



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA
Town Hall
Market Place
Camelford
Cornwall

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Ordinary Council Meeting – 20th July 2021

Minutes of the Ordinary Meeting of the Council, held at St. Thomas Church.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 6 other Councillors present: Cllrs, Bond, Coombes, Grigg, & Shaw 21/298

2. To receive Apologies for absence with reasons

Cllrs Ackroyd-Johnson, Elford, Hewlett, Scawn - personal

It was **resolved** to accept the apologies

Proposed: Cllr Bond Seconded: Cllr Coombes unan 21/299
Cllrs Burgis, Chandler - none received

3. To receive Declarations of Interest & Approve Dispensations

Cllr Grigg 12b. Saputo agreement to leave the room 21/300

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

Cllr Barry Jordan attended – approved a grant of £100 from community chest for the neighbourhood community cooking club. Chair of Council is working with Eden project to produce red, white and blue flower seeds for next year's Jubilee. Inform Greener Camelford about seeds. Attended economic development committee. 21/301

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Extra Ordinary Meeting 1st July 2021

Proposed: Cllr Bond Seconded: Cllr Shaw 4-0 (1 abs) 21/302

6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease - completed. Cllr Rotchell noted thanks to Deputy and Clerk - well done getting over the finishing line! Code of Conduct training/update training register for Councillors – please let Clerk know. Cleese Road EV chargers – increase in cost for concrete pads will be included in the grant as an extra. Work has been started. EA Riverbank Project – wasn't completed last year, they are intending to finish off in August. Streetlight in Churchfield car park has been fixed. Insurance claims – one with Zurich regarding a twisted ankle in the park, other in agenda items. No response from food businesses regarding litter/commercial waste bins on E&P agenda for next step. Ordering bin bags through Biffa; significantly cheaper. Additional picnic bench for Churchfield car park has been installed. Summer reading challenge has started. Green Flag was £12 extra for nationwide cover. Cllr Bond noted thanks to library for Summer Reading Challenge 21/303

7. Planning

PA21/04713. Fenterwanson Cottage, St.Teath. Mr & Mrs George Field. Demolition of existing outbuildings and construction of new garage block with store room over with variation to condition 2 (plans approved) of application PA19/04045 dated 24/07/2019. Cllr Shaw noted ongoing for about 4 years; can't get the stone needed.

It was **resolved** to Support

Proposed: Cllr Shaw

Seconded: Cllr Grigg

unan

21/304

PA21/06135. Clifton Cottage Helstone. Mrs Rachael Skelton. Listed Building Consent to replace sash window in eaves, repair chimneys to stop water leakage and rendering repair to gable end wall. Cllr Shaw noted that it is essential repairs.

It was **resolved** to Support

Proposed: Cllr Shaw

Seconded: Cllr Bond

unan

21/305

PA21/06114. Tregath Business Park Station Road. Mr J Smeeth Tregath LLP. Regularisation of Commercial Units (mixed use Class E and B8), together with associated works

It was **resolved** to Support

Proposed: Cllr Shaw

Seconded: Cllr Bond

unan

21/306

Cllr Shaw noted that general landscaping/screening for whole site should be discussed at next meeting

For Information

PA21/00841/PREAPP. 2 Trevia Lane Mr P Toms. Closed - advice given.

PA21/06569. Camelford Library. Repollard lime trees. Mrs Jill Jeffs. Notification of application only.

PA21/04460. 11 Warrens Field. Mr Clarke. Works to trees. Approved

PA21/05717. Inns Park, High Street. Mr Richards. Non-material amendment. Approved

PA21/0562. 18 Bowood Park. Mr/s Guy. Extension and alterations. Approved.

21/307

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted that 7th July attended Abbeyfield House, Elaine Grace 25th year of being employed by Abbeyfield. Events WG – positive; able to plan events. 9th medical centre - positive news and a meeting with both practices. 10th - lots of children and parents attended the Library for joining the summer reading challenge. 14th - Jubilee – green canopy, street parties and beacons as options – all incorporated in the plan for the Events WG next year. Suggest planting 100 trees as our contribution to the green canopy. Light a beacon on Rough Tor - 70 beacons in each county. Pruned lime trees by library. 16th finance. 20th Clease car park – radical increase cost for resurfacing – £47k, but needs doing whether it is transferred to CTC or not. Cllr Shaw noted that the resurfacing would have been done for £12k a few years back... Litter pick on Sunday. Clerk asked whether CTC could allocate any money towards the resurfacing project – some monies are available in the Clease budget from underspend this year; as the car park has not yet been devolved.

