



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

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TO MEMBERS OF THE COUNCIL:

Councillors: R Rotchell (Mayor), S Bond (Deputy Mayor), A Ackroyd-Johnson, A Burgis, R Chandler, M Coombes, S Elford, E Grigg, C Hewlett, A Scawn, A Shaw.

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **5th August 2021 at St. Thomas Church, Victoria Road, Camelford at 7.00pm.**

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,

Esther Greig

Esther Greig, 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.

1. To note Councillors present

2. To receive Apologies for absence with reasons

Cllr Bond – personal

3. To receive Declarations of Interest & Approve Dispensations

4. Public question time (15 minutes allowed for this)

5. To receive and approve the Minutes of:

Ordinary Meeting 20th July 2021 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Code of Conduct training/update training register for Councillors. Insurance claims.

7. Planning

a. Any late applications will be discussed under this section.

PA21/06587. Greenacres, Roughtor Road. Mr Paul Thomas. Application for works to trees subject to Tree Preservation Order namely fell two Ash Trees. [weblink](#)

Road name consultation request regarding Inns Park new housing – Newton's Road. Also considering changes to window frame material.

For Information

PA21/06569. Camelford Town Hall. Mrs Jill Jeffs. Trees - **Decided not to make a TPO**

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell. Update on Cleave car park devolution.

9. Correspondence

- a. North Cornwall Learning Trust – Updated admissions code.
- b. Verbal request from resident. To remove concrete planters from Fore street car park to provide 3 additional parking bays. To remove one bollard to improve access to land.
- c. Pop-in Centre – request for 3-hour free parking tickets
- d. Request from resident to install 'hedgehog warning' signs at Valley Truckle

10. Agenda Items

- a. To **note** minutes of Finance Group Meeting.
 - i. To **resolve** to separate website costs and vire relevant budgets
 - ii. To **note** Q1 expenditure to budget
 - iii. To **note** completed internal control
- b. To **resolve** to purchase 3 beeches for sentinel trees and 2 copper beeches for the Jubilee/Duke of Edinburgh memorials
- c. To **resolve** to adopt internal control proforma, Investment Strategy, Grant policy.
- d. To **resolve** to appoint bank signatories to CTC accounts.
- e. To **note** external Auditor's report and certificate
- f. To **resolve** to preauthorise August salaries
- g. To **resolve** on meeting venue and frequency for remainder 2021.
- h. To **resolve** to reword the resolution for seeking the approval from Secretary of State HCLG to apply for a PWLB loan, and resolve on loan basis.
- i. To **resolve** upon lawnmower and leaf blower training for grounds staff. £510.
- j. To **resolve** upon Budgeting for Clerks and Finance staff training for Deputy Clerk. £30.

11. Accounts

a.	To note Balances at 30 th July 2021		
	Current Account	£111,164.70	
	Tracker Account	£51,424.66	
	NS&I	£42,483.49	
	CCLA	£80,000.00	
b.	To resolve to authorise the payments of Accounts Outstanding		
	Positive Electricity	Town Hall Electricity	DD £122.84
	Positive Electricity	Town Hall Electricity	DD £200.57
	All in One Building Services	EV charge points – Clease	BACS £2688.00
	Cornwall Council	Enforcement car park	BACS £111.60
	KCS Print Ltd	Car Park Permits	BACS £252.00
	Pickle Design	Additional webpage for visitcamelford.	BACS £84.00
	All in One Building Services	Play area – seesaw framework	BACS £492.00
	PKF Littlejohn	External Auditor report	BACS £720.00
	Barclays	Account charges	DD £11.76
	Zoom	Virtual Meetings	DD £14.39
	SeaDog IT	Webhosting	DD £25.00
	Paypal 20s Plenty	Campaign stickers	Debit £61.50
	Town Trust	Town Hall rent	DD £488.28
	Camelford Hall	Toilet Grant 21/22	BACS £1,150.00
	Seadog IT	Amendments to councillor page	BACS £27.50
	Cloudy IT	Monthly IT support/licences	DD £223.14
		TOTAL	£6,672.58
	To note Income		
	CCLA	LAMIT property dividend	AC £728.88
	Revival Books	dead stock sales	AC £21.78
	Car parking permits	renewal	cheque £10.00
	Car parking permits	renewal	AC £10.00
	Post Office	Tickets and permits	cash £180.00
	Post Office	Tickets	cash £235.00
		TOTAL	£1,185.66

12. 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: Contracts

- a. To **resolve** on feasibility study contractor (TCRF)
- b. To **note** OCM phase 2 costs, to **resolve** to request that Reaching Communities move revenue funding to capital.
- c. To **receive** update on allotment tenancy.

13. To note items for 2nd September 2021 Agenda.