



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 **21st November 2023 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 Dispositions

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

Architect regarding design for rear 19 Fore Street

5. To receive and approve the Minutes of:

Ordinary Meeting 17th October 2023 (attached).

6. To receive Clerk's report

Matters arising from the Minutes. PoGo EV chargers Churchfield CP – update. 3 responses received to Cleese car park consultation publication. Bypass update, Town Accelerator fund, Martyn's Law. Halloween/Scarecrows competition. Winter festival

7. Planning

PA23/03461. Land East Of Suncrest Helstone, P & A Mitchell Ltd. Construction of affordable-led housing [weblink](#)

PA23/07597. Highermead House College Road. Mr & Mrs Smeeth. Change of use from house for residential care to a mixed use comprising short term holiday letting rooms with managers accommodation and conference room use, together with associated works. [weblink](#)

PA23/08345. Juliots Well Holiday Park Lanteglos Road, Mr J Donald South West Holiday Parks. Stationing of static caravans for holiday use together with associated works, infrastructure and landscaping. [weblink](#)

For Information

PA23/07088. 2 Rough Tor Drive. Extension. **Approved**

PA23/07563. The Jaspers, Mill Lane. Extension. **Approved**

PA23/01547. Kings Acre, Station Road. Sub-division of building. **Approved**

PA21/07643. Villa Farm, Trevia Lane. Conversion of barns. **Approved.**

8. Portfolio Reports

- a. Mayor's report – Cllr Rotchell.

9. Correspondence

- a. Cornwall Council – Local Maintenance Partnership – 2024-25
- b. Letter from resident – regarding spend on fireworks inappropriate – noise and cost of living crisis.
- c. Living wage – increase to £12phr
- d. Clerks and Councils Direct – magazine
- e. Cornwall Council – planning training 23/11/23 4pm
- f. Devon & Cornwall Police – letter regarding traffic collision with ticket machine in Churchfield CP
- g. Cornwall Council – request for comment on application to trade at layby A39 – Hanger Management.

10. Agenda Items

- a. To **note** Estates and Properties Committee minutes 3rd November 2023.
 - i. To **resolve** to purchase 6 bench boards £619.82 + VAT, also consider purchasing additional boards.
- b. To **note** Finance and Staffing Committee minutes 20th October 2023.
 - i. To **note** Q2 budget to expenditure
 - ii To **resolve** on allotment rent of £25 for 2024-25
 - iii. To **note** Q2 internal audit
- c. To **note** Interim internal audit report.
- d. To **note** Events Committee minutes 9th October 2023
 - i. To **resolve** that Music in the Park be a free, ticketed events
 - ii To **resolve** to mark D-Day celebrations
- e. To **resolve** on grant request from Leisure Centre £3000.00 for improved access to fitness suite.

11. Accounts

- a. To **note** Balances at 14th November 2023

Current Account	£233,008.23
Tracker Account	£51,786.64
NS&I	£42,527.28
CCLA	£80,000.00
- b. To **resolve** to authorise the payments of Accounts Outstanding

Staff	November Wages & expenses	BACS	£13,436.86
HMRC	November Tax & NI	BACS	£4,518.04
Cornwall Pensions	November Pension contributions	BACS	£4,448.91
Ness	Community Outreach October	BACS	£1026.09
Andrew Syms	Skate coaching October	BACS	£234.00
Cllr R Rotchell	Mileage and events supplies	BACS	£66.98
Tintagel Skip Hire	Skip Hire	BACS	£408.00
Cornwall Council	Enforcement Churchfield CP (Oct)	BACS	£174.67
Arrow Lifts	emergency light repair	BAC	£359.99
Camelot Garage	Fuel for van	BACS	£143.07
Spar	Office supplies	Debit	£13.83
CALC	Training session 2 x delegates	BACS	£72.00
Hudson Accounting	Interim Internal Audit	BACS	£325.00
Viking	Office Supplies -paper/laminating pouch	BACS	£74.96
3 for business	CTC mobiles	DD	£30.00
Mailchimp	Marketing – visitcamelford	DD	£12.95
Jo Wickett	Conservative club – lunch for 30	BACS	£150.00
JWE	Installation of LED Tape for bandstand	BACS	£1167.10
TM Chemicals	Algae remover	Debit	£46.79
Voiphone	Office phone system	DD	£11.40
Cloudy IT	1 x licence 8.5 months	BACS	£43.61
Viking	Office Supplies-paper/coffee/key cabinet	BACS	£199.56
Viking	Office Supplies - Envelopes / stamps	BACS	£62.06
Seadog IT	Website Hosting	DD	£29.95
JRB Enterprise Ltd	Dog waste bags	BACS	£104.34
North Cornwall Glazing	Patio door repairs/new handle	BACS	£108.00
In Safe Hands	Paediatric first aid training	Debit	£132.00
Jason Ryan	Window Cleaning	BACS	£25.00

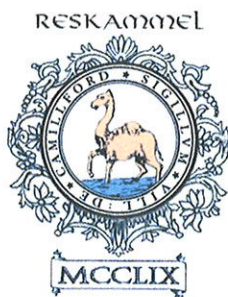
Bunzl Cleaning & Hygiene	Public toilets – urinal blocks	BACS	£43.56
Bunzl Cleaning & Hygiene	Public toilets – toilet Paper	BACS	£58.16
Barclays	Bank Charges	DD	£12.50
Jag Signs	Mayor's allowance – recognition plate	BACS	£116.34
Paragon ID UK	Churchfield CP – 40,000 tickets	BACS	£414.00
UK DMO	PWLB Loan repayment – Enfield Park	BACS	£4534.20
Camelford Hardware Store	Yale Key (cut)	Debit	£4.75
Metric Group Ltd	ticket machine Churchfield CP +mains	BACS	£540.00
Wordons Needens	OCM supplies – screen printing T-shirts	Debit	£75.99
Celebration Pyrotechnics	Firework display - balance	BACS	£2000.00
Western Supply	Bench supplies – paint and stain	BACS	£179.09
Western Supply	Maintenance supplies – postmix and stakes	BACS	£90.70
Western Supply	Maintenance supplies – post hole digger	BACS	£39.96
RBL	2 x Poppy Wreaths	BACS	£50.00
Post Office	Recorded delivery Barclays mandate	Debit	£3.45
Amazon	Maintenance supplies –/ink	Debit	£43.49
Amazon	Churchfield CP supplies – dehumidifier	Debit	£13.56
Amazon	Maintenance supplies – 4 way key	Debit	£3.59
Amazon	Maintenance supplies – OCM	Debit	£26.97
Amazon	Maintenance supplies – Broom	Debit	£23.99
Amazon	Library supplies – paint/glue	Debit	£42.73
Positive Energy	Town Hall Electricity – September	DD	£120.53
Positive Energy	Town Hall Electricity – September	DD	£174.48
Everflow	Water – 3 x meters	DD	£107.19
Octopus	Electricity – Clease CP	DD	£175.30
British Gas	Electricity – OCM	DD	£281.64
Octopus	Electricity – Public conveniences	DD	£83.24
Everflow	Water – 3 x meters	DD	£98.46
Positive Energy	Town Hall Electricity – October	DD	£136.42
Positive Energy	Town Hall Electricity – October	DD	£250.75
Camelford Town Trust	Town Hall Rent	DD	£528.12
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	£27.55
	TOTAL		£38,729.87
b. To note Income			
Amazon refund	Maintenance supplies – magnets	AC	£12.75
Post Office deposit	Churchfield CP tickets/permits	cash	£295.00
Post Office deposit	Churchfield CP permits	chq	£25.00
CCLA	Investment Dividend	AC	£952.52
PodPoint	Remittance 26.6.23	AC	£378.00
HMRC	VAT refund	AC	£4990.85
DAC Beachcroft	Excess on Signpost (insurance)	AC	£125.00
Stall holder	Craft Fair	AC	£5.00
	TOTAL		£6,784.12

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, Contracts.

- To **resolve** to approve new fee/design options with architects for Camelford Hall.
- To **note** NALC pay increase 2023-24 for staff (backdated to April 2023).

13. To note items for 19th December 2023 Agenda.



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Ordinary Council Meeting – 17th October 2023

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

1. To note Councillors present

Cllr Coombes (Deputy Mayor) opened the meeting at 7.00pm with 7 other Councillors present: Cllrs, Burgis, Coombes, Elford, Ginger, Hewlett, Scawn, Shaw, 23/286

2. To receive Apologies for absence with reasons

It was resolved to accept apologies from Cllrs Grigg, Rotchell - personal

Proposed: Cllr Scawn **Seconded: Cllr Elford** **unan** **23/287**
Cllr Thomson – none received.

