

Meeting Minutes

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

MINUTES:

of the Extraordinary meeting of Camborne Town Council held in The Council Chamber, Passmore Edwards Building, The Cross, Cross Street, Camborne, TR14 8HA on Thursday 9th April 2026 at 6.30pm.

PRESENT:

Councillor J Ball	Chair
Councillor E Chapman	Vice Chair
Councillor D Atherfold	
Councillor J Cosgrove	
Councillor Z Fox	
Councillor C Godolphin	
Councillor S Guffogg	
Councillor B Lee	
Councillor F Macdonald	
Councillor M Mawby	
Councillor L McDonald	
Councillor N Miles	
Councillor P Mills	
Councillor I Vivian-Villacci	from point mentioned
Councillor R Weatherburn	

IN ATTENDANCE:

Jon James, Town Clerk; Rose Haylett-Hitchens, Deputy Town Clerk; Samantha Hughes, Head of Finance (RFO); Melanie Negus, Admin Support Officer; David Johns, Head of Facilities; and four members of the public.

C.325 SAFETY PROCEDURES

The Chair explained the safety procedures to all present.

C.326 TO RECEIVE APOLOGIES FOR NON-ATTENDANCE

C.326.1 RESOLVED: that the apologies from Councillor R Tal-E-Bot for non-attendance of the Full Council meeting held on 9th April 2026, were received

Proposed by Councillor J Ball
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

There were no apologies received from Councillor Weedon.

C.327 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 Mills declared an interest in Agenda item 12 as one of the applicants was a relative.

Councillor Cosgrove declared an interest in Agenda item 23.

C.328 TO APPROVE WRITTEN REQUESTS FOR DISPENSATIONS

There were no dispensation requests.

C.329 CHAIRS ANNOUNCEMENTS

The Chair informed members of the death of ex Councillor Chris Lawrence's wife, and held a respectful one minute silence.

He also informed members of the resignation of Maud Kelly.

C.330 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FULL COUNCIL HELD ON 12th MARCH 2026 AND THE CHAIR TO SIGN THEM

These minutes had been received at the meeting on the 26th March.

C.331 TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEE MEETINGS:

- I. DRAFT Planning & Development 3rd March 2026**
- II. DRAFT Engagement & Operations 11th March 2026**
- III. DRAFT REDACTED Staffing & Governance 16th March 2026**

C.331.1 RESOLVED: that the minutes of the meetings of the Planning & Development Committee 3rd March 2026, Engagement & Operations Committee 11th March 2026, and Staffing & Governance 16th March 2026, were received en bloc

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

C.332 TO NOTE THE MINUTES OF:

- I. North Kerrier & East Penwith CAP Minutes 4th March 2026**
- II. Safer Camborne & Redruth 26th January 2026**
- III. Camborne Youth Council 10th March 2026**

IV. Camborne Produce Association 25th February 2026

- C.332.1 RESOLVED: that the minutes of the meetings of North Kerrier & East Penwith (CAP) 4th March 2026, Safer Camborne & Redruth 26th January 2026, Camborne Youth Council 10th March 2026, and Camborne Produce Association 25th February 2026, were received en bloc**

Proposed by Councillor J Ball
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

- C.333 MATTERS ARISING, FOR INFORMATION ONLY, WHERE NOT INCLUDED BELOW**

There were no matters arising.

- C.334 PUBLIC PARTICIPATION (SUBJECT TO STANDING ORDER 4e 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)**

No members of the public wished to speak.

- C.335 TO RECEIVE AND NOTE A PRESENTATION FROM STEVE WEBB, SUICIDE SAFER COMMUNITIES FACILITATOR, WELLBEING & PUBLIC HEALTH CORNWALL COUNCIL**

- C.335.1 RESOLVED: that a presentation from Steve Webb, Suicide Safer Communities Facilitator, Wellbeing & Public Health Cornwall Council, was received**

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

Steve Webb was thanked for his presentation.