It was **resolved** to pledge £1k

Proposed: Cllr Shaw

Seconded: Cllr Bond

unan

21/308

9. Correspondence

a. Letter from Top Town Memory Café – parking issues in Clease Road. Cllr Shaw noted can't close off sections – maybe get rid of cars that are not MOT/Taxed would ease pressure. Clerk to write noting that CTC are working towards resolving issues with CC. **21/309**

b. Email from Duchy of Cornwall - Tregoodwell Common – confirming no surface ownership in the area. **21/310**

c. Clerk and Councils Direct. Noted **21/311**

d. Email from Neighbourhood Community Cooking Club – request for a grant. Clerk has asked them to fill in a grant application form **21/312**

10. Agenda Items

a. The minutes of Strategic and Economic Development Working Group Meeting were **noted**. **21/312**

i. It was **resolved** to write formal letter to Allotment landlord's solicitors requesting renewal of lease in March 2022.

Proposed: Cllr Bond

Seconded: Cllr Coombes

unan

21/313

ii. It was **resolved** to write formal letter to TT for information regarding the election of potential replacement Trustee and to express serious interest in renting the additional section of the ground floor of the Town Hall.

- Proposed: Cllr Grigg** **Seconded: Cllr Shaw** **unan** **21/314**
 iii. It was **resolved** to start tender process for contractors to undertake Engagement and Consultation with public on the place-shaping vision.
- Proposed: Cllr Bond** **Seconded: Cllr Coombes** **unan** **21/315**
 iv. It was **resolved** to apply to NALC for Quality Award Status, Fees are £50 registration and £100 for the Quality Award
- Proposed: Cllr Rotchell** **Seconded: Cllr Shaw** **unan** **21/316**
 b. The minutes of Events Working Group Meeting were **noted**. **21/317**
 i. It was **resolved** to appoint Celebration Fireworks for winter festival fireworks display £4,000, viring balance from events budget £1,800. Cllr Shaw noted that 10-15 minutes is what most people want. Last one was brilliant; no need to spend more. Cllr Bond noted that 80% come in solely for the fireworks. Cllr Rotchell noted that this is a recommendation from the Events WG – Fireworks will be bigger and better – a celebration. 1st event in 2 years.
- Proposed: Cllr Bond** **Seconded: Cllr Rotchell** **3-2 dec carried** **21/318**
 ii. It was **resolved** that Senior Citizens Christmas lunch will take place in 2021 and tickets will be offered at £5 per head. Any shortfall will be covered by Mayor's allowance.
- Proposed: Cllr Grigg** **Seconded: Cllr Coombes** **unan** **21/319**
 Cllr Jordan proposed that CTC write to him for £100 from Community Chest grant pot.
 iii. It was **resolved** to agree budget for winter festival.
- Proposed: Cllr Bond** **Seconded: Cllr Grigg** **unan** **21/320**
 c. It was **resolved** to instruct Chapter 8 training with Corserv £600 for 8 people. Road closure training
- Proposed: Cllr Grigg** **Seconded: Cllr Coombes** **unan** **21/321**
 d. It was **resolved** to instruct Rospa inspection for OCM and Play area with play safety £341.
- Proposed: Cllr Coombes** **Seconded: Cllr Grigg** **unan** **21/322**
 e. CTC policies were **reviewed**. It was **resolved** to **adopt**: How to communicate with your Council; Abusive, Persistent and Vexatious complaints; GDPR policies; Broadcasting and Social media at meetings; Bandstand Events; Councillor and staff communication guidelines and procedures; Lost child protocol; Safeguarding children at events. Well done to the office
- Proposed: Cllr Bond** **Seconded: Cllr Grigg** **unan** **21/323**
 f. It was **resolved** on Library system for customers for stage 4 COVID.
- Proposed: Cllr Coombes** **Seconded: Cllr Grigg** **unan** **21/324**
 Cllr Shaw noted that should still insist that masks are worn. Under health and safety of staff. Librarian noted that most customers prefer them to keep their masks on.
- g. The opening times for Public Toilets were **reviewed**. Clerk noted that cleaning would take an hour more than usual – more efficient to use staff hours in one session. It was **resolved** to open 10-4pm Mon-Sat, all blocks open.
- Proposed: Cllr Grigg** **Seconded: Cllr Shaw** **unan** **21/325**
 Cllr Bond noted that a lot of youth group meetings outings in the park – to review in September
- h. Disabled toilet door replacement. Cllr Shaw – horrified at the cost – should be galvanised and powder coated. Or Composite doors. Must support local contractors. Clerk noted difficulty in getting quotes. Will try for more. Next agenda 5th August.
- j. Global Road Safety week. It was **resolved** to purchase bumper stickers from the 20's plenty campaign. £61.50. Cllr shaw opposed the public funding the stickers, speedwatch will be out. Better off to go into the schools to educate children not to walk whilst using tech. People must take responsible for their own actions.
- Proposed: Cllr Bond** **Seconded: Cllr Grigg** **4-1 (Cllr shaw)** **21/326**
 k. It was **resolved** to pay Camelford Hall Grant £1150. Cllr Shaw noted the toilets were closed for most of last year
- Proposed: Cllr Shaw** **Seconded: Cllr Coombes** **unan** **21/327**
 l. It was **resolved** to apply for free landmark trees. Location and type to be considered on 30th July tree meeting.
- Proposed: Cllr Shaw** **Seconded: Cllr Grigg** **unan** **21/328**
 m. It was **resolved** to pay for damage done to a vehicle by CTC staff/lawnmower in Churchfield CP. £345 + VAT. Cllr Grigg – even if it is only 1% chance it wasn't our staff, CTC should be supporting our staff. Feel very uneasy about the situation. Cllr Rotchell noted hard to come down either way – on the balance of probability. Cllr Shaw supports Cllr Grigg, but not worth bothering about claiming