3. To receive Declarations of Interest & Approve Dispensations

Cllr Shaw 11b accounts pecuniary to leave the room 23/288

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

2 members of the public attended regarding planning application. Agent - Lisa Solly – 4 Glamping pods at Glen Mead – Grade 2 listed property, site is paddock surrounded by houses but not overlooked. Site is accessible by public transport – concept unique to the area – good accessibility to walking and cycling routes. Bowood/Lanteglos walkable – restaurants. Location is discreet. Doesn't require access via country lanes – in a hamlet of 100 houses. Propose connecting to mains for sewage but also includes wetland offer. Mitigation for neutrality. No objections on line. Applicant spoke regarding context for application. From this area and current job allows some working from home, but bought site in 2020. To actively stop working away family bought the house with the field. Focus of development low environment impact – unique setting – hotel style but in the middle of field – great view over fields and planted has several trees – some of the field is now a wildflower meadow – keeping bees. Don't want to drive 500 miles a week for work.

Cllr Jordan attended – noted he'd contacted the planning officer about this application. Trying to organise speed watch locally - involved with Police and Safer Cornwall Partnership trying to get Police out to enforce speed limit. Discussion at CC are about A30/A38 – it forgets about the A39! Housing lot of confusion about houses – only got small builders in this area. CC has not got a large developer available to build. News about the bypass is that government will pay £6 to £12m to get a revised business plan. Need to take all traffic out of town and off surrounding lanes in summer. Sarah Bull CAP – emergency plans; Bude wants to copy Camelford's plan. Cllr Hewlett question the need for business plan as one was done recently! £12m for business plan?? D of Transport want it revamped to cover other things... 23/289

5. To receive and approve the Minutes:

It was **resolved** to approve the Ordinary Meeting 19th September 2023 after one amendment.

Proposed: Cllr Burgis **Seconded: Cllr Scawn** **4-0 (4 abs)** **23/290**

6. To receive Clerk's report

Matters arising. Collisions in Churchfield CP 2 hand brake fails – wall and old donations point.. Ticket machine serviced, PoGo EV chargers Churchfield CP – no new update. New mains electric ticket machine is ready for installation – waiting for the electrical connection. Town Hall front door and window replaced and side door repaired. 30th October - Architects at Camelford Hall; workshops. Lift light has been repaired, floor in disabled toilet mended. Noticeboard at OCM up. Getting quotes for the various

electrical repairs, door handle on container shelter being fixed. 2022 Highways EOI – have just amended it to only cover the four Opeways; seems CC might adopt them. CLUP application has been amended. Reaching Communities visit. Internal auditor due end of October. Successful community events – MacMillan coffee afternoon particularly well attended. Local Area Energy Plan Engagement session in Bodmin. CALC larger Councils meetings – regarding ASB throughout the County. Librarian has entered walking float in the Carnival. Halloween event on 30th. Poppy wave will be going up on the Bandstand for Remembrance Day. MGM is officially retiring this month. 23/291

7. Planning

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

PA23/06780. Land NE of Glen Mead, Helstone. Mr J Watts. Proposal for small scale holiday accommodation purposes (4 pods) including new access. Cllr Coombes noted attendance at the site, Cllr Shaw noted pleasant site, concerned about cutting new access at the bottom of the hill – drain under the road – possible a lot of water will go into the properties opposite. Adjust access – get a vehicle in. Cllr Burgis not able to access the plans. Cllr Scawn lovely proposal. NDP – area no more development.

It was **resolved** to support but highlight issues with new access and the CTC NDP

Proposed: Cllr Shaw **Seconded: Cllr Bond** **7-0 (1 abs)** **23/292**

PA23/07088. 2 Roughtor Drove, Valley Truckle. Cornwall Housing Ltd. Single storey side extension to provide disabled adaptations including additional bedrooms and internal alterations.

It was **resolved** to reply with No Objection

Proposed: Cllr Elford **Seconded: Cllr Ginger** **unan** **23/293**

PA23/07530. Beech House, Victoria Road. Mr Taylor. Resubmission of PA23/02449 for the 'Construction of two-storey extension with rear terrace, construction of detached garage with store above and associated works,' with the addition of revised external finishes and external wall insulation.

It was **resolved** to Support

Proposed: Cllr Scawn **Seconded: Cllr Burgis** **unan** **23/294**

PA23/07563. The Jaspers, Mill Lane. Mr D Thayne. Single storey front extension and store shed.

It was **resolved** to reply with No Objection

Proposed: Cllr Shaw **Seconded: Cllr Scawn** **unan** **23/295**

PA23/07926. Villa View, Slaughterbridge. Mr W Kingdom. Erection of an agricultural livestock building. Cllr Coombes noted covered, no run off, collecting water to be used on site.

It was **resolved** to Support

Proposed: Cllr Shaw **Seconded: Cllr Burgis** **unan** **23/296**

For Information

PA23/05579. Greylake House, Roughtor Road. New store shed. **Approved**

PA23/06608. The Museum, Cleas Road. Non-material amendment. **Approved**

23/297

8. Portfolio Reports

a. Deputy Mayor's report – Cllr Coombes noted attended CLAC training on dignity at work, planning visits and a zoom emergency plan meeting organised by Launceston Town Council. He noted that LTC would like to share resources if there is a larger emergency. Cllr Bond noted bigger issues than CTC EP could cope with if affects regionally! 23/298

9. Correspondence

a. Cornwall Council – Public Consultation – Licensing Act Policy Review 23/299

b. Cornwall Council – Public Consultation – Polling Districts and Polling Places Review 23/300

10. Agenda Items

a. The Estates and Properties Committee minutes 15th September 2023 was **noted**. 23/301

i. It was **resolved** to purchase maroon for Remembrance Day £80.

Proposed: Cllr Bond **Seconded: Cllr Shaw** **5-3 dec. carried** **23/302**

ii. Discussion on permits and pay and display at Cleas CP. Cllr Shaw noted he was against as issuing 120 permits would not solve the problem and the CP would be full anyway. Clerk noted that Cllr Shaw might have a pecuniary interest in this agenda item. Cllr Hewlett clarified that it would bring charging into line with Churchfield. Cllr Ginger clarified that it was on the same terms and conditions as Churchfield CP. Clerk noted that Cllrs who use Cleas CP to park their vehicles need to leave the room. Clerk noted various options including pushing recommendation back to Estates and Properties

Committee, not doing anything. Cllr Hewlett noted that Hall is complaining and it is losing business. If the answer is to find more land for parking – that will take years to sort out. Cllr Elford noted residences are installing driveways in Cleese Meadows. Cllr Ginger noted it could all be pay and display. Churchfield and Cleese will be in line with each other.

****Cllrs Ginger and Shaw left the room****

Cllr Burgis says try it for twelve months to see how it goes. Clerk clarified that this decision needs to go out to public consultation – so the discussion is not finished. Cllr Scawn noted review after 12 months essential.

It was **resolved** on to go out to consultation on 15 pay and display spaces and permit area as per map for Cleese CP.

Proposed: Cllr Burgis Seconded: Cllr Hewlett 4-1 (1 abs) dec carried 23/303

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

b. Clerk **noted** two queries, but no comments received, regarding existing Cleese car park consultation publication. Clerk needs to be resent out with £50/£150 as per min ref: 23/304. 23/304

c. It was **resolved** to hand deliver consultation request to include resolutions from 10aii.

Proposed: Cllr Hewlett Seconded: Cllr Bond unan 23/305

d. It was **resolved** to approve Dignity at Work Policy.

Proposed: Cllr Bond Seconded: Cllr Burgis 7-0 (1abs) 23/306

e. It was **resolved** to approve clearing of leat at Enfield Park £2500. (Quote dated 14/2/22 £2288 +VAT)

Proposed: Cllr Bond Seconded: Cllr Elford unan 23/307

f. Cllr Hewlett noted business case for the bypass has already been done. Cllr Scawn - farcical; going on for generations need to include a plan b. Party politics aside – need an alternative that will happen! It was **resolved** to write to Cornwall Council and Central Government regarding an update on the bypass.

Proposed: Cllr Bond Seconded: Cllr Hewlett unan 23/308

g. The OCM Skate: Create schedule for autumn and winter was **noted**. 23/309

11. Accounts

****Cllr Shaw left the room****

a. Balances at 9th October 2023 were **noted**

Current Account	£258,184.75	
Tracker Account	£51,786.64	
NS&I	£42,527.28	
CCLA	£80,000.00	23/309

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

Staff	October Wages & expenses	BACS	£9844.35
HMRC	October Tax & NI	BACS	£2536.90
Cornwall Pensions	October Pension contributions	BACS	£3278.71
Ness	Community Outreach September	BACS	£964.47
Andrew Syms	Skate coaching September	BACS	£305.50
Cllr A Shaw	Mileage and maintenance supplies	BACS	£59.62
Cornwall Council	Enforcement Churchfield CP (aug)	BACS	£196.00
Cornwall Council	Enforcement Churchfield CP (sept)	BACS	£223.33
Glasdon	Buffer Bollards x2 Churchfield CP	BACS	£698.04
Bodmin Nursery	Town Maintenance - Bedding Plants	BACS	£76.00
Bodmin Nursery	Town Maintenance – Shrubs	BACS	£52.50
Metric Group Ltd	Balance ticket machine Churchfield CP	BACS	£2970.00
Lavazza	Coffee machine and supplies – hub	BACS	£5663.20
Barclays	Bank Charges	DD	£14.91
3 for business	CTC mobiles	DD	£30.00
Biffa Environmental	Town maintenance – black sacks	BACS	£99.00
SLCC	Training – 2 x books VAT/minutes	Debit	£52.85
Tindle Newspapers	Advert Cornish and Devon Post	BACS	£249.60
BDO LLP	External Audit	BACS	£1008.00
Seadog IT	Website Hosting	DD	£29.95
Plusnet	Office broadband	DD	£27.55
The Shoe Boy	Town Hall – door keys x6	Debit	£33.00

