



CAMELFORD TOWN COUNCIL

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

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Ordinary Council Meeting – 18th October 2022

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 Ackroyd-Johnson, Bond, Burgis, Coombes, Elford, Hewlett, Shaw, Thomson. 22/440

2. To receive Apologies for absence with reasons

Cllrs Grigg & Scawn - personal

Proposed: Cllr Ackroyd-Johnson Seconded: Cllr Elford unan 22/441

3. To receive Declarations of Interest & Approve Dispensations

None

22/442

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

Cllr Fairman spoke regarding his interest in water quality – Camel River catchment area has a massive issue – moratorium on planning developments unless they can be proved to be phosphate neutral. Awareness of issues with combined sewage outfalls at Delabole and Camelford. Here to recruit citizen scientists. To test the rivers the locality – not enough data – Environmental agency not doing enough testing. Need to know where are the problems – bad year because of the drought. Invaluable knowledge and stewardship of the rivers needed. The anglers would be appropriate too. Cllr Rotchell suggested Estates and Properties committee for discussion. At least one of the Councillors. Top to bottom of the Camel needs testing. Not just agricultural runoff. West Country Rivers Trust will train volunteers and state where to test. Agenda for E&P. CC officers have confirmed a new phosphate calculator going to cabinet in November – might be moving the bar towards the developers. Might get planning applications moving again. Cllr Jordan noted he was very disappointed with the planning decision on PA22/01083 – was told he couldn't call it in to committee. He may need to make a complaint to the ombudsman. CC planners have taken too much notice of family planning statements and an undated photo. Cllr Jordan noted he will be attending a Community Speed watch seminar in Wadebridge this week – will be speaking with the Police Commissioner; we need more police on the road monitoring speed. Bypass – written letters to government (Transport and Treasury) as it is advertising accelerating road and rail projects – we need that bypass. Will be attending school classes to get them to write letters. Community gathering required – need to get public involvement to pressurise the government to release the money needed for the bypass. Asking PC and TC's to support as well. Cllr Rotchell will circulate letters and CTC will send its own. And individuals could write. Clerk suggested publishing open letter on Facebook. 22/443

5. To receive and approve the Minutes:

It was resolved to approve the Ordinary Meeting 27th September 2022

Proposed: Cllr Coombes Seconded: Cllr Thomson 8-0 (1 abs) 22/444

6. To receive Clerk's report

Matters arising from the Minutes. Warm banks; Joint meeting with NHS, Volunteer Cornwall, and Town and Parish Councils. Leisure Centre has funding for provision in Camelford. Clerk noted that Camelford is not part of a Primary Care Network, nor does it have a social prescriber through the GP centre. Cormac – meet the team; noted delay in lining at Fore Street car park. CCTV system being updated

Chair's Signature.....

Dated.....

not yet finished. Shared Prosperity Fund – 3 x expressions of interest sent in – camel trail extension (Wenford Bridge to Camelford, and on to Delabole), Regeneration of Market Place, and Camelford Hall refurbishment/extension. Coronation date – 6th May 2023 – for 2023-24 budget discussions. 22/445

7. Planning

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

PA22/05081. Land North West of the Old Post Office, Helstone. Mr & Mrs Brown. Proposed conversion with extension to form residential accommodation (single bedroom). **Withdrawn** 22/446

For Information

PA22/01083. Culloden Cottage, Mr John Smeeth. Certificate of lawful use. **Granted**

PA22/07115. Trewen Cottage. Mr & Mrs King. Rear extension. **Approved.** 22/447

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted funeral of Mrs Josie Bayliss, previous Mayor of Camelford – her name is on the mayor's regalia. School governor's meeting also attended by chief executive of the academy – rejig Board of Governors to create one board of governors to cover all the schools in the area. Visited leisure centre; where the warm bank is going to be – the recess between the gym and the pool. Will be operating a few times a week – waiting for details. The reason why there is no social prescriber in Camelford is that one of the GP practices didn't sign up for the Primary Care Network. SPF bids, appraisals. Going to Camelford Hall meeting tonight to brief them on the expression of interest for SPF. Remembrance Day service 1100 11th November. 13th Remembrance Sunday – tbc time and parade. Christmas boxes – please put your name down 22/448

9. Correspondence

a. Email from CC regarding PA22/01083 decision. Cllr Rotchell noted a decision has been made and Cllr Jordan has made his view clear. Clerk noted that the Enforcement Officer noted that a 5-day protocol is not normally undertaken for certificates of lawfulness, and the planning office has retrospectively justified its position/decision. The criteria for a CLU are different to full planning applications; so, it would be to decide if CTC wishes to make a complaint about the process. Cllr Shaw noted that Planning issued a five-day protocol and didn't stick to that time frame. Clerk noted that CTC had responded within the timeframe and CC planning approved the certificate after that response. Cllr Shaw noted that the enforcement is ongoing. Clerk noted that at the applicants were within a time period to appeal the enforcement notice for the tepee and associated infrastructure; this might have expired by now – but if the applicants have decided to appeal then there will be more time to hear the appeal. Cllr Elford noted she was upset that CC had called them liars. Cllr Rotchell noted we can express CTC concerns over 5 days protocol, but also do CTC need to say anything about the decision? Cllr Shaw would react to the decision too. Clerk noted that Cllr Elford needed to leave the room.