through insurers because the of the value and the excess. Cllr Rotchell noted time and dated pictures were taken. Lawn mowing going on that day and damage consistent with being clunked by a lawnmower. No blame for the staff. Damned if we don't, damned if we do. What about to staff morale? If we don't pay – the insurance company may have to pay out and CTC premiums will increase. Not taking action against that member of staff.

Proposed: Cllr Shaw Seconded: Cllr Coombes 4-1 (Cllr Grigg) 21/329
Next agenda – coning off the area when mowing

11. Accounts

a. Balances at 14th July 2021 were noted

Current Account	£129,179.02	
Tracker Account	£51,424.66	
NS&I	£42,483.49	
CCLA	£80,000.00	21/330

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

Staff	July Wages & expenses	BACS	£8,062.13
HMRC	July Tax & NI	BACS	£2,158.28
Cornwall Pensions	July Pension contributions	BACS	£2,449.86
Cornwall Pensions	Annual contributions	BACS	£1,300.00
SSE	Electricity	BACS	£278.30
Amazon	USB card reader - Mevo	Debit	£8.99
Metric	Service agreement – Ticket machine	Debit	£510.77
Bunzl	Toilet Supplies	BACS	£52.51
Amazon	Face Masks – maintenance supplies	Debit	£15.09
R Sleep	Maintenance supplies May	BACS	£89.52
R Sleep	Maintenance supplies June	BACS	£48.10
C F Garden Services	Mower – drive belt replacement	BACS	£67.50
Cornwall Council	Enforcement car park	BACS	£109.80
Pickle Design	Search Engine Optimisation visitCam.	DD	£60.00
Cornwall ALC Ltd	Chairmanship Training	BACS	£72.00
Barclays	Account charges	DD	£10.10
SSE Contracting Ltd	Street Light repair	BACS	£105.00
CPA Horticulture	2 x Bags play area bark	Debit	£628.39
SW Hygiene	2020-21 sanitary unt/rental	BACS	£111.12
ICO	Data Protection Fee	DD	£35.00
Bunzl	Toilet Supplies	BACS	£62.21
Kernow Training	Brushcutter refreshers	BACS	£310.00
SeaDog IT	Webhosting	DD	£25.00
CloudyIT	IT licences and back up July	DD	£214.02
CloudyIT	IT licences and back up July balance	BACS	£9.12
Cornwall ALC Ltd	Finance Training	BACS	£72.00
Cornwall ALC Ltd	Finance Training	BACS	£36.00
SLCC	Volunteers/Appraisals	BACS	£72.00
Paragon ID	Tickets for Churchfield	BACS	£282.00
Cloudy IT	Hardware 16GM upgrade x2 PCs	BACS	£335.00
Amazon	Permanent Pens	Debit	£6.99
Amazon	Bin bags	Debit	£23.98
Positive Electricity	Town Hall Electricity	DD	£99.24
Positive Electricity	Town Hall Electricity - annual meter read	DD	£1,261.06
HSQE	Manual Handling	Debit	£14.40
Staples	Office supplies	Debit	£91.73
Zoom	Virtual Meetings	DD	£14.39
Plusnet	Broadband	DD	£55.99
Even Greener	2 x water butts cemetery	debit	£67.98
Stephens Home Hardware	Maintenance supplies	BACS	£4.99
Duchy Defibrillators	Annual monitoring Clease Hall	BACS	£192.00
R Yates	Picnic Table	BACS	£150.00
Camelot Garage	Fuel for equipment	BACS	£68.75
Smart Window cleaning	Town Hall windows	BACS	£25
Voipfone	Telephone Callgroup/extensions	DD	£9.60

Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Office – Business Rates	DD	£319.00
Cornwall Council	Enfield Park Store – Business Rates	DD	£51.00
Pennon	Water	DD	£6.50
Pennon	Water	DD	£42.00
One Drive	Cloud storage	DD	£1.99
Town Trust	Town Hall rent	DD	£488.28
Tesco Mobile	MGM mobile	DD	£7.50
Postermymall	Marketing/posters	Debit	£66.00
		TOTAL	£21,102.18
Proposed: Cllr Coombes	Seconded: Cllr Bond	unan	21/331

Income was noted

Cornwall Council	Refund Business rates Cemetery	AC	£209.52
HMRC	VAT reclaim	AC	£3,128.77
Binbags	refund – no show	AC	£49.96
Car parking permits	Various	AC	£50.00
Post Office	Tickets and permits	cash	£375.00
Post Office	Tickets	cash	£185.00
Business	Website advertising	AC	£12.00
		TOTAL	£4,010.25
			21/332

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: Contracts.

Proposed: Cllr Coombes **Seconded: Cllr Grigg** **unan** **21/333**

a. The request from Town Trust for £4,200 as part of OCM phase 1 was considered. CTC understanding it was a grant and not a loan. It didn't go to Council, no paperwork through Council at the time. Clear understanding that there was nothing to repay. Clerk noted that the rent has almost doubled following the survey and that the TT would have been required to clear the site; therefore, TT not out of pocket.

It was **resolved** to reply that CTC does not consider it a loan; it was a grant towards the project.

Proposed: Cllr Shaw **Seconded: Cllr Grigg** **unan** **21/334**

c. It was **resolved** to pay costs associated with utilities and legal fees for Deed of Easement at OCM.

Proposed: Cllr Bond **Seconded: Cllr Coombes** **3-0 (2 abs)** **21/335**

****Cllr Grigg left the room****

b. It was **resolved** to sign Saputo agreement OCM phase 2

Proposed: Cllr Bond **Seconded: Cllr Coombes** **3-1 (Cllr Shaw) dec carried 21/336**

13. To note items for 5th August 2021 Agenda.

Screening/landscaping of Tregath

Disabled Door at Public Toilet

The Mayor closed the meeting at 8.25pm



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Minutes of the Finance Working group meeting – Friday 16th July 2021

1. Cllr Coombes was selected as Chair for administration year
2. To note members present and apologies
Cllrs, Shaw, Burgis, Coombes, Rotchell. Esther Greig – Clerk.
Apologies Cllr Grigg.
3. Previous minutes were **reviewed**
Amendment - Fireworks budget 2020-21 was spent – given as part of the grant to Leisure centre
4. Clerks report Q1 budget to expenditure was **received**. 2 cost codes will be over budget; Audit - due to end of year RBS payment for last year, and IT support (already have earmarked reserve in place to cover shortfall). Town maintenance will be tight due to 2 x orders of playbark within this financial year – 1 from last year. Cemetery business rates will have £2600 underspend.
Cllrs would like to see the report show refunds and grants next to the cost code to view actual spend balance.
Cllr Rotchell noted that Leisure Centre is in a reasonable financial position following COVID and may not need similar level of annual financial support in the future.
5. Virements of budget lines – separate out website costs, leave cemetery budget where it is for the time being. Fine to annotate small items rather than have separate codes. Tech for Youth Worker – get a refurbished mobile phone and sim card for Youth Worker. **Recommend to FC**
6. Internal Control, Investment Policy, Grants Policy were reviewed. Minor changes to the internal control form - to check income spreadsheets and paying in slips.
7. Q1 internal control – AA-J –findings noted. On FC agenda for review
Returning to 2 Cllrs to do internal control checks and a Cllr to sign off invoices, staff payments (to match agendas) and bank reconciliation at the end of Q2
8. Potential insurance claims
Enfield Park – frisbee accident – turned ankle. With CTC Insurer.
Churchfield car park – car bumper damage – lawnmower. **Recommend to FC** that paid directly rather than through insurer.
9. Date and items for next meeting
22nd October 2021.
Q2 review and starting budget process 2022-23.

