 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.

FG.4235 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

 There were no dispensation requests.

**FG.4236 CHAIRMAN’S ANNOUNCEMENTS**

There were no Chairman’s announcements.

**FG.4237 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON 14th DECEMBER 2023**

**FG.4237.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 14th December 2023, were received, approved, and signed by the Chairman**

Proposed by Councillor J Cosgrove

 Seconded by Councillor L McDonald

On a vote being taken the matter was approved unanimously by those entitled to vote.

**FG.4238 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**FG.4239 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 3E 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)**

Tristan Mackie from abandofbrothers introduces himself and the organisation. Abandofbrothers is a national organisation, with communities in ten locations. They help men, who are involved in crime or in danger of being involved in crime, to transition away. They started in Cornwall eight years ago.

Tristan answered that the process follows; A Rite of Passage Weekend Away; Then 1-2-1 mentorship; Initiation into the community (similar to a Graduation Ceremony), which allows members to have ongoing access to any of the communities across the Nation, any time.

Councillors showed an interest in the subject and also had questions regarding where the money would be spent and how the local arm of the charity was funded. Members asked how many men will be helped with the grant.

Tristan answered that within the Redruth, Camborne Pool area there have been fifteen men in recent times from the area.

The Town Clerk reminded councillors that under Grant Policy we need to know that the money is given to help people from the Parish of Camborne.

**FG.4240 TO RECEIVE THE RFO GRANT SUMMARY, CHECKLISTS, AND GRANT APPLICATIONS FROM:**

1. **HOLMAN CLIMAX MALE CHOIR**
2. **ABANDOFBROTHERS**

 **Agree action and authorise expenditure**

The Chairman informed members that if both Grants are made in full, the council will go over budget by £1,700. Councillors then discussed the applications from abandofbrothers and Holman Climax Male Choir.

Councillor Ball applauded the work of abandofbrothers, but noted because it would be difficult to know how many men in total the Grant would assist, proposed a grant of £2,000. Councillor Cosgrove agreed and proposed that any money is shown to be spent on men from Camborne. Councillor Ball noted the benefit of the Choir is huge as they provide entertainment around and beyond the Duchy, and proposed a grant of £5,000 to go towards the new staging for the Holman’s Choir. Members discussed the staging required and suitability, and hoped that it would be appropriate for the use specified

**FG.4240.2 RESOLVED: that a grant of £2,000 be awarded to abandofbrothers, and that any money is shown to be spent on people in the Parish of Camborne, was approved; and the associated expenditure from the Community Grants and Donations Budget (code 160/4930), was authorised**

Proposed by Councillor J Cosgrove
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4240.3 RESOLVED: that a grant of £5,000 to be awarded to Holman Climax Male Voice Choir, was approved; and the associated expenditure from the Community Grants and Donations Budget (code 160/4930), was authorised**

Proposed by Councillor J Ball

 Seconded by Councillor M Williams

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

**FG.4241 TO RECEIVE AND APPROVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES**

**REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING REPORT AND VAT RETURN UP TO THE END OF DECEMBER 2023**

**FG.4241.2 RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, and Detailed Income & Expenditure by Budget Heading Report and VAT Return, up to the end of December 2023 were received, and approved**

Proposed by Councillor J Cosgrove

 Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4242 TO APPROVE THE PAYMENT OF INVOICES, MADE DURING THE WHOLE MONTH OF DECEMBER 2023, UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6**

**FG.4242.2 RESOLVED: that the payment of invoices, made during the whole month of December 2023, under Financial Regulations 5.4, 6.4. 6.5 and 6.6 were approved**

Proposed by Councillor J Ball

Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4243 TO APPROVE THE REGULAR PAYMENTS, MADE DURING THE WHOLE MONTH OF DECEMBER 2023, UNDER FINANCIAL REGULATIONS 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.4243.2 RESOLVED: that the regular payments, made during the whole month of December 2023, under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 were approved**

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

 On a vote being taken the matter was approved unanimously.

**FG.4244 TO RECEIVE THE BANK CASH AND INVESTMENT RECONCILIATION EARMARKED RESERVES REPORT AND DETAILED INCOME & EXPENDITURE BY BUDGET HEADING & RFO REPORT UP TO THE END OF JANUARY 2024 AND AGREE ACTION**

The Town Clerk and RFO presented the report to the councillors, and recommendations in Section 10. The Chair proposed to accept the four recommendations in the report:

1. Members receive and note contents of the report from the Responsible Finance Officer
2. Approve virement of funds between Ear Marked Reserves for the Town Deal Projects
3. Approve virement of funds to the Park Gerry EMR (339) as agreed by Full Council November 2022 and February 2024.
4. To note completion of internal audits by Councillor McDonald and Councillor Ball for December 2023.

