

Meeting Minutes



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

Minutes of the meeting of the Engagement and Operations Committee of Camborne Town Council held in The Council Chamber, Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 19th June 2025 at 6.30 p.m.

PRESENT:

Councillor M Kelly Vice Chair
Councillor S Barnes
Councillor M Champion
Councillor Z Fox
Councillor C Godolphin
Councillor F MacDonald
Councillor L McDonald
Councillor R Tal-E-Bot

IN ATTENDANCE:

Rose Haylett-Hitchens, Acting Assistant Clerk; Hayley Rowley, Operations Officer; Alicia Jouvenaar, Events & Widening Participation Manager; Danielle Clancy, Town Deal Engagement Officer.

EO.19 MEETING PROCEDURES

The Chair welcomed members to the meeting and explained the meeting and safety procedures to all present.

EO.20 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

EO.20.1 RESOLVED: that the apologies from Councillor Mills for non-attendance of the Engagement and Operations Committee meeting held on 19th June 2025 were received

Proposed by Councillor M Champion
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

EO.21 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 pecuniary interests declared.

EO.22 TO APPROVE WRITTEN REQUEST(S) FOR DISPENSATIONS

There were no written requests for dispensations.

EO.23 CHAIR'S ANNOUNCEMENTS

In the absence of the Chair of the Committee and with permission of the Chair of the meeting, Cllr Fox gave a short presentation on an event she had attended on behalf of Cllr Mills. The event was a Twinning Association Event in Kehelland in which Cllr Fox accepted a gift on behalf of the Town Council and invitation to attend further events by Callumet, Michigan in the USA. Cllr Fox requested that the information be shared with all Councillors by email. The gift of a small copper pasty and supporting information is on display in the Council Chamber.

EO.24 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.

EO.25 TO RECEIVE A WRITTEN UPDATE FROM THE EVENTS & WIDENING PARTICIPATION MANAGER ON THE PARADE ROUTE FOR CAMBORNE CHRISTMAS LANTERN PARADE, AGREE ACTION AND AUTHORISE EXPENDITURE

There was extended debate over the checking of safety documentation associated to this event and the perceived need to conduct additional risk assessments at cost to the organisation. Assurances were offered by officers in regard to the process of safety checks, safety consultation, licences and approval.

EO.25.1 RESOLVED: that a written update from the Events & Widening Participation Manager regarding the parade route for Camborne Christmas Lantern Parade was received

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

EO.25.2 RESOLVED: that the Events & Widening Participation Manager be actioned to begin planning the Afina event with the proposed change to the route, was approved

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

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

Cllr M Champion requested his vote against the matter be recorded.

EO.26 TO RECEIVE A WRITTEN PROPOSAL FROM THE EVENTS & WIDENING PARTICIPATION MANAGER ON THE FORMATION OF THE AWARDS PANEL FOR CAMBORNE COMMUNITY AWARDS 2025, AGREE ACTION AND AUTHORISE EXPENDITURE

EO.26.1 RESOLVED: that a written proposal on the formation of the Awards Panel for Camborne Community Awards 2025 from the Events & Widening Participation Manager was received

Proposed by Councillor F MacDonald
Seconded by Councillor Z Fox

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

EO.26.2 RESOLVED: That the panel for shortlisting will be the Chair & Vice Chair of the Events & Operations Committee and the Mayor. If the Mayor is unable to attend then the Vice Chair will be in attendance. The date and time will be confirmed with the panel.

Proposed by Councillor Z Fox
Seconded by Councillor F MacDonald

On a vote being taken the matter was approved unanimously.

EO.27 TO RECEIVE A WRITTEN REPORT ON REMEMBRANCE DAY FROM THE EVENTS & WIDENING PARTICIPATION MANAGER, AGREE ACTION AND AUTHORISE EXPENDITURE

EO.27.1 RESOLVED: that a written report on Remembrance Day from the Events & Widening Participation Manager, was received

Proposed by Councillor C Godolphin
Seconded by Councillor S Barnes

On a vote being taken the matter was approved unanimously.

EO.27.2 **RESOLVED: that the Remembrance Day event, with a budget of £350.00 for stewarding, budget code 140/5530, was approved.**

Proposed by Councillor C Godolphin
Seconded by Councillor S Barnes

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

EO.28 **TO RECEIVE A VERBAL REPORT FROM THE EVENTS & WIDENING PARTICIPATION MANAGER ON VICTORY IN JAPAN 80, AGREE ACTION AND AUTHORISE EXPENDITURE**

EO.28.1 **RESOLVED: that a verbal update Victory in Japan 80 from the Events & Widening Participation Manager was received**

Proposed by Councillor C Godolphin
Seconded by Councillor L McDonald

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

EO.28.2 **RESOLVED: Victory in Japan 80 will be promoted by flying the Union Flag, Councillors and Staff attending and live streaming the Church Service in collaboration with the RBL and the Library will ensure there are some activities available on the day.**

Proposed by Councillor C Godolphin
Seconded by Councillor L McDonald

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

EO.29 **TO RECEIVE A WRITTEN REPORT FROM THE EVENTS & WIDENING PARTICIPATION MANAGER ON FAIRTRADE FORTNIGHT, AGREE ACTION AND AUTHORISE EXPENDITURE**

EO.29.1 **RESOLVED: that a written report from the Events & Widening Participation Manager on Fairtrade Fortnight, was received**

Proposed by Councillor Z Fox
Seconded by Councillor F MacDonald

On a vote being taken the matter was approved unanimously.