Camelford Town Council

Receipts and Payments compared with Flexed Budget (01/04/2021 to 30/06/2021)

		Budget Receipts		Budget Payments		
Total for year		Act.	Receipts	Total for Year	Act.	
Cost Centre		Income				
101	Precept	262,831.00	131,415.50	0.00	0.00	50.00%
102	CTS Grant	10,830.00	5,415.10	0.00	0.00	50.00%
103	Grants and Donations	0.00	7,207.50	0.00	0.00	#DIV/0!
104	Income - Car Park	6,500.00	12,41.64	0.00	0.00	19.10%
105	Footpath Grant	719.00	0.00	0.00	0.00	0.00%
106	Allocation Rent	1,250.00	1320.50	0.00	0.00	#DIV/0!
107	Other Income	0.00	4.17	0.00	0.00	#DIV/0!
109	OCM Phase 2 Grants	5,000.00	0.00	0.00	0.00	0.00%
110	Interest - Bank	3,000.00	759.28	0.00	0.00	25.31%
Cost Centre		Accommodation				
400	Office Rent	0.00	0.00	5960.00	1,494.84	25.12%
401	Rates and Utilities £3193	0.00	0.00	3350.00	2616.03	78.09%
402	Building Operations	0.00	0.00	4000.00	474.64	11.87%
403	Lift	0.00	0.00	3000.00	1326.00	44.20%
404	Building Modifications	0.00	0.00	0.00	0.00	#DIV/0!
Cost Centre		Administration				
200	Salaries	0.00	0.00	153000.00	34,437.01	22.51%
201	Staff Mileage	0.00	0.00	500.00	0.00	0.00%
202	Councillor Mileage	0.00	0.00	300.00	0.00	0.00%
203	Training	0.00	0.00	2000.00	174.00	8.70%
204	Mayors Allowance	0.00	0.00	650.00	0.00	0.00%
205	Bank Charges	0.00	0.00	200.00	30.33	15.17%
206	Audit	0.00	0.00	1650.00	885.00	#DIV/0!
207	Insurance	0.00	0.00	2600.00	2,127.62	67.17%
208	Office Supplies	0.00	0.00	2000.00	1,343.34	25.56%
209	Telephone/Broadband	0.00	0.00	800.00	204.60	0.00%
210	Legal Expenses	0.00	0.00	2000.00	0.00	0.00%
211	IT and Support	0.00	0.00	3250.00	2944.74	#DIV/0!
212	CTC Website	0.00	0.00	750.00	0.00	0.00%
213	COVID-19	0.00	0.00	0.00	0.00	#DIV/0!
214	Subscriptions	0.00	0.00	1455.00	1,253.22	#DIV/0!
215	Elections	0.00	0.00	0.00	0.00	0.00%
Cost Centre		Car Parks				
500	Churchfield Car Park Maintenance	0.00	0.00	9750.00	314.80	3.23%
501	Cleese Car Park Maintenance	0.00	0.00	9500.00	3240.28	34.11%
502	PWLB Loan Repayment - Car Pa	0.00	0.00	9725.00	0.00	0.00%
503	Car Park Rates £4441.10	0.00	0.00	4650.00	1333.10	28.67%
Cost Centre		Community				
700	Events	0.00	0.00	7250.00	0.00	0.00%
701	Christmas Lights	0.00	0.00	4050.00	152.08	3.80%
702	Defibrillator	0.00	0.00	350.00	0.00	0.00%
703	Fireworks	0.00	0.00	2200.00	0.00	0.00%
704	Leisure Centre Grant	0.00	0.00	3000.00	0.00	0.00%
705	GPC Grants	0.00	0.00	5900.00	2750.00	46.61%
706	Marketing	0.00	340.00	1000.00	247.34	24.73%
707	Visit Camelford Website	0.00	0.00	0.00	0.00	#DIV/0!
Cost Centre		Parks and Recreation				
600	Park/River Maintenance	0.00	368.75	7250.00	800.00	11.03%
601	Skate Park	0.00	0.00	6500.00	0.00	0.00%
602	Play Area	0.00	12.00	2850.00	0.00	0.00%
603	Rates and Utilities Store £359.28	0.00	0.00	800.00	155.28	19.41%
605	PWLB Loan Repayment - Riverb	0.00	0.00	9000.00	0.00	0.00%

Cleese Road EV charger grant

Maps

Hall hire extra

This has got electricity and business rates which previously had separate budgets. Meter read = £1050 catch up bill.
Library purchases from the community chest grant, last year - EMR £400.