Yesss Electrical	CCTV – camera	BACS	£282.12
Jason Ryan	Window Cleaning	BACS	£25
Post Office Ltd	Recorded delivery/postage	Debit	£6.15
Endsleigh Gardens Nursery	Trees	BACS	£53.25
Spar	Office supplies	Debit	£10.44
Camelot Garage	Fuel for van	BACS	£109.19
Octopus	Electricity – Clease CP	DD	£159.12
Octopus	Electricity – Public conveniences	DD	£171.68
SSE/SWALEC	Electricity – Public conveniences	DD	£3.94
British Gas	Electricity – OCM	DD	£273.71
Positive Energy	Town Hall Electricity – August	DD	£154.80
Source for Business	Water – Public Conveniences (final)	Debit	£409.89
Everflow	Water – 3 x meters	DD	£165.31
Amazon	Youth supplies – table tennis balls	Debit	£7.49
Amazon	Office supplies – cleansing wipes	Debit	£7.65
Amazon	Youth supplies – reusable cups	Debit	£9.99
Voiphone	Office phone system	DD	£11.40
Camelford Town Trust	Town Hall Rent	DD	£528.12
Mailchimp	Marketing – visitcamelford	DD	£12.50
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
Cornwall Council	Rates – Enfield Park Store	DD	£51.00
Posternywall	Events – poster IT system	DD	£85.33
Amazon	Mayor's Allowance – chocolates/festival	Debit	£24.95
Amazon	Maintenance supplies - whiteboard	Debit	£24.97
Amazon	Library supplies – Felt tip pens	Debit	£20.75
Amazon	Office supplies – Guillotine	Debit	£24.99
South West Hygiene	Commercial waste	BACS	£126.59
Cove Ecological Survey Ecology	Assessment and Bat survey	BACS	£3157.20
Play safety Ltd	ROSPA – staff playground course	BACS	£881.00
Proposed: Cllr Hewlett		TOTAL	£36,216.01
Seconded: Cllr Elford		unan	23/310
Cllr Shaw returned			

Emergency item: within delegated authority levels but Chair of Estates and Properties requested FC decision.

It was **resolved** to fix/replace LED lighting system at bandstand - £972.58 + VAT

Proposed: Cllr Hewlett **Seconded: Cllr Bond** **unan** **23/311**

c. Income was **noted**

Post Office deposit	Churchfield CP tickets/permits	cash	£735.00
Residents/businesses	Churchfield CP permits	AC	£35
Resident	Donation for shrub	AC	£52.50
TOTAL			£822.50
			23/312

12. Public Bodies (Admission to Meetings) Act 1960.

It was **resolved** 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.

Proposed: Cllr Bond **Seconded: Cllr Shaw** **unan** **23/313**

a. It was **resolved** to approve new contracts for existing staff members

Proposed: Cllr Bond **Seconded: Cllr Elford** **unan** **23/314**

13. To note items for 21st November 2023 Agenda.

Cllr Bond - Apologies

The Deputy Mayor closed the meeting at 20.10pm

Chair's Signature.....

Dated.....



Your ref:

My ref: LMP 2024/25

Date: 8th November 2023

Dear Esther Greig,

Clerk to Camelford Town Council
clerk@camelford-tc.gov.uk

Local Maintenance Partnership 2024 – 2025

Once again, thank you to all of the Town & Parish Councils that continue to support the Local Maintenance Partnership (LMP) and South West Coast Path (SWCP) initiatives.

The work that you and your contractors undertake each year is invaluable in keeping the Public Rights of Way open for the public to enjoy. Access to nature through our countryside is an essential part of community health and wellbeing, and your efforts to help maintain that access is now an important part of Cornwall's Green Infrastructure Strategy.

The Council is continuing to recognise the benefits of having local influence and management of community assets, such as the Public Rights of Way and we are interested in how we could support you to improve and extend your involvement with the management of environmental assets in your parish or towns.

If you are not currently a partner and wish to play a role in keeping the paths within your parish cut, then please get in contact with us using the details at the end of the letter.

Changes to the Grant

We are pleased to announce that the rates for next year's LMP and SWCP will be increased by 4.9%.

Therefore, in light of this, we are happy to offer the following estimated grants to you for the next financial year:

LMP £1034.31

SWCP £N/A

You do not need to accept this offer now, all of the documents will be sent in January 2024.

Changes to the Schedule

Although the grant figures will have changed to account for the uplift, they may also have increased due to additional cuts.

Any alterations made will be included on the schedule and the maps, which will be sent out in January.

Payments and Invoices for 2023-24

If you haven't already done so, then please send your completed invoice to invoices@cornwall.gov.uk In order to be able to honour the payment, you will need to include the Purchase Order number and an invoice number.

If you haven't received a PO number, then please email us at Imp@cornwall.gov.uk , as we will not be able to make any payment without one.

Your Contact Details & Changes

In order to assist us in reaching the correct person, could you please make sure that your contact details are up to date. Any changes can be emailed to ptcchanges@cornwall.gov.uk, Imp@cornwall.gov.uk and supplierdata@cornwall.gov.uk (the latter is crucial for Purchase Orders and payments, as they will only be sent to the address held).

We use the information provided by Democratic Services to contact you, so changes to clerks / RFOs and email addresses should be made as necessary.

Contacting Us

Please email using Imp@cornwall.gov.uk , rather than individual officers' addresses, as this inbox will be monitored in the event of any staff absence.

Yours sincerely



Jon Mitchell
Public Space & Forestry Team Leader
Environment & Connectivity Service

Esther Greig

From: Sandra Holsey <sandrahholsey@gmail.com>
Sent: 03 November 2023 09:31
To: Esther Greig
Subject: Morning Esther

It occurred to me this morning that we are approaching the firework time.

Living in close proximity to the usual firework launching site.

I am made aware of the diverse wildlife now inhabiting the fields close by; more apparent from my kitchen window since Covid! I am also aware of the pet dogs/cats close to this site

I haven't seen any Facebook posts or anything in the town advertising the firework display but in the light of the current financial climate affecting many families and the recent and ongoing adverse weather and the misery and suffering of families affected by war losing everything. I feel that the expenditure by the Town Council for a firework display would not be appropriate.

I understand it might be too late to change the plans this year but I hope you put forward my point of view.

Kind regards

Sandra Holsey

Real Living Wage increases to £12 in UK and £13.15 in London

24 Oct 2023

- **10% increase in the real Living Wage** as cost of living continues to hit low paid workers the hardest
- Over 460,000 Living Wage workers are set for a pay boost as 14,000 Living Wage employers are signed up to pay the new rates
- The new real Living Wage rates are now worth over £3,000 more per year in the UK than the minimum wage, and over £5,000 more in London
- £3bn in extra wages has gone to low paid workers since 2011



Over 460,000 people working for 14,000 real Living Wage Employers throughout the country are set for a vital cost-of-living pay boost, as the Living Wage Foundation's real Living Wage rates rise to £12 an hour across the UK (£1.10 increase), and £13.15 an hour in London (£1.20 increase).

The real Living Wage, set by the Living Wage Foundation, remains the only wage rates independently calculated based on what people need to live on (/node/223581). This year the rate increased by 10% in the UK, reflecting persistently high costs for low paid workers.

Recent research (/node/375435) by the Living Wage Foundation shows that despite inflation easing, the cost-of-living crisis is far from over for Britain's 3.5m low paid workers. Recent polling of those earning below the real Living Wage found that 60% have visited a food bank in the past year and 39% regularly skipping meals for financial reasons.

The real Living Wage vs the 'National Living Wage' - the difference

Unlike the Government minimum wage ('National Living Wage' for over 23s - £10.42) the real Living Wage is the only wage rate independently calculated based on rising living costs and applies to everyone over 18.

A full-time worker earning the new, real Living Wage would earn £3,081 a year more than a worker earning the current government minimum (NLW), and £2,145 more than their current pay. In London, a full-time worker on the new real Living Wage rate would earn an additional £5323.50 a year compared to a worker on the current NLW.

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No, thanks



Recent research (life-low-pay-inflation-begins-ease) published by the Living Wage Foundation found that despite easing inflation, the cost of living crisis is far from over for low paid workers, with 50% worse off than a year ago. 43% of low paid workers reported regularly using a foodbank (at least once per month), 60% have used a foodbank in the past year and 39% reported falling behind on household bills.

The Living Wage movement continues to grow

In the past two years record numbers of employers have signed up to pay the real Living Wage, including to their third party contractors like cleaners and security guards, with 1 in 9 employees now working for an accredited Living Wage Employer.

