



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

Town Hall
Market Place
Camelford
PL32 9PD

01840 212880

clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

TO MEMBERS OF THE COUNCIL:

Councillors: R Rotchell (Mayor), M Coombes (Deputy Mayor), S Bond, A Burgis, S Elford, M Ginger, E Grigg, C Hewlett, A Scawn, A Shaw, J Thomson.

Dear Members,

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **16th January 2024 at Town Hall, 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**
 - 3. To receive Declarations of Interest & Approve Dispensations**
 - 4. Public question time** (15 minutes allowed for this)
Jane Charman – Geothermal Ltd.
 - 5. To receive and approve the Minutes of:**
Ordinary Meeting 19th December 2023 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. Still waiting for electricians' quotes. Bench boards being delivered this week. Stone walling repair started. Fence at Broadwood path – storm damage. DB Walling – additional work to wall. Business Engagement meeting 24th January. Icicle lights. Town accelerator fund. CLUP application with Cornwall Council.

7. Planning

PA23/10067 Land Adjacent Wind Turbine Station Road Geothermal Engineering Ltd Wardell Armstrong LLP. Development of a geothermal power plant including site preparation, drilling of two deep geothermal wells, resource testing, construction of a binary cycle power station and subsequent operation. [weblink](#)

For Information

PA23/08655. P & A Mitchell Ltd. Land East of Suncrest, Helstone. Housing development. **Refused**
PA23/10394. Mr Leon Rosen. 8 Chapel Street. Fell tree in conservation area. Delegated decision due.

8. Portfolio Reports

- a. Mayor's report – Cllr Rotchell.

9. Correspondence

- a. Email from Old Bank and response from Clerk – requested clarification at FC that the Old Bank food larder is not currently supplying CTC with food for the youth club; neither is it involved with any partnership working/grant funding with CTC.
- b. Letter from seven concerned citizens – regarding Cornwall Council's net zero policies.
- c. Email from Cornwall Council – regarding Community Energy Fund.

10. Agenda Items

- a. To **note** Estates and Properties Committee minutes 15th December 2023.
- b. To **resolve** on CPRE membership £36.
- c. To **note** to replacement PC purchase for DC desk £1017.50 + VAT.
- d. To **note** Barclays confirmation of mandate change request.
- e. To **resolve** on Wallgate replacement in public toilets. £4,564.65 +VAT (budget £3,500).
- f. To **resolve** on drainage clearance at OCM £1165.08 + VAT.
- g. To **review** and **resolve** to adopt Risk Management and Management 2024
- h. To **resolve** on whether to replace rowing machine (outdoor gym equipment, Enfield Park).

11. Accounts

a.	To note Balances at 9 th January 2024		
	Current Account	£168,626.89	
	Tracker Account	£51,966.97	
	NS&I	£42,527.28	
	CCLA	£80,000.00	
b.	To resolve to authorise the payments of Accounts Outstanding		
Staff	January Wages & expenses	BACS	£9,218.67
HMRC	January Tax & NI	BACS	£2,788.95
Cornwall Pensions	January Pension contributions	BACS	£3,027.04
Ness	Community Outreach October	BACS	£890.00
SLCC	Clerk advert – 2 weeks	BACS	£240.00
North Coast Wetsuits	Skate helmets and pads	BACS	£173.52
O'Leary Goss Architects	Camelford Hall – stage 2 services	BACS	£4,794.00
Endsleigh Gardens	Cemetery – apple trees	BACS	£136.15
Indeed	Clerk job advert	DD	£93.33
Jason Ryan	Window Cleaning	BACS	£25.00
Tindle Newspapers	Advert car parking order	BACS	£374.40
Barclays	Bank Charges	DD	£8.55
SLCC	Training course - Librarian	BACS	£36.00
Viking	Office Supplies – first aid supplies	BACS	£44.35
Mailchimp	Marketing – visitcamelford	DD	£12.36
Cornwall Council	Enforcement Churchfield CP (Dec)	BACS	£125.33
CloudyIT	office supplies – new PC	Debit	£1221.00
Gardener Supplies	Cemetery – tree stakes and guards	Debit	£33.52
Ness	Community Outreach expenses	Debit	£79.83
Bigdug	Cemetery Store shelving	Debit	£186.00
3 for business	CTC mobiles	DD	£30.00
R Sleep Ltd	Maintenance supplies – driver/saw/wrench	Debit	£597.60
R Sleep Ltd	Maintenance supplies – screw/spanner/bits	Debit	£250.50
Seadog IT	domain support services	BACS	£30.00
Camelot Garage	Fuel for van	BACS	£82.59
Voiphone	Office phone system	DD	£11.40
Camelford Town Trust	Town Hall Rent	DD	£528.12
Seadog IT	Website Hosting	DD	£29.95
Pickle design	Christmas cards	BACS	£127.20
Voiphone	Office phone system - calls	DD	£50.00
Viking	First aid kit	BACS	£33.54
Everflow	Water – toilets, OCM, library	DD	£118.68
Positive Energy	Town Hall Electricity – November	DD	£284.62
British Gas	Electricity – OCM	DD	£211.86
Octopus	Electricity – Clease CP	DD	£188.41
Amazon	Toilet supplies – Paper towels	Debit	£28.95
Amazon	Office supplies – Ink	Debit	£61.06
Cornwall Council	Rates – Churchfield CP	DD	£466.00
Cornwall Council	Rates – Town Hall/Library	DD	£269.00
Cornwall Council	Rates – Clease CP	DD	£269.00

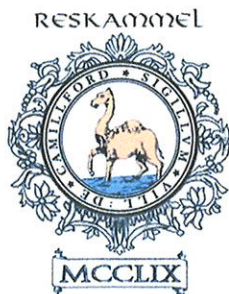
Plusnet	Office broadband	DD	£31.74
		TOTAL	£27,208.22
b. To note Income			
Pod Point	Electricity EV chargers	AC	£573.24
Amazon	Refund for Griddle	AC	£232.00
Scouts	Electricity and Water OCM	Chq	£697.77
Revival Books	Dead Stock	AC	£13.34
Revival Books	Dead Stock	AC	£31.62
Hanger Management	Winter festival – donation	AC	£50.00
Residents	Churchfield CP tickets/permits	cash	£380.00
Residents	Churchfield CP tickets/permits	AC	£10.00
		TOTAL	£1,987.97

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: Staffing.