£1674 will transfer to EMR for the control panel at end of financial year

No Youth Worker payments in Q1

Will be £500 over RBS year end went into this year - £325 hudson, and PKF Littlejon to pay. (£960 last year)
Paid already - but if OCM 2 completes will need to top up.

Scribe accounts payment £1020

Mevo camera and IT changeover. Allocated EMR £3500 to this budget already - get ready to spend from EMR

DC SLCC membership to pay

Bells, CAB, Camelford Show
Maps and posternywall

survey

Cost Centre	Town Maintenance								
800	Public Toilets (all electric, water, :	0.00	1412.13	3500.00	306.46	8.76%			
801	CCTV	0.00	0.00	500.00	231.50	46.30%			
802	General Town Maintenance	0.00	0.00	5750.00	2597.71	45.18%			2 new cameras
803	Refuse	0.00	41.63	2500.00	19.98	0.80%			2 orders of playbark
804	Vehicle Costs	0.00	0.00	2500.00	808.32	32.33%			Insurance and breakdown paid
Cost Centre	Town Services (Allotments/Cem								
300	Allotment expenditure	0.00	0.00	500.00	247.83	49.57%			water and water butts
301	Cemetery Business Rates	0.00	209.52	3000.00	582.20	19.41%			with the refund have spent £373.
302	Cemetery Maintenance	0.00	0.00	700.00	0.00	0.00%			
Cost Centre	VAT Refunds								
805	VAT	0.00	0.00	0.00	0.00				
GRAND TOTALS		£290,130.00	£149,706.09	£290,130.00	£63,098.25	21.75%			

RESKAMMEL



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Town Clerk: Esther Greig

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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 2014 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: 9th July 2021

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?			
Proper bookkeeping	Is the cashbook maintained and up to date?			
	Is the cashbook arithmetically correct?			
	Is the cashbook regularly balanced?			
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?			
	Has a Responsible Financial Officer been appointed?			
	Have items or services above a de minimis amount been competitively purchased?			

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?			
	Has VAT on payments been identified, recorded and reclaimed?			
	Has the Council published the appropriate data in compliance with the Transparency Code requirements?			
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?			
	Has there been any change of supplier bank records? Random check to be carried out regularly.			N/A
	Is insurance cover appropriate and adequate?			
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?			
	Is actual expenditure against the budget quarterly reported to Council?			Yes, next due after this audit
	Are there any significant unexplained variances from budget?			
	Have virements been approved by Full Council?			20/478
Income Controls	Is income properly recorded and promptly banked?			
	Does the precept recorded in the cashbook agree to Cornwall Councils notification?			

	Are security controls over cash adequate and effective?	AM		
Payroll Controls	Do salaries paid agree with those approved by Council?	AM		
1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are other payments to the Clerk reasonable and approved by Council?	AM		
	Has PAYE/NIC/pension been properly operated by the Council as an employer?	AM		
	Are expenses and mileage claims completed on the correct form and authorised by the Clerk?			N/A COVID-19
	Are the Clerk's expenses completed on the correct form and authorised by a member of the Finance Committee?	AM		
Assets Controls	Does the Council keep an Assets Register of all material assets owned?	AM		
	Is the Register up to date?	AM		
Bank Reconciliation	Has the Bank Reconciliation been completed for the previous month-end? If 'No' how many months have not been completed?	AM		
	Have bank statements and reconciliation reports been signed by a member of the Finance Committee?	AM		
	Does the balance figure on the Reconciliation equal the balance on the Bank Statements?	AM		
	Are any unexplained differences explained?			N/A -



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.....

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?			
Proper bookkeeping	Is the cashbook maintained and up to date?			
	Is the cashbook arithmetically correct?			
	Is the cashbook regularly balanced?			
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?			
	Has a Responsible Financial Officer been appointed?			
	Have items or services above a de minimis amount been competitively purchased?			

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?			
	Has VAT on payments been identified, recorded and reclaimed?			
	Has the Council published the appropriate data in compliance with the Transparency Code requirements?			
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?			
	Has there been any change of supplier bank records? Random check to be carried out regularly.			
	Is insurance cover appropriate and adequate?			
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?			
	Is actual expenditure against the budget quarterly reported to Council?			
	Are there any significant unexplained variances from budget?			
	Have virements been approved by Full Council?			
Income Controls	Is income properly recorded and promptly banked? Check Car park spreadsheet and library cashbook v paying-in slips			
Debt collection	Does allotment spreadsheet balance?			
	Does the precept recorded in the cashbook agree to Cornwall Councils notification?			