There are now 14,000 Living Wage Employers, (/node/28828) including half of the FTSE 100 companies and household names like Aviva, Everton FC, IKEA and LUSH, as well as thousands of small businesses, who are choosing to pay the real Living Wage to provide workers and families with greater security and stability.

There are now also over 100 Living Hours employers (/node/9558), including abrdn, Aviva, and West Brom Building Society, going beyond payment of the real Living Wage to also provide a guaranteed minimum of 16 hours work a week, a month's notice of shift patterns and a contract that reflects hours worked.

Katherine Chapman, Living Wage Foundation Director, said:

"As inflation eases, we cannot forget that low paid workers remain at the sharp end of the cost of living crisis. Low paid workers continue to struggle with stubbornly high prices because they spend a larger share of their budget on food and energy. These new real Living Wage rates are a lifeline for the 460,000 workers who will get a pay rise .

During these tough economic times, it is heartening that record numbers of employers are signing up to join the Living Wage movement, protecting everyone who works for them – including cleaners -from rising prices and seeing the benefits of a more motivated and engaged workforce.. The real Living Wage has never been more important and we encourage those who can to join the 14,000 Living Wage employers across the UK who are committed to always pay a wage that covers the cost of living."

Darren Taylor, Country People and Culture Manager, IKEA UK&IE, said:

"As a business with a vision to create a better everyday life for the many people, I'm proud of our continued commitment to pay a wage that reflects the real cost-of-living. This meaningful increase represents a significant investment to provide greater financial stability and security that better supports our co-workers' financial, mental, and physical wellbeing at a time when the cost-of-living continues to have a very real impact."

Brett Mendell, Director at Thomas Kneale, a Living Wage Employer and textiles company based in Manchester, said:

"People are our biggest asset, and paying the real Living Wage and above has significant benefit to both our colleagues and to the company. Our team report lower stress and reduced financial anxiety, a higher standard of living, and a lift in morale. We have also seen productivity improvements while delivering a labour turnover reduction of 60% and a staff absence decrease of 75% since we became accredited in 2015. We're also a Living Hours accredited employer, so our team also has security of hours along with other benefits."

The Rt Revd Stephen Cottrell the Archbishop of York said:

"Too many families are suffering hunger and hardship, yet there is hope. Paying the real Living Wage to meet the true cost of living is one striking example of what employers can do to help workers lead a dignified life. The Living Wage campaign goes from strength to strength, a testament to the faith and determination of people up and down the country challenging poverty in our communities."

Kristina Maculska, who earns the real Living Wage and works in the catering team at the London Stadium, said:

"The rate rise makes a real difference to me and my family especially when the cost of living is so high, particularly in London. The real Living Wage has a positive impact on my motivation and productivity at work. Additionally, it helps to feel secure about tomorrow and maintain stable mental health, which is important for healthy relationships with colleagues and family."

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From: Nic Phillips <Nic.Phillips@cornwall.gov.uk> on behalf of positiveplanning <positiveplanning@cornwall.gov.uk>
Sent: 26 October 2023 16:43
Subject: Local Council Planning Training: 23 November 2023 - Part 1: Neighbourhood Plans, Part 2: The Local Plan and call for sites

Information Classification: CONTROLLED

Dear clerks/chairs

The Levelling Up and Regeneration Bill is expected to receive Royal Assent in November. In anticipation, our next Local Council Planning event on will focus on two topics this Autumn:

- Neighbourhood Plans: what planning changes mean for NDPs and the 5 most effective things you can do when preparing your Neighbourhood Plan
- The Cornwall Local Plan and call for sites: preparing for a new style Local Plan for Cornwall and the launch for our call for sites in January 2024

To help Local Councils and Neighbourhood Planning Groups, we would like to invite all local councils to an event on **Thursday 23 November, 4.00-5.30, Planning changes: the Cornwall Local Plan and Neighbourhood Plans**. This will be an online event via Teams and the link to join is below:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#) Meeting ID: 314 098 334 872 Passcode: vYZN7C

[Download Teams](#) | [Join on the web](#)

Or call in (audio only) [+44 20 7660 8305,416959614#](#) United Kingdom, London Phone Conference ID: 416 959 614#

This email provides the joining link to all Clerks and Chairs – there is no need to book and places are not limited for each council. **Please share these emails with your local councillors so they can attend if they wish.** If you have any questions about the event, please email positiveplanning@cornwall.gov.uk

The presentations from this event will be made available afterwards on our [Local Council Planning Training](#) webpage.

Kind regards

Nic Phillips | Senior Development Officer (Specialist)

Cornwall Council | Planning and Housing Service

nic.phillips@cornwall.gov.uk Tel: 01872 322222 (and say my name) Mobile: 07599 112099

www.cornwall.gov.uk 'Onen hag oll'

Please note that I work part-time. My normal working days are Tuesdays, Wednesdays, Thursdays.

To keep up-to-date with changes in Planning, please check [Planning and Building Control - Cornwall Council](#) and [What's new in planning - Cornwall Council](#)



**Devon & Cornwall
POLICE**

Road Safety Team

Collision and Ticket Section, Crownhill Police Station, Plymouth, PL6 5HT
Email: collisions.unit@devonandcornwall.pnn.police.uk Tel: 01752 488000

📞 101 Non-urgent

🐦 @DC_Police

📞 999 in an emergency

@dc_police.999

🌐 www.devon-cornwall.police.uk

📺 DCPolice

📍 DevonAndCornwallPolice

CORNWALL COUNCIL
CAMELFORD LIBRARY TOWN HALL
MARKET PLACE
CAMELFORD
PL32 9PD

Collisions and Ticket Section
Crownhill Police Station
Plymouth PL6 5HT

Date: 20 October 2023

Direct Dialling: 01752 488000 option 3

My ref: 1338944

Dear SIR / MADAM RE TICKET MACHINE

I refer to the Road Traffic Collision which occurred on 01/07/2023 at CHURCHFIELD CAR PARK (UC) CAMELFORD

This case has been reviewed by a Police Led Prosecutor and after careful consideration a decision has been made that it is not in the public interest to continue with the enquiry. However, I can confirm that an **Official Police Warning** has been sent to the blameworthy driver highlighting their responsibilities as a driver and giving them strong words of advice regarding their future legal requirements. This information will remain on our system for the next 6 years and any further incidents will result in further police action.

Police investigate collisions in circumstances where offences have been committed, are suspected or are alleged to have been committed, that there is a realistic prospect of prosecution and that it is in the public interest to do so. For a case to be prosecuted at Criminal Court it must pass the Crown Prosecution Service Evidential and Public Interest Tests. Most collisions do not pass these tests and police Evidential Reviewers must make decisions that are lawful, appropriate and proportionate.

The police collision record and investigation report contain personal data. Devon and Cornwall Police adhere to the NPCC Standards for The Retention and Disposal of Police Records and their duty under The Data Protection Act 2018 to protect Personal Information.

After the police investigation, your insurance company or legal representative often ask for copies of police reports to help identify blameworthiness and settle claims. If you, your insurance company or legal representative require a copy of police records, please visit <https://www.devon-cornwall.police.uk/your-right-to-information/our-people/departments/collisions-and-tickets-section-cats/collision-record-requests> to make an online request for disclosure and where you'll find the details of any associated charges for this service.

Should you have any further questions you can contact the Case Handling Team on 01752 488000 between 10:00 and 13:00 hours Monday – Friday. Alternatively, you can email us at collisions.unit@dc.police.uk

Yours Sincerely,



**Devon & Cornwall
POLICE**

On behalf of

Collisions and Tickets Section Manager

Crownhill Police Station, Plymouth, PL6 5HT

Esther Greig

From: Linda Edmunds <Linda.Edmunds@cornwall.gov.uk>
Sent: 07 November 2023 12:45
To: Esther Greig; Cllr Barry Jordan; Cornwall Highways Enquiries; Community and Environmental Protection; Cornwall Planning; Environment Service; Fire Service - Support; Graham Bailey; Highways & Environment East; Highways & Environment West; Cornwall Council Parking; Public Health Desk; Robert Hoare; Sarah Egan; Business Compliance; Cornwall Council - Waste Management; Zoe Hall
Subject: Application for Street Trading Consent - Hanger Management - Layby on A39 heading towards Camelford
Attachments: Location Map.docx; Photos of Vehicle.docx

Information Classification: CONTROLLED

We have received an **Application** from **Geoffrey Brian Mingail** trading as **Hanger Management** to trade **from Layby outside Camelford heading towards Camelford on A39** (see location plan attached).