- a. To **note** Finance and Staffing Committee minutes 12th January 2024.
- b. To **resolve to approve** Town Clerk and Responsible Financial Officer contract.

13. To note items for 20th February 2024 Agenda.



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Ordinary Council Meeting – 19th December 2023

Minutes of the Ordinary Meeting of the Council, held at Town Hall.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 9 other Councillors present: Cllrs; Burgis, Bond, Coombes, Elford, Ginger, Grigg, Hewlett, Scawn, Shaw. 23/350

2. To receive Apologies for absence with reasons

It was **resolved** to accept apologies from Cllr Thomson - personal

Proposed: Cllr Bond **Seconded: Cllr Grigg** **unan** **23/351**

3. To receive Declarations of Interest & Approve Dispensations

Cllr Shaw	10ai	Cleese CP	Pecuniary	To speak and to leave the room for vote	
Cllr Bond	11	Accounts	Pecuniary	To leave the room	23/352

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

Cllr Jordan spoke regarding local parish council not meeting for 3 years. Shortage of members for the Cornwall Youth Council - Camelford School have 3 interested pupils. Press release regarding Bypass - MP Scott Mann hopeful there will be a positive outcome by the end of January. CAP – two Councillors from Forrabury & Minister and Davidstow particularly pleased with the meeting 23/353

5. To receive and approve the Minutes:

It was **resolved** to approve the Ordinary Meeting 21st November 2023 after one amendment.

Proposed: Cllr Burgis **Seconded: Cllr Coombes** **8-0 (2bs)** **23/354**

6. To receive Clerk's report

Matters arising from the Minutes. Senior citizens lunch – 41 attendees. Reaching Communities uplift grant – underspend on Parkour – approval gained to transfer to skate coaching in 2024. 23/355

7. Planning

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

None 23/356

For Information

PA23/08655. 27 Tregoodwell. C Giradot. Application for LDC. **Granted.** 23/357

8. Portfolio Reports

a. Mayor's report – Cllr Rotchell noted attendance at Leisure AGM, Christmas trees exhibition in methodist church, winter festival. Thank you to the lighting team – best display for a number of years. senior citizens lunch – needed more helpers. Attended various other meetings. Memory café Christmas party – 50 or 60 people – buffer lunch – very enjoyable. Nadelik – 4 performers in the library; excellent – very good followed by Santa's story time. Town carol service. Nice to see it continuing after covid. Delivering Christmas cards to businesses – the list of businesses in Camelford is fluid – apologies to those missed. Business engagement meeting in January – will talk about working cooperatively. Veor surgery and the patient participation group in January. Clerk has resigned - going to work for Truro City Council. Thank you and congratulations. Adverts have been published. There will be the opportunity for all to meet the candidates on the day. 23/358

b. Camelford and Bude Area Partnership – Cllr Shaw noted at least 20 councillors and members of the public attended. Police report - improvement to mobile speed signs. More budget for roundabouts and enforcement. Issues with drugs in 2 or 3 communities. Mindless vandalism in a small community. Discussion on social and supportive housing in North Cornwall – to ask CC to prioritise social and council housing development for our area. It would be useful if those sites that have planning permission actually got built. Want a definition of local and low-cost housing. Highways budget slightly increased. Draft North Cornwall action plan is available online. 23/359

9. Correspondence

- a. Devon & Cornwall Police – Community Speed Watch – CTC Van exceeded limit but no further action will be taken. **Noted** 23/360
- b. Letter from visitor – congratulations on park and toilets. **Noted** 23/361
- c. Completion of registration – Land at Clease Meadows. **Noted** 23/362
- d. Cornwall Council – correspondence regarding 20mph zone at Helstone. **Noted** 23/363

10. Agenda Items

- a. The Strategic and Economic Development Committee minutes 4th December 2023 were **noted**. 23/364

****Cllrs Ginger (declared an interest) and Shaw left the room****

- i. It was **resolved** to advertise revised CTC parking order and amended schedule.

Proposed: Cllr Burgis Seconded: Cllr Elford unan 23/365

****Cllrs Ginger and Shaw returned****

- ii. It was **resolved** to implement from 1st May 2024

Proposed: Cllr Burgis Seconded: Cllr Elford unan 23/366

- b. The budget/precept report 2024-25 and 3-year budget forecast was **noted** 23/367
- Cllr Hewlett question flexibility of not having the match funding. Cllr Rotchell noted sufficient general funds to have available to be able to match fund projects. Will offer the facility to assist other organisations with grant applications. Difficult to juggle between everything CTC wants to do – balancing act being able to get the most value for that increase.

- c. It was **resolved** to precept £344,099 in 2024-25.

Proposed: Cllr Shaw Seconded: Cllr Coombes 9-1 dec carried 23/368

- d. The Clerk's resignation was **noted**. 23/369

- e. It was **resolved** on recruitment process proposed by Cllr Rotchell.

Proposed: Cllr Bond Seconded: Cllr Elford unan 23/370

- f. It was **resolved** to approve Skate:Create funding application to National Lottery/Reaching Communities for £20,000 over 2 years for youth outreach work.