- C.336 TO RECEIVE WRITTEN APPLICATIONS AND VERBAL PRESENTATIONS FROM CANDIDATES TO FILL THE VACANT SEAT ON THE TROON WARD, AND AGREE ACTION**

Having declared an interest in this agenda item Councillor Mills left the room.

- C.336.1 RESOLVED: that the applications to fill the vacant seat on the Troon Ward were accepted**

Proposed by Councillor J Ball
Seconded by Councillor L McDonald

On a vote being taken the matter was approved unanimously.

C.336.2 RESOLVED: that a script ballot be conducted on the voting of a new Councillor for the Troon Ward, was approved

Proposed by Councillor J Ball
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

Three candidates gave presentations and answered questions.

The result of the script ballot was Mr Ian Vivian-Villacci was voted in as Councillor for the Troon ward by a majority vote.

Councillor Mills re-entered the meeting.

C.337 SUCCESSFUL CO-OPTED CANDIDATE TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

Mr Ian Vivian-Villacci signed the Declaration of Acceptance of Office.

Having been co-opted as a Town Councillor, Councillor I Vivian-Villacci took his seat in the meeting.

C.338 APPOINT COUNCILLOR(S) TO VACANCIES ON THE FOLLOWING COMMITTEES:

- I. Planning & Development Committee (1)**
- II. Engagement & Operations Committee (1)**
- III. Facilities & Environment Committee (1)**

C.338.1 RESOLVED: that Councillor Lee be appointed as a member of the Planning & Development Committee, was approved

Proposed by Councillor B Lee
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

C.338.2 RESOLVED: that Councillor Vivian-Villacci be appointed as a member of the Facilities & Environment Committee, was approved

Proposed by Councillor J Cosgrove
Seconded by Councillor R Weatherburn

On a vote being taken the matter was approved unanimously.

C.339 TO RECEIVE NOMINATIONS FOR THE TOWN MAYOR AND DEPUTY MAYOR FOR ELECTION AT THE ANNUAL MEETING

Councillor Chapman was nominated to be Mayor of Camborne, Proposed by Councillor Fox, Seconded by L McDonald.

Councillor Godolphin was nominated to be Mayor of Camborne, Proposed by Councillor Atherfold, Seconded by Councillor Ball.

C.339.1 RESOLVED: that the result of the script ballot was that Councillor Chapman was nominated for election at the Annual Meeting as Town Mayor

Proposed by Councillor Z Fox
Seconded by Councillor L McDonald

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

Councillor Atherfold was nominated to be Deputy Mayor of Camborne, Proposed by Councillor Godolphin, Seconded by L McDonald.

Councillor Weatherburn was nominated to be Deputy Mayor of Camborne, Proposed by Councillor Chapman, Seconded by Mills.

C.339.2 RESOLVED: that the result of the script ballot was that Councillor Weatherburn was nominated for election at the Annual Meeting as Deputy Town Mayor

Proposed by Councillor E Chapman
Seconded by Councillor P Mills

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

C.340 TO RECEIVE VERBAL OR WRITTEN UPDATES FROM MEMBERS ON OUTSIDE ORGANISATIONS MEETINGS ATTENDED SINCE THE LAST FULL COUNCIL AND AGREE ACTION

C.340.1 RESOLVED: that an update from Councillor Mills on the meeting of Camborne Produce Association, was received

Proposed by Councillor E Chapman
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

C.341 TO RECEIVE VERBAL OR WRITTEN UPDATES FROM CORNWALL COUNCILLORS FOR THE PARISH AND AGREE ACTION

C.341.1 **RESOLVED: that a verbal update from Councillor Ball, and written updates from Councillors White and Knight were received, and thanks be sent to them from the Town Council**

Proposed by Councillor C Godolphin
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

C.341.2 **RESOLVED: that the MP for Camborne, Perran Moon be invited to speak at the Annual Town Assembly**

Proposed by Councillor B Lee
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

C.342 **TO CONSIDER DRAFTS AND AMEND REVISED CAMBORNE TOWN COUNCIL CORPORATE GOVERNANCE DOCUMENTS FOR ADOPTION AT THE ANNUAL MEETING**

- I. Standing Orders**
- II. Scheme of Delegation**
- III. Financial Regulations**

C.342.1 **RESOLVED: that Standing Order 2g be amended to; 'An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.'; was approved**

Proposed by Councillor J Cosgrove
Seconded by Councillor F Macdonald

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

C.342.2 **RESOLVED: that; 'If one of these procedural motions is moved and seconded it shall be immediately voted on without discussion before any other business is conducted'; be added on the end of Standing Order 2r, was approved**

Proposed by Councillor J Cosgrove
Seconded by Councillor Z Fox

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

C.342.3 **RESOLVED: that 4j be removed from Standing Orders, was approved**

Proposed by Councillor J Cosgrove
Seconded by Councillor J Ball

On a vote being taken the matter was approved unanimously.

C.342.4 RESOLVED: that the remaining suggested amendments be deferred, was approved

Proposed by Councillor J Ball
Seconded by Councillor D Atherfold

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

C.342.5 RESOLVED: that the Scheme of Delegation was approved and adopted

Proposed by Councillor J Cosgrove
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

C.342.6 RESOLVED: that the Financial Regulations were approved and adopted

Proposed by Councillor Z Fox
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

C.343 TO RECEIVE AND APPROVE A REVISION OF THE HEALTH & SAFETY HANDBOOK AND SUPPORTING POLICY STATEMENTS FOR APPROVAL, TO BE SIGNED BY THE MAYOR OF CAMBORNE ON APPROVAL

C.343.1 RESOLVED: that the report from the Deputy Town Clerk on revision of the Health & Safety Handbook and supporting Policy Statements, was received

Proposed by Councillor Z Fox
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

C.343.2 RESOLVED: that Camborne Town Council's Health & Safety Policy and Handbook was approved and adopted. Officers to publish and follow the revised Policy as required

Proposed by Councillor Z Fox
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

C.343.3 RESOLVED: that the Mayor sign the Health & Safety Policy Statement and the Environmental Policy Statement, was approved

Proposed by Councillor Z Fox
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

C.343.4 RESOLVED: that the meeting be extended by one hour was approved

Proposed by Councillor J Ball
Seconded by Councillor E Chapman

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

C.344 TO RECEIVE AND APPROVE AN UPDATED VERSION OF THE ASSET REGISTER AND SUPPORTING REPORT FROM THE HEAD OF FINANCE (RFO)

C.344.1 RESOLVED: that a report on the Asset Register for 2025/2026 from the Head of Finance (RFO) was received

Proposed by Councillor C Godolphin
Seconded by Councillor E Chapman

On a vote being taken the matter was approved unanimously.

C.344.2 RESOLVED: that the updated Asset Register up to 31/03/2026 and the listed disposals, were approved

Proposed by Councillor F Macdonald
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

C.345 TO RECEIVE COUNCILLOR'S CONFLICT OF INTEREST REGARDING THE EXTERNAL AUDITOR, TO COMPLETE THE DECLARATION, THE CHAIR TO SIGN

C.345.1 RESOLVED: that there were no declarations by Councillors of Conflicts of interest regarding the External Auditor, and the document was signed by the Chair

Proposed by Councillor Z Fox
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

C.346 TO RECEIVE A REPORT FROM THE HEAD OF FINANCE (RFO) ON CONSOLIDATION AND RESTRUCTURE OF EAR MARKED

RESERVES, AGREE ACTION

C.346.1 **RESOLVED: that a report from the Head of Finance (RFO) on consolidation and restructure of Ear Marked Reserves, was received**

Proposed by Councillor B Lee
Seconded by Councillor J Cosgrove

On a vote being taken the matter was approved unanimously.

C.346.2 **RESOLVED: that the updated Earmarked Reserve Structure as shown in appendix A1, was approved, and the Head of Finance (RFO) to make the changes on the finance system, was authorised**

Proposed by Councillor F Macdonald
Seconded by Councillor B Lee

On a vote being taken the matter was approved unanimously.