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



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Investment Strategy

Adopted 5 August 2021

1. The Investment of surplus funds by local authorities is governed by the Local Government Act 2003, section 15(1)(a) and Guidance issued by the Secretary of State under that Act.
2. Investments below £10,000 are not subject to the Guidance but for investments between £10,000 and £500,000 the council is required to make a formal decision on the extent to which it would be reasonable to adopt the Guidance either in part or in full.
3. The Guidance recommends that a council produces an Annual Investment Strategy which sets out its policy for managing the investments and giving priority to the liquidity and security.
4. A 'Specified Investment' is one which is made in sterling, is not long term (less than 12 months) not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a parish or community council.

Strategy

1. Camelford Town Council (CTC) has adopted the following Investment Strategy:
2. CTC acknowledges the importance of prudently investing its reserves held on behalf of the community.
3. CTC's priorities will be centred on the security (protecting the capital sum from loss), then liquidity (keeping the money readily available for expenditure when needed) of its reserves.
4. Adopt the Secretary of State's Guidance in relation to council investments in full (Department for Communities & Local Government "Guidance on Local Government Investments" 3rd Edition for financial years commencing on or after 1st April 2018).
5. Carry out an annual cash flow and reserves forecast to ascertain expenditure commitments for the coming financial year.
6. Based on that forecast, to invest reserves only in 'Specified Investments' with bodies with high credit ratings, with the benefit of independent financial advice if appropriate.
 - Maximum two thirds of general reserves into CCLA investments
 - Maximum one third of general reserves into NS&I investments
7. To review investments annually. CTC will be mindful of its commitment to the protection and enhancement of the natural environment, and will seek to invest in ethical companies that contribute positively to society.
8. CTC notes the Clerk and RFO, Esther Greig, has the appropriate skills to be involved in investment decision making; being fully qualified financial adviser (CeFA). Clerk will ensure that Councillors have the capacity, skills and information to review CTC's strategic objectives and risk profile.



CAMELFORD TOWN COUNCIL

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Grants Policy

Adopted 5 August 2021

Application procedure

For the purpose of requesting financial support, applications may be submitted at any time during the year - Camelford Town Council (CTC) meet twenty-two times per year where applications received may be considered. The final decision as to whether an award is made will rest with CTC.

Applications for organisations must be submitted on an application form and be accompanied by the documentation requested, i.e. the latest balance sheet, a copy of the constitution and a statement of how the application will promote or improve the social, economic and environmental well-being of the parish or parishioners. Any supporting documentation, including photographs and plans would be welcome. Applicants who cannot provide a copy of a balance sheet are asked to submit a business plan or strategy with other supporting documentation. CTC reserves the right to request any additional information to aid determination of the grant.

Once it has been decided by CTC if an applicant should receive a grant, an offer letter will be sent to the applicant detailing the level of grant awarded. The offer letter will set out how much grant is offered and detailing any specific conditions attached to the offer.

Eligible applicants

Any charity, voluntary group or community organisation may apply. CTC must be satisfied that any grant made is likely to achieve the promotion or improvement of the economic, social or environmental well-being of the Camelford Town Council area. While grants will be made only to organisations working for or helping the people of Camelford, if assistance is also made available to residents from the surrounding parishes this will not be a disqualification.

CTC will not fund activities of a political nature. CTC promotes equal opportunities.

CTC will not award grants to national organisations which do not have a direct specific benefit to the people of Camelford or where local groups raise funds which are sent to a regional or national HQ for redistribution and not spent locally. Local branches of national organisations will have to show why assistance is not forthcoming from the parent body.

Organisations will not be given a grant more than once a financial year.

Conditions of funding

The following conditions will apply:

- Organisations should be properly constituted, with a written constitution and appointed officers;
- Grants will only be considered if submitted on the appropriate form to the Town Clerk (available from the Clerk's office or downloaded from the website) supported with the necessary requested documentation. If there is insufficient documentary evidence of the organisation's financial position, the application may not be considered;
- If the project is relying on funding from CTC it should not be started until an offer letter has been received;
- Grants will not be awarded retrospectively for work, goods or services;
- Grants may be awarded for less than the amount requested;
- Grants will not be awarded to finance running costs, salaries or wages;
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Town Council;
- CTC will require surplus funds to be returned;
- The grant must be used only for the purpose for which the application was made.
- CTC's decision will be final.