Proposed: Cllr Bond Seconded: Cllr Hewlett 9-0 (1 abs) 23/371

- g. It was **resolved** to approve the 2024 Calendar of Full Council and Committee meetings

Proposed: Cllr Coombes Seconded: Cllr Burgis unan 23/372

11. Accounts

- a. Balances at 11th December 2023 were **noted**

Current Account	£195,895.50		
Tracker Account	£51,966.97		
NS&I	£42,527.28		
CCLA	£80,000.00		23/373

****Cllr Bond left the room****

- b. It was **resolved** to authorise the payments of Accounts Outstanding

Staff	December Wages & expenses	BACS	£9,545.76
HMRC	December Tax & NI	BACS	£2,741.71
Cornwall Pensions	December Pension contributions	BACS	£3,080.46
Ness	Community Outreach October	BACS	£1,037.52
P Ellison	Senior Citizens Christmas Lunch	BACS	£101.64
Camelot Garage	Fuel for van	BACS	£138.22
Spar	Office supplies	Debit	£16.00
Cornwall Council	Winter Festival – small event order	BACS	£55.00
Voiphone	Office phone system	DD	£11.40
Aquatics South West	Annual pond maintenance	BACS	£1,027.92

Arrow Lifts	Routine service	BAC	£91.20
Barclays	Bank Charges	DD	£9.81
Jason Ryan	Window Cleaning Aug & Nov	BACS	£50.00
Podpoint	Admin fee June-August	BACS	£11.46
SLCC	D Clerk – ILCA training course	BACS	£144.00
Post Office	Recorded delivery Barclays mandate	Debit	£3.45
3 for business	CTC mobiles	DD	£30.00
J D Placathose	Winter festival – Music	BACS	£150.00
Western Supply	Maintenance supplies – benches	BACS	£176.78
Camelford Town Trust	Rent – Old Cattle Market	BACS	£950.00
O’Leary Goss Architects	Camelford Hall – stage 2 services	BACS	£3,600.00
Nigel Hicks	Maintenance supplies - Bench boards	BACS	£49.20
Cornwall Council	Enforcement Churchfield CP (Nov)	BACS	£155.33
Cllr S Bond	Senior Citizens Christmas Lunch	BACS	£22.10
Jag Signs	Maintenance supplies – flags	BACS	£309.00
Viking	Office Supplies -paper/envelopes	BACS	£49.25
K Ferguson	Senior Citizens Christmas Lunch	BACS	£25.00
Cllr R Rotchell	Senior Citizens Christmas Lunch	BACS	£23.40
Bob Metters	Town Hall – works to staircase	BACS	£950.00
Tintagel Skip Hire	Cemetery - 3 tyres	BACS	£23.40
Co-operative Store	Events – winter festival expenses	Debit	£17.50
Amazon	Office supplies – ink/cemetery storage	Debit	£61.37
Amazon	Office supplies – battery/t-shirt	Debit	£26.95
Amazon	Office supplies – PC headset	Debit	£19.99
Amazon	Toilet supplies – PPE gloves/clickers	Debit	£25.26
Positive Energy	Town Hall Electricity – November	DD	£146.48
Octopus	Electricity – Clease CP	DD	£191.12
Octopus	Electricity – Public conveniences	DD	£189.93
British Gas	Electricity – OCM	DD	£253.29
South West Water	Water – Allotments	DD	£109.10
Plusnet	Office broadband	DD	£27.55
Cornwall Council	Rates – Churchfield CP	DD	£466.00
Cornwall Council	Rates – Town Hall/Library	DD	£269.00
Cornwall Council	Rates – Clease CP	DD	£269.00
Mailchimp	Marketing – visitcamelford	DD	£12.52
Camelford Town Trust	Town Hall Rent	DD	£528.12
Seadog IT	Website Hosting	DD	£29.95
	TOTAL		£27,247.14
Proposed: Cllr Scawn	Seconded: Cllr Elford	unan	23/374
Cllr Bond returned			
c. Income was noted			
Barclays	Interest on 2 nd account	AC	£180.33
Open Reach	Wayleave	Chq	£11.18
Post Office deposit	Churchfield CP tickets/permits	cash	£270.00
Stall holder	Craft Fair	AC	£5.00
Cornish Crepes	Winter festival donation	AC	£50.00
Residents	Churchfield CP tickets/permits	AC	£205.00
	TOTAL		£722.00
			23/375

12. To note items for 16th January 2023 Agenda.

None

The Mayor closed the meeting at 7.38pm



Minutes of the Estates and Properties Committee Meeting – 15th December 2023

1. To note Councillors present

Cllr Shaw opened the meeting at 1000 with 3 other Councillor present: Cllrs, Burgis Elford and Hewlett. GM, Clerk. EP/23/141

2. To receive Apologies for absence with reasons

Cllr Rotchell, none received. EP/23/142

3. To receive Declarations of Interest & Approve Dispensations

None EP/23/143

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

None EP/23/144

5. To receive and approve the Minutes of:

It was **resolved** to approve the Meeting minutes of 3rd November 2023

Proposed: Cllr Hewlett

Proposed: Cllr Elford

3-0 (1abs)

EP/23/145

6. To receive Clerk's report

Community hub progress — emergency lighting still to be moved – 3rd electrician visited last week – awaiting quotes. Repair to Churchfield wall in new year. Waiting for Cormac quotation for Clease, Churchfield paint and barriers and OCM drainage. Have moved expenditure around in budget between OCM RC uplift and OCM reserves to pay for the tarmac levelling at OCM and ensure spend of the uplift budget by March 2024. Bench boards have been ordered – 8-week delivery time. EP/23/146

7. To receive Grounds Manager's report

Enfield Park cameras and tower repair – waiting for contractor still. Some of the resin has been treated for weeds but waiting for further dry weather to finish. SW Aquatics have cleared the leat and pond. Cllr Shaw noted that the water running nicely. Brambles have been cut back in the park and starting to remove dead branches now that the leaves have fallen. Tree expert visited and GM has recommendations for trees and locations in the wet park areas. Also details on tree grants from Forest for Cornwall. Cemetery – annual skip hire and clear up has been completed. Vincents have viewed one of the flails with a view to someone buying it. Churchfield CP gully cleared of silt and weeds. Started servicing the trimmers. EP/23/147

Holly trees in Churchfield should stay as standards rather than be hedged. Clerk noted these trees were part of damage prevention system (due to handbrake fails).