C.347 **TO RECEIVE A REPORT FROM THE HEAD OF FINANCE (RFO) ON SUPPORT FOR RESOURCING UTILITIES PROVIDERS, AGREE ACTION**

Having declared an interest in this agenda item Councillor Cosgrove did not speak or vote on it.

C.347.1 **RESOLVED: that a report from the Head of Finance (RFO) on support for resourcing utilities providers was received**

Proposed by Councillor B Lee
Seconded by Councillor N Miles

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

C.347.2 **RESOLVED: that appointment of new providers be delegated to the Chair of Finance and Strategy in conjunction with the Head of Finance; with the Finance and Strategy Committee being informed of the appointment at the following meeting, was approved. The expenditure to be taken from current Electricity and Gas budget codes (4700 & 4710), was authorised**

Proposed by Councillor Z Fox
Seconded by Councillor B Lee

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

C.348 **TO RECEIVE AND APPROVE THE COUNCIL'S PUBLICATION SCHEME AND SUPPORTING REPORT FROM THE DEPUTY TOWN CLERK**

C.348.1 RESOLVED: that a report on the Town the Council's Publication Scheme from the Deputy Town Clerk, was received

Proposed by Councillor B Lee
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

C.348.2 RESOLVED: to reaffirm adoption of the ICO Model Publication Scheme for Councils, was approved

Proposed by Councillor B Lee
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

C.348.3 RESOLVED: that a draft of the Town Council's Publication Scheme was reviewed, approved, and adopted

Proposed by Councillor B Lee
Seconded by Councillor P Mills

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

C.348.4 RESOLVED: that Officer's publish and communicate the Town Council's Publication Scheme as required, was approved

Proposed by Councillor F Macdonald
Seconded by Councillor L McDonald

On a vote being taken the matter was approved unanimously.

C.349 TO RECEIVE A REPORT FROM THE HEAD OF FACILITIES ON 'NO MO MAY', AGREE ACTION AND APPROVE ASSOCIATED EXPENDITURE

C.349.1 RESOLVED: that a report from the Head of Facilities on 'No Mo May', and Appendix A1, were received

Proposed by Councillor C Godolphin
Seconded by Councillor F Macdonald

On a vote being taken the matter was approved unanimously.

A motion that Full Council approve the adoption on No Mow May as laid out in the report and Appendix A1, with an annual review of the locations and areas being used to support this initiative

Proposed by Councillor Godolphin
Seconded by Councillor P Mills

Was not resolved as no vote was taken on the motion.

C.349.2 **RESOLVED: that an amendment to the above motion removing, 'with an annual review of the locations and areas being used to support this initiative', and replaced with, 'regular reviews being put to the Facilities & Environment Committee', was approved**

Proposed by Councillor Z Fox
Seconded by Councillor P Mills

On a vote being taken the matter was approved unanimously.

C.349.3 **RESOLVED AS A SUBSTANTIVE MOTION: that Full Council the adoption on No Mow May as laid out in the report and Appendix A1, with regular reviews being put to the Facilities & Environment Committee, was approved**

Proposed by Councillor Z Fox
Seconded by Councillor N Miles

On a vote being taken the matter was approved unanimously.

C.350 **TO RECEIVE A REQUEST TO CONDUCT COMMUNITY YOGA SESSIONS IN CAMBORNE RECREATION GROUND DURING SUMMER 2026, AGREE ACTION AND APPROVE ASSOCIATED EXPENDITURE**

C.350.1 **RESOLVED: that a request to conduct Community Yoga Sessions in Camborne Recreation Ground during Summer 2026, was received, and approved**

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

C.351 **TO RECEIVE A REQUEST FROM CAMBORNE YOUTH COUNCIL TO CONDUCT AN EXCURSION, AGREE ACTION AND AUTHORISE ASSOCIATED EXPENDITURE**

C.351.1 **RESOLVED: that a report from the events and Widening Participation Manager on a Youth Council Trip, was received**

Proposed by Councillor Z Fox
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

C.351.2 RESOLVED: that the Youth Council Trip during the Easter Break, was approved

Proposed by Councillor F Macdonald
Seconded by Councillor L McDonald

On a vote being taken the matter was approved unanimously.