Further details from the application are:-

*****GENERAL*****

Application to trade from a **White Mercedes Sprinter – YJ13 MVK (photographs attached)**

Where the vehicle, stall or container will be stored when not in use:- **Home Address**

Proposed Trading months – **from Grant of any Consent to 31 December 2024**

Proposed trading days of the week – **Tuesday – Friday (inclusive)**

Proposed trading times – **07:00 – 15:00 hours**

Articles applied for – **Hot and Cold Food and Drinks. Breakfast and Lunch Menu.**

The following Council Policy came into force on 1 January 2022:- **“Single use and non-recyclable plastics must not be used by traders.”**

Traders are being asked to provide evidence of collection and recycling of their plastic products, this applicant has responded as follows:-

- **Do not use any plastic products.**

Traders are also being asked to provide details of how they will support Cornwall Council's climate and health commitments, this applicant has confirmed the following:-

- **The Applicant has confirmed the following apply:**
 - Locally sourced food where possible as this cuts down on carbon emissions from transport and supports local jobs
 - Vegetarian and vegan options as these have lower carbon emissions and are part of a healthier diet
 - Smaller portion options to reduce calories, carbon emissions and food waste

- Encourage customers to bring their own hot drinks cups by offering a small discount

The Applicant has confirmed the following:

Applicant has confirmed they are registered as a food business with Cornwall Council.

Applicant will provide evidence of £10,000,000 Public Liability Insurance cover.

Application dated: **7 November 2023**

Additional information provided by Applicant: None

When considering the application, this Council will have regard to any comments that have been received as part of the consultation process and will also take into account the street trading conditions and the Council's policy.

Please be aware that in accordance with the EU Services Directive, any refusal by the Council must be justified by an "overriding reason relating to the public interest". Examples of this are public safety, public health, protection of consumers, combating fraud and protection of the environment. It should be noted that refusing an application on the grounds that there are already enough shops/traders in an area can no longer be used. Legal advice obtained in January 2021 confirms that the Provision of Services Regulations, which were introduced in 2009 and implemented the EUSD into UK law, continue to apply in the context of Licensing including street trading.

Should you have any comments, please let me know by 28 November 2023. If I do not hear from you by this date, I shall assume you have no objections.

With the current situation we are trying to process street trading applications quicker in order to 'Help Business' but if you need a longer consultation period, please let me know urgently.

Should valid objections be received in relation to the application, these will be notified to the applicant and the application may be referred to the Council's Street Trading Sub-Committee for a decision. The applicant and objectors will be invited to take part in the hearing.

Kind regards

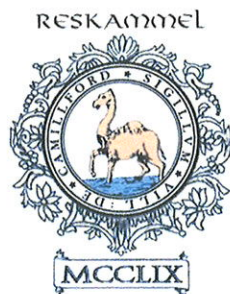
Linda Edmunds | Licensing Officer

Public Protection | Cornwall Council

linda.edmunds@cornwall.gov.uk Tel: 01872 322222 or 01872 324210

www.cornwall.gov.uk | 'Onen hag oll' | www.businessregulatorysupport.co.uk

Chy Trevail, Beacon Technology Park, Bodmin PL31 2FR



Minutes of the Estates and Properties Committee Meeting – 3rd November 2023

1. To note Councillors present

Cllr Shaw opened the meeting at 1100 with 2 other Councillor present: Cllrs Elford and Hewlett. Clerk.

EP/23/124

2. To receive Apologies for absence with reasons

Cllr Rotchell, Burgis, MGM – personal.

It was **resolved** to accept the apologies

Proposed: Cllr Rotchell

Seconded: Cllr Burgis

unan

EP/23/125

3. To receive Declarations of Interest & Approve Dispensations

None

EP/23/126

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

None

EP/23/127

5. To receive and approve the Minutes of:

It was **resolved** to approve the Meeting minutes of 15th September 2023

Proposed: Cllr Shaw

1-0 (2abs)

EP/23/128

6. To receive Clerk's report

Community hub progress — emergency lighting to be moved; in with the electricians quotes Bandstand lights have been fixed. Garage at Clease – asset of community value not possible. War memorial & Garage – still need contact details for both. Remembrance service details noted.

EP/23/129

7. To receive Grounds Manager's report

Clerk noted that benches have been identified for repair – Cllr Shaw added locations - 2 at Lanteglos and 2 in park. Issue with the plinths need to be addressed. Materials to be ordered. Willow arch has been re-platted. Noticeboard and metal benches have been installed at OCM. Will be reinstating fence between allotments 34/35. Ticket machine has been serviced and the donations box made safe. Cllr Shaw noted that it can stay in situ until the EV chargers are installed.

EP/23/130

8. Agenda items

- a. Clerk will ask Cormac to quote for the best solution for Churchfield wall EP/23/131
- b. Bench budget for this year – benches identified above. EP/23/132
- c. Orchard site meeting regarding replacing trees – Wednesday 15th November 10am. EP/23/133
- d. Budget wish list was discussed – land for services, sustainable heating to Town Hall, increasing biodiversity – wet woodland (find growing advice), wildflower meadow and standing budget items reviewed. EP/23/134

9. To receive portfolio holder reports

Play Areas/OCM. – none EP/23/135

Enfield Park – market place needs attention – moss and edges encroaching onto cobbles EP/23/136

Car Parks – none EP/23/137

Cemetery & Orchard – Cllr Shaw noted that the rosa regossa needs trimming back and 5 trees need replacing. Bracken growing along lower fence needs strimming back. Orchard hedge boundary needs weeding, hedge has been cut. Cemetery gate has been rubbed down and stained. Cllr Hewlett gave wildflower meadow update - some flowers came through but not all; grass is too rice. 2 cuts with cuttings removed. Mow as short as possible now and again in February/March. Possibility of cutting strips in orchard for wildflowers. EP/23/138

Allotments & Footpaths – none EP/23/139

11. Date & Items for next meeting.
15th December 2023 10am Town Hall.

Cllr Shaw closed the meeting at 1130.

Green Scheme Solutions Ltd

22 Morley Drive
Yelverton
Devon
PL207UY
01822855427
info@greenschemeltd.co.uk
VAT Registration No.: 982884753
Company Registration No. 7072645



QUOTATION

ADDRESS
Ester Greig
Town Clerk
Camelford Town Council
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

QUOTATION 1355
DATE 08/11/2023

DESCRIPTION	VAT	QTY	RATE	AMOUNT
Classic bench board with 2 x milled-in reinforcements. Dimensions: 40mm x 170mm x 2m Colour: brown	20.0% S	6	77.97	467.82
Carriage	20.0% S	1	152.00	152.00
SUBTOTAL				619.82
VAT TOTAL				123.96
TOTAL				£743.78

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	123.96	619.82

Accepted By

Accepted Date

LOCATION	CONDITION	REPAIRS REQUIRED/ TREATMENT	DATE COMPLETED
Daws Meadows	fair/good	clean/stain	
Tregoodwell Notice Board	fallen	needs replacing	
Victoria Rd Bus Stop	good	clean/stain	
Trefrew Rd corner	fair/good monitor	clean/stain	
Churchfield Car Park	good		Feb-23
Library	good	clean/stain	
Spar Bus Stop	good		
P.L.Lloyds Bank	poor need attention	at cemetery awaiting repair	
Coop corner	very poor	replace 3 boards (timber)?	wood -next/urgent
High Street (1)	poor	replace all boards	wood -next/urgent
High Street (2) Valley Truckle	good	clean	
Camelot Garage lay by	good		
Helstone Bus stop	good	clean	
Helstone green	good	clean/stain	
Lanteglos junction	poor need attention	replace all boards (pvc/timber)?	plastic
Lanteglos lane	poor need attention	replace all boards (pvc/timber)?	plastic
Highfield Est	fair/good	clean	
Cleaze Rd bus stop	fair	replace 2 boards	
Museum	fair	clean	
Dark Lane/Pennmellen	poor need attention	replace 3 boards (timber)?	wood - next
Chapel Street	poor need attention	replace 3 boards (timber)?	wood - next/urgent
Enfield Park	good	sand and wood stain	
Platt (entrance) (3)	good	stain	
Outside W.C. (memorial seat)	fair	clean and stain	
Foot Path 1 (rotary)	good	new	Nov-22
Foot Path 2 (chat)	poor	replace all boards	wood - nov 23
Foot Path 3	good	preservative/ stain	
Foot Path 4	poor	Clean/stain	
Foot Path 5 (after rohd)	fair	replace boards - wood	wood - nov 23
Foot Path 6	good	clean and stain	
Foot Path 7	new	plastic	Oct-22

Foot Path 8	new	plastic		Oct-22	
Foot Path 9 (beach)	poor	replace all boards	plastic		3
Foot Path 10 (broadwood)	poor	replace all boards	plastic		3
Foot Path 11 (pond)	poor	replace all boards	plastic		4
Picnic Benches Churchfield (3)	good	clean, preservative			
Enfield Park Picnic benches (2)	good	clean, preservative			
Waterfall Bridge	top rail missing (uprights rotting)	renew, replace rails, repair uprights			
Would recommend all seats/ benches to be pressure washed every spring to remove algae/ clean					



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

Minutes of the Finance and Staffing Committee Meeting – 20th October 2023

1. To note Councillors present

Cllr Coombes opened the meeting at 10am with 3 other Councillors present: Cllrs Rotchell, Scawn, Shaw.
Clerk: Esther Greig. FS23/050

2. To receive Apologies for absence with reasons

Cllr Grigg – personal

Proposed: Cllr Rotchell **Seconded: Cllr Shaw** **unan** **FS23/051**

3. To receive Declarations of Interest & Approve Dispensations

None FS23/052

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

None FS23/053

5. To receive and approve the Minutes of Finance & Staffing 14th July 2023

It was **resolved** to approve the minutes

Proposed: Cllr Rotchell **Seconded: Cllr Shaw** **3-0 (1abs)** **FS23/054**

6. To receive Clerk's report Q2 budget to expenditure

Clerk noted recent conversations with CC Officers regarding the bypass. CC is forwarding additional information to DoFT next month. DoFT is still working out what the PM statement means in reality for other projects – hope to have an answer by Christmas. CC has spent approx. £2.4m of £6.6m which was allocated to the project. There isn't a new business plan – addendums are being added to the original as DoFT asks for addition information.