Clerk noted that there is no hand dryer in the disabled toilet – look into installing or continuing with paper towels? As is for the moment (no budget). EP/23/148

8. Agenda items

a. CCTV, Tourist information point, and electric/data cabling in Churchfield car park was **discussed**. Clerk updated that there are no data cables to the feeder pillar/existing EV chargers. Will liaise with PoGo/Yetiserve to get the data cable laid at the same time as the electric trench. The position of the tourist information point will be dictated by the trenches required for the new EV chargers. Clerk due to have a site meeting with the contractor in January – date tbc. Cllr Shaw requested to be present. Committee felt it necessary to install cameras to cover ticket machine and info point only. Recommend scheme to FC (when ready). EP/23/149

Signature/Date

b. Broadwood path – fallen tree was **discussed**. Landowner has been contacted by neighbour. They will be removing the wood for fire wood. Clerk will inform them that CTC is happy to allow the same for the section on its land. EP/23/150

9. To receive portfolio holder reports

Play Areas/OCM. – none

EP/23/151

Enfield Park – Cllr Shaw noted the park looks alright; good that the pond and bird hide can be seen – improved visibility now that the brambles have been cleared. Rain erosion on paths. Clerk noted that addition material needs to be put down. Cllr Shaw noted that tampers can be rented from local shop. EP/23/152

Car Parks – Cllr Burgis requested the hardstanding in Cleese meadows be costed up for future reference.

Clerk noted that this has been requested from Cormac already

EP/23/153

Cemetery & Orchard – Cllr Shaw noted 5-7 trees need replacing – office to order as instructed with posts and guards. Bracken growing along lower fence needs strimming back.

EP/23/154

Allotments & Footpaths – Cllr Shaw reported relatively tidy apart from no.35

EP/23/155

Town Hall – none

EP/23/156

11. Date & Items for next meeting.

26th January 2024 10am Town Hall.

Cllr Shaw closed the meeting at 1100.

Signature/Date



The
countryside
charity



000058
814106

Camelford Town Council
Camelford Town Council
Camelford Town Hall and Library
Market Place
Camelford
Cornwall
PL32 9PD

58/CA-A

November 2023

Membership No: 814106
Our Ref: K12EMIKDD-CAA

Dear Member

**Thank you for being part of a movement committed
to protecting our beautiful countryside for everyone.
I've popped your membership card in with this letter.**

I hope your organisation is proud to be a member of CPRE, the countryside charity – together we've achieved many important successes over the past 12 months. Here are just some of the campaign wins we've achieved together recently:

- In collaboration with a broad coalition across the sector, we ensured that a new type of national planning policy introduced in the Levelling Up and Regeneration Act would require public consultation as standard. Initial drafting of this legislation would have given the Secretary of State carte-blanche power to create and modify planning rules - covering green belt to housing - at their own discretion.
- By lobbying the government, we influenced the confirmation of a new funding scheme to pay farmers to plant more hedgerows and manage them sustainably.
- We've recruited 34 parliamentary champions for rooftop solar who are helping us lobby the government for more action to get solar panels on top of buildings, cutting carbon emissions and protecting valuable greenspace for nature and farming.

Please turn over...

Any questions?

Please call Supporter Care
on 020 7981 2870.

Campaign to Protect Rural England
is a company limited by guarantee
Registered in England number 04302973
Registered charity number 1089685

I'm proud to help our glorious countryside thrive for another year



000058
814106

Your Membership

814106/K12EMIKDD-CAA

Your annual Parish/Town Council membership needs to be renewed so that you can continue to be part of a movement dedicated to helping to protect your local countryside.

A little more could make a big difference – by topping up your membership payment, you can do even more to promote, enhance and protect your local countryside.

An extra £12.00 each year could help your local CPRE Cornwall group protect green spaces near you from development

An extra £24.00 could help train volunteers in tree and hedgerow surveying, laying and planting

An extra £30.00 could help maintain footpaths and signposts, making it easier for everyone to access the countryside

To renew your membership, and if you can, to increase the amount of your payment, please complete the form below and return it in the enclosed FREEPOST envelope or call our Supporter Care Helpline on 020 7981 2870.

Thank you.

Step 1: Renewal

814106/K12EMIKDD-CAA

Yes, I want to renew my Parish/Town Council membership, and I would like to increase my payment to the new rate of

☐ £60.00, or

☐ Other £_____ or,

☐ I would prefer to continue at the existing rate of £36.00

by making a one-off payment with a cheque to CPRE for £_____ and enclosing it along with this completed form in the enclosed Freepost envelope.

OR by credit/debit card, or by another method, by calling our Supporter Care Helpline on 020 7981 2870 Monday to Friday 9am – 5pm (or you can leave a message for us outside these hours)

OR Paying by BACS Direct Transfer? Please use the following information:

Account number: 65724623 | Sort Code: 51-50-03 | Reference: 814106

Our recommended minimum annual payment for new members is £60 for individuals and organisations, and £84 for households. Every penny counts, and we are grateful for all of your support, whatever you are able to contribute. Thank you.

Name _____ Signature _____ Date _____

814106

This will be your membership fee going forward, unless you notify us otherwise, or until our minimum rates supersede this amount. If you are sending a cheque, please send it to us along with this form in the envelope provided, to Freepost Plus RUCX-XTZA-CSLZ, Supporter Care, CPRE the countryside charity, 15-21 Provost Street, London N1 7NH

Please turn over...

003840 BBMU477A 9611392713 C

Barclays
Leicester
LE87 2BB

0333 2 027 477*


Mrs E A S Greig
Camelford Town Council
TOWN HALL
MARKET PLACE
CAMELFORD
CORNWALL
UNITED KINGDOM
PL32 9PD

12 December 2023

Our Ref: 4468001336/
20231212155157

Dear Mrs E A S Greig

Camelford Town Council

Confirmation of your Mandate Change Request

Thank you for your recent request to update the Mandate on the above account. We are pleased to confirm that all changes will be in place within the next 3 - 5 working days after you receive this letter. Please inform all relevant parties on the account.