**FG.4244.2 RESOLVED: that the Bank Cash and Investment Reconciliation Earmarked Reserves Report and Detailed Income & Expenditure by Budget Heading & RFO report up to the end of January 2024 were received, and approved**

 Proposed by Councillor P Mills
 Seconded by Councillor L McDonald

 On a vote being taken the matter was approved unanimously.

**FG. 4244.3 RESOLVED: that the report from the RFO was received, that virements of funds as specified within the report were approved, that virement of funds to the Park Gerry EMR(339) were approved as per Full Council resolutions, that the Internal Audit reports from Cllr McDonald and Ball were received and noted**

Proposed by Councillor J Cosgrove
Seconded by Councillor Z Fox

 On a vote being taken the matter was approved unanimously.

**FG. 4245 TO APPROVE THE PAYMENT OF INVOICES, MADE DURING THE WHOLE MONTH OF JANUARY 2024, UNDER FINANCIAL REGULATIONS 5.4,6.4,6.5 AND 6.6**

**FG.4245.2 RESOLVED: that the payment of invoices, made during the whole month of January 2024, under Financial Regulations 5.4,6.4,6.5 and 6.6 were approved**

Proposed by Councillor J Cosgrove
Seconded by Councillor L McDonald

 On a vote being taken the matter was approved unanimously.

**FG.4246 TO APPROVE THE REGULAR PAYMENTS, MADE DURING THE WHOLE MONTH OF JANUARY 2024, UNDER FINANCIAL REGULATIONS 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.4246.2 RESOLVED: that the regular payments, made during the whole month of January 2024, under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 were approved**

Proposed by Councillor C Lawrence
Seconded by Councillor Z Fox

 On a vote being taken the matter was approved unanimously.

**FG.4247 TO APPROVE THE PAYMENT OF INVOICES RECEIVED FOR THE MONTH FEBRUARY 2024 UP TO THE DATE OF THE MEETING, UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6.**

**FG.4247.2 RESOLVED: that the payment of invoices received for the month February 2024 up to the date of the meeting, under Financial Regulations 5.4, 6.4, 6.5 and 6.6 were approved**

Proposed by Councillor L McDonald
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4248 TO APPROVE PAYMENTS FOR THE MONTH OF FEBRUARY 2024 UP TO THE DATE OF THE MEETING MADE UNDER FINANCIAL REGULATION 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 AND 7.2**

**FG.4248.2 RESOLVED: that payments for the month of February 2024 up to the date of the meeting made under Financial Regulation 4.1, 4.5, 5.4, 5.5, 6.2, 6.7 and 7.2 were approved**

Proposed by Councillor Z Fox
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4249**  **TO RECEIVE A REPORT OF EXPENDITURE DELEGATED TO THE TOWN CLERK FOR JANUARY 2024, AND UP TO THE DATE OF THE MEETING, FOR APPROVAL**

Councillor Ball questioned the four charged for the lift. The Town Clerk answered that both lifts needed to be serviced, plus a guard added for safety, as well as additional work.

 Councillor McDonald question why there was a charge for the Town Marshalls, when it was understood they would be free. The Town Clerk answered that the invoice for the Marshalls had to be paid upfront but that the Town Council will be reimbursed by Safer Streets.

**FG.4249.2 RESOLVED: that a report of expenditure delegated to the Town Clerk for January 2024, and up to the date of the meeting was received, and approved**

Proposed by Councillor J Cosgrove
Seconded by P Mills

On a vote being taken the matter was approved unanimously.

**FG.4250 TO RECEIVE AN INTERIM AUDIT REPORT FOR 2023/24 AND AGREE ACTION**

 This item was deferred to a future meeting of Full Council for discussion, as it was in reference to the Annual Audit Plan

**FG.4251 TO RECEIVE A DRAFT EFFECTIVENESS OF INTERNAL CONTROLS POLICY AND AGREE ACTION**

**FG.4251.2 RESOLVED: that a draft Effectiveness of Internal Controls Policy was received, and approved**

Proposed by Councillor J Cosgrove
Seconded by Councillor Z Fox

 On a vote being taken the matter was approved unanimously.