Clerk noted attendance at SPF update session and the potential of uplift in the TCRF from the town accelerator fund – 25% of the original grant. Clerk will clarify if CTC is eligible. Noted that the CLUP application has a criterion of at least £5k match funding – wasn't aware of that criteria so the Accelerator fund may help that, or the Hall project, as it can be used towards match funding other projects.

Clerk went through the half year figures. Most budget lines as expected. New purchase items outstanding – wall gate, website, laptop, outdoor rowing machine and fence (but zip wire repair instead?) leat/pond maintenance and fireworks outstanding. 50% left of GPC grant budget and Xmas lights/Leisure centre haven't claimed this year. Had extra event – coronation for with received grant so not over budget. Not had bill for the library floor extension but the balance is for staff costs. Town maintenance will overspend as it included the mayoral chain repair. FS23/055

7. Agenda Items

a. The Q2 internal control rota was **noted** – Cllrs Burgis and Elford. FS23/056

b. Income/fees for 2024, allotments, CP permits, printing was discussed. CP fees will be consulted on. It was **resolved** to recommend allotment fee £25 from 1st April, printing to remain the same

Proposed: Cllr Rotchell **Seconded: Cllr Shaw** **unan** **FS23/057**

c. Staff attendance at Market Place on Boxing Day was **discussed**.

It was **resolved** that staff not required – not a CTC event

Proposed: Cllr Rotchell **Seconded: Cllr Shaw** **unan** **FS23/058**

8. Public Bodies (Admission to Meetings) Act 1960.

It was **resolved** 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.

Proposed: Cllr Rotchell

Seconded: Cllr Shaw

unan

FS23/059

a. The 2024-25 staffing budget was **discussed**. Clerk noted current staffing level +6% would be approx. £207k. Cllr Scawn noted that the feedback from appraisals was that staff were overwhelmed by the volume of work. It would make more sense to increase capacity and reduce grants – so staff time could be used to help community groups apply for grant funding. Clerk noted that being able to facilitate meeting with community organisations would be beneficial in order to have a coherent vision for Camelford to demonstrate to funders. Currently there is not an active business forum for example. Most efficient would be to increase DC hours to 30 per week. Clerk will include that figure for initial budget workshop; with 6% assumption for inflation. FS23/060

b. Staff appraisals was **discussed**. Clerk noted the SCP levels across employees and the rationale for 2024-25 figures including first aid points. Clerk noted funding applications were required to maintain OCM youth work and the additional community outreach. FS23/061

9. Items, time and date for next meeting.

10th November 2023, 10am Town Hall – budget working group

19th January 2023. 10am Town Hall.

Contractor to find allotment water meter

For FC – to note free rental period for Café tenant started 1st June 2023

Administration	receipts	Budget	Actual
Salaries	0.00	185000.00	89,564.49
Staff Mileage	0.00	500.00	174.95
Councillor Mileage	0.00	300.00	31.50
Training	0.00	3000.00	825.40
Mayors Allowance	0.00	650.00	0.00
Bank Charges	0.00	200.00	65.80
Audit	0.00	2000.00	325.00
Insurance	4825.00	4500.00	4,200.94
Office Supplies	0.00	2650.00	1,356.39
Telephone/Broadband	0.00	1000.00	473.74
Legal Expenses	0.00	2000.00	0.00%
IT and Support	0.00	3500.00	105.26
CTC Website	0.00	2945.00	299.70
Subscriptions	0.00	1750.00	1,617.79
Elections	0.00	1000.00	0.00%
		210995.00	99040.96
			46.94%

items moved to other cost codes

New ticket machine

website outstanding

Car Parks	
Churchfield Car Park Maintenance	0.00
Cleaze Car Park Maintenance £2694.60	0.00
PWLB Loan Repayment - Car Park	0.00
Car Park Rates £4663.15	0.00
	29425.00
	11666.64
	39.65%

Community	
Events	680.00
Christmas Lights	0.00
Defibrillator	0.00
Fireworks	0.00
Leisure Centre Grant	0.00
GPC Grants	0.00
Marketing	0.00
Visit Camelford Website	0.00
	22410.00
	15166.10
	67.68%

Had additional grant £3.5k coronation

deposit paid

church, stingers, CHAT
£1k match funding to CLUP

Parks and Recreation	
Park/River Maintenance	0.00
Skate Park	144.30
	2950.00
	1,594.82
	49.17%

leat and pond date tbc

Play Area	0.00	4800.00	2,623.00	54.65%
Rates and Utilities Store £354.29	0.00	400.00	303.29	75.82%
PWLB Loan Repayment - Riverbank	0.00	9068.00	4,534.20	50.00%
		23718.00	9055.31	38.18%

zip wire repair (instead of £2k fence and £150

Town Maintenance				
Public Toilets (all electric, water, supplie	0.00	6550.00	1,860.70	28.41%
CCTV	0.00	500.00	1,177.80	235.56%
General Town Maintenance	0.00	5050.00	3,472.45	68.76%
Refuse	0.00	2500.00	2,312.19	92.49%
Vehicle Costs	0.00	6200.00	2,374.26	38.29%
		20800.00	11197.40	53.83%

wallgate purchase outstanding
moving connections out of Scout Hut
includes mayoral chain
annual invoice paid
tractor service, increased fuel consumption (£

Town Services (Allotments/Cemetery/Orchard)				
Allotment expenditure	0.00	3750.00	489.51	13.05%
Cemetery Business Rates	0.00	0.00	0.00	#DIV/0!
Cemetery Maintenance	0.00	500.00	0.00	0.00%
		4250.00	489.51	11.52%

Accommodation				
Office Rent		6350.00	3,168.72	49.90%
Rates £2694.60		3500.00	1,573.77	44.96%
Building Operations		6730.00	2,096.18	31.15%
Lift	122.5	1700.00	76.00	4.17%
Library Community Hub		8000.00	5,169.16	64.61%
		26280.00	6914.67	26.31%

refund from Jackson
Balance £4k due

Income				
Precept		316,759.00	316,759.00	100.00%
Grants and Donations	25,000.00	1,000.00	59,117.94	3411.79%
Income - Car Park		8,000.00	3,158.58	39.48%
Footpath Grant		719.00		0.00%
Allotment Rent		1,250.00	1,272.00	101.76%
Other Income		1,000.00	640.67	64.07%
OCM Phase 2 Grants				
Interest - Bank		3,250.00	1,884.19	57.98%
CIL		0.00	0.00	0.00%
		331,978.00	382832.38	115.32%

£50k CC - refunded £25k, £3.5k cornonation, £

no more grants available from RC for this proj

EMR

Skatepark	6391	3,737.85	58.49%
CIL	3631.46	0	0.00%
Staffing	0	#DIV/0!	0.00%
Playarea	1494.21		0.00%
Cleaze CP	1000		0.00%
Allotments	1897		0.00%
Churchfield CP resurfacing	0	#DIV/0!	0.00%
Cleaze CP resurfacing	1250		0.00%
Community Consultations	500		0.00%
OCM uplift grant	27300	5,605.39	20.53%
Camelford Hall Project	10000	9,844.17	98.44%
Lift	14154		0.00%
Cemetery	2975		0.00%
Elections	1500		0.00%
	72092.67	19187.41	26.61%

needs spending in next 3 years

includes £5k for utilities and supplies!
increase this EMR to £35k to included capaciti



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

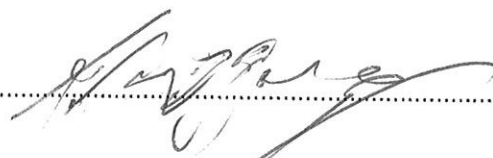
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

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

Internal audit procedure form

To be completed quarterly by two Councillors

We certify that we have carried out the tests detailed below in accordance with the suggested approach contained in the 2021 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide". Where an entry has been made in column 4, an explanation is attached.

Signed.....  Date 25/10/23

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	S.E. 		VAT To. check 
Proper bookkeeping	Is the cashbook maintained and up to date?	S.E. 		
	Is the cashbook arithmetically correct?	S.E. 		
	Is the cashbook regularly balanced?	S.E. 		
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	S.E. 		
	Has a Responsible Financial Officer been appointed?	S.E. 		
	Have items or services above a de minimis amount been competitively purchased?	S.E. 		