The easiest and fastest way to manage your account is via Online Banking. If the new signatory would like a cheque book, paying in book or a debit card please contact your Servicing Team on 0345 605 2345*.

If the accounts operate by requiring 'two or more authorised persons' to manage the everyday banking, including making payments, you won't be able to order certain products and services automatically. These include: Online Banking set up, Business Debit Card and/or Telephone Banking. Please contact your Servicing Team to discuss this further.

If you need to make any changes in the future or have a general question relating to the signing mandate you can do this easily by telephone.

To find out more visit www.barclays.co.uk/business-banking/manager/business-mandate-change/

Limited Companies and Limited Liability Partnerships

Once your request has been completed, we'll make additional checks to make sure all your information matches Companies House. If the information differs, we'll contact you requesting further information.

If you have borrowing on your Account

The Bank will continue to rely upon any security and/or guarantee given by individuals that have been removed from this Mandate. If you no longer wish the Bank to rely on this security and/or guarantee, then please contact us and arrange for this to be released.

Yours sincerely,

Your Barclays Mandate Change team

You can get this in Braille, large print or audio by contacting any Barclays branch to advise us of your requirements.

*Calls to 0800 numbers are free from UK land lines and personal mobiles, otherwise call charges may apply. Please check with your service provider. To maintain a quality service we may monitor or record phone calls.

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).
Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

HPBUS160 08/15

003840 004814 BBMU477A

Replacement PC for Deputy Clerk

As the PC that is currently used by the DC, administration staff and librarian is becoming old and slow, please see below quotes for potential replacements:

1. Dell OptiPlex 7410 All In One – £1,017.50 (excl. VAT)

This price includes a RAM upgrade to futureproof the machine, delivery costs and labour/setup costs (approx. £200 total). This is the preferred option as advised by CloudyIT.



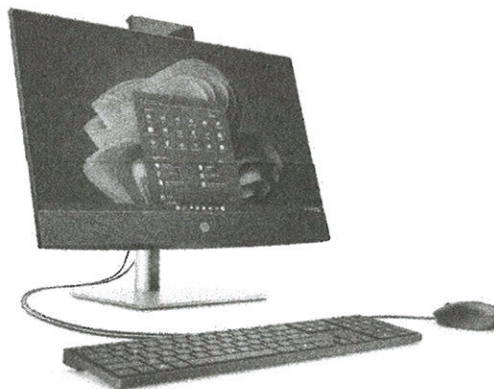
2. Acer Aspire C 27 All-in-One | C27-1655 | Silver – £1099.99 (inc. VAT)

This price does not include any upgrades or setup costs: i.e. delivery only.



3. HP ProOne 440 G9 23.8" Business All-in-One – Core™ i7 – £959.00 (inc VAT)

This price does not include any upgrades or setup costs: i.e. delivery only.



Enfield Park Public Toilets – Ladies Automated Hand Washer/Dryer Unit

Please see below 3 quotations for potential replacements of the ladies washer/dryer unit in the public toilet at Enfield Park.

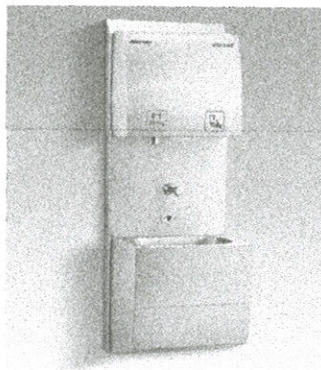
1. Wallgate – £4,564.65 (THRII-SS-W)

This price excludes VAT, but does include installation costs (installation kit and service engineer). This is the company we have been using up to now and is the preferred option.



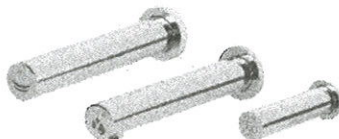
2. LSengineering – £4,130.00 (KF-HWB-SWT with disinfectant)

This price excludes VAT and installation costs.



3. Intelligent – £1,099.00 (IFSUCM093A-ANON)

This price excludes VAT and installation costs. The unit is advertised as being suitable for public bathrooms, with a 3-year guarantee. I am not sure how suitable this would be, however, due to the requirement to also install a sink beneath the unit.



Your Ref: CAMELFORD TOILETS
Our Ref: SMARTTE-39203

Wallgate Limited
Crow Lane
Salisbury
Wiltshire
SP2 0HB
United Kingdom

Attn: Jordan Burnard
Camelford Town Council
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD
Monday 18th December 2023

Dear Jordan Burnard,

Many thanks for your recent enquiry and in accordance with our understanding of your requirements we have pleasure in submitting our quotation as follows:

THE PRICE BELOW IS THE COMPLETE PRICE PER UNIT, WHICH INCLUDES THE FOLLOWING;

- 1) Delivery to site of the new units.
- 2) Replacement of old units with the new, (including materials for final connection to existing services) also a 13mm marine solid grade laminate panel to cover existing aperture.
- 3) Commissioning of new units, leaving new units ready for use.
- 4) Removal of old units from site.
- 5) Subject to site survey. When we attend site, the site contact needs to be fully aware of the project, units to be replaced and able to sign off paperwork.

