

CAMELFORD TOWN COUNCIL

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

PL32 9PD

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

Ordinary Council Meeting – 16th January 2024

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

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 9 other Councillors present: Cllrs; Burgis, Bond, Coombes, Elford, Ginger, Hewlett, Scawn, Shaw. 24/001

2. To receive Apologies for absence with reasons

Cllrs Thomson and Grigg - personal

It was **resolved** to accept apologies

Proposed: Cllr Coombes Seconded: Cllr Bond unan 24/002

3. To receive Declarations of Interest & Approve Dispensations

None 24/003

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

2 members of the public attended.

Cllr Jordan noted latest news about the bypass Business plan has been updated and hoping to hear about a start date towards the end of February. Cornwall received £900k towards potholes and improvements to the A39 around Davidstow – rebuilding the road. More money to do other roads if successful. Safety for Councillors – 2000+ councillors in Cornwall. Harassment and abuse from members of the public – setting up help.

Geothermal Ltd (3 reps) attended regarding planning application. Visited site today and spoke with archaeologists. GEL held a successful pre-planning public consultation for the proposed geothermal power project adjacent to Tregath Business Park. Following feedback the planning application was amended, finalised & submitted. Some of the images of the images can be viewed at the library. We have factored in a significant increase in biodiversity into the Tregath site plans. One of the main design benefits includes the planting of 595 metres of hedgerow and trees which will encourage more wildlife to the area and absorb CO2 from the atmosphere, whilst also screening the site from our neighbours. A community grant fund scheme will also be set up to help fund sustainable, charitable projects as well as encourage community cohesion throughout all stages of the project. Will be visiting public venues to answer questions on the application. 24/004

5. To receive and approve the Minutes:

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

Proposed: Cllr Shaw Seconded: Cllr Elford unan 24/005

6. To receive Clerk's report

Matters arising from the Minutes. Still waiting for electricians' quotes. Bench boards being delivered this week. Stone walling repair finished. DB Walling – additional work to wall as there was another unstable section. Fence at Broadwood path – storm damage; have written to owners of neighbouring property. Business Engagement meeting 24th January. Icicle lights. Town accelerator fund meeting with CiC. CLUP application with Cornwall Council. Press release from CC regarding Street lighting initiative – switching lights off between midnight and 5am. Funds have been released to Barclays from NS&I. Cornwall Council have no objection to the change in CTC parking order. 24/006

7. Planning

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

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

Cllr Shaw noted concerns about the noise and light pollution from drilling/construction.

Standing orders were suspended in order for Geothermal Ltd to respond

Working 24/7 means less construction time on site. Noise – have to adhere to strict regulations – three levels of noise, daytime, evening and night. Can't be more than 5 decibels above background level at night – so 35-40 decibels – noise monitoring around the site is mandatory. Environmental planning department will decide the levels. Light pollution will be covered by a lighting management policy. Focused lights and acoustic fencing to minimise impact.

Standing orders were reinstated

It was **resolved** to support

Proposed: Cllr Shaw

Seconded: Cllr Burgis

unan

24/007

For Information

PA23/03461. P & A Mitchell Ltd. Near Suncrest, Helstone. Housing development. **Refused** 24/008

PA23/10394. Mr Leon Rosen. 8 Chapel Street. Fell tree in conservation area. Delegated decision due. Clerk to note to planning request to plant a tree in its place 24/009

8. Portfolio Reports

a. Mayor's report – Cllr Rotchell noted – Interviewed for Town Clerk – didn't appoint. Taken out the CiLCA requirement and are readvertising. Several substantial housing developments have planning approval – Office to track to see if the developers are going to build? Would like to see these projects moving forward. 24/010

9. Correspondence

a. Email from Old Bank and response from Clerk – requested clarification at FC that the Old Bank food larder is not currently supplying CTC with food for the youth club; neither is it involved with any partnership working/grant funding with CTC. **Noted** 24/011

b. Letter from seven concerned citizens – regarding Cornwall Council's net zero policies. **Noted** 24/012

c. Email from Cornwall Council – regarding Community Energy Fund. **Noted** 24/013

10. Agenda Items

a. The Estates and Properties Committee minutes 15th December 2023 were **noted**. 24/014

b. It was **resolved** on CPRE membership £36.

Proposed: Cllr Shaw **Seconded: Cllr Coombes** **unan** **24/015**

c. The purchase of a replacement PC purchase for DC desk £1017.50 + VAT was **noted**. 24/016

d. The Barclays confirmation of mandate change request was **noted**. 24/017

e. It was **resolved** on Wallgate replacement in public toilets. £4,564.65 +VAT (budget £3,500).

Proposed: Cllr Coombes **Seconded: Cllr Scawn** **8-0 (1abs)** **24/018**

f. It was **resolved** on drainage clearance at OCM £1165.08 + VAT.

Proposed: Cllr Hewlett **Seconded: Cllr** **8-0 (1 abs)** **24/019**

g. The Risk Management and Management 2024 was reviewed and it was **resolved** to adopt

Proposed: Cllr Burgis **Seconded: Cllr Shaw** **unan** **24/020**

h. It was **resolved** on to replace rowing machine (outdoor gym equipment) £1343.00 + VAT

Proposed: Cllr Bond **Seconded: Cllr Burgis** **7-0 (2abs)** **24/021**

11. Accounts

a. Balances at 9th January 2024 were **noted**

Current Account £168,626.89

Tracker Account £51,966.97

NS&I £42,527.28

CCLA £80,000.00

24/022

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

Staff	January Wages & expenses	BACS	£9,218.67
HMRC	January Tax & NI	BACS	£2,788.95
Cornwall Pensions	January Pension contributions	BACS	£3,027.04
Ness	Community Outreach October	BACS	£890.00
SLCC	Clerk advert – 2 weeks	BACS	£240.00
North Coast Wetsuits	Skate helmets and pads	BACS	£173.52
O'Leary Goss Architects	Camelford Hall – stage 2 services	BACS	£4,794.00
Endsleigh Gardens	Cemetery – apple trees	BACS	£136.15
Indeed	Clerk job advert	DD	£93.33
Jason Ryan	Window Cleaning	BACS	£25.00
Tindle Newspapers	Advert car parking order	BACS	£374.40
Barclays	Bank Charges	DD	£8.55
SLCC	Training course - Librarian	BACS	£36.00
Viking	Office Supplies – first aid supplies	BACS	£44.35
Mailchimp	Marketing – visitcamelford	DD	£12.36
Cornwall Council	Enforcement Churchfield CP (Dec)	BACS	£125.33
CloudyIT	office supplies – new PC	Debit	£1221.00
Gardener Supplies	Cemetery – tree stakes and guards	Debit	£33.52
Ness	Community Outreach expenses	Debit	£79.83
Bigdug	Cemetery Store shelving	Debit	£186.00
3 for business	CTC mobiles	DD	£30.00
R Sleep Ltd	Maintenance supplies – driver/saw/wrench	Debit	£597.60
R Sleep Ltd	Maintenance supplies – screw/spanner/bits	Debit	£250.50
Seadog IT	domain support services	BACS	£30.00
Camelot Garage	Fuel for van	BACS	£82.59
Voiphone	Office phone system	DD	£11.40
Camelford Town Trust	Town Hall Rent	DD	£528.12
Seadog IT	Website Hosting	DD	£29.95
Pickle design	Christmas cards	BACS	£127.20
Voiphone	Office phone system - calls	DD	£50.00
Viking	First aid kit	BACS	£33.54
Everflow	Water – toilets, OCM, library	DD	£118.68
Positive Energy	Town Hall Electricity – November	DD	£284.62
British Gas	Electricity – OCM	DD	£211.86
Octopus	Electricity – Clease CP	DD	£188.41
Amazon	Toilet supplies – Paper towels	Debit	£28.95
Amazon	Office supplies – Ink	Debit	£61.06
Cornwall Council	Rates – Churchfield CP	DD	£466.00
Cornwall Council	Rates – Town Hall/Library	DD	£269.00
Cornwall Council	Rates – Clease CP	DD	£269.00
Plusnet	Office broadband	DD	£31.74
Aquatics South West	Enfield Park – Leat clearance	BACS	£2745.60
Green Scheme Solutions Ltd	Bench boards	BACS	£1305.17

TOTAL **£31,258.99**
unan **24/023**

Proposed: Cllr Bond

Seconded: Cllr Coombes

Pod Point	Electricity EV chargers	AC	£573.24
Amazon	Refund for Griddle	AC	£232.00
Scouts	Electricity and Water OCM	Chq	£697.77
Revival Books	Dead Stock	AC	£13.34
Revival Books	Dead Stock	AC	£31.62
Hanger Management	Winter festival – donation	AC	£50.00
Residents	Churchfield CP tickets/permits	cash	£380.00
Residents	Churchfield CP tickets/permits	AC	£10.00
	TOTAL		£1,987.97
			24/024

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 Coombes

Seconded: Cllr Bond

unan

24/025

a. The Finance and Staffing Committee minutes 12th January 2024 were **noted**. Town Clerk replacement not appointed and position will be readvertised.
Cllr Bond would like to be included at interview stage.

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

Apologies Cllr Hewlett

The Mayor closed the meeting at 7.39pm

COMMUNITY 20 - 50 - 40 00825395

Available balance	£1,073.86
Last night's balance	£1,073.86
Overdraft limit	£0.00
Additional account details	

Transactions

Showing 1-3 of 3 transactions between 14 Jan 24 and 13 Feb 24

Pending debit card transactions				
Date	Description	Money In	Money Out	Balance
Fri, 2 Feb 24	100126		-£30.00	£1,073.86
Thu, 1 Feb 24	JULIE LARTER		-£19.49	£1,103.86
Thu, 1 Feb 24	100127		-£501.95	£1,123.35



«First_Names» «Surname»

«Address_of_Owners»

«Address_2»

«Address_3»

«Address_4»

«Post_Code»

Your ref:

My ref: A39AH_update24

Date: 08 February 2024

Dear «Title» «Surname»

A39 Atlantic Highway: Camelford bypass – submission of business case addendum

As a landowner or nearby resident who has previously been contacted the Council, you may be aware of a number of recent developments relating to the A39 Atlantic Highway: Camelford bypass project. This letter is intended to bring you up to date on these issues and outline what may happen next.

At their meeting of 7 February Cornwall Council Cabinet approved the submission of an addendum to the Outline Business Case (OBC) for the 'A39 Atlantic Highway: Camelford bypass.' The full report and appendices can read online by following the link below:

<https://democracy.cornwall.gov.uk/ieListDocuments.aspx?CId=577&MId=13002&Ver=4>

The addendum will be submitted in response to the recent 'Network North' announcement by the Prime Minister that identified the 'A39 Camelford bypass' as one of the Major Road Network projects that could benefit from additional transport funding made available following the cancellation of the HS2 northern leg. However, this statement was qualified that funding for projects is still subject to approval of their respective Business Case.

The Council have prepared the addendum to update the original business case submitted to Department for Transport in spring 2021. The key changes to the original OBC are a revised cost estimate and delivery programme based on current circumstances and recent experience gained on similar major projects.

The scheme cost estimate included within the OBC addendum is **£146.625m**, comprising a Base Cost of £88.53m, with further robust allowances made for construction inflation, risk and future maintenance. This is a significant increase on the total estimated value of £48.4m submitted in the original business case in spring 2021.

The submission of the revised business case will allow the Department for Transport to make a decision on whether the scheme gains entry onto the Governments national roads programme.

If the Government approves the revised business case there are a number of further steps and approvals required before the final commitment is made to build the road. Please note, there is currently no clear indication when a decision by central Government will be made but, working on the assumption that it would be within 6 months of submitting the revised business case, the key steps are shown in the table below.

Key Milestone/ activity	Programme Date
Assume DfT confirm Programme Entry	Aug 2024
Submission of planning application	Feb 2026
Determination of planning decision	Summer 2026
Publication of scheme orders/CPOs	Oct 2026
Completion of Public Inquiry	Sept 2027
Confirmation of all statutory orders and consents	March 2028
Final Confirmation of funding by DfT	June 2028
Start of Construction	Autumn 2028
Main Scheme open to public	2030
Town centre complementary measures	2030/32

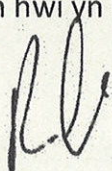
The Council would be the accountable body to deliver the scheme, albeit with the majority of it being funded by central Government. As you may be aware the scheme has essentially been on hold since early summer 2022 as the Council has awaited a decision from the Department for Transport on whether the scheme will go ahead.

If and when a positive decision is given there will be a formal announcement and remobilisation of resources on the project. At that point the Council team will seek to re-engage with landowners and the local community on the next steps to take the scheme forward. *If the scheme is turned down by central Government, there will be a similar notification by letter, through a press release and updates on the website.*

In the meantime, if you have any specific queries please feel free to contact me or my colleague at the details below.

[Please accept my apologies in advance for any error in the named contact or address on this letter as the contact database has not been updated for over a year]

Yours sincerely
Dhywgh hwi yn hwir



Esther Greig

From: Rosie Fox <aafnorthcornwall@gmail.com>
Sent: 06 February 2024 15:37
To: Esther Greig; cllr.barry.jordan@cornwall.gov.uk
Subject: North Cornwall Hunt Boxing day meet 2023

I am writing to you with regard to the North Cornwall Hunt Boxing Day meet 2023 at Camelford. The venue for the meet was The Conservative Club, Market Place, Camelford, PL32 9PB.

As well as the hunt horses and riders and hounds gathering at The Conservative Club the County Council Roads, Pavements and disabled parking bays as well Camelford Town Council Bandstand area and carpark were used too by the spectators/onlookers/hunt staff/quad bikes etc

2023 proved to be just another re-run of 2021 & 2022 despite numerous H&S breaches having been reported in 2021 & 2022 to Camelford Town Council, Cornwall Council, HSE, Devon & Cornwall Police

In 2021 a member from Action Against Foxhunting spoke at a Camelford Town Council meeting and challenged the TC on grounds of health and safety, detailing the considerable risks to the Health and Safety of the public who attend the Boxing Day meet in Camelford and also residents and other members of the public both on roads and pavements.

The Town Council's response was that they neither support or oppose the hunt they are neutral. Yet at this point they were including the event in their Christmas events literature and providing barriers for the event at cost to themselves.

The following year (2022) The Boxing day Meet had a slight change of location in that upon arrival and until leaving the horses and dogs were behind barriers by the Conservative club, although some dogs were not well contained and spilled out into Town Council land where they also used the war memorial as a toilet and one very badly behaved/excitable horse was sent to the public car park to wait. By way of FOI we know no event permissions/risk assessments/road closures were in place (something other events have to provide to obtain use of TC or CC land or highways)

After the 2022 Boxing Day Meet in Camelford correspondence was sent to the Chief Constable of Devon & Cornwall Police which included complaints about quad bikes at the Boxing Day Meet. Three single seater quad bikes arrived at the meet, all carrying **two** passengers. Only one of the bikes had road tax but it was registered as a different colour to the actual number plate. Two of the quad bikes parked directly on the tactile/braille/bumpy paving on the pedestrian crossing right by the traffic lights and the third quad parked on the zigzag white lines of the pedestrian crossing. Pedestrians including people with small children had to walk in the road on the main A39 to pass the quad bikes. Video evidence was sent to the police. Julian Morris, responding on behalf of the Chief Constable, said "a verbal warning would be issued but I have noted it has not impeded traffic flow in anyway and that the pedestrians walking in the road to pass none seem perturbed and there are no indications of anyone being in danger." It is difficult to understand how the Chief Constable's spokesperson could know if any of the many people having to walk in the road because quads were parked on the pedestrian crossing were perturbed.

Rule 191 of the Highway Code states:

You **MUST NOT** park on a crossing or in the area covered by the zig-zag lines.

Quads bikes were also used to stop and block traffic to parade the horses and hounds (breaching the Highways Act 1980).

Other breaches included:

No road closure permission, no high visibility clothing for traffic marshals, onlookers and children not behind barriers, children playing on the kerbs of the busy A39, illegal money collection/rattling buckets/no license, horses and dogs on the wrong side of the road. Dog fouling

Moving forward to 2023- Everything from above happened again, exactly the same arrogant above the law behaviour.

Quad bikes parked on the disabled bays by the library/Chapel Street, Quad bikes parked on the pavement beside the pedestrian crossing, quad bike parked on the white zig zag lines of the pedestrian crossing (last years verbal warning – if it actually took place – clearly didn't work)

Once again members of the public had to walk in the road as the pavements and pedestrian crossing area were blocked by hunt personnel and onlookers. Even a blind lady using a white stick was forced to walk in the road as the pavement and crossing area were completely blocked. (Video footage available)

Traffic was stopped by illegal road marshals including a female holding a toddler child in her arms no safety/hivis clothing

The usual illegal money collections open bags/buckets

Quads and illegal marshalls stopping traffic for horses/riders/hounds to parade using both sides of the carriageways effectively on the wrong side of the road, hounds running amoke on pavements amongst pedestrians and onlookers.

No correct permissions or insurances for this Event etc

Beyond this Action Against Foxhunting is this year very much focusing upon:

Children and Hounds – hunt hygiene failures at Boxing Day and New Year's Day meets. This very much includes Camelford (evidence available of people including young children touching the hounds with no hand wash facilities present)

Background to our report

At most Boxing Day Meets, children are allowed unrestricted access to hounds. They can stroke the hounds and touch them as much as they please. Hounds jump up at the children (sometimes in groups) and put their faces close to the child's face, sometimes licking them. Hounds may pass from child to child, freely.

Hounds are kept together in kennels, where diseases can easily pass from dog to dog.

Hounds are fed on raw fallen stock. These are farm animals which have died in the fields, often of no known cause.

Risks, Pathogens and References

Farm animals are known to carry a multitude of pathogens and diseases which they can pass to people.

<https://www.hse.gov.uk/agriculture/topics/zoonoses.htm> Hounds are likely to have consumed any of these pathogens when fed the raw stock.

Dogs can pass diseases to humans [https://www.dogsforgood.org/good\[1\]advice/zoonoses/](https://www.dogsforgood.org/good[1]advice/zoonoses/)

Children are particularly vulnerable to picking up diseases from animals. They have immature immune systems and often put their hands in their mouths.

Boxing Day 2023

AAF received 17 detailed reports of Boxing Day meets around the country. Our members were asked to attend the meets and inconspicuously record evidence of unhygienic interaction between hounds and children. NB – while it is entirely legal to take video of anyone who appears in public, our AAF report available online only shares still images, with the children's faces obscured.

Out of the 17 Boxing Day Meets that have been reported to AAF, not one of them offered any hand-washing facilities to children.

Some hunts tried to hold their hounds in one designated place. However, this failed as there were no barriers and no one stayed in control of the hounds. More often than not, the hounds left the designated place and ran among the crowd.

One hunt kept their hounds behind barriers. However, children put their hands through the barriers and touched the hounds anyway.

Discipline of both hounds and children was lax. Hunt staff were rarely seen to intervene, except to encourage the children to touch the hounds. Huntsmen sat on horses and observed, but took no action concerning hounds and children. Children were often at some distance from their parents.

Hunt staff offered no advice to parents or children concerning hygiene. Hounds were seen defecating and urinating at the meets. The faeces stayed on the ground (often in long wet grass) and much of it was not removed, even after the meet had ended.

Hounds were observed eating horse dung. Immediately afterwards, the hounds were observed being petted by children.

At three Boxing Day meets, hunt servants were seen to collect some of the dog faeces after the meets and then throw it in the bushes.

Proper Practice

Children/hound interaction at meets can be compared with the activities of petting zoos. Petting zoos must have high standards of hygiene <https://www.hse.gov.uk/agriculture/topics/visitor-attractions.htm> The HSE advice says this • Tell [visitors] about the risks and where and when they will be able to use washing facilities (in particular, remind nail biters, pen chewers and thumb suckers). • Provide information signs to remind them; • alcohol gels and wipes are not a substitute for hand washing • washing facilities should be sufficient for the expected numbers of visitors needing to use them at one time, and should include running water (preferably warm), soap and paper towels

Boxing Day meets are held outdoors, with no running water available. Hand gels and hand wipes are not sufficient. Evidence NB this is just a very small selection of evidence. All of it was taken around the country at various Boxing Day Meets. Much more is available on request from info@actionagainstfoxhunting.org including Child, hand in mouth Hounds eat dung, same hounds then touch children Hounds sniff pram, hunters drink. Children touch hounds through barrier etc

Conclusion

Hounds should not be brought to Boxing Day meets which are held in a field. It is highly unlikely that hunts can provide the expected washing facilities sufficient for the number of visitors. Gels and handwipes are not sufficient.

Children will always want to pet the dogs. At a public event, where a great deal is going on and it is often chaotic, it will be impossible to keep the children away from the hounds, even if they are kept behind barriers.

If the hunt meets in a venue (such as a pub or a sports club), each child should be taken to a place where there is warm running water, soap and paper towels, and supervised when thoroughly cleaning their hands. This should happen every time a child touches a hound. All parents and children should attend a safety advice meeting with hunt staff prior to engaging with hounds.

The Health and Safety at Work Act 1974 applies to hunts. It is a criminal offence to breach H&S legislation.

For further information please contact either myself Rosie Fox aafnothcornwall@gmail.com or

Pip Donovan info@actionagainstfoxhunting.org

Saturday, 03 February 2024

To whom it may concern,

I am writing to dispute the decision that has been made, that I can no longer keep tenancy at my allotment as I fall just outside of the parish.

A little back story as to how this has come about, my partner at the time and I lived within the parish when we attained the allotment for our poultry. But unfortunately, we decided to go our separate ways. Due to various circumstances out of my control I was not willing to keep that place of residency. Therefore, I had no choice but to move back with my parents temporarily.

The address of my parents' house, where I am temporarily living is:

1 Worthyvale Villas
Slaughter Bridge
Camelford
Cornwall
PL32 9TT

Which is located just under 2 miles outside of Camelford.

I would like to request that my dispute for this decision will be considered please, as I keep my poultry at this allotment, which I tend to every single day, without fail. I keep my area clean, and tidy and well maintained. (Due to the recent storm this has been more difficult recently, as expected, and seen throughout other allotments.)

I do not have the space or facilities to keep the poultry at my parents' house unfortunately and I do not live close to any other allotments.

I am asking for 1 more year of tenancy at this allotment please. Just so I have peace of mind that my poultry are safe, and this will allow me to sort other matters out and hopefully find residence of my own, ideally within the parish.

Thank you for taking the time to read this and take my personal situation into account, I really appreciate this opportunity.

Yours sincerely,

Stacey Perry



Off Street Service Level Agreement

between

Cornwall Council

and

Camelford Town Council

1st April 2024- 31st March 2025

Approvals

Community Protection Team Manager		
Name	Signature	Date
Kevin Brader		
Town / Parish Clerk or Chair		
Name	Signature	Date

Service Level Agreement – Camelford Town Council

Document Information

Document Owner – Kevin Brader	Position – Community Protection Team Manager
--------------------------------------	---

Version	Date	Description	Author
01	28/03/2019	Draft SLA	Zoe Hall
01	13/03/2020	Continuation	Tracey French
01	02/03/2021	Continuation	Tracey French
02	24/02/2022	Added Fore Street CP	Tracey French
03	22/12/2022	Date and costs updated	Tracey French
04	10/07/2023	Added Cleese CP	Tracey French
05	09/01/2023	Date and costs updated	Tracey French

Acronyms and Definitions

SLA	Service Level Agreement
CEO	Civil Enforcement Officer
PCN	Penalty Charge Notice
TMA	Traffic Management Act 2004
CPE	Car Park Enforcement

Service Delivery Areas Sections or departments of Cornwall Council**References**

Title	Filename	Version	Date

Table of Contents	Page
1 The Agreement	4
1.1 Purpose	4
1.2 Partnership Principles.....	4
1.3 Term of Agreement	4
1.4 Obligations.....	4
1.5 Document Sign-Off and Security.....	4
2 Service Overview	5
2.1 Service Definition	5
2.2 Service car park enforcement.....	5
2.3 Service availability	6
2.4 Personnel.....	6
3 Service Delivery Area Responsibilities	6
3.1 Service Delivery	6
3.2 Service Contacts	6
4 Monitoring reports.....	6
4.1 Report detail.....	6
5 Invoice and Payment terms	7
6 Risk Management	7
7 Compliance	7
7.1 Data and Information.....	7
7.1.1 Privacy and Confidentiality	8
7.1.2 Ownership of Data	8
7.2 Equality and Diversity	8
8 Termination.....	9

1 The Agreement

1.1 Purpose

This Service Level Agreement (SLA) defines the standard services provided by Cornwall Council for the provision of CEO patrols for parking enforcement for the off street in Churchfield, Fore Street and Cleese car parks in Camelford.

1.2 Partnership Principles

In the spirit of partnering, Cornwall Council will work to develop an environment of cooperation and trust, using the following principles:

- **Focus on excellent customer and public service** – support the SLA through provision of a suitably trained CEO.
- **Be accountable** – to the joint responsibilities set out in the SLA.
- **Collaborate and co-operate** – establish and adhere to the governance structure to ensure that service activities are delivered, and actions taken on a joint basis.
- **Be open** – communicate openly about major concerns, issues or opportunities relating to the services provided.
- **Learn, develop and achieve potential** – share information, experience and skills to learn from each other and develop new ways of working.

1.3 Term of Agreement

This SLA will start formally from 1st April 2024 and will be reviewed annually.

It will be reviewed for any renewal and operational availability in January 2024.

The annual review will include any decrease/increase of the cost per hour, currently £42.40 for standard hours.

There is a potential for the hourly cost to be reduced/increased for the subsequent year based upon the actual number of PCNs issued per annum.

1.4 Obligations

Cornwall Council will deliver the agreed services within the agreed timeframes, standards and costs, and in accordance with the policies and corporate commitments of the service delivery teams and Cornwall Council.

Cornwall Council, Civil Parking Enforcement agree to act in good faith and in a reasonable and timely manner with regards to the operation of the SLA.

Cornwall Council, Civil Parking Enforcement agrees to meet the costs, following senior level consultation where and when it is deemed appropriate, where material or rework is required as a result of their respective actions/errors.

1.5 Document Sign-Off and Security

This SLA is to be signed by the Community Protection Team Manager, Cornwall Council, and the Clerk of Camelford Town Council in duplicate and retained in a secure format. Electronic versions of the SLA held by either party must also be kept in a secure format.

2 Service Overview

Cornwall Council will provide the service as stated below, unless with Camelford Town Council agreement prior to any changes taking place

2.1 Service Definition

Cornwall Council will:

- Provide agreed parking enforcement for 2 patrols per week for 1.5 to 2 hours.
- No patrols to take place on a Bank Holiday.
- The cost of enforcement is to be charged at £42.40 per hour for weekday enforcement Monday to Saturday.
- For any enforcement on a Sunday the hourly rate will be increased by 25% to £53.00 Bank Holiday Monday's hourly rate will be increased by 50% to £63.60
- Issue PCNs for any contravention of the current Off Street Parking Places Order, the revenue of which to be retained by the Council to offset costs of the administration side of CPE.
- The visits will be random visits throughout the week. Monday - Saturday
- Provide CEO cover during the agreed hours on a rota basis from the pool of CEOs from the most relevant base.
- Be responsible for the health and safety of their staff.

The Town Council will:

- Be responsible for the maintenance and repair of the car park surface and lines.
- Be responsible for the issue of permits to motorists.
- Be responsible for providing the Council with copies of the relevant permits, please provide new copies each year.
- Be responsible for safety inspection regimes and checks, and for any necessary repairs following these inspections.
- Be responsible for all Health & Safety requirements relating to the car park.
- Be responsible for dealing with all applications for Events to be held in the car parks and dealing with the Event itself including the erection of notices to advertise the closure of the car park.
- The Town Council must advise Cornwall Council of any such closure dates to prevent patrols of the car park by CEOs.
- Where required request any enforcement on a Sunday at least 1 month in advance of the required date.
- The Parish Council will not be able to intervene in the challenge or appeal process against Penalty Charge Notices issued, or request for an issued PCN to be cancelled.

2.2 Service car park enforcement

On agreement with the Town Council, the CEOs will enforce the car park in the same manner as any other Cornwall Council car park.

The Town Council will not be able to intervene in the challenge or appeal process against Penalty Charge Notices issued.

With regard to the operational requirements of enforcement, there are some anomalies which have been clarified and the Parish Council agree that:

Service Level Agreement – Camelford Town Council

- Notes written by vehicle drivers will not be accepted as proof of receipt of a permit.
- Such notes will have no relevance and a Penalty Charge Notice will be issued where no required permit is displayed.
- Any handwritten notes will be photographed as evidence of the issue.

2.3 Service availability

Cornwall Council will provide this service for the duration of the SLA.

2.4 Personnel

Cornwall Council will provide an appropriately trained CEO to patrol the off-street parking restrictions.

The CEO will be trained, or working towards, City & Guild Level 2 (Parking Enforcement) as a minimum and as part of ongoing training and development all CEOs will receive performance assessments, coaching and feedback.

3 Service Delivery Area Responsibilities

3.1 Service Delivery

- All parking enforcement will be carried out in accordance with the Road Traffic Act 1992 and the Traffic Management Act 2004.
- The off-street car park will be enforced in accordance with the procedures laid down by Cornwall Council within the Civil Parking Enforcement procedures.
- The service delivery will be monitored by both Cornwall Council and the Parish Council and any issues over quality of service and suggestions for improvements will be raised on an ongoing basis.

3.2 Service Contacts

- The Town Council to provide a single point of contact for the Town Council (identified as the Clerk to the Town council) authorised to agree changes to the processes and services delivered by Cornwall Council.
- This person will also authorise the monthly reports and receive the monthly invoices.
- Cornwall Council will identify information owners for all information sources to ensure up-to-date and accurate reference information is made available to the Town Council.

4 Monitoring reports

Monitoring reports will be produced to the Town Council by Cornwall Council on a monthly in arrear basis.

4.1 Report detail

The monthly monitoring report will contain the following:

- The day and date of each visit

Service Level Agreement – Camelford Town Council

- The start time of each visit
- The end time of each visit
- The total number of Penalty Charge Notices issued on each day visited.
- Cost per visit.

5 Invoice and Payment terms

Invoices for the agreed enforcement as defined in 2.1 above will be produced to the Town Council by Cornwall Council on a monthly in arrear basis.

The daily visits will be accumulated into a monthly total & charged at the hourly rate or pro-rata accordingly.

The Town Council agree to pay each undisputed invoice issued to them within 28 days from the date of the invoice.

Failure to pay any invoice may result in Court action being taken against the Town Council.

6 Risk Management

Cornwall Council and the Town Council will inform the other of any risks to service delivery as soon as possible after they are identified. Risks can be raised directly with the Community Protection Team Manager at any time. The appropriate action(s) to avoid or mitigate the risk will be agreed between the Community Protection Team Manager and the nominated representative of the Parish Council. Any on site Health & Safety risks will also be identified and reported.

7 Compliance

Cornwall Council, Civil Parking Enforcement must comply with all statutory requirements and Cornwall Council policies that apply to the services delivered. The following sections cover the main areas for compliance, but these are not exhaustive.

Cornwall Council, and the Community Protection Team Manager and the manager of the service delivery area(s) are responsible for ensuring that their staff know of, and are complying with, the relevant legislation and policies.

7.1 Data and Information

Usage and storage of all data must comply with:

- Data Protection Act (DPA)
- Traffic Management Act 2004
- Freedom of Information Act (FOI)
- Information Security policy
- Confidentiality policies
- Data retention policy

7.1.1 Privacy and Confidentiality

Subject to statutory provisions and policies, and the requirements to deliver services to customers, Cornwall Council and service delivery teams must ensure safeguards are in place to protect information and personal data and must keep all records relating to customers and the services delivered confidential.

7.1.2 Ownership of Data

Unless specified otherwise, all service delivery data is owned and managed by Cornwall Councils service delivery area's Data Controller, as defined in the current UK Data Protection Act.

7.2 Equality and Diversity

The services delivered by Cornwall Council and the service delivery areas under this agreement must comply with:

- Equality Act 2010
- Equality & diversity policies
- Cornwall Council Health & Safety policies

8 Termination

Any breach of the conditions of this agreement by either party will result in an automatic termination of the agreement.

In the unlikely event that either party wishes to terminate this agreement prior to the 1st of April 2024, termination may take place by either party after giving the appropriate minimum notice period of 12 weeks in writing.

Once an email has been received, requesting cancellation an acknowledgement email will be sent confirming final enforcement date. If you do not receive an acknowledgement email, we may not have received your request and your contract will remain live.

Cloudy IT Quotation

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
1	Cloud Secure Cloud based advanced security package, providing real-time monitoring and advanced reporting. Protects all mailboxes, users, and SharePoint Libraries protecting from unauthorised access. This product includes: - Enterprise Mobility + Security E5 Licence - Exchange plan 1 licences	1.00	Annual	£201.60	£201.60
2	Devices Security and Endpoint Protection Devices Security and Endpoint Protection	4.00	Annual	£119.88	£479.52
3	Microsoft 365 Business Basic Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps like Excel, Word, and PowerPoint not included. For businesses with up to 300 employees.	15.00	Annual	£58.80	£882.00
4	Microsoft 365 Business Standard Best for businesses that need Office apps across devices plus professional email, cloud file storage, and online meetings & chat. For businesses with up to 300 employees.	3.00	Annual	£123.60	£370.80
5	Datasafe Cloud Cloud to Cloud backup of Microsoft Exchange, OneDrive, SharePoint, Calendar and Contacts - 3x daily backups retained for 30 days - Dailies are kept after 30 days - Weeklies are kept after 90 day - Monthlies are kept after a year for an infinite period - Data encryption both at rest and in transit - Data controls and monitoring tools, including audit logs, uptime and availability SLAs	4.00	Annual	£54.00	£216.00

Line	Item	Qty	Terms	Unit Price	Ext. Price
6	CloudyIT End User Support Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday) - Access to CloudyIT support desk via email, phone, support tool - Includes onsite support (should issue not be resolved remotely) - For more information, including our standard SLA please view terms and conditions	3.00	Annual	£216.00	£648.00
Subtotal					£2,797.92

Payment Terms Summary

Annual Total	£2,797.92
VAT	£559.58
Total	£3,357.50

****Please note****

The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Choose an item.	Sport England – regeneration of Old Cattle Market - skatepark	50000	2021/22
Choose an item.	Community Chest – Bus for Camelford Show	400	2022
Choose an item.	Feast – Tree Sculpture Feast – Copper Leaf Workshop	4000 800	2022 2023
Choose an item.	Community Chest – towards defibrillator Community Chest – towards library – childrens area	250 213.94	2022 2023
Choose an item.	Community Capacity Fund – Architect fees for Camelford Hall	24999	2023

2. Contact Details

a) Main Contact (this is not necessarily the person that will sign the form)

Full name (including title)	Ms Esther Greig
Position in organisation	Town Clerk, Responsible Finance Officer
Email address	clerk@camelford-tc.gov.uk
Telephone number	01840212880

3. Project Details

a) What is your project name?

Camelford Town Centre Regeneration

b) Please describe your project, explaining what you want to do and how you intend to do it.

Camelford's town centre is in need of regeneration. Camelford has long struggled economically due to lack of investment spanning decades. Since the pandemic, the situation has become worse with even less footfall resulting in empty shops. Camelford is ranked in the top 20% of the most deprived towns in Cornwall in the 2021 Report (Sustainable Development in Cornwall - University of Exeter). This project aims to improve the public realm, civic pride and provide an enhanced calendar of events that will increase footfall into the town; thus making the economy more resilient, equal and prosperous. It seeks to engage our communities/strengthen the cultural offer, providing work for artists and performers all year round. It will achieve this by:

- **Town trail wall plaques (x10) highlighting local heritage/nature** - Provides an activity for tourists/our community. Also encourages active leisure in line with the SPF mission to encourage healthy lifestyles.
- **Freestanding Map illustrating 3 local walks** - Provides information for tourists/local community. Will encourage active leisure as well as highlight access to green space/nature.
- **2x Interactive Noticeboards** - Churchfield Car Park and the Library Tourist Information Point - Supports local businesses by advertising where to stay and eat. Will advertise local events and enhanced cultural offer. The interactive noticeboard in the Library will serve as a much-needed Tourist Information Point. Camelford lacks any tourist information.

- **1yr Enhancement of our Events Calendar** - With Welcome Back Funding, CTC was able to provide visiting artists to the town, which was a great success. It is looking to invite more musicians/street performers throughout the Winter/Spring.
- **Lighting scheme for Market Place (including lights to memorial steps, lighting to the bandstand, 4 heritage lanterns)** – Encourages Winter tourism. Promotes wellbeing and civic pride.
- **Flower planters** – To improve the public realm as well as local pride in place and wellbeing.
- **Heritage display cases** – Containing treasured artefacts, this will be a source of interest for community/tourists. The museum closed in 2013 and artefacts remain in storage.

c) What will the project costs consist of (what items are you seeking grant support for to form the project costs)?

Town trail wall plaques (x10) highlighting local heritage/nature = £9,987.50

Lighting scheme for Market Place (including lights to memorial steps, lighting to the bandstand, 4 heritage lanterns) = £26,676.54

Freestanding Map illustrating 3 local walks = £405

2x Interactive Noticeboards = £7,039

1yr Enhancement of our Events Calendar = £3,000

Heritage display cases = £1,325

Flower planters = £2,136

Electrical Costs = £2,000

TOTAL (exc. VAT) = £52,569.04

d) Please explain the need for the project, provide any evidence to support the need for it?

In designing this regeneration project, it has responded to the needs outlined in community surveys completed during the formation of the Camelford profound recent place shaping work. A local stakeholder group "Agan Reskammel" (Our Camelford), made up of local businesses, residents, CTC staff and councillors concerned about the decline of Camelford (in response to COVID-19), met regularly over a period of 6 months to create a draft Vision document which subsequently went out to public consultation. Rise Associates were tasked with leading this group and completing the public consultation to gather local feedback on recommendations for the future of Camelford. This resulted in a blueprint for Camelford - "Our Camelford. A Vision for the Future". This project seeks to fulfil the recommendations in the Vision, which are stated within the themes of recovery, experiences, heritage, health and wellbeing, green space/public realm and culture – aligning with SPF priorities. The cross-cutting themes throughout the Vision are sustainability, technology and an inclusive community, all of which is addressed in this project. In addition to the consultation and vision work, a Feasibility Study was commissioned which also highlighted a need to improve the public realm and grow the local social economy, which again, this project addresses. CTC, having now thoroughly consulted with the local community to identify needs/demand, is in a very strong position, with SPF help, to make real change.

It has learnt over the past few years, that marketing and promoting activity (especially events) is essential to encourage growth, by attracting more footfall and engagement with its people. This will, in turn, enable CTC to improve its contribution to the vitality of the high street and strengthen social cohesion.

It recognises that expert monitoring, evaluation and impact measurement is key to the success of the project. CTC is a very small Town Council with only 3 part-time administrative staff, so it does not have the capacity to undertake this work.

Due to past funding for other projects (e.g. Old Cattle Market Regeneration Project which is a 5-year project), CTC is not eligible to apply for funding like the National Lottery or Sport England. CTC has exhausted generous

local business sponsorship and support through current and past projects. Therefore SPF funding is the most appropriate fund as it seeks to address inequality in areas which have been overlooked time and time again, which Camelford sadly has.

e) What will the impact be of your project on the community it is targeting? What will it achieve?

Town Trails – The installation of 10 town trail wall plaques, highlighting local heritage and nature, will have an impact on both our residents and visiting tourists. These plaques will serve as an educational and engaging attraction, providing a unique opportunity for individuals to learn about our community's rich history and natural beauty. Moreover, they will encourage active leisure pursuits, in line with SPF mission to promote healthy lifestyles. By fostering a sense of pride and connection in our town, these plaques will strengthen our community and leave a lasting positive impression on all who explore them.

Freestanding Map – The freestanding map illustrating three local walks is another project that will impact both tourists and the local community. By providing easily accessible information on nearby walking trails, it hopes to encourage active leisure and promote the use of our beautiful green spaces within the Town, and the surrounding area, including Bodmin Moor. This initiative will not only be a welcome addition to the town for our residents, but also attract more tourists to explore Camelford and the surrounding area, ultimately boosting our local economy.

Interactive Noticeboards – These noticeboards will represent a significant asset to our community. By advertising local businesses, events and cultural offerings, they will play a vital role in supporting our local economy and enriching the experiences of both residents and tourists. The interactive noticeboard in the Library will fill a critical gap by serving as a Tourist Information Point, addressing the lack of such services in Camelford. This will undoubtedly improve the overall visitor experience and encourage dwell time in our town.

Enhanced Events Calendar - Building on the success of the Welcome Back Funding initiative, our enhanced events calendar will continue to bring cultural entertainment to our community throughout the whole year. By inviting more musicians and street performers, it will create a vibrant cultural experience that will have an impact on community engagement and a sense of togetherness.

Lighting Scheme for Market Place – The proposed lighting scheme for Market Place (the heart of the town), including lights for the memorial steps bandstand and heritage lanterns, will have an impact on our community by enhancing civic pride. It will also create a wonderful venue for musicians and creatives who use the space.

Flower Planters – The addition of flower planters along Fore Street will significantly improve the public realm, instill local pride and contribute to the overall wellbeing of our community. These planters will serve as a visual reminder of the care and effort put into making Camelford a welcoming and vibrant place.

Heritage Display Cases – These will showcase our treasured artefacts and provide a source of interest for both the local community and tourists. This project will help preserve our heritage, educate visitors and bridge the gap left by the closure of the museum in 2013.

In conclusion, the proposed community enhancement projects will have a far-reaching and lasting impact on Camelford. They align perfectly with the Community Levelling Up Programme restoring a sense of community, local pride and belonging, especially in a town where they have been lost. CTC is committed to implementing these projects effectively and efficiently and it is confident that they will leave a positive and enduring mark on our community.

f) If any other organisations are involved in the project, either as delivery partners or stakeholders, please give details of who they are and what their role will be?

Thrussells Cornwall – They will design (in partnership with Camelford Town Council), fabricate and install around the town. The plaques will be numbered to provide a reference and direction.

Spectra – This company will programme and install the interactive noticeboards both in the main Churchfield Car Park and the Library. The information will mirror the visitcamelford.co.uk website

Pickle Design – This company will illustrate and design a single map using existing 3 maps. They will produce and deliver the sign, fittings and posts.

Luminati – Supply and install display cases in the Library.

LITE Ltd – Supply and install lighting to memorial steps and bandstand in Market Place.

11:11 Lighting Solutions – Supply and install 3 Heritage Langers in polished copper and 3 SRussell Drive Cast Columns to the Market Place area.

Westcountry Baskets – Provide and install 60 baskets (baskets and troughs) along Fore Street. Fill in March 2024, October 2024 and again in March 2025.

g) What would happen to your project if you did not receive all or some of the Community Levelling-up funding? Explain below why you have selected each response.

No funding Choose an item.

This project will not happen.

Some funding Choose an item.

This project will not happen.

What other sources of funding have been considered prior to applying for the grant and why have they been discounted?

Previous SPF Funding BSU006.

h) Please provide brief details of other delivery options you have you considered and why have they been discounted?

To make the most impact, all projects need to be completed as they compliment each other. It has already reduced the scope of the project due to lack of matched funding and the high level of intervention required.

- i) The following queries were raised by the Community Area Partnership at Eol stage, please clarify how you are planning to address these:

Queries from CAP	Project response
Please detail how the project will be delivered, breaking it down into phases and splitting the budget against each phase	Phase 1 (September/October) – Instruct Spectra, Lite, 11:11 Lighting Solutions, Thrussels, West Country Baskets, Pickle Design and procurement of Heritage Cases. Contact street performers (Bash Street Theatre Company) for availability for Winter Festival 2024. Deputy Town Clerk to liaise with companies with regards to design, delivery dates. £39,654.50 (procurement and deposits) Phase 2 (November/December) Installation of Interactive Noticeboards, Winter Festival enhancement with street performers, heritage cases installed ahead of Winter Festival 25 November 2023). Installation of Market Place lighting scheme (memorial steps/bandstand, Lanterns). Liaison with Pickle re design. Liaison with Thruselss re design. £5,000 (procurement, electrical installation costs) Phase 3 (March/April) – Installation of walking map. Town Trail Wall plaques installed. Flower planters/fill March. £9,500 Phase 4 (July-September) – Enhancement of events (Friday Night Bandstand events) - £1,500
Please detail how the other villages and towns in the CAP area could benefit from the investment?	As Camelford's projects attract more tourists and enhance the overall visitor experience, other villages and towns in the CAP area can learn from this success and work on similar initiatives to boost tourism and local pride in their areas. This can lead to a more interconnected network of attractions, benefiting the entire CAP as tourists explore multiple towns and villages. The success of these projects may also encourage collaboration between neighbouring communities. They can work together on regional initiatives, such as <i>joint marketing campaigns, shared event calendars or coordinated trails</i> to attract a wider audience and share resources effectively. The projects in Camelford, such as the town trail wall plaques and freestanding maps of local works and interactive noticeboards can also serve as inspiration for neighbouring communities. These projects can be adapted to highlight the unique heritage, natural attractions and local businesses in each area, helping to create a sense of identity and draw in visitors. The projects promoting cultural enrichments, such as the heritage display cases, can inspire neighbouring towns and villages to showcase their own cultural heritage and artefacts. This can lead to the preservation and sharing of unique local history, fostering a sense of pride and identity. In summary, the investment in this town regeneration project in Camelford can act as a catalyst for positive change in neighbouring towns and villages within the CAP area. By sharing ideas, collaborating on initiatives, and seeking their own grant opportunities, these communities can collectively contribute to the overall development and prosperity of North Cornwall.



Camelford Town Council (Off Street Parking Places) Order 2024.

Churchfield, Market Place, Clease and Fore Street Car Parks, Camelford

Notice is hereby given that on 20th February 2024 Camelford Town Council made the above Order pursuant to the provisions of the Road Traffic Regulations Act 1984 and all other enabling powers.

The Order revokes and replaces the Camelford Town Council (Off Street Parking Places) Order 2022, and makes the following amendments:

Cleaze Car Park – implementation of pay and display/permits

Charging structure for the period between 0900 and 1700 Monday – Saturday: Up to 2 hours free, then 50p per consecutive hour thereafter.

No charge 1700-0900 or on Sundays

Yellow disabled bays – 3 hours, no return 3 hours

Residents and Business Permits for Cleaze Car Park.

Annual pass for 1st car £50

Residents and Business Permits for Churchfield Car Park.

Annual pass for 1st car £50

Annual pass for additional cars £150

The Order will come into effect on the 1st May 2024. The Order may be viewed at www.camelford-tc.gov.uk or by application to the Town Clerk: clerk@camelford-tc.gov.uk

Any persons who wish to question the validity of the Order or any provision contained in the Order on the grounds that it is not within the powers contained in the Road Traffic Regulations Act 1984, may within 6 weeks of the date on which the Order was made, make application to the High Court for that purpose.

Esther Greig, Town Clerk

Dated 21st February 2024

New Broadband Supplier Prices

Our contract with Plusnet is due to expire imminently: I strongly suggest we switch to one of the following providers at the earliest opportunity. All of the below prices are for internet only, and all suppliers provide free setup, etc. (i.e. no hidden costs).

Preferred option is EE Broadband. EE is partnered with BT, and so this is effectively BT broadband at a cheaper rate and with the added perk of cheaper phone deals if required. I have however noted that EE signal is weaker in the area when compared with our current provider (THREE Mobile):

1. EE BROADBAND (PARTNERED WITH BT) - £27.95/month (exc. VAT)

- POTENTIAL CHEAP PHONE DEALS (FOR GROUNDS TEAM?)
- PRICE INCREASING IN MARCH (YEARLY INFLATION @3.9%)
- ~10 DAYS FOR SWITCH OVER

2. SKY BUSINESS BROADBAND - £34.95/month (exc. VAT)

- 4G BACKUP
- ADVANCED SECURITY (+£9/month)
- NO TIMES PROVIDED FOR SWITCH OVER

3. BT BUSINESS BROADBAND - £32.95/month (exc. VAT)

- ~10 DAYS FOR SWITCH OVER

Esther Greig

From: Emma Grigg
Sent: 17 January 2024 14:53
To: Jim Thomson; Mike Coombes; Stephen Bond; Esther Greig; Councillors
Subject: Re: OCM drainage clearance

Hi,

I agree we need to revisit this.

Sent from [Outlook for iOS](#)

From: Jim Thomson <jim.thomson@camelford-tc.gov.uk>
Sent: Wednesday, January 17, 2024 1:23:31 PM
To: Mike Coombes <mike.coombes@camelford-tc.gov.uk>; Stephen Bond <stephen.bond@camelford-tc.gov.uk>; Esther Greig <clerk@camelford-tc.gov.uk>; Councillors <councillors@camelford-tc.gov.uk>
Subject: Re: OCM drainage clearance

I too think this should be revisited by finance committee

Kind Regards

Jim Thomson

Kyfyth Kensa

From: Mike Coombes <mike.coombes@camelford-tc.gov.uk>
Sent: 17 January 2024 13:03
To: Stephen Bond <stephen.bond@camelford-tc.gov.uk>; Esther Greig <clerk@camelford-tc.gov.uk>; Councillors <councillors@camelford-tc.gov.uk>
Subject: Re: OCM drainage clearance

I also think we need to
look at this again
Mike

Sent from [Outlook for Android](#)

From: Stephen Bond <stephen.bond@camelford-tc.gov.uk>
Sent: Wednesday, January 17, 2024 11:56:57 AM
To: Esther Greig <clerk@camelford-tc.gov.uk>; Councillors <councillors@camelford-tc.gov.uk>
Subject: Re: OCM drainage clearance

Good morning Esther.

I believe this should be revisited by the finance committee.

Kind regards

Steve

Sent from [Outlook for iOS](#)

From: Esther Greig <clerk@camelford-tc.gov.uk>
Sent: Wednesday, January 17, 2024 11:54:37 AM
To: Councillors <councillors@camelford-tc.gov.uk>
Subject: OCM drainage clearance

Morning,

Following receipt of another (late) quote for drainage – it is cheaper than Cormac by approx. £700. Cheaper than the other one but still on an hourly rate – they estimate 3 hours for this drain depending on what they find. All companies have had a map of the drain. I have had a conversation with the Mayor this morning regarding CTC decision 24/019, and I am recommending that the resolution is reviewed at finance committee on Friday. However, I need 4 councillors to request this. Please email back if you agree with the review.

Best regards



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

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





IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Camelford Town Council
has signed up to the Civility & Respect Pledge**

Camelford Town Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 1448

Camelford Town Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: _____ Date: _____



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

WE INVITE COUNCILS TO SIGN UP TO THE CIVILITY AND RESPECT PLEDGE



Unfortunately, as we know only too well in our sector there is, and has, been a problem with lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrate positive changes which support civil and respectful conduct.

By signing the pledge, your council is agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles. We invite all councils to include an agenda item to review the statements and sign up to the Civility and Respect Pledge.

Visit our dedicated webpages for more information -

www.slcc.co.uk/news-publications/civility-respect-project & www.nalc.gov.uk/our-work/civility-and-respect-project

CIVILITY AND RESPECT TRAINING

Our project team has worked with key partners across the sector to create a brand-new series of virtual workshops designed to address many of the civility and respect issues our sector is facing. We are delighted to share the first range of this training with you. The cost for attendance is supplemented by the project until Dec 2022, and the prices advertised are 50% of the usual delegate fees.

Breakthrough Communication are experts in the field of training for local councils. They have created a **suite of bespoke workshops and resource packs** for local council clerks, officers, and councillors as part of the Civility and Respect Project.

Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events.



There are separate packages for officers and councillors, to book your place visit www.breakthroughcomms.co.uk/civility-respect/

****[Resilience and Emotional Intelligence - What it means in practice for clerks and council officers](#)****

Delegate fee: £30

Develop a better understanding of where our behaviour comes from, what resilience means for us in the context of our different local council roles, and explore role-focused scenarios. Take away strategies to manage and deal with different situations effectively, including a useful resource pack for building your own resilience and emotional intelligence.

****[Leadership in Challenging Situations - Dealing with challenging situations & working with others effectively](#)**** *Delegate fee: £30*

Explore how to deal with a range of role-focused challenging situations and how we can work with others more effectively. Consider different leadership styles and approaches in the context of your role, which styles we personally 'default' to and how to lead effectively for different situations. We'll also consider how to build, support, and get the most from an effective and motivated team.



Esther Greig
Camelford Town Council
Clerk@camelford-tc.gov.uk

Your ref:
My ref: LMP 2024
Date: January 2024

Dear Esther,

Local Maintenance Partnership 2024 - 25.

Thank you for your continued support with this excellent initiative. I have pleasure in providing you with information for the Local Maintenance Partnership programme for 2024 - 25.

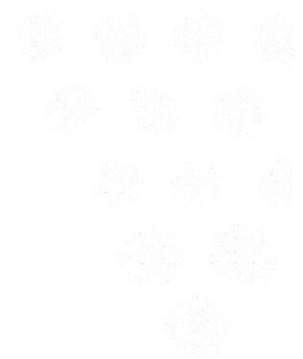
This funding is specifically for the cutting of vegetation that grows along the surface of Public Rights of Way and is calculated at £147.99 per km, per cut for specific Gold paths, £7.39 per cut for specific isolated gates or stiles and a flat rate of £59.19 per km is offered for the overall length of Silver paths in the parish. Currently there is no specific grant for Bronze paths.

Each of the rates above have increased by 4.9% from the previous year, and therefore I am pleased to offer you £1,034.31 for the cutting of Public Rights of Way (PRoW) in your parish or town council area.

Please note, the figure has been adjusted to take into account any annual cutting changes.

These alterations have also been made to the schedules, the large scale cutting map.

Due to the number of changes made over the course of this year, we would ask that you check both the maps and the schedules carefully. Should you find any discrepancies, or require any further information, then please contact the Environment Service via email: imp@cornwall.gov.uk





Offer of Grant: Local Maintenance Partnership (LMP) / SWCP Cutting 2024

Camelford Town Council Acceptance

We accept Cornwall Council's offer dated DATE January and agree to comply with the conditions of the offer.

We wish to undertake: LMP Cutting ☐ SWCP Cutting ☐ (tick as appropriate)

Signed on behalf of Camelford TC

Name in Capitals:.....

Position:

Signature:

Date:

Please return this form via email to Imp@cornwall.gov.uk

- Please do not send the form back in the post.

Either:

- Print and complete the form, scan it, and then send via email
- Print and complete the form and take a digital photo of the signed form and send via email
- Or we will accept an email stating that you wish to undertake the cutting, indicating if this is LMP, SWCP or both.



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 – 19th January 2024

1. To note Councillors present

Cllr Coombes opened the meeting at 1745 with 4 other Councillors present: Cllrs Rotchell, Grigg, Scawn, Shaw. Clerk: Esther Greig.
FS24/008

2. To receive Apologies for absence with reasons

none
FS24/009

3. To receive Declarations of Interest & Approve Dispensations

None
FS24/010

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

none
FS24/011

5. To receive and approve the Minutes of Finance & Staffing 12th January 2024

It was **resolved** to approve the minutes

Proposed: Cllr Scawn

Seconded: Cllr Rotchell

unan

FS24/012

6. To receive Clerk's report and Q3 budget to expenditure

Clerk and Deputy gave updates on burst water pipes in toilets, allotments and Town Hall.

Clerk noted budget lines are mainly as expected.

Staffing will be slightly over – as discussed previously; but will mostly be picked up from the community hub funding. Mayor's allowance – underspend. Cllr Rotchell noted he will spend on Dementia awareness as he attended a CALC meeting recently on that subject. Training budget has funds to pay for the new clerk's CILCA course. A general discussion took place on new clerk training and contract to include the requirement for CILCA to be achieved in 18 months – before next elections.

It was **resolved** that CTC will fund CILCA course and associated expenses. To be undertaken in their own time.

Proposed: Cllr Grigg

Seconded: Cllr Rotchell

unan

FS24/013

Contract to be approved at next FC.

Audit – underspent as less expenditure 23-23 compared to previous. Legal expenses have not had any spend – expecting Solicitors fee from new EV chargers in Churchfield – may need to transfer to EMR at end of year for that purpose. New website is outstanding on IT and Support. £1k for Elections will go to EMR. Car parks – as expected but additional Churchfield wall repair £500 to consider. Community – events shows overspend but received coronation grant; which compensates. Underspend on grants and marketing but £1k has been allocated to match funding the CLUP application. Park maintenance is under but leat and bench invoices are due. Wallgate purchase is outstanding from the public toilets budget – but needs another £1k to be identified from another budget line to make up the difference. Town maintenance budget will exceed due to the Mayoral chain refurbishment. CCTV is over due to the relocation of the wiring at OCM. Vehicle costs is over as noted in budget setting for next year – increase in fuel usage and servicing of tractor. Community hub funding second tranche has not arrived – Leisure centre is chasing.

Income for car park is down – mainly due to the resolution to allow businesses to have transferable permits.

EMRs were **reviewed**.

FS24/014

Clerk noted difficulties with Barclays updating mandates and getting online access for Deputy Clerk and Cllr Coombes. 3 months so far. To ensure business continuity; Clerk recommended ordering DC a debit card now, rather than waiting until new Clerk is in post. Financial Regulations states that DC can act in absence of Clerk. It was **resolved** to request debit card immediately.

Proposed: Cllr Rotchell

Seconded: Cllr Scawn

unan

FS24/015

Signed

Dated

21/02/24

7. Agenda Items

- a. The Q3 internal control rota – Cllrs Rotchell and Grigg, was **noted**. FS24/016
- b. Cleave car park budget 2024-25 was **discussed**. Rather than purchasing a new machine – Office to price up the repair and relocation of existing ticket machine. FS24/017
- c. OCM Blocked Drains FC resolution 24/019 was reviewed following this receipt of further quotes and the subsequent request of 4 Councillors (Bond, Coombes, Grigg, Thomson).
It was **resolved** to instruct Metro Rod from the 3 quotes provided.

Proposed: Cllr Rotchell

Seconded: Cllr Scawn

unan

FS24/018

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 Grigg

unan

FS24/018

Cllr Grigg left the meeting

- a. The shortlisting and interview procedure for Town Clerk vacancy was **discussed**.
Selection procedure same format as previous but to start group discussions earlier at 1030. Cllrs Ginger, Coombes and Scawn for Shortlisting and Cllrs Bond, Rotchell and Shaw for Interviews.
- d. The administrative assistant probation was **discussed**. Clerk noted the issues to date, actions being taken and that a review is scheduled for the 31st January. Clerk to report at next meeting for a decision by committee on the probation. FS24/020

9. Items, time and date for next meeting.

2nd February 2024, 5.45pm Town Hall – interview review and Clerk appointment.

26th April 2024, 10am Town Hall – end of year

Signed



Dated

2/02/24

Esther Greig

From: Emma Grigg
Sent: 17 January 2024 14:53
To: Jim Thomson; Mike Coombes; Stephen Bond; Esther Greig; Councillors
Subject: Re: OCM drainage clearance

Hi,

I agree we need to revisit this.

Sent from Outlook for iOS

From: Jim Thomson <jim.thomson@camelford-tc.gov.uk>
Sent: Wednesday, January 17, 2024 1:23:31 PM
To: Mike Coombes <mike.coombes@camelford-tc.gov.uk>; Stephen Bond <stephen.bond@camelford-tc.gov.uk>; Esther Greig <clerk@camelford-tc.gov.uk>; Councillors <councillors@camelford-tc.gov.uk>
Subject: Re: OCM drainage clearance

I too think this should be revisited by finance committee

Kind Regards

Jim Thomson

Kyfyth Kensa

From: Mike Coombes <mike.coombes@camelford-tc.gov.uk>
Sent: 17 January 2024 13:03
To: Stephen Bond <stephen.bond@camelford-tc.gov.uk>; Esther Greig <clerk@camelford-tc.gov.uk>; Councillors <councillors@camelford-tc.gov.uk>
Subject: Re: OCM drainage clearance

I also think we need to
look at this again
Mike

Sent from Outlook for Android

From: Stephen Bond <stephen.bond@camelford-tc.gov.uk>
Sent: Wednesday, January 17, 2024 11:56:57 AM
To: Esther Greig <clerk@camelford-tc.gov.uk>; Councillors <councillors@camelford-tc.gov.uk>
Subject: Re: OCM drainage clearance

Good morning Esther.

I believe this should be revisited by the finance committee.

Kind regards

Steve

Sent from Outlook for iOS

From: Esther Greig <clerk@camelford-tc.gov.uk>
Sent: Wednesday, January 17, 2024 11:54:37 AM
To: Councillors <councillors@camelford-tc.gov.uk>
Subject: OCM drainage clearance

Morning,

Following receipt of another (late) quote for drainage – it is cheaper than Cormac by approx. £700. Cheaper than the other one but still on an hourly rate – they estimate 3 hours for this drain depending on what they find. All companies have had a map of the drain. I have had a conversation with the Mayor this morning regarding CTC decision 24/019, and I am recommending that the resolution is reviewed at finance committee on Friday. However, I need 4 councillors to request this. Please email back if you agree with the review.

Best regards



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

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



Administration	receipts	Budget	Actual
Salaries	0.00	185000.00	145,020.79
Staff Mileage	0.00	500.00	277.15
Councillor Mileage	0.00	300.00	100.35
Training	0.00	3000.00	2,033.56
Mayors Allowance	0.00	650.00	132.32
Bank Charges	0.00	200.00	104.26
Audit	0.00	2000.00	1,490.00
Insurance	4950.00	4500.00	7,125.94
Office Supplies	10.79	2650.00	2,428.07
Telephone/Broadband	0.00	1000.00	602.08
Legal Expenses	0.00	2000.00	0.00%
IT and Support	0.00	3500.00	1,320.99
CTC Website	0.00	2945.00	239.65
Subscriptions	0.00	1750.00	1,617.79
Elections	0.00	1000.00	0.00%
		210995.00	162492.95
			77.01%

items moved to other cost codes

New ticket machine

website outstanding

Car Parks			
Churchfield Car Park Maintenance	0.00	9050.00	3,082.53
Cleese Car Park Maintenance £2694.60	792.72	6000.00	4,123.83
PWLB Loan Repayment - Car Park	0.00	9725.00	4862.42
Car Park Rates £4663.15	0.00	4650.00	4,197.15
		29425.00	16265.93
			55.28%

Community			
Events	680.00	10810.00	12,334.92
Christmas Lights	0.00	1500.00	0.00%
Defibrillator	0.00	400.00	380.00
Fireworks	0.00	2500.00	2,200.00
Leisure Centre Grant	0.00	1500.00	1500
GPC Grants	0.00	3700.00	1,644.00
Marketing	0.00	1500.00	368.32
Visit Camelford Website	0.00	500.00	184.37
		22410.00	18611.61
			83.05%

Had additional grant £3.5k coronation

deposit paid

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

Parks and Recreation			
Park/River Maintenance	0.00	6500.00	1313.06
Skate Park	842.07	2950.00	2,284.09
			48.88%

leat and and bench invoices due

Play Area	0.00	4800.00	2,623.00	54.65%
Rates and Utilities Store £354.29	0.00	400.00	354.29	88.57%
PWLB Loan Repayment - Riverbank	0.00	9068.00	9,068.00	100.00%
	23718.00		15642.44	65.95%

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

Town Maintenance				
Public Toilets (all electric, water, supplie	0.00	6550.00	2,090.19	31.91%
CCTV	0.00	500.00	1,412.90	282.58%
General Town Maintenance	0.00	5050.00	3,922.37	77.67%
Refuse	0.00	2500.00	2,312.19	92.49%
Vehicle Costs	0.00	6200.00	2,706.03	43.65%
	20800.00		12443.68	59.83%

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	1,008.50	26.89%
Cemetery Business Rates	0.00	0.00	0.00	#DIV/0!
Cemetery Maintenance	0.00	500.00	514.50	102.90%
	4250.00		1523.00	35.84%

Accommodation				
Office Rent	6350.00	4,753.08		74.85%
Rates £2694.60	3500.00	2,425.60		69.30%
Building Operations	6730.00	4,353.49		64.69%
Lift	122.5	1700.00	451.99	24.80%
Library Community Hub	8000.00	6,119.16		76.49%
	26280.00	11984.16		45.60%

refund from Jackson
Balance £4k due

Income				
Precept	316,759.00	316,759.00		100.00%
Grants and Donations	25,000.00	59,475.44		344.754%
Income - Car Park	8,000.00	4,212.73		52.66%
Footpath Grant	719.00			0.00%
Allotment Rent	1,250.00	1,344.00		107.52%
Other Income	1,000.00	700.63		70.06%
OCM Phase 2 Grants				
Interest - Bank	3,250.00	3,017.04		92.83%
CIL	0.00	0.00		0.00%
	331,978.00	385508.84		116.12%

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

no more grants available from RC for this proj

Skatepark	6391	3,325.06	52.03%
CIL	3631.46	0	0.00%
Staffing	0		#DIV/0!
Playarea	1494.21		0.00%
Cleaze CP	1000		0.00%
Allotments	1897		0.00%
Churchfield CP resurfacing	0		#DIV/0!
Cleaze CP resurfacing	1250		0.00%
Community Consultations	500		0.00%
OCM uplift grant	27300	10,606.59	38.85%
Camelford Hall Project	35000	15,475.17	44.21%
Lift	14154		0.00%
Cemetery	2975		0.00%
Elections	1500		0.00%
	97092.67	29406.82	30.29%

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



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

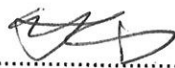
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

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

Internal audit procedure form

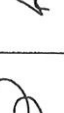
To be completed quarterly by two Councillors

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: 7/2/2024

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?			



INVOICE

Camelford Town Council

Invoice Date
22 Jan 2024

Invoice Number
INV-5057

Reference
Invoice 1 of 1 Service
period: Apr 1, 2024 - Mar
31, 2025 Total invoiced:
£1,183.20 of £1,183.20

VAT Number
941 7451 20

Starboard Systems
Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Scribe Accounts Renewal (2024)	1.00	1,183.20	20%	1,183.20
Subtotal				1,183.20
TOTAL VAT 20%				236.64
TOTAL GBP				1,419.84

Due Date: 31 Mar 2024

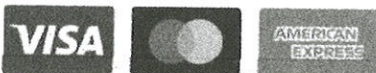
For BACS Payments :

Account Name: Starboard Systems Limited

Sort Code - 20-62-68

Account No. 33077306

Please see our website www.scribeaccounts.com for Terms and Conditions



[View and pay online now](#)

PAYMENT ADVICE

To: Starboard Systems Limited
t/a Scribe Accounts
PO Box 120
North Walsham
Norfolk
NR28 8BH
UNITED KINGDOM

Customer Camelford Town Council
Invoice Number INV-5057
Amount Due 1,419.84
Due Date 31 Mar 2024
Amount Enclosed

Enter the amount you are paying above