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	S.E. JK		
	Has VAT on payments been identified, recorded and reclaimed?	S.E. JK		?
	Has the Council published the appropriate data in compliance with the Transparency Code requirements?	S.E. JK		
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?	S.E. JK	✓	
	Has there been any change of supplier bank records? Random check to be carried out regularly.	S.E. JK		
	Is insurance cover appropriate and adequate?	S.E. JK		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	S.E. JK		
	Is actual expenditure against the budget quarterly reported to Council?	S.E. JK		
	Are there any significant unexplained variances from budget?	S.E. JK	✓	
	Have virements been approved by Full Council?	S.E. JK		
Income Controls	Is income properly recorded and promptly banked? Check Car park spreadsheet and library cashbook v paying-in slips	S.E. JK		
Debt collection	Does allotment spreadsheet balance?	S.E. JK		
	Does the precept recorded in the cashbook agree to Cornwall Councils notification?	S.E. JK		

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are security controls over cash adequate and effective?	S.E. ✓		
Payroll Controls	Do salaries paid agree with those approved by Council?	S.E. ✓		
	Are other payments to the Clerk reasonable and approved by Council?	S.E. ✓		
	Has PAYE/NIC/pension been properly operated by the Council as an employer?	S.E. ✓		
	Are expenses and mileage claims completed on the correct form and authorised by the Clerk?	S.E. ✓		
	Are the Clerk's expenses completed on the correct form and authorised by a member of the Finance Committee?	S.E. ✓		
Assets Controls	Does the Council keep an Assets Register of all material assets owned?	S.E. ✓		
	Is the Register up to date?	S.E. ✓		
Bank Reconciliation	Has the Bank Reconciliation been completed for the previous month-end? If 'No' how many months have not been completed?	S.E. ✓		
	Have bank statements and reconciliation reports been signed by a member of the Finance Committee?	S.E. ✓		
	Does the balance figure on the Reconciliation equal the balance on the Bank Statements?	S.E. ✓	✓	
	Are any unexplained differences explained?	S.E. ✓	✓	



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF CAMELFORD TOWN COUNCIL
YEAR ENDED 31ST MARCH 2024.

ISSUE DATE: 02/11/2023
ISSUED TO: TOWN CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2023.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations, where required that allow for the Council's response, which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it was completed and returned to us.

AUDIT COMMENTARY:

Previous Recommendations

There are no recommendations requiring action.

Accounting Records

The accounts are maintained on Scribe accounting software they were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations were last reviewed in May 2023.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Purchasing

A scheme of delegation is in place and purchase orders are in use. Spending decisions can be traced to the Minutes.

Procurement

Procurement activity is undertaken in line with Financial Regulations.

Payments

Payments made in August were tested. They were all supported by invoices and had been certified by the RFO prior to their inclusion on payment schedules approved by Members.

Risk

Risk Assessment

The risk assessment is yet to be reviewed.

Insurance

Statutory insurances are in place and the Fidelity Guarantee is adequate at £500K.

Investments

An Investment Strategy for the current financial year has been adopted.

Budgets

Setting

We reviewed the 2023/24 budget setting process as part of our final audit work last year and we will review the 2024/25 process later in the year.

Monitoring

Quarterly budget monitoring reports have been provided to Members.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Precept

The precept received is in accord with that set by the Council.

Car Parks

Car park income is managed on a spreadsheet with a running total of cash held as only 'round' sums can be banked.

The spreadsheet was checked to ticket information and all was found to be accurate.

Permits are issued and recorded with VAT correctly accounted for.

Allotments

Tenancy Agreements are in place and all income for the year has been collected.

VAT

VAT claims are up to date.

Grants

The Council has received a grant funding agreement for the Shared Prosperity Fund and must ensure it complies with the grant conditions contained within it.

Payroll

New Starters

New employees have been issued with contracts of employment and have been paid in accordance with them.

Tax, NI & Pensions

PAYE and pension requirements have been met.

Pay Award

The national pay award has yet to be agreed

Bank Reconciliation

Bank reconciliations are carried out monthly in a timely manner. They were found to be accurate and have been reviewed by a Member.

Electors Rights

Full Council properly approved the 2022/23 AGAR.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2022/23 accounts have been met.



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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Minutes of the Events Committee 9th October 2023

1. To note Councillors and Staff present

Alan Burgis (AB), Jim Thomson (JT), Maggie Ginger (MG), Steve Bond (SB), Esther Greig (EG), Neil Pearce (NP), Jordan Burnard (JB)

E/23/067

2. To receive Apologies for absence with reasons

B Hockerday, R Rotchell – holiday

E/23/068

3. To receive Declarations of Interest & Approve Dispensations

None.

E/23/069

4. Public Question Time (15 minutes allowed for this)

None.

E/23/070

5. To receive and approve the Minutes of: 5th July 2023

It was **resolved** to approve the Events minutes 5th July 2023.

Proposed: Maggie Ginger Seconded: Jim Thomson

E/23/071

6. Receive Deputy Clerk Report

- EG addressed rumours regarding covenants (Enfield Park): not being able to take money, etc. in the park. No covenants: we have the right to close the park for up to 12 days a year (not on public holidays), as we wish (for events, etc.). Having the GPC means having powers beyond statutory limitations.
- JB nothing to report beyond agenda items; noted that he is going to be having a meeting with Amanda Lash 23/10/23 to catch up on various things (late handover).

E/23/072

7. Agenda Items

a) Scarecrows/Halloween events update

- Judging Scarecrows: SB & MG have put themselves forward for judging on 27/10/23.
- **JB to chase vouchers from Vegas; did Bronwen receive?**
- Judging Pumpkin: SB suggested JB to judge and MG to help.
- **JB to email AB with posters regarding pumpkins & scarecrows (JPEG).**

E/23/073

b) The Winter festival Working Group Minutes from 25 September 2023, and subsequent completed actions were noted

- EG suggested carol sheets to be printed to help with carolling. **JB to investigate costs.**

- JB talked through completed actions from previous meeting; nothing more requiring discussion.

E/23/074

- c) Discuss Camelford in Bloom timing – competition opened in Spring; winners announced during Fun Week?
 - EG asked if we want to bring forward to May along with Fun Week; MG echoed this point and highlighted that late judging can affect entries. SB also suggested bringing forward to 'Spring Bloom' (May).
 - EG suggested judging and presenting same day. Suggestion to judge in a day, call winner at the end of the day and arrange another day for presentation.
 - End of June agreed regarding time for event to run.

E/23/075

- d) The following options for Music in the Park were discussed:
 - i) Make Music in the Park a ticketed event (ticket to state no alcohol, bag searches, etc) as per recommendation from Police.
 - ii) Keep Music in the Park as a non-ticketed event.
 - iii) Make Music in the Park a ticketed event but at a new location (i.e. Football Pitch)
- EG noted Martin's Law and that we have a duty of care for 'party-goers'.
- SB strongly believes it should be a free event for the Town, and has concerns that a paid event with no alcohol would be poorly supported. JT also against ticketed no-alcohol.
- AB & JT against going to football field as you would lose some of the 'feel' of a Town/community event - Football pitch option (option iii) ruled out unanimously.
- EG noted concerns re. drunken behaviour and impact on staff: SB suggested less risk involved this year as no tug of war resulting in a shorter day for those drinking.
- MG queried if we could add a disclaimer re. entry: i.e. right to refuse entry.
- NP & MG highlighted that at music festivals you are searched, etc. as EG highlighted again that safety needs to be made priority: security need to be able to check bags for glass, weapons, etc.
- JT raised point of ticket prices (for printing of tickets). EG unsure of costs, but finger in air £150-£200 for printing of tickets. **JB to investigate costs.**
- EG suggested that alcohol would need to be allowed for this event due to its nature (music festival); also suggested possible use of wristbands for those who wish to come and go (food vans outside of gates, etc.).
- **It was resolved to recommend to Council that Music in the Park is a ticketed event, free of charge, alcohol allowed, but bag searches on entry through security (searches for glass, weapons, etc.).**
Proposed: Jim Thomson Seconded: Steve Bond

E/23/076

- e) D-Day celebrations on the 6th June were **discussed**
 - SB suggested old-time war band in the evening at the band stand. JB highlighted that this is also going to be made as National Fish & Chip day.
 - EG suggested classic 40's style music.
 - Group suggestion for event to run from 6-8pm.
 - EG suggested updating budget to £500 (down from £2000) to cover band cost – unanimously agreed.
 - **JB to investigate if any funding available for D-Day celebrations.**
 - **JB to speak to Peckish to suggest working partnership for the day.**
 - **MG to research bands**

E/23/077

- The events budget for 2024/2025 was discussed **JB to seek funding to help with events.**
- **Recommend to council to keep: Music in the Park, Fun Week (minus tug of war), Winter Festival, Band Stand Events, Camelford Show.**
- SB suggested costing for slip n slide – external company? **JB to investigate costs.**
- EG noted that Circus Skills usually paid for by Feast. **JB to speak with Feast to clarify if funding is available.**
- Copper leaf finished: group suggestion to keep something 'arty' in, especially if costs covered by Feast. **Finer details to be discussed next meeting.**
- SB highlighted that band stand events are popular and bring lots of different groups of people together.