Part Number & Description	Quantity	Price	Line Total
THRII-SS-W - Thrii Automatic Handwash Dryer; S'Surface; White	1 EA	£2,361.89 each	£2,361.89
THRII-WP-01 - Thrii SGL wall panel to replace RAX/RSA/FSA. (Issue 4)	1 EA	£474.96 each	£474.96
THRII-INS-KIT - Thrii Installation kit.	1 EA	£129.40 each	£129.40
SERVICE-ENG-TIME - Service engineers site attendance & time on site	1	£1,598.40 each	£1,598.40

Total Value: £4,564.65

Page 1 of 3





PART OF THE
CORSERV GROUP
A CORNWALL
COUNCIL COMPANY

FAO Esther Greig

Your ref: PRO.EXT.244
Date: 08/01/2024

Dear Esther

Drainage System Cleanse and Investigation

Further to your recent enquiry, I am pleased to submit Cormac's quotation to carry out the above works as follows:

- Establish, maintain and remove suitable traffic management measures,
- Gully tanker and 2 operatives to carry out cleansing of drainage system that's currently in place. Cormac supervisor to be present to look out for possible solutions.
- Leave site clean and tidy.

For the sum of £1165.08 (excluding VAT)

Please note the following:

- The client is responsible for ensuring the area of works is clear of vehicles or any other obstructions. Any delays could result in additional charges
- Should you wish to proceed, payment in full or a purchase order will enable us to continue.

Your attention is drawn to the attached conditions of contract.

If you have any queries, please do not hesitate to contact myself.

Yours sincerely,

Josh Hoole-Jackson
Highways Technician
Cormac Ltd – Programme Resource Office
Tel: 07354168075
Email: josh.hoole-jackson@cormacltd.co.uk



A Cornwall Council Company
Registered in England No. **07737430**

Western Group Centre, Radnor Road,
Scorrier, Redruth, Cornwall, TR16 5EH
Tel: 01872 323 313
www.cormacltd.co.uk



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Risk Assessment and Management 2024

Adopted 17th January 2024

Each Council should have in place a system to help it to manage risk. This system will be simple for the smallest parishes and more complex for larger parish and town councils. A council's internal auditor may use this risk management system to help to identify what tests to carry out as part of the audit.

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. Most clerks will already be assessing and managing risks in some way or other but there may be room to improve and document existing practices.

Members are ultimately responsible for risk management because risks threaten a council's ability to achieve its objectives. The clerk should therefore ensure that members should:

- Identify the key risks facing the council
- Evaluate the potential to the council of one of these risks taking place; and
- Agree measures to avoid reduce or control the risk or its consequence.

Area	Risk	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of risk	Review/Action required
Assets	Protection of physical assets including Enfield Park, Churchfield Car Park, Cemetery, Allotment	M	H	Insured. Value increased as necessary. Asset register Review risk assessments annually. Periodic inspections. Action any defects asap after notification	Maintain existing procedures.
	Security and maintenance of buildings, equipment etc Hazards to service users, public and staff	M	M	Locked doors at entrance of buildings – keys are held by the Town Clerk, Deputy and Maintenance manager with spare copies held in the key safe and one copy of Town Hall keys held by the Mayor. Fire Procedures, appliances/equipment checking. Produce risk assessments Ensure contractors have correct cover/certificates CCTV as necessary	Maintain existing procedures. Review risk assessments annually. Action any defects asap after notification
	Wear and tear of play equipment and Skatepark. Hazards to service users	M	M	Play equipment currently maintained on an ad hoc basis following daily and monthly checks. An annual RoSPA inspection.	Action any defects asap after notification. Request maintenance schedule from Freestyle
Finance	Banking (errors or irregularities)	L	L	Adherence to adopted financial regulations – reviewed annually Bulk of investment is held in CCLA and NS&I account. Two accounts with Barclays Bank plc: Current and High Interest accounts. Internal controls, internal and external audit	Maintain existing procedures
	Risk of loss of income - precept	L	M	Ensure adequate reserves. Review insurance annually	Maintain existing procedures

	Loss of cash through theft or dishonesty	L	L	L	Adherence to adopted financial regulations – reviewed annually. Review insurance	Maintain existing procedures.
	Financial controls and records	L	L	L	Adherence to adopted financial regulations – review annually Internal controls, internal and external audit	Maintain existing procedures.
	Compliance with VAT Regulations, PAYE & NI	L	L	H	Comply with HMRC regulations. Quarterly returns to be made. Internal controls	Maintain existing procedures.
	Budget preparation and cash-flow (inadequate)	L	L	M	Sound budgeting to underlie annual Precept. Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to the Council quarterly.	Maintain existing procedures.
Liability	Risk to third party, property or individuals	M	M	M	Public Liability Insurance in place to £10m. Risk assessments for all open spaces and individual events – checks undertaken as required Review insurance cover and risk assessments annually	Action any defects asap after notification
	Compliance with Law (Employment, transparency, FoI etc.)	M	M	M	Membership of various national and regional bodies including Employees Organisation, i.e. NALC & SLCC. Employer Liability Insurance in place. Internal Audit	Maintain existing procedures.
	Safety of Staff and visitors	M	M	H	Landlord has ultimate responsibility by virtue that Camelford Town Council is a tenant in the building. Lone working arrangements in place. Radon Monitoring. Risk assessments	Maintain existing procedures.

	Ensuring activities are within legal powers	M	H	Town Clerk clarifies legal position on any new proposal. Training for Clerk & Councillors as required	Legal advice to be sought where necessary.
Administration	Incomplete register of interests (Councillor)	M	L	Regular reminder to members. Code of conduct training compulsory for members	Maintain existing procedures.
	Business Continuity / Loss of Council records	L	H	Back up files on cloud 3 times per day, passwords being held off-site, procedure manuals for Council administration. Documents available via the Council website.	Review procedure and policies annually or each administration
	Long-term adverse impacts from poor decision-making or poor implementation. Reputational damage and loss of confidence	L	M	Adherence to adopted Standing Orders – reviewed annually Holding correct meetings / consultation. Code of conduct Pursue Councillor and staff training when available.	Maintain existing procedures.
	Loss of Qualified Clerk	L	H	Impact on General Power of Competence – unable to run certain services.	Deputy Clerk has CiLCA Senior Librarian has iLCA

ANNUAL REVIEW

Business Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
Insurance	Annually	Clerk		May 2023
Assets inspection	Annually	Clerk		March 2023
Update asset register	Annually	Clerk		November 2023
Banking arrangements	Annually	Clerk		October 2023
Insurance providers	Annually	Clerk		May 2023
Budget agreed	Annually	Council		December 2023
Precept agreed	Annually	Council		December 2023
Budget monitored	3 monthly	Council		October 2023
Bank reconciliation	Monthly	Council		December 2023
Review of Financial Regulations	Annually	Council		May 2023
Review of financial risk register	Annually	Council		January 2024
Members register of interests	Annually	Clerk		May 2023
Transparency Code, Freedom of Information, Data Protection, GDPR	Annually	Clerk		June 2023

Business Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
Staff appraisals, including pay, contracts	Annually	Staffing Committee		September 2023
Internal Audit	Bi-Annually	Internal Auditor		October 2023
External Audit	Annually	Clerk		September 2023
Minutes properly produced and published	Monthly	Clerk		Monthly
Standing Orders Reviewed	Annually	Council		May 2023
Back-ups taken of all computer records	3 times daily (Cloudy IT)	Clerk		March 2023
Review back-up process	Annually	Clerk	Need a hard copy on site	January 2024
Check passwords and key access	Annually	Mayor		May 2023

The information given above is to be reviewed annually in November and agreed upon at an Ordinary Council Meeting of the Camelford Town Council directly thereafter as being a correct record.

Camelford Town Council
The Town Hall
Market Place
Cornwall
PL32 9PD

Quote Date: 17/10/2022
Project Name: Replacement SWR
Colour: Green & Beige

QUOTATION Remedial Works

QTY	Cost	TOTAL
1 Self-weighted Rower.	£1,163.00	£1,163.00
1 Delivery (large)	£180.00	£180.00

Sub Total	£1,343.00
VAT @ 20 %	£268.60
TOTAL	£1,611.60

This quote is valid for 3 months.

Delivery time 6-8 weeks from confirmation of order.

Installation quotations are based on soft ground and good access.

Maximum 50mtr carry to furthest point. Subject to site survey.

Price pledge: Fresh-Air Fitness believe this price to be most competitive within the market place.
However, we will always endeavour to match any written like for like quote.

All orders and quotations are subject to our terms and conditions.

Esther Greig

From: Esther Greig
Sent: 20 December 2023 12:38
To: Tina McGrath; Rob Rotchell
Cc: Cllr Barry Jordan; Becca Shearing; Vanessa Harrison
Subject: RE: Last nights Town Council meeting

Dear Tina,

Sorry I wasn't clearer on the video – it's a different food larder that Ness uses for food donations, and I used 'we' rather than 'CTC'. Sorry for the confusion – I would have stated 'Old Bank' if I was referring to your organisation. Only the decision regarding the grant is in the minutes; CTC minutes are not a verbatim record.

I'm not sure that Ness has been able to get in contact with the Old Bank; I've copied her to this email to clarify as it would be great to work together in the future.

I can confirm that you are not part of this application. You will see this from the following link – the content of the application is on pages 17-19:

www.camelford-tc.gov.uk/wp-content/uploads/2023/12/Agenda-and-associated-documents-for-Council-Meeting-on-19122023.pdf

Best regards



Esther Greig, PSLCC
Camelford Town Clerk and Responsible Financial Officer
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Tel: 01840 212880

Email: clerk@camelford-tc.gov.uk

Website: www.camelford-tc.gov.uk



LOCAL COUNCIL
AWARD SCHEME
QUALITY

From: Tina McGrath <tina@oldbank.org.uk>

Sent: 20 December 2023 12:22

To: Rob Rotchell <rob.rotchell@camelford-tc.gov.uk>

Cc: Cllr Barry Jordan <cllr.barry.jordan@cornwall.gov.uk>; Becca Shearing <becca@oldbank.org.uk>; Esther Greig

<clerk@camelford-tc.gov.uk>

Subject: Last nights Town Council meeting

Good afternoon, Rob,

I hope you are well and looking forward to Christmas.

I was listening to the town council meeting this morning and I would like to raise an inaccuracy in a comment that was made:

Item F I think which was discussing a grant application for the skatepark.

The clerk stated

" We have been in contact with the larder, and we are feeding these children as well"

I am assuming the clerk meant the Old Bank, if she did there has been no contact with us regarding the skatepark?

The second part of the sentence implies we are involved with feeding the young people, which we are not.

Can you please ensure a correction is made in the minutes and at the next meeting.

In addition, as this is with regard to a grant application can you please ensure that we aren't included in the application or monitoring as partners/stakeholders.

The skate park is a valuable resource for the young people in the area and we are more than happy to work with the Town Council on a project.

Thank you

Regards

Tina,

Tina McGrath

Trustee

The Old Bank Camelford & Community Larder

24 Market Place,

Camelford

PL32 9PD

Tel: 07450809122

Esther Greig

From: Esther Greig
Sent: 03 January 2024 10:32
To: Tina McGrath
Cc: Rob Rotchell; Cllr Barry Jordan
Subject: FW: Old Bank and food larders

Hi Tina,

Please see reply to my query to Ness (Youth Worker) regarding contact with food larders/banks in the area. As you will see, the Old Bank has absolutely nothing to do with CTC Youth Work in Camelford. I will ensure that this is clarified at CTC next meeting.

Best regards



Esther Greig. PSLCC
Camelford Town Clerk and Responsible Financial Officer
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Tel: 01840 212880
Email: clerk@camelford-tc.gov.uk
Website: www.camelford-tc.gov.uk



From: Vanessa Harrison <vanessa.harrison@camelford-tc.gov.uk>
Sent: 21 December 2023 12:25
To: Esther Greig <clerk@camelford-tc.gov.uk>
Subject: Re: Old Bank and food larders

Hi Esther

It is the Wadebridge food Bank that I use which does support Kelly at the 'grow centre' in town as well so I have also had support from her in the form of cash and food. My contact in Wadebridge is Jaquie White, she has offered to help with grant/funding applications and is able to match fund, Wadebridge is the central storehouse for our area which is one of the reasons I connected with them, I also already have a good relationship with Jaquie.

I am yet to connect with the old bank, sorry its on my list, I have tried to pop in to say hi but it always closed when I'm passing, I will respond to the email that you shared and try to connect as it would be great to form relationships with those in Camelford.

I think I may have sent an initial email, so I will check this and look over my historic notes.

See you soon and have a fab Christmas,

Ness

On 20 Dec 2023, at 13:03, Esther Greig <clerk@camelford-tc.gov.uk> wrote:

Hi Ness,

Please can you confirm which foodbank you use for supplies? Also please can you forward any emails that you have sent to the Old Bank previously, and confirm if they have replied to these. Thank you

Best regards

<image001.jpg>

Esther Greig. PSLCC

Camelford Town Clerk and Responsible Financial Officer

Town Hall

Market Place

Camelford

Cornwall

PL32 9PD

Tel: 01840 212880

Email: clerk@camelford-tc.gov.uk

Website: www.camelford-tc.gov.uk

<image002.jpg>

NOTIFICATION OF MAJOR THREAT TO THE REGION

We notify you of important recent correspondence sent to the Chief Executive, other senior Officers and all Councillors of Cornwall Council as copied inline below

This correspondence is also directly relevant to your Council and as such please copy and forward this message in full with attachments to all of your Councillors for their immediate attention as this is a matter of public interest which it is the public duty of your Councillors to properly consider and to address. Please also note the content yourself.

SUMMARY: SIGNIFICANT ORGANISATIONAL & MANAGEMENT FAILURES & ISSUES

Dear Clerk

This correspondence notifies and explains serious organisation and management issues identified concerning emergency planning and management, in part relating to the declaring of a climate emergency. 1

Specifically highlighted is a wide spread institutional advisory bias and predetermination. This has NOT been identified and corrected by audit and governance for the past 4 years since declaring a climate emergency on 22nd January, 2019.

Cornwall Council NOT FIT for emergency planning & execution

- ESCALATION NOTICE - informing town & parish clerks

Left uncorrected the issue poses an imminent and significant threat of harm to the region and its people from policies and plans that are being created through an organisation system that is NOT designed or developed for the purpose.

Furthermore, bringing this to the attention of the Cornwall Council Executive has highlighted:

- a) hubris within the senior management / leadership culture.
 - b) a lack of organisation culture with 'process maturity' to deal openly and effectively with strategic risk warnings, strategic re-appraisal and dynamic 'critical' feedback which would be a necessary characteristic of 'process developed or mature' emergency planning and execution type organisations.
 - c) a lack of awareness of how to engage appropriately with the gravity and nature of the issues being notified.
- Have you been adequately and impartially advised with properly balanced information?

We urge all Councillors and Officers to take this opportunity to pause and scrutinise whether they have been adequately informed about the alleged climate emergency and the adverse implications from zero carbon plans on the region's economy and people in a fully balanced and impartial manner.

Specifically relating to Cornwall is a response to a recent regional climate consultation by CLINTEL, an independent climate policy watchdog endorsed by over 1800 experts and scientists (this can be found on our website: www.sevenconcernedcitizens.co.uk) <https://sevenconcernedcitizens.co.uk/torbay-1#bcb114d0-7634-46e8-b083-b793cf611556>

Please note that the adverse implications from the net zero policies pose catastrophic threats to the well-being of this region and its people and have unequivocally NOT been adequately assessed, understood and accounted for in current Council plans.

We suggest that Councillors consider becoming personal advocates of a 'critical voice' for inclusion and we assert that all relevant information and balancing narratives are heard in an open, impartial and equal manner in accordance with your public sector equality duty prior to important strategic decision-making.

Yours faithfully

Seven Concerned Citizens

Esther Greig

From: Sarah Bull <Sarah.Bull@cornwall.gov.uk>
Sent: 04 January 2024 14:34
To: Town Clerk; Esther Greig
Cc: Philippa Purchase; Alan Whittle
Subject: New Fund for Community Energy

Information Classification: PUBLIC

Hi Tatiana and Esther,

I hope that you've had a good festive break.

I wanted to make sure you had received this important message, apologies if you have received this already:

A new community energy fund has been announced which might be of interest to North Cornwall Town Councils, local communities and VCS groups

1. Community Energy Fund (CEF) <https://www.swnetzerohub.org.uk/what-we-do/community-energy/>.

Community Energy Fund

The Community Energy Fund (CEF) is a national £10m grant scheme for urban and rural communities to develop energy services to benefit their local area. The South West Net Zero Hub are delivering CEF in the South West.

The funding will help to kickstart community driven clean energy projects including wind farms and solar PV projects, as well as battery storage, rural heat networks and electric vehicle charging points. It can also be used to fund feasibility assessments for fuel poverty alleviation schemes and energy efficiency, retrofit, and advice projects.

The new Community Energy Fund is now open to applications in the South West.

More information at - <https://www.swnetzerohub.org.uk/what-we-do/community-energy/>

Jo Banks (she / her) | Carbon Neutral Sectors and Partnerships Lead
Cornwall Council | Environment and Connectivity | Sustainable Growth and Development
jo.banks@cornwall.gov.uk Mobile: 07565 203591

Sign up to the Carbon Neutral Cornwall Newsletter.
<https://letstalk.cornwall.gov.uk/carbon-neutral-cornwall>
<https://www.cornwall.gov.uk/climateemergency/>

Wishing you a healthy and happy 2024

Sarah

Sarah Bull (Pronouns: she/her)

Community Link Officer for North Cornwall
Localism, Resilient Communities, Neighbourhoods Directorate (Konsel Kernow / Cornwall Council)

New County Hall, Treyew Road, Truro TR1 3AY

sarah.bull@cornwall.gov.uk | Telephone: 01872 322222 and say my name  Chat with me on Teams