Ms Esther Greig
Camelford Town Council
Town Hall & Library
Market Place
Camelford
Cornwall
PL32 9PB

Our ref CO0016
SAAA ref SB01639

Email sba@pkf-l.com

29 July 2021

Dear Ms Greig

Camelford Town Council

Completion of the limited assurance review for the year ended 31 March 2021

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Camelford Town Council for the year ended 31 March 2021. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference CO0016 or Camelford Town Council as a reference when paying by BACS.

Timetable for 2021/22

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Friday 1 July 2022. It is anticipated that the instructions will be sent out during March 2022, subject to arrangements for the 2021/22 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

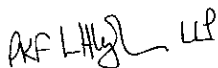
- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Friday 3 June and Thursday 14 July 2022; and
 - at the latest, between Friday 1 July and Thursday 11 August 2022.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2020/21

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Camelford Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

		Notes
1.	The audit of accounts for Camelford Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2.	The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Camelford Town Council on application to:	
(a)	_____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR

(b)	_____	(b) Insert the hours during which inspection rights may be exercised

3.	Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____		(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____		(e) Insert the date of placing of the notice

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Camelford Town Council – CO0016**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 4. This is because the external auditor's report and certificate for 2019/20 was not published on the smaller authority's website. This has now been rectified and the smaller authority has confirmed that this will be done correctly in future. The internal auditor has drawn attention to the same issue by responding "No" to internal control objective "N" in the Annual Internal Audit Report.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/07/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Amanda Lash

From: kernowtraininggroup@btinternet.com
Sent: 15 July 2021 16:07
To: Amanda Lash
Subject: RE: Training query - ride on mower/hand mower/blower

Hi Amanda,

Yes we can do that, our trainer has offered **Wednesday 28th OR Friday 30th July**

The cost will be £200 per person for the combined pedestrian & ride on mowers plus just the registration fee for the blowers so an extra £55 per person, total cost will be £510

Please advise if either of these dates are suitable for you?

Kind Regards

Jayne

Kernow Training LTD
01726 860204



From: Amanda Lash <admin@camelford-tc.gov.uk>
Sent: 15 July 2021 11:36
To: kernowtraininggroup@btinternet.com
Subject: Training query - ride on mower/hand mower/blower

Hi

Apparently our Groundsmen need this training. Can you let me know how much it is and when the trainer could come down to Camelford to do it please.

Many thanks

Amanda

Kind regards



Amanda Lash, CiLCA
Deputy Town Clerk, Camelford Town Council

Town Hall
Market Place
Camelford PL32 9PD

Amanda Lash

From: Esther Greig
Sent: 30 July 2021 15:53
To: Amanda Lash
Subject: FW: Autumn Steve Parkinson Finance Course Schedule - plus new course: Budgeting for Clerks and Finance Staff

From: Isabelle Risner <Isabelle.Risner@cornwall.gov.uk> **On Behalf Of** CornwallALC Enquiries
Sent: 30 July 2021 13:01
To: CornwallALC Enquiries <enquiries@cornwallalc.org.uk>
Cc: Julie Calleya <Julie.Calleya@cornwall.gov.uk>; Sarah Mason <Sarah.Mason@cornwall.gov.uk>
Subject: Autumn Steve Parkinson Finance Course Schedule - plus new course: Budgeting for Clerks and Finance Staff

Information Classification: CONTROLLED

Dear All

Starting in September Steve Parkinson will be offering a new course titled **Budgeting for Clerks and Finance Staff**;

This 2 hour Zoom online session is aimed at officers of parish & town councils, who are involved in preparing and monitoring budgets.

Topics include:

- setting a budget and precept
- contingencies and reserves
- how the council tax base affects the budget
- inflation
- budget monitoring

All sessions will cost £30 plus VAT per delegate and will be conducted via the Zoom online platform.

Available dates are as follows:

Budgeting for Clerks and Finance Staff

Tuesday	21 September	10 am- midday	9 places
Thursday	23 September	10 am	6 places
Tuesday	5 October	10 am	21 places
Thursday	7 October	10 am	24 places
Tuesday	19 October	10 am	16 places
Thursday	21 October	10 am	24 places
Tuesday	2 November	10 am	18 places
Thursday	4 November	10 am	24 places
Tuesday	16 November	10 am	24 places
Thursday	18 November	10 am	24 places
Tuesday	30 November	10 am	24 places

Two other Steve Parkinson courses are also running this Autumn: