

# Meeting Minutes

The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA Tel: 01209 612406 enquiries@camborne-tc.gov.uk

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## 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 28<sup>th</sup> November 2024 at 6.30 pm.**

## PRESENT:

**Councillor J Cosgrove                      Chair**  
**Councillor J Ball**  
**Councillor V Dalley**  
**Councillor Z Fox**  
**Councillor C Lawrence**  
**Councillor P Mills**  
**Councillor M Williams**

## IN ATTENDANCE:

**David Garwood, Head of Strategic Development; Sally Williams, Committee Support Officer.**

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### **FG.4351                      MEETING PROCEDURES**

The Chair explained the meeting procedures to all present. He also noted that, due to the Town Clerk and Responsible Finance Officer's unexpected absence, some of the 'to follow' items would not be available. However, there would be another Finance & General Purposes Committee meeting in two weeks and all information would be current for that meeting.

### **FG.4352                      TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

Councillors were reminded that when apologies for Council meetings were given, the office should also be given the reason for non-attendance so that the apology could be recorded accurately.

### **FG.4352.2                      RESOLVED: that the apologies from Councillors R Congdon, L McDonald and J Morgan for non-attendance of the meeting of the Finance & General Purposes Committee on the 28<sup>th</sup> November 2024 were received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.4353 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 Ball, Cosgrove, Dalley and Fox all declared interests in Agenda Item 32 as they were members of the Town Deal Board.

**FG.4354 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS**

It was noted that standing twelve month written dispensations were in place for Councillors Ball, Cosgrove, Dalley and Fox enabling them to speak and vote on Town Deal Board Agenda Items.

**FG.4354.2 RESOLVED: that standing twelve month written dispensations allowing Councillors Ball, Cosgrove, Dalley and Fox to speak and vote on Town Deal Agenda Items were noted**

Proposed by Councillor J Cosgrove  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4355 CHAIR'S ANNOUNCEMENTS**

There were no Chair's announcements.

**FG.4356 TO RECEIVE AND APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 26TH SEPTEMBER 2024 FOR SIGNING BY THE CHAIR**

**FG.4356.2 RESOLVED: that the minutes of the Finance and General Purposes Committee held on 26<sup>th</sup> September 2024, were received, approved and signed by the Chair**

Proposed by Councillor Z Fox  
Seconded by Councillor P Mills

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

**FG.4357 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

The Chair wished to explain to Councillors that there had been a change to Resolution FG.4336.4 from the September minutes. Councillors had voted to award a grant of £640 to Camborne Regeneration Forum for the Youth Conference. However, due to a

reduction in the cost of the event, Camborne Town Council had only actually paid £474.30.

**FG.4358**

**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)**

There were no members of the public present.

**FG.4359**

**TO RECEIVE THE RFO GRANT SUMMARY, CTC COMMUNITY GRANT APPLICATIONS, SUPPORTING INFORMATION AND RFO CHECKLISTS FROM:**

- i) CORNWALL MEDIA RESOURCE LTD  
PROJECT SPACE (GENERAL POWER OF  
COMPETENCE)**

**AGREE ACTION AND AUTHORISE EXPENDITURE**

Councillors discussed the grant application that had been received from Cornwall Media Resource Ltd. Overall Councillors felt that there were some questions that would need to be answered alongside some further explanations before a final decision could be reached. To this end Councillors felt that it would be helpful to invite the applicants to the next Finance & General Purposes meeting so that face to face discussion could be conducted.

Some Councillors felt that the application should be declined as the Grant Policy decreed that there should be some match funding and there was none in evidence. Declining the application was proposed by Councillor Ball and seconded by Councillor Dalley, but it fell on the vote, with the Chair using his casting vote.

The remaining Councillors felt that it would be more useful to invite the representatives to the next meeting so that they could answer questions in person. They also wished to have sight of updated accounts. Councillors then voted on this proposal.

**FG.4359.2**

**RESOLVED: that the grant application from Cornwall Media Resource Ltd Project Space be deferred until the next Finance & General Purposes meeting and that representatives of CMR Ltd be invited to attend the meeting, was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor P Mills

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

**FG.4360** **TO RECEIVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT AND DETAILED FINANCE & GENERAL PURPOSES INCOME & EXPENDITURE REPORT TO THE END OF SEPTEMBER 2024 AND APPROVE ANY ACTION**

**FG.4360.2** **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report and Detailed Finance & General Purposes Income & Expenditure Report to the end of September 2024 were received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4361** **TO RECEIVE THE ELECTRONIC PAYMENTS AND CHEQUES LIST (MADE UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6) FOR THE WHOLE MONTH OF SEPTEMBER 2024**

**FG.4361.2** **RESOLVED: that the electronic payments and cheques list, (made under Financial Regulations 5.4, 6.4, 6.5 and 6.6) for the whole month of September 2024, were received**

Proposed by Councillor J Ball  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4362** **TO RECEIVE THE LIST OF REGULAR PAYMENTS (DDs), (MADE UNDER FINANCIAL REGULATIONS 4.1, 4.5, 5.4, 5.5, 6.2 AND 6.7) FOR THE WHOLE MONTH OF SEPTEMBER 2024**

A Councillor did question the repeated payments taken by EDF for supplies to the Town Square. It was explained that the Finance Officer was currently chasing EDF for an explanation of this anomaly and it would be reported upon as soon as possible.

**FG.4362.2** **RESOLVED: that the list of regular payments (DDs), (made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2 and 6.7) for the whole month of September 2024, were received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor J Ball

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

**FG.4363** **TO RECEIVE THE LIST OF RECEIPTS (ACCEPTED UNDER FINANCIAL REGULATION 9.2) FOR THE WHOLE MONTH OF SEPTEMBER 2024**

**FG.4363.2** **RESOLVED: that the list of receipts (accepted under Financial Regulation 9.2) for the whole month of September 2024, was received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4364**                    **TO RECEIVE THE BANK CASH AND INVESTMENT RECONCILIATION, EARMARKED RESERVES REPORT, DETAILED FINANCE & GENERAL PURPOSES INCOME & EXPENDITURE REPORT AND RFO REPORT TO THE END OF OCTOBER 2024 AND APPROVE ANY ACTION**

Councillors did not receive the Responsible Finance Officer's report to the end of October 2024, due to Officer ill health but they were assured that they would receive an updated report at the next meeting.

**FG.4364.2**                **RESOLVED: that the Bank Cash and Investment Reconciliation, Earmarked Reserves Report, Detailed Finance & General Purposes Income & Expenditure Report to the end of October 2024, were received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4365**                    **TO RECEIVE THE ELECTRONIC PAYMENTS & CHEQUES LIST (MADE UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6) FOR THE WHOLE MONTH OF OCTOBER 2024**

A Councillor queried why the Rest Room payments were still being made. The Officers explained that there was a three-month period of notice when payments would still be made to assist these businesses with the adjustment.

**FG.4365.2**                **RESOLVED: that the electronic payments & cheques list (made under Financial Regulations 5.4, 6.4, 6.5 and 6.6)) for the whole month of October 2024, was received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4366**                    **TO RECEIVE THE LIST OF REGULAR PAYMENTS (DDs), MADE UNDER FINANCIAL REGULATIONS 4.1, 4.5, 5.4, 5.5, 6.2 AND 6.7) FOR THE WHOLE MONTH OF OCTOBER 2024**

Councillors debated the issue of the SIM cards for their new tablets. As the SIM cards were not working, they wished to know why the Council was paying so much to EE and B T. One Councillor

suggested that the Council should stop paying the bills in order to provoke a response. However, others felt that it was important to continue paying the bills because this would be the only way to secure compensation when the issue was resolved. One Councillor commented that it was important to note the date when the service failed as any compensation due would be calculated from that date. However, in the meantime Councillors felt that this was an important action for the Clerk to chase.

**FG.4366.2                   RESOLVED: that the list of regular payments (DDs), made under Financial Regulations 4.1, 4.5, 5.4, 5.5, 6.2 and 6.7) for the whole month of October, was received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4367                   TO RECEIVE THE LIST OF RECEIPTS (ACCEPTED UNDER FINANCIAL REGULATION 9.2) FOR THE WHOLE MONTH OF OCTOBER 2024**

A Councillor noted that there was a great deal of Library income and it was noted that the Library did conduct numerous workshops and events at this stage of the year, beginning from Halloween and October half-term.

