



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig (BA Hons) CiLCA

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TO MEMBERS OF THE COUNCIL:

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

Dear Members

I hereby give you notice that the Annual Meeting of Camelford Town Council will be held on **Tuesday 18th May at Camelford Hall, Clease 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 Elect Mayor & Deputy Mayor.

Nominations for Mayor: Cllr Hewlett, Cllr Rotchell

Nominations for Deputy Mayor: Cllr Bond

To **complete** Acceptance of Office.

2. To receive Apologies for absence with reasons

Cllr Jordan – attending St.Gennys Parish Council

3. To note Councillors present and Acceptance of Office

4. To receive Declarations of Interest & Approve Dispensations

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

6. To receive and approve the Minutes of:

Ordinary Meeting 4th May 2021 (attached).

7. To receive Clerk's report

Matters arising from the Minutes. Updates: OCM Lease - still waiting on receipt of the revised lease from Sproulls to send onto Reaching Communities. Purchased Library equipment (2020-21 Community Chest Grant) delayed because of COVID 19. 'Visit Camelford' Website should be live on 17th May. Bid for TCRF consultation and feasibility studies (options assessment on sites and buildings) will be submitted by end May. Town maps have been installed at Clease Road and Market Place.

8. Planning

Any late applications will be discussed under this section.

- a. To **discuss** and **make a consultee comment** on the following applications:
none

For Information

PA21/02180. Land South of Field House, Lanteglos. Mr R Ely. **Refused**

PA21/02176. Land South West of 4 Valley Truckle. Mr George Hughes. **Approved**

9. Portfolio Reports

none

10. Correspondence

- a. CC highways– Cormac letter regarding Ash die back.
- b. Clerks and Councils Direct - Magazine
- c. CPRE – Notice of AGM

11. To Elect committee & members to outside bodies

- a. To **resolve** to keep similar working group and committee system (Mayor is automatically an additional member to each group) and their respective terms of reference.
- b. To **appoint** 4 members to the Estate and Properties working group
- c. To **appoint** 4 members to the Strategic, Economic & Planning working group.
- d. To **appoint** 4 members to the Events working group
- e. To **appoint** 4 members to the Finance working group
- f. To **appoint** 2 members to the Staffing Committee
- g. To **appoint** 1 member to board of Camelford Hall Trustees
- h. To **appoint** 1 member to Camelford Family Hub
- g. To **appoint** 1 member to represent CTC at Camelford Network Panel

12. Agenda Items

- a. To **resolve** to have the General Power Competence; having a suitably qualified Clerk and at least 2/3rds elected members
- b. To **resolve** to set the dates and times of Ordinary Council Meetings for 2021/22. Suggest once a month for the period June, July, August 2021 – review September.
- c. To **note** timeline of CTC and Trust correspondence
- d. To **resolve** on van recovery from options provided.
- e. To **note** correspondence regarding Cemetery received from church and funeral directors. To resolve upon immediate future of municipal cemetery – to close or to remain open considering business rate payment.
- f. To **resolve** to adopt Standing Orders 2021 (inc. revoking amendment 16th June 2020 'virtual meetings during the pandemic coronavirus') Amendments to SO's to include posting to social media etc.
- g. To **resolve** to adopt Financial Regulations 2021
- h. To **resolve** to adopt Code of Conduct 2021
- i. To **discuss** and **resolve** upon Grant Application from Citizens Advice Cornwall for a digital help hub - £750.
- j. To **discuss** and **resolve** upon Grant Application from Camelford and District Agricultural Association Ltd for Show 2022 - £4000.
- k. To **note** Facebook viewings statistics February to April 2021
- l. To **receive** update regarding Clease car park from Clerk regarding resurfacing and lining costs for Cornwall Council and alternative way forward. To **resolve** to request tenders for Clease car park resurfacing and lining.
- m. To **review** Capital and revenue costs for filming meetings. To **resolve** to **purchase** camera from quotes provided.
- n. To **review** provision of café at OCM.

13. Accounts

- a. To **note** Balances at 11th May 2021

Current Account	£156,135.63
Tracker Account	£51,423.38
NS&I	£42,483.49
CCLA	£80,000.00
- b. To **resolve** to use direct debit for variable utility and monthly payments
- c. To **resolve** to online banking to pay accounts outstanding where possible
- d. To **resolve** to authorise the payments of Accounts Outstanding

Staff	May Wages & expenses	BACS	£6,849.79
HMRC	May Tax & NI	BACS	£1,859.28
Cornwall Pensions	May Pension contributions	BACS	£2,128.71
Barclays	Account charges	DD	£6.25
Voipfone	Telephone Callgroup/extensions	DD	£9.60

Western Supply	Maintenance supplies	BACS	£59.38
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Office – Business Rates	DD	£319.00
Cornwall Council	Cemetery – Business Rates	DD	£289.00
Cornwall Council	Enfield Park Store – Business Rates	DD	£51.00
Amazon	Library equipment/anti-bac wipes	Debit	£250.97
Amazon	Anti-bac wipes	Debit	£27.95
Plusnet	Broadband	DD	£52.20
Business	Refund of website fees (paid twice)	BACS	£12.00
EDF Energy	Christmas lights – unmetered supply	BACS	£159.68
SeaDog IT	Webhosting	DD	£25.00
Jag Signs	3 x polycarbonate maps	BACS	£180.00
Yesss Electrical	replacement CCTV cameras x2	BACS	£277.80
Kestrel guards	Key holding & Alarm response	BACS	£78.00
Camelot Garage	Fuel for maintenance	BACS	£30.35
Western Supply	maintenance supplies	BACS	£117.85
Richard Green ecology	Preliminary Ecological Appraisal	BACS	£960.00
R. Sleep Ltd	Maintenance Supplies	BACS	£21.96
Western Power Distribution	Cleese Road electricity connection	BACS	£1068.30
HSQE (VitalSkills)	Manual handling training for J Marsh	BACS	£14.40
	TOTAL		£15,292.47+
Income			
Residents	Allotments	AC	£44.00
Businesses	Website	AC	£132.50
CCLA	Quarterly dividend	AC	£758.00
World team	Public Toilet Advertising	AC	£360.00
Various	Car parking permits/tickets/maps	cash	£185.00
Various	Car parking permits/tickets	cash	£100.00
Various	Car parking permits/tickets/maps	cash	£55.00
	TOTAL		£1,634.50

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: Contracts.

- a. To **resolve** upon bracken removal in the cemetery. 2 further cuts £1060. Unbudgeted item.
- b. To **resolve** upon clearance of gully at Churchfield car park from the 2 quotes provided. Unbudgeted item.

15. To note items for 3rd June 2021 Agenda.

Design for Education, Library – cushions, £150.60 – 4 week delay to be invoiced
 CTC policies and procedures; following full review in the SEP working group on 21st May.
 Bank signatories

Later Agenda

Town Trust request for repayment of loan.