



CAMELFORD TOWN COUNCIL

Town Clerk: Laura Murphy
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Meeting of the Full Council		13 th May 2025
TO MEMBERS OF THE COUNCIL: Councillors: R Rotchell (Mayor), M Coombes, S Bond, J Gilbert, M Ginger, E Grigg, M Robins, A Scawn, A Shaw, K Smeeth, J Thomson. Dear Members I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on 13th May 2025 at Town Hall, Camelford at 7pm All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder. Yours sincerely, <i>Laura Murphy</i> Laura Murphy, Town Clerk. Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public. Councillors to sign the declaration of acceptance before the meeting commences.		
1.	To Elect Mayor & Deputy Mayor Nominations for Mayor: Cllr Bond, Cllr Thomson Nominations for Deputy Mayor: Cllr Grigg,	
2. To note Councillors present	Note that these councillors have signed the declaration of office.	
3. To receive Apologies for absence with reasons		
4. To receive Declarations of Interest & Approve Dispersations		
5. Public question time (15 minutes allowed for this)		
6. To receive and approve the Minutes of: Ordinary meeting 15 th April 2025		

7. To receive Clerk's report: Bridge, Ev charger

Enfield Park bridge complete and open, Poetry boards to be reinstated soon. Resin resurfacing booked in for 5th June, EV chargers in Churchfield activated and working well, Churchfield ticket machine now connected to mains power. Clease road ticket machine ordered and install arranged. Chasing post install on Victoria Rd for Speed Radar Sign.

8. Planning

A. To Note

PA25/00663

APPROVED

Location:- Camelford And District Bowling Club Lanteglos Road Camelford Cornwall PL32 9RF
Proposal Proposed extensions to the existing clubhouse to improve community and club facilities.

B. To Note

PA25/01759

Decided not to make a TPO
(TCA apps

Works to trees in a Conservation Area (TCA) namely to dismantle group of Ash trees, suffering from Ash Dieback, down to habitat posts at 4m appx.

C. To Note

PA25/00414

Granted (CAADs, PIPs and LUs
only)

Certificate of lawfulness for commencement of works for a proposed live/work unit in accordance with decision PA23/00207 dated 05.05.2023.

9. Portfolio Reports

a. Mayor's report

10. Correspondence

A. To **note** correspondence from resident regarding Enfield Park.

B..To **resolve** on request from Port Issac Practice- to share their monthly article on CTC website.

11. To Appoint Committee Members & Members to outside bodies.

Note: Mayor is automatically an additional member to each group.

A. Estates & Properties Committee

To **appoint** 4 members to the Estates and Properties committee.

B. Staffing & Finance

To **appoint** 4 members to the Staffing & Finance committee.

C. Strategic & Economic

To **appoint** 4 members to the Strategic & Economic committee.

D. Events

To **appoint** 4 members to the Events committee.

E. Outside Bodies

To appoint a representative to:
Camelford Hall
Leisure Centre
Network Panel (CAP)

12. Agenda Items

A. To **resolve** to **approve** the annual governance statement 2024-25 (AGAR)

B. To **resolve** to **approve** the annual accounting statement 2024-25

	C. To resolve to adopt Financial Regulations 2025, Code of Conduct 2025, Standing Orders 2025, Pay Policy Statement 2025, Annual Transparency Code Statement 2025
	D. To resolve on Council Insurance quotes.
	E. To resolve on Town Hall Electricity supplier quotes.
	F. To resolve to use online banking to pay accounts where possible
	G. To resolve to use direct debit for variable utility and monthly payments.
	H. To note year end internal audit report- Action required- Streamline income codes(In progress), correct final VAT claim (Completed).
	I. To note Q4 Budgeting report

13a. February Accounts	To note balances as of 07/05/2025
Current Account	£199296.49
Tracker Account	£156441.81
CCLA Property Fund	£80,000.00
CCLA Deposit Account	£50,500.48
b. Payments	To resolve to authorise the payments of Accounts Outstanding for February:

Staff	Apr/May wages	BACS	£9584.84
HMRC	Apr/May NI/TAX	BACS	£3130.64
Pension	Apr/May + Secondary Contribution (£2500)	BACS	£5574.17
OCM	COW&Skate Coach	BACS	£1024.16
Barclays	Bank Charges	DD	£18.49
Cornwall Council	Enfield Park Store	DD	£48.29
Cornwall Council	Churchfield Car Park	DD	£523.50
Cornwall Council	Cleaze Road Car Park	DD	£273.60
Cornwall Council	Town Hall/Library	DD	£273.60
Camelford Town Trust	Town Hall/Library rent	DD	£550.04
British Gas	Town Hall Electricity	DD	£323.36
British Gas	Town Hall Electricity	DD	£178.45
British Gas	OCM Electricity	DD	£147.79
Octopus	Electricity- Public Conveniences	DD	£145.41
Octopus	Electricity- Cleaze Road CP	DD	£169.03
Seadog IT	Website Hosting	DD	£34.95
Voipfone	Office Telephone	DD	£11.40
Everflow	Market Place	DD	£49.65
BT	Internet	DD	£41.94
EE	Maintenance Phone	DD	£21.60
Peninsula	HR & Health and Safety	DD	£376.72
Mailchimp	CTC Website Emailing	DD	£11.83
Jason Ryan	Window Cleaning	BACS	£25.00
Spar	Office Supplies	Debit	£11.60
Amazon	Easter Prizes	Debit	£33.77
Amazon	Easter Prizes	Debit	£1.50
Gallagher	Van & Mower Insurance	BACS	£1048.53
Bunzl	Cleaning Supplies	BACS	£98.29
Jag	Postage for flags	BACS	£14.34

Tesco	Easter eggs for competitions	BACS	£23.25
B&M	Insect hotel for Easter competition	BACS	£5.00
Wild science	Four days of fun event	BACS	£442.80
PWLB	Loan repayment	DD	£4534.20
Amazon	2x Fence post caps	Debit	£24.38
Viking	Office supplies	BACS	£151.04
Kestrel Guards	Annual keyholder service	BACS	£80.34
Post Office	Postage for the return of padlocks	Debit	£5.55
Boscastle CIC	Mini bus hire	BACS	£35.00
Amazon	Handmade rosettes	Debit	£29.98
PPL PRS	Music Licence	BACS	£359.76
Western Supply	Maintenance Supplies	BACS	£560.68
Seadog	New Website Design	BACS	£1425.00
CALC	Annual Membership Renewal	BACS	£1154.03
ROSPA	Annual Inspection of Play Equipment	BACS	£268.80
Cornwall Council	SLA Patrols	BACS	£115.19
Total:		£32952.26	
c. To note Income:			
Podpoint	Income from podpoint	DD	£125.10
Churchfield C.P	Churchfield C.P ticket income	Cash	£745.00
HMRC	VAT return	Credit	£5866.47
Car Park Permits	Churchfield & Clease	Credit	£160.00
CCLA	Interest	Credit	£833.42
Allotment	Rent	Credit	£300.00
CCLA	Interest	Credit	£185.22
Total:		£8215.21	

14 Public Bodies (Admission to Meetings) Act 1960.

To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items:

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Items for next meeting:

Meeting closed:

