

# 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 Camborne Town Council held in The Council Chamber, Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 23rd October 2025 at 6.30pm.**

## PRESENT:

|                                 |                   |
|---------------------------------|-------------------|
| <b>Councillor J Ball</b>        | <b>Chair</b>      |
| <b>Councillor E Chapman</b>     | <b>Vice Chair</b> |
| <b>Councillor D Atherfold</b>   |                   |
| <b>Councillor S Barnes</b>      |                   |
| <b>Councillor J Cosgrove</b>    |                   |
| <b>Councillor Z Fox</b>         |                   |
| <b>Councillor C Godolphin</b>   |                   |
| <b>Councillor F MacDonald</b>   |                   |
| <b>Councillor L McDonald</b>    |                   |
| <b>Councillor N Miles</b>       |                   |
| <b>Councillor P Mills</b>       |                   |
| <b>Councillor R Weatherburn</b> |                   |
| <b>Councillor S Weedon</b>      |                   |

## IN ATTENDANCE:

**Rose Haylett-Hitchens, Acting Deputy Clerk; Melanie Negus, Admin Support Officer; Rowena Barnes, Committee Support Officer; Louisa Jenkins, Development Officer; and 3 members of the public.**

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### **C.157 SAFETY PROCEDURES**

The Chair explained the safety procedures to all present.

### **C.158 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE**

#### **C.158.1 RESOLVED: that the apologies from Councillors Guffogg, Tal-E-Bot, and Lee for non-attendance of the Full Council meeting held on 23rd October 2025 were received; and apologies from Cornwall Councillor Karen Knight were noted**

Proposed by Councillor J Ball  
Seconded by Councillor D Atherfold

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

There were no apologies received from Councillor Kelly.

**C.159 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, Fox and Weedon declared interests in Agenda items 17, 22 and 23 as they were members of the Town Deal Board.

**C.160 TO APPROVE WRITTEN REQUESTS FOR DISPENSATIONS**

**C.160.1 RESOLVED: that Councillors Ball, Cosgrove, Fox and Weedon held standing twelve-month written dispensations to allow them to speak and vote on Town Deal items, was noted**

Proposed by Councillor J Ball  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.161 CHAIR'S ANNOUNCEMENTS**

The Chair informed members that he had attended an event with Camborne Cubs.

He further informed members that he would be deferring Agenda items 13,19 and 20 to a future meeting.

**C.162 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 9<sup>TH</sup> OCTOBER 2025 AND THE CHAIR TO SIGN THEM**

**C.162.1 RESOLVED: that the Minutes of the meeting of the Full Council held on 9<sup>th</sup> October 2025 were received, approved, and signed by the Chair**

Proposed by Councillor J Ball  
Seconded by Councillor E Chapman

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

**C.163 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE EXTRA ORDINARY MEETING OF THE FULL COUNCIL HELD ON 28<sup>TH</sup> AUGUST 2025 AND THE CHAIR TO SIGN THEM**

**C.163.1 RESOLVED: that the Redacted Minutes of the meeting of the Extra Ordinary Full Council held on 28<sup>th</sup> August 2025 were received, approved, and signed by the Chair**

Proposed by Councillor J Ball  
Seconded by Councillor E Chapman

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

**C.164 TO RECEIVE AND APPROVE THE REDACTED MINUTES OF THE EXTRA ORDINARY MEETING OF THE FULL COUNCIL HELD ON 22<sup>ND</sup> SEPTEMBER 2025 AND THE CHAIR TO SIGN THEM**

**C.164.1 RESOLVED: that the Redacted Minutes of the meeting of the Extra Ordinary Full Council held on 22<sup>nd</sup> September 2025 were received, approved, and signed by the Chair**

Proposed by Councillor J Ball  
Seconded by Councillor E Chapman

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

**C.165 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

**C.166 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 4g 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)**

Two members of the public spoke on Agenda item 25.

Two members of the public left at 6.46pm.

**C.167 TO RECEIVE AN UPDATE ON THE PROCESS TO FILL A VACANCY ON THE TOWN COUNCIL, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

The Acting Assistant Clerk informed members that correspondence received from the Electoral Team stated that no election was to be held, and the vacancy would need to be filled by co-option.

A proposal by Councillor Godolphin seconded by Councillor Weedon, to hold the co-option in January 2026 fell on the vote.

**C.167.1 RESOLVED: that an update on the process to fill a vacancy on the Town Council was received, and the co-option to take place in December 2025, was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor L McDonald

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

**C.168 TO RECEIVE WRITTEN REPORTS FROM CORNWALL COUNCILLORS FOR THE PARISH AND AGREE ACTION**

CC J Ball informed members that he had had a very busy month responding to queries from members of the public. He had also attended Warwick LGA, Being a Better Councillor training.

**C.168.1 RESOLVED: that written and verbal reports from Cornwall Councillors for the Parish were received, and letters be sent to Cornwall Councillors thanking them for their reports**

Proposed by Councillor J Cosgrove  
Seconded by Councillor R Weatherburn

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

**C.168.2 RESOLVED: that Cornwall Councillors be invited to Full Council meetings**

Proposed by Councillor D Atherfold  
Seconded by Councillor R Weatherburn

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

**C.169 TO RECEIVE A WRITTEN REPORT FROM THE ASB CASEWORKER FOR CAMBORNE AND AGREE ACTION**

Due to illness the Chair deferred this Agenda item to the next meeting.

**C.170 TO RECEIVE A CAMBORNE TOWN COUNCIL CO-OPTION POLICY 2025 AND A CAMBORNE TOWN COUNCIL CO-OPTION APPLICATION 2025 AND AGREE ACTION**

**C.170.1 RESOLVED: that a Camborne Town Council Co-option Policy 2025 and a Camborne Town Council Co-option Application 2025, was received. Amendments to the Co-Option Policy were as follows:**

- **Addition to the Procedure section, 'This shall be supplied to the Town Clerk at least 10 days before the decision meeting', 'and forwarded to Councillors'.**
- **In 1 of the voting section, remove, 'and there will be no private discussions between Members prior to a vote'.**
- **Put 3 before 2 in the voting section.**
- **In 7 of the voting section, remove, '(This will depend on the number of candidates and their stated preferences.)', and add, 'Ask if candidates had a ward preference, and would they be prepared to represent a different ward'.**
- **Remove the second paragraph from the Failure to Co-opt section.**

**This Policy be brought back to Full Council for review ahead of any future Co-option; were approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor P Mills

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

**C.171 TO RECEIVE A DRAFT POLICY AND PROTOCOL FOR THE DEATH OF AN HRH OR CIVIC DIGNITARY 2025 AND AGREE ACTION**

**C.171.1 RESOLVED: that a draft Policy and Protocol for the death of an HRH or Civic Dignitary 2025 was received, and approved**

Proposed by Councillor D Atherfold  
Seconded by Councillor J Ball

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

Councillors Fox, Mills, and Weatherburn asked that their names be recorded as voting against the proposal.

**C.172 TO RECEIVE A WRITTEN REPORT FROM THE ACTING DEPUTY CLERK REGARDING COUNCILLOR DBS CHECKS AND AGREE ACTION**

A proposal by Councillor Godolphin seconded by Councillor Chapman that all Councillors have the basic DBS check, fell on the vote.

A proposal by Councillor Atherfold seconded by Councillor Ball that all Councillors have the enhanced DBS check, fell on the vote.

**C.172.1 RESOLVED: that a written report from the Acting Deputy Clerk regarding Councillor DBS checks was received, and that all Councillors undertake the appropriate DBS checks for their roles, was approved**

Proposed by Councillor J Cosgrove  
Seconded by Councillor P Mills

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

**C.173 TO RECEIVE TENDER SCORING DOCUMENT REGARDING THE HERITAGE TRAIL PROJECT, NOMINATE A REPRESENTATIVE FOR THE SCORING PANEL, AGREE ACTION AND AUTHORISE EXPENDITURE**

**C.173.1 RESOLVED: that a tender scoring document regarding The Heritage Trail Project, was received. Councillor Fox be the Town Council's nominated representative for the scoring panel, subject to her availability, was approved**

Proposed by Councillor Z Fox  
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

**C.174** **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.174.1** **RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public be excluded, due to the confidential nature of the business to be discussed**

Proposed by Councillor J Ball  
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

**C.175** **TO RECEIVE PRESENTATIONS FROM THE CANDIDATES FOR THE TOWN CLERK ROLE**

This item was deferred until a future meeting.

**C.176** **TO DELIBERATE CANDIDATE APPLICATIONS AND INTERVIEWS AND APPOINT A SUCCESSFUL CANDIDATE FOR THE ROLE OF CAMBORNE TOWN CLERK, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

This item was deferred until a future meeting.