**FG.4367.2                   RESOLVED: that the list of receipts (accepted under Financial Regulation 9.2) for the whole month of October 2024, was received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**FG.4368                   TO RECEIVE THE COUNCILLOR INTERNAL AUDIT REPORTS FOR THE MONTHS OF SEPTEMBER AND OCTOBER AND AGREE ACTION**

Councillors were informed that due to staff absence only the October Internal Audit had been able to be provided for this meeting. The September one would be brought before the next meeting. However, the Chair did wish to bring to Councillors attention that the Interim Internal Audit Report from Hudson Accounting, which would be received under Agenda Item 30, illustrated that the accounts had been scrutinised by professionals and that everything had been found to be in order.

Another Councillor raised concerns that had been highlighted during the audit that had been conducted earlier that day. This was to do with the number of memberships and associated subscriptions that were being paid. He wished to propose that the

Committee revisit and review the list of annual subscriptions that Camborne Town Council paid and asked whether this list could be brought to the next Finance & General Purposes meeting in December. Another Councillor suggested that, in line with other organisations, that a method of annual review should be put in place.

**FG.4368.2**      **RESOLVED: that the Councillor Internal Audit report for the month of October was received and that the list of annual subscriptions that were paid by Camborne Town Council be brought to the next Finance & General Purposes meeting was approved**

Proposed by Councillor M Williams  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**FG.4369**      **TO RECEIVE DETAILS OF ELECTRONIC PAYMENTS & CHEQUES (MADE UNDER FINANCIAL REGULATIONS 5.4, 6.4, 6.5 AND 6.6) UP TO THE DATE OF THE MEETING**

These were not received.

**FG.4370**      **TO RECEIVE THE LIST OF REGULAR PAYMENTS (DDs), (MADE UNDER FINANCIAL REGULATIONS 4.1, 4.5, 5.4, 5.5, 6.2 AND 6.7) UP TO THE DATE OF THE MEETING**

These were not received.

**FG.4371**      **TO RECEIVE A REPORT OF EXPENDITURE, INCLUDING CORPORATE CARD PURCHASES, MADE BY THE TOWN CLERK UNDER DELEGATED AUTHORITY; FROM THE DATE OF THE PREVIOUS MEETING AND UP TO THE DATE OF THIS MEETING AND AGREE ANY ACTION**

These were not received.

**FG.4372**      **TO RECEIVE A WRITTEN REPORT FROM THE RESPONSIBLE FINANCE OFFICER ON THE REVENUE BUDGET AND 3-YEAR FINANCIAL PLAN FOR THE FINANCE COMMITTEE FOR 2025-2026**

**i)      TO RECEIVE THE DRAFT REVENUE BUDGET FOR THE FINANCE AND GENERAL PURPOSES COMMITTEE FOR 2025/26- AND 3-YEAR FINANCIAL PLAN AND AGREE ACTION**

A Councillor who was seeing the budget for the first time wished to know whether this was all in line with the three-year plan and she was assured that it was. In addition, once the budget had gone to all the Committees, it would come back to Full Council for final approval. It was also noted by another Councillor that a slight

amendment would be required to the budget due to an alteration that had been voted through at the Amenities Committee meeting the week before. However, as the original reason for the expenditure had been voted for at Full Council, the expenditure would still stand; it would merely come from another budget. Hence the bottom line remained the same.

**FG.4372.2**            **RESOLVED: that the written report from the Responsible Finance Officer on the draft Finance and General Purposes Revenue Budget for 2025/26- and three-year financial plan was received**

Proposed by Councillor J Cosgrove  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

**FG.4372.3**            **RESOLVED: that the Finance and General Purposes budget for 2025/2026-and 3-year financial plan from the Responsible Finance Officer was received and approved**

Proposed by Councillor V Dalley  
Seconded by Councillor C Lawrence

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

Councillor Ball wished to have his name recorded as having voted against the proposal.

**FG.4373**            **TO RECEIVE A DRAFT INVESTMENT STRATEGY FOR 2024-2025, AGREE ACTION AND AUTHORISE EXPENDITURE**

**FG.4373.2**            **RESOLVED: that a Draft Investment Strategy for 2024-2025 was received and approved**

Proposed by Councillor M Williams  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

The next six Agenda Items were taken and voted on en bloc.