C.351.3 RESOLVED: that the cost of £200 for the Youth Council Easter Trip to be taken from cost code 4940/140 Youth Engagement budget, was authorised

Proposed by Councillor E Chapman
Seconded by Councillor B Lee

On a vote being taken the matter was approved unanimously.

C.352 TO RECEIVE CORRESPONDENCE, AGREE ACTION AND ASSOCIATED EXPENDITURE:

I. NOTICE OF PHARMACEUTICAL HEALTH SERVICES, POOL HEALTH CENTRE

II. REQUEST TO SUPPORT NATIONAL YEAR OF READING, NATIONAL LITERACY TRUST

C.352.1 RESOLVED: that correspondence from Pharmaceutical Health Services, Pool Health Centre, was received

Proposed by Councillor Z Fox
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

C.352.2 RESOLVED: that correspondence from the National Literacy Trust was received, and that the Town Council's pledge to support the National Literacy Trust, National Year Of Reading be delegated to the Head of Community and Culture, was approved

Proposed by Councillor J Ball
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

C.353 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.353.1 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 C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

C.354 TO RECEIVE A WRITTEN REPORT FROM THE DEPUTY TOWN CLERK AND THE SENIOR MANAGEMENT TEAM ON THE COUNCIL'S 12 MONTH SERVICE PLANS, AGREE ACTION AND APPROVE ASSOCIATED EXPENDITURE

C.354.1 RESOLVED: that a report from the Deputy Town Clerk and the Senior Management Team on the Council's 12 month Service Plans, was received

Proposed by Councillor C Godolphin
Seconded by Councillor D Atherfold

On a vote being taken the matter was approved unanimously.

C.354.2 RESOLVED: that the draft Camborne Town Council Service Plan 2026-2027 was approved and adopted

Proposed by Councillor C Godolphin
Seconded by Councillor M Mawby

On a vote being taken the matter was approved unanimously.

C.354.3 RESOLVED: that the draft Camborne Town Council Action Plan 2026-2027 was approved and adopted

Proposed by Councillor C Godolphin
Seconded by Councillor F Macdonald

On a vote being taken the matter was approved unanimously.

C.354.4 RESOLVED: that Officers ensure objectives are appropriately communicated internally and externally, including ensuring they align with staff appraisals from April 2026, was approved

Proposed by Councillor B Lee
Seconded by Councillor C Godolphin

On a vote being taken the matter was approved unanimously.

C.355 TO RECEIVE A WRITTEN REPORT FROM THE DEPUTY TOWN CLERK ON GOVERNANCE MANAGEMENT PLATFORMS, AGREE ACTION AND APPROVE ASSOCIATED EXPENDITURE

C.355.1 RESOLVED: that a written report from the Deputy Town Clerk on Governance Management Platforms, was received

Proposed by Councillor C Godolphin
Seconded by Councillor Z Fox

On a vote being taken the matter was approved unanimously.

C.355.2 RESOLVED: that iBabs be appointed as supplier for the Town Council's new governance management platform, was approved. A maximum expenditure of £9,044.20 + VAT to be taken from EMR 327 'Corporate Management' for 2026-2027, was authorised

Proposed by Councillor E Chapman
Seconded by Councillor B Lee

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

C.355.3 RESOLVED: that the annual charge of £7,849.20+VAT for a governance management platform, be built into revenue budgets for Camborne Town Council for 2027-2028 and 2028-2029, was approved

Proposed by Councillor R Weatherburn
Seconded by Councillor D Atherfold

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

C.355.4 RESOLVED: that Officers partake in associated training and deliver a phased 'role-out' of the governance management platform system, with reporting and reviews overseen by the Staffing & Governance Committee, was approved

Proposed by Councillor C Godolphin
Seconded by Councillor R Weatherburn

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

There being no further business the Chair closed the meeting at 9.22pm.

SIGNED BY THE CHAIR.....

DATE