**C.177** **TO RATIFY THE DECISION OF THE RECRUITMENT PANEL AND STAFFING AND GOVERNANCE COMMITTEE TO APPOINT THE DEPUTY TOWN CLERK, AGREE ACTION AND AUTHORISE EXPENDITURE**

**C.177.1** **RESOLVED: that the decision of the Recruitment Panel and Staffing and Governance Committee to appoint a member of staff as Deputy Clerk, was ratified, and the associated expenditure was authorised**

Proposed by Councillor J Ball  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

**C.178** **TO RECEIVE WRITEN REPORTS FROM THE DEVELOPMENT OFFICER REGARDING HOLMAN GARDENS, PARK GERRY AND AWENVA, AGREE ACTION AND AUTHORISE EXPENDITURE**

**C.178.1** **RESOLVED: that the commencement of the procurement of the Construction Project Manager for Park Gerry, (subject to final approval by Full Council ahead of contract award), was approved**

Proposed by Councillor C Godolphin  
Seconded by Councillor F Macdonald

On a vote being taken the matter was approved unanimously.

- C.178.2**                    **RESOLVED: that the commencement of the procurement of the Groundwork element for Park Gerry, (subject to final approval by Full Council ahead of contract award), was approved**
- Proposed by Councillor F Macdonald  
Seconded by Councillor L McDonald
- On a vote being taken the matter was approved unanimously.
- C.178.3**                    **RESOLVED: to adopt the timeline/plan from March 2026 instead of 2025, was approved**
- Proposed by Councillor P Mills  
Seconded by Councillor D Atherfold
- On a vote being taken the matter was approved unanimously.
- C.178.4**                    **RESOLVED: to proceed with a procurement exercise for the Groundworks at Holman Gardens ahead of reaching financial settlement with the Administrators; this is upon receiving assurance that there is no risk to Camborne Town Council for compensation as a result of breach of contract or any other legal mechanism, was approved**
- Proposed by Councillor Z Fox  
Seconded by Councillor P Mills
- On a vote being taken the matter was approved unanimously.
- C.178.5**                    **RESOLVED: to explore the time and cost implications of putting a PCSA in place with Classic Builders regarding the Awenva phase 2 negotiations, was approved**
- Proposed by Councillor F Macdonald  
Seconded by Councillor Z Fox
- On a vote being taken the matter was approved unanimously.
- C.179**                      **TO RECEIVE A PROPOSAL FROM THE DEVELOPMENT OFFICER FOR CLOSER COUNCILLOR OVERSIGHT OF THE COUNCIL'S TOWN DEAL PROJECTS, AGREE ACTION AND AUTHORISE EXPENDITURE**
- C.179.1**                    **RESOLVED: that two different Councillors be appointed to oversee each of the Town Council's Town Deal Projects; and Bullet point 2 be removed from the front page of the proposal report; were approved**
- Proposed by Councillor F Macdonald  
Seconded by Councillor J Ball
- On a vote being taken the matter was approved unanimously.
- C.179.2**                    **RESOLVED: that Councillors Fox and Weedon be appointed to oversee the Town Council's Awenva Project; Councillors Miles and Mills be appointed to oversee the Town Council's Holman Garden Project; and Councillors Godolphin and**

**Macdonald be appointed to oversee the Town Council's Park Gerry Project; were approved**

Proposed by Councillor J Ball  
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

The Development Officer left the meeting at 8.18pm.

Councillor Weedon left the room at 8.15pm and re-entered at 8.17pm.

**C.180 TO RECEIVE A PROPOSAL FROM THE HEAD OF FACILITIES FOR REPLACEMENT OF THERMOSTAT / BOILER FUNCTIONS AT THE PASSMORE EDWARDS BUILDING, AGREE ACTION AND AUTHORISE EXPENDITURE**

**C.180.1 RESOLVED: that option 2, the installation of a new bespoke Boiler Management System providing longevity of use, installation of components that are still readily available; the provision of a 100% back up, a 5 year warranty on parts, and the systems are fully compatible with all newer IT systems and infrastructure, with the possibility to have remote management such as email alarms, and have access to the system from on and off site making it more economical in use; was approved and the associated expenditure was authorised**

Proposed by Councillor C Godolphin  
Seconded by Councillor Z Fox

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

**C.181 TO RECEIVE A REQUEST FROM CAMBORNE REGENERATION FORUM, AGREE ACTION AND AUTHORISE EXPENDITURE**

**C.181.1 RESOLVED: that a request from Camborne Regeneration Forum, regarding Camborne Town Council taking over the running of the Regeneration Forum, Youth Forum and Camborne Produce Market be investigated as separate entities, and the findings be brought back to a future meeting**

Proposed by Councillor Z Fox  
Seconded by Councillor P Mills

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

There being no further business the meeting closed at 8:28pm

SIGNED BY THE CHAIR.....

DATE .....