**FG.4374**            **TO RECEIVE A GRANT REPORTING DOCUMENT FROM DRAMA EXPRESS AND END OF GRANT REPORTS FROM CORNWALL YMCA, CAMBORNE SHOW SOCIETY, CORNWALL INTERNATIONAL MALE CHORAL FESTIVAL, CAMBORNE REGENERATION FORUM, AND CREATE CIC AND AGREE ACTION**

**FG.4374.2**            **RESOLVED: that a grant reporting document from Drama Express and End of Grant Reports from Cornwall YMCA, Camborne Show Society, Cornwall International Male Choral**

**Festival, Camborne Regeneration Forum, and Create CIC, were received en bloc**

Proposed by Councillor J Cosgrove  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.4375 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT FROM HUDSON ACCOUNTING AND AGREE ACTION**

**FG.4375.2 RESOLVED: that the Interim Internal Audit Report from Hudson Accounting was received**

Proposed by Councillor M Williams  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4376 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.4376.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public were excluded due to the confidential nature of the business to be discussed**

Proposed by Councillor J Cosgrove  
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

**FG.4377 TO RECEIVE A WRITTEN SUPPORT PROPOSAL FOR WORK ON THE BASSET COMMUNITY HUB BUSINESS CASE, AGREE ACTION AND AUTHORISE EXPENDITURE**

The Chair explained the purpose of the report and directed Councillors that Financial Regulation 11.1J would need to be suspended if the proposal was accepted. He went on to explain that the author of the report had worked for the Town Council and, in particular, on this project previously.

A Councillor stated that it made sense to continue with this same consultant as she knew the project and there was also now a real urgency time wise. To go out to tender could potentially take months and this was time that the project did not have. Hence, she felt that this proposal should be accepted by the Committee.

Another Councillor wished to know whether this cost would be coming out of the Town Deal monies. Another Councillor also wished to know that even if it were coming out of the Town Deal monies, whether it had been allocated within the budget or whether it would be taking monies away from another part of the project. The Head of Strategic Development stated that this expense had not been accounted for up until now. However, this report was important in that it would generate a whole range of items that would need to be identified for the Basset Community service to be delivered successfully once it opened. In fact, things such as Heritage Displays, etc might even attract extra funding. He also felt that this sum was reasonably insignificant when compared to the overall spending within the project.

Another Councillor wished to clarify whether this was a one-off expense as she had concerns that the Council could be asked for another amount in a few months' time and so on. Even though this work was considered to be essential she did feel that it should be made clear to everyone that this was a once only payment. The Head of Strategic Development clarified that this piece of work was a one off as the report would identify exactly what was needed and provide specifications for the same, leading on to a procurement process.

Another Councillor voiced concerns about the potential impact of this development for other organisations in the town and he hoped that conversations were already taking place to make sure that any impacts were managed well for everyone. The Chair responded that the aim was to create new demand rather than to cause any competition. The Head of Strategic Development reiterated these points. He stated that there was no intention to create competition for identical services but instead to bring new and different offerings to the town. The aim was definitely not to replicate services that were already on offer in the Town.

Whilst the Councillor still insisted that these conversations should be taking place, for instance regarding the hire of rooms, another Councillor stated that there would not be many rooms for hire in the new Basset Centre building as this was not its primary goal. The Chair agreed and likened the building more to Kresen Kernow.

Finally, a Councillor thanked the Head of Strategic Development for his clarifications on certain points, but she wished to reiterate, within conversations with other organisations, that scope was made for preventing overlap of the services provided by each.

**FG.4377.2**

**RESOLVED: that a written support proposal for work on the Basset Community Hub business case was received and that financial regulation 11.1J be suspended to allow Camborne Town Council to appoint Rose Goodship to proceed with the Creative Consultancy Project Delivery Plan without going out to tender, was approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor V Dalley

On a vote being taken the matter was approved unanimously.

**FG.4377.3**

**RESOLVED: that the cost of £7,600 for the Project Delivery Plan, to be taken from 4630/355-338 Basset Community Hub EMR, was authorised**

Proposed by Councillor J Cosgrove  
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

There being no further business the Chair closed the meeting at 19:17.

SIGNED BY THE CHAIR.....

DATE .....