EO.29.2 **RESOLVED: that the activities for Fairtrade Fortnight were approved and that the suggested budget of £750, to be taken from budget code 140/5530, was authorised**

Proposed by Councillor Z Fox
Seconded by Councillor F MacDonald

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

**EO.30 TO RECEIVE A WRITTEN UPDATE FROM THE LIBRARY
MANAGER ON THE LIBRARY SERVICE, AGREE ACTION
AND AUTHORISE EXPENDITURE**

**EO.30.1 RESOLVED: that a written update from the Library
Manager on the Library Service was received and thanks
to be passed to the Library Service Staff**

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

**EO.31 TO RECEIVE A WRITTEN REPORT FROM THE OPERATIONS
OFFICER ON THE 2025 ANNUAL RESIDENTS SURVEY,
AGREE ACTION AND AUTHORISE EXPENDITURE**

**EO.31.1 RESOLVED: that a written report from the Operations
Officer on the 2025 Annual Residents Survey was
received**

Proposed by Councillor M Kelly
Seconded by Councillor F MacDonald

On a vote being taken the matter was approved unanimously.

**EO.31.2 RESOLVED: that the Engagement Team be actioned to
commence works on this project was approved and the
budget of £2500, to be taken from budget code budget
code 140/5530, was authorised**

Proposed by Councillor F MacDonald
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**EO.32 TO RECEIVE A WRITTEN REPORT FROM THE EVENTS &
WIDENING PARTICIPATION MANAGER ON A YOUTH
COUNCIL EVENT PROPOSAL, AGREE ACTION AND
AUTHORISE ASSOCIATED EXPENDITURE**

EO.32.1 **RESOLVED: that the written report from the Events & Widening Participation Manager on a Youth Council Event proposal, was received**

Proposed by Councillor M Kelly
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

EO.32.2 **RESOLVED: that the Youth Council event was approved, and that that budget of £350, to be taken from budget code 140/5530, was authorised**

Proposed by Councillor Z Fox
Seconded by Councillor M Champion

On a vote being taken the matter was approved unanimously.

EO.33 **TO RECEIVE A WRITTEN SUMMARY OF ANALYTICS FROM THE TOWN COUNCIL'S SOCIAL MEDIA PAGES FROM THE COMMUNICATIONS AND ENGAGEMENT MANAGER**

The committee were informed website analytics be included in future reports.

EO.33.1 **RESOLVED: that a written summary of analytics from the Town Council's social media pages from the Communications and Engagement Manager was received**

Proposed by Councillor Z Fox
Seconded by Councillor L McDonald

On a vote being taken the matter was approved unanimously.

EO.34 **THAT THE COUNCIL RESOLVES UDER 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**

EO.34.1 **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 M Kelly
Seconded by Councillor L McDonald

On a vote being taken the matter was approved unanimously.

EO.35 **RECEIVE REPORT FOR SIGNAGE FOR AWENVA HORDING, AGREE ACTION AND ASSOCIATED EXPENDITURE**

EO.35.1 **RESOLVED: to accept officer recommendation as per written report to proceed with Quote One at £1575.00 to be taken from the Awenva project budget.**

Proposed by Councillor Z Fox
Seconded by Councillor M Kelly

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

EO.36 **TO REFLECT ON AN EVALUATE 'GREEN FEST' AND AGREE ACTION**

The committee discussed the success of the event, the unintentional and unavoidable clash of dates with other Cornish events and made suggestions for further improvements to be explored for next years event.

EO.36.1 **RESOLVED: Reflections and evaluations on 'Green Fest' provided to the Events & Widening Participation Officer to consider in the planning for next year.**

Proposed by Councillor F MacDonald
Seconded by Councillor M Kelly

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

EO.37 **RECEIVE A WRITTEN REPORT FROM THE ACTING ASSISTANT CLERK ON COMMUNITY SAFETY, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

EO.37.1 RESOLVED: Receive the report from the Acting Assistant Clerk on Community Safety matters.

Proposed by Councillor M Kelly
Seconded by Councillor Z Fox

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

EO.37.2 **RESOLVED: Action Operations Officer & Acting Assistant Clerk to explore the possibility of a graffiti clean-up, community workshops with graffiti artist and establishing a 'graffiti free-wall' somewhere in Camborne for community use. Return to committee with a costed proposal by the next meeting.**

Proposed by Councillor M Kelly
Seconded by Councillor Z Fox

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

Cllr Golphin asked at the end of the meeting if there was any confirmation regarding who would be opening the Holman Garden event. Officers suggested there wasn't anyone other than the Mayor confirmed at this time, enquiries were ongoing. The Acting Assistant Clerk mentioned Josh Matavesi (rugby player) had recently written in and expressed interest in helping CTC with events. Members expressed interest in enquiring into his support for the opening of the event. The Acting Assistant Clerk would share the email with the Town Deal Engagement Officer.

There being no further business the Chair closed the meeting at 20:10.

SIGNED BY THE CHAIR.....

DATE