**FG.4252 TO RECEIVE A RISK ASSESSMENT PROCESS AND PRACTISE, HEALTH & SAFETY ONLINE TRAINING MATRIX AND HEALTH & SAFETY AND FIRE SAFETY ACTIVITY PROGRAM FROM THE AMENITIES AND PROJECTS OFFICER AND AGREE ACTION**

**FG.4252.2 RESOLVED: To receive the report from the Amenities & Projects Officer regarding health and safety checks and compliance**

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4252.3 RESOLVED: To approve the current processes in place for Health & Safety with the support of Health and Safety Consultants**

Proposed by Councillor P Mills
Seconded by Councillor L McDonald

On a vote being taken the matter was approved unanimously.

**FG.4253 TO RECEIVE AN INTERIM INTERNAL AUDIT REPORT FROM HUDSON ACCOUNTING LTD AND AGREE ACTION**

**FG.4253.2 RESOLVED: that an interim Internal Audit report from Hudson Accounting Ltd was received, and approved**

Proposed by Councillor J Cosgrove
Seconded by Councillor L McDonald

 On a vote being taken the matter was approved unanimously.

**FG.4254 TO RECEIVE THE LLOYDS BUSINESS ACCOUNT TERMS & CONDITIONS FOR CONSIDERATION FOR APPROVAL OF A NEW ACCOUNT, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Town Clerk explained that this Lloyds account will be a back-up current account that can be accessed instantly, to hold funds in case wages or any other urgent payments need paying.

 Members discussed the new account and access to the account, requesting that it is used monthly to ensure we keep the account going.

 Councillor Cosgrove proposes an initial transfer of £1,000 to open the Lloyds account, and that the Town Clerk will bring the matter of approving a larger deposit back to this Committee once the account is open.

**FG.4254.2 RESOLVED: that the Lloyds Business Account Terms & Conditions were received; and that opening a Lloyds Business Account, was approved with the monthly expenditure authorised**

Proposed by Councillor J Cosgrove
Seconded by Councillor M Williams

On a vote being taken the matter was approved unanimously.

**FG.4254.3 RESOLVED: that an amount of £1,000 be transferred from our Unity Trust Current Account to open a Lloyds Business Account was authorised**

Proposed by Councillor P Mills
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4255 TO RECEIVE A DRAFT CAMBORNE TOWN COUNCIL PUBLICATION SCHEME AND AGREE ACTION**

The Chairman noted that there was an incorrect address on page 2 of the report which will be amended.

**FG.4255.2 RESOLVED: that the draft Camborne Town Council Publication Scheme was received, and approved as amended**

Proposed by Councillor J Cosgrove
Seconded by Councillor L McDonald

 On a vote being taken the matter was approved unanimously.

**FG.4256 TO RECEIVE A LETTER OF THANKS FROM CITIZENS ADVICE CORNWALL REGARDING THE RECENT GRANT AWARD**

**FG.4256.2 RESOLVED: that a letter of thanks from Citizens Advice Cornwall regarding the recent grant award, was received**

Proposed by Councillor Z Fox
Seconded by Councillor P Mills

 On a vote being taken the matter was approved unanimously.

**FG.4257 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**

**FG.4257.2 RESOLVED: 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, was approved**

Proposed by Councillor J Cosgrove
Seconded by Councillor C Lawrence

 On a vote being taken the matter was approved unanimously.

**FG.4258 TO RECEIVE A WRITTEN PROPOSAL FROM THE CREATIVE CONSULTANCY FOR THE BASSET COMMUNITY HUB AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillor Z Fox stated that having worked previously with Rose Goodship the Council has no reason to doubt her work, and unlikely to get a better quote even if this went out to tender. The Town Clerk stated that to accept this proposal without going to tender, the Council would need to suspend Financial Reg 11.1.i

**FG.4258.2 RESOLVED: that a written proposal from the creative consultancy for the Basset Community Hub was received; that Financial Regulation 11.1.i would be suspended due to prior knowledge of the project and work needed by REG Projects; and that an expenditure of £5,800 to Reg Projects Ltd, was authorised**

 Proposed by Councillor Z Fox
Seconded by Councillor J Ball

 On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the

meeting at 7.25 pm.

SIGNED BY THE CHAIRMAN…………………………………

DATE …………………………………………………………