- MG suggested band stand events on Sunday to target ageing demographic: EG highlighted that no shops would be open and that the primary reason is to get people out/footfall in town, which is aided by shops being open. SB also suggested that bands would be harder to come-by on Sundays due to family commitments (gigs usually on Fridays & Saturdays for majority of bands).
- EG suggested potentially Saturday afternoon gigs at the band stand, or we could organise events at OCM in order to target a different demographic.
- MG suggested mixing up bands: SB highlighted that an array of bands already play on a Friday. SB also highlighted that many would perform for free: EG expressed concern that this would potentially 'take advantage', JT in support of EG concern.
- JT suggested proms event to trial: EG suggested Friday night or Saturday afternoon, could also look to get in Jazz, or other, to join 'classical' band for event.
- EG suggested larger budget required for band stand events: £1000. Agreed unanimously.
- **SB, NP and JB to consider potential bands for Band Stand Events 2024.**
- EG stated that CTC presence required at Camelford Show, and that a free bus service is also a necessity.
- Music licence needs adding to budget. **JB to action.**
- **SB to supply JB with contact details for Brownies.**
- NP suggested park cinema nights (big screen); EG suggested cinema evenings in the library or Camelford Hall. **To be discussed in next meeting.**

E/23/078

- f) Fun Week update on 2024 schedule v1:
 - i) Note that previous organisers of slip and slide will not be organising in 2024.
 - Already covered in previous items: all members made aware of current plans.
 - Duck race not possible for 4pm. SB suggested evening time or same time as dog show. EG suggested time move to 5.00pm to accommodate volunteers re. work time.

E/23/079

8. Date and items for next meeting

- Date of next meeting: Monday 5th February 2024 @7.00pm.

E/23/080

Meeting closed 8.30pm.



CAMELFORD TOWN COUNCIL

Town Clerk: Lee Dunkley BA (Hons), MPhil

6 Market Place
Camelford
Cornwall
PL32 9PB

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

Grant application form

Please note that this application will not be considered unless it is accompanied by the following supporting documentation:

- The latest balance sheet of the organisation/project
- A copy of the constitution

Key details	
Name of organisation (please complete in block letters) CAMELFORD LEISURE CENTRE Ltd	
Name and purpose of project Improving Access to the Fitness Suite	
Total amount requested from the Town Council £3,000	
Contact name and position JONATHAN HOLT COMPANY SECRETARY	Telephone: 01840 213188 Email: admin@camelfordleisurecentre.co.uk Camelvet55@gmail.com
Address for correspondence CAMELFORD LEISURE CENTRE Station Road CAMELFORD Cornwall Post code PL32 9UE	
Bank account name, sort code and account number CAF Bank Camelford Leisure Centre Ltd 40-52-40 00025727	

Aims of organisation – state the aims and objectives of your organisation and the nature of its activity

- Maintain and operate the facilities of a swimming pool and leisure centre, open and available to the community (schools, clubs and general public), 7 days a week, 52 weeks a year;
- Deliver sport and fitness activities, that the community needs and wants, that are inclusive and accessible to all;
- Maintain the availability of an essential sports facility to local education providers (including the eight primary schools, Sir James Smiths School, Adult Education and private training providers);
- Provide a sports and leisure 'hub' to the local area, forging positive partnerships with providers of sports and leisure activities, community groups, healthcare providers and schools, to improve community involvement in sports and physical activities and ultimately to improve levels of fitness and well-being;

Represent an exemplar community-led organisation, clearly demonstrating the values of a community-owned and operated service, operated with a clear understanding of its customers' needs with the customer central to the operating system.

What is the status of your organisation or group? (please tick all those that apply)

registered charity ☒ ☐ number ...Community
 Benefit Society.....
 company limited by guarantee ☐ number ...31555R.....
 social enterprise ☐
 community group ☐
 other ☐

Is your organisation part of, or affiliated to any national organisation?

Yes

If yes, please give brief details.

Swimming Teachers Association is a national membership organisation for the leisure industry and companies providing swimming instruction

Financial details

Breakdown costs of individual items. Please indicate whether this is an actual cost (a) or an estimate (e).

Item	A or E	Cost
Installation of new door to the Fitness Suite	A	£4,606.20
What is the total cost of your project?		£4,606.20
Amount requested from Camelford Town Council		£3,000

Have successful applications for grants been submitted to other organisations? No – balance will come from our own funds. (if yes, please supply the name of the funder and the amount)	
Name of funder	Amount granted
None	
Total granted	
Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)	
Activity	Amount raised
Donation from Rotary	£1,000
Various donations from members	Approx. £3,000
Support from Local parish councils	£4,500
Increasing LC revenue	Ongoing
Project details	
There is a rising demand for use of the Fitness Suite and with members requesting access outside of the times that the Centre is open These are currently Mon – Fri 07.00 – 21.30 and 08.00 – 16.00 Sat & Sun. Installing a new electronically controlled door will allow members access to the Fitness Suite at other times using their Clubright App. At the same time, we are upgrading out CCTV so that managers can check what is happening remotely if necessary. We are currently still restricting numbers in the Fitness Suite due to ongoing Covid risks and longer opening times will allow more people to access the facilities.	
Who will manage the project? The Camelford Leisure Centre managers and the Executive Board of Directors	

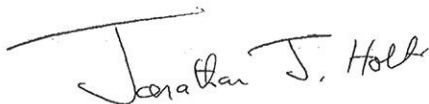
Please provide a statement of how the project will benefit residents of Camelford.

Camelford Leisure Centre continues to improve the service to residents of the town and surrounding parishes, membership is increasing and we are receiving very good customer feedback from our surveys. The original business plan required CLC Ltd to overcome an operating deficit which had been running at £170,000 in the year to December 2012. Since then, the Centre has improved the position significantly. We are currently on track to record a surplus in the year to July 2022 mainly due to income received from Active Cornwall to run "catch-up" sessions for youngsters who missed out during Covid.

However, we have just been informed of a 150% increase in the cost of wood pellet for our biomass boiler which threatens to cost us an extra £40k per year. This will be a very significant challenge to our budget

However, the directors are very much aware that we need to keep investing in the centre and its offer to the community so that we can retain their support. This purchase is in line with that policy.

You may use a separate sheet of paper to submit any other information which you feel will support this application.



Signed.....

Date 4th November 2022.....

**Camelford Leisure Centre
STATEMENT OF
FINANCIAL ACTIVITIES**

for the year ended 31 July 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income and endowments from:					
Donations and legacies	4	5,133	-	5,133	7,150
Charitable activities	5	256,659	5,000	261,659	256,381
Other	6	75,000	-	75,000	-
Total		336,792	5,000	341,792	263,531
Expenditure on:					
Charitable activities	7	267,072	-	267,072	288,292
Total		267,072	-	267,072	288,292
Net gains on investments		-	-	-	-
Net income/(expenditure)	8	69,720	5,000	74,720	(24,761)
Net income/(expenditure) before other gains/(losses)		69,720	5,000	74,720	(24,761)
Other gains and losses:					
Movement in share capital		(97)	-	(97)	154
Net movement in funds		69,623	5,000	74,623	(24,607)
Reconciliation of funds:					
Total funds brought forward		268,204	-	268,204	292,811
Total funds carried forward		337,827	5,000	342,827	268,204

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

**Independent Accountants' Report under Section 85 of the Co-operative
and Community Benefit Societies Act 2014
to the Directors of
Camelford Leisure Centre**

We report to the members on the unaudited accounts for the year ended 31 July 2020 set out on pages 8 to 20.

**RESPECTIVE RESPONSIBILITIES OF OFFICERS AND REPORTING
ACCOUNTANTS**

The society's officers are responsible for the preparation of the accounts, and they consider that the society is entitled to opt out of an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

This report is made to the society's members, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the accounts that we have been engaged to compile, report to the society's members that we have done so, and state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the society and the society's members, as a body, for our work or for this report.

BASIS OF OPINION

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the society and making such limited enquiries of the officers of the society as we considered necessary for the purposes of this report. These procedures provide the only assurance expressed in our opinion.

OPINION

In our opinion:

- (a) The accounts, including the revenue account and balance sheet, are in agreement with the accounting records kept by the society under s75 of the Co-operative and Community Benefit Societies Act 2014;
- (b) Having regard only to, and on the basis of, the information contained in those accounting records the revenue account and balance sheet comply with the requirements of the Co-operative and Community Benefit Societies Act 2014; and
- (c) For the preceding year of account, the financial criteria for the exercise of the power conferred by section 84 were met in relation to the year.



.....
Andrew Fisher BA FCA
The Alanbrookes Group Ltd
24 Glove Factory Studios
1 Brook Lane, Holt,
Wiltshire, BA14 6RL

Date: 14th January 2022