****Cllr Elford left the room****

Cllr Thomson noted the process going about the decision felt wrong. Cllr Coombes agreed with Cllr Shaw. Clerk noted that CTC could make a complaint to CC Planning Department and ask for it to be investigated. Cllr Burgis noted that it sounds like a matter of principle.

It was **resolved** to write to CC Planning Department Area 8 to review the process.

Proposed: Cllr Shaw Seconded: Cllr Thomson unan 22/449

****Cllr Elford returned****

b. Email from CC regarding CIL payments – only entitled to 15%. **Noted** 22/450

c. Email from resident – notification of incident with dogs off lead in Enfield Park. **Noted.** Cllr Rotchell noted other dogs not on leads – to prompt central dog warden to attend. 22/451

d. Briefing note from CC – Cornwall's Home Library Service. **Noted** 22/452

10. Agenda Items

a. The minutes of Estates and Properties Committee Meeting 23rd September were **noted** 22/453

b. It was **resolved** to apply to FEAST for £800 grant for fun week 2023 and workshops/completing tree sculpture.

Proposed: Cllr Bond Seconded: Cllr Ackroyd-Johnson unan 22/454

c. Allotment holder request to keep more than 10 birds on plot– approx.18. Clerk noted policy is maximum 10. Although don't want to see chickens come to an untimely end, other organisations

rehome hens. Concern for precedent. It was **resolved** to deny request to keep more than 10 chickens on plot.

Proposed: Cllr Bond **Seconded: Cllr Hewlett** **5-0 (4abs) dec carried 22/455**

d. It was **resolved** to alter the existing wiring at bandstand from Xmas lights supply to the existing public toilet system £640

Proposed: Cllr Shaw **Seconded: Cllr Thomson** **unan** **22/456**

e. The minutes of Strategic Committee Meeting 7th October were **noted** **22/457**

f. It was **resolved** to set a date for Annual Parish Meeting Thursday 2nd March and for the Annual Meeting of the Council 9th May 2023.

Proposed: Cllr Hewlett **Seconded: Cllr Coombes** **unan** **22/458**

11. Accounts

a. Balances at 20th September 2022 were **noted**

Current Account	£165,181.41	
Tracker Account	£51,432.37	
NS&I	£42,487.74	
CCLA	£80,000.00	22/459

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

Staff	October Wages & expenses	BACS	£9,354.96
HMRC	October Tax & NI	BACS	£2,212.86
Cornwall Pensions	October Pension contributions	BACS	£2,804.91
Cornwall Council	Parking Enforcement - September	BACS	£150.60
Amazon	YW Supplies – supplies	Debit	£51.51
Amazon	Office supplies - projector	Debit	£159.99
Amazon	office supplies – headphone jack	Debit	£7.98
Amazon	Library supplies - varnish	Debit	£12.99
Amazon	Office supplies – projector/insurance	Debit	£10.69
Positive Energy	Town Hall Electricity	BACS	£118.81
Seadog IT	Website Hosting	DD	£29.95
Barclays	Bank Charges	DD	£24.56
Pennon	Town Hall Water	DD	£22.50
Pennon	Public Toilets Water	DD	£42.50
Pennon	OCM water	DD	£10.23
Plusnet	office broadband	DD	£27.55
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Town Hall – Business Rates	DD	£319.00
Cornwall Council	Park Store - Business rates	DD	£51.00
Cornwall Council	Cleaze – Business Rates	DD	£334.45
H3G	Youth worker mobile	DD	£18.00
Mailchimp	Enewsletter	DD	£11.21
Voiphone	Office Telephone system	DD	£9.60
Camelford Town Trust	Town Hall/Library Rent	DD	£507.81
D & C exterior cleaning	Town Hall – windows	BACS	£25.00
JRB Enterprise	Dog bags	BACS	£76.38
British Gas	OCM Electricity	DD	£96.29
Seadog IT	London Bridge protocol	DD	£95.00
Yesss Electrical	CCTV – locknut pack	BACS	£38.54
Western Supply	Maintenance supplies – postcrete	BACS	£38.83
Octopus Energy	Cleaze CP	DD	£133.93
Spar	Office supplies	Debit	£6.92
TLC holdings	OCM Website	BACS	£35
Portalplanquest Ltd	Planning OCM variation application	Debit	£149.20
GritBins	Small salt bin OCM	Debit	£78.17
Bodmin Town Band	Events - Winter festival	BACS	£300.00
R Sleep Ltd	Maintenance supplies – screws/bolts	BACS	£84.82
Camelot Garage	Fuel for van	BACS	£136.43
All in 1 Building SW Ltd	Churchfield CP - bury mains cable	BACS	£912.00
Cornwall Council	Churchfield CP enforcement	BACS	£109.20
Jag Signs	Carnival and Christmas Banners	BACS	£54.00

Celebration Pyrotechnics	Deposit for fireworks	BACS	£640.00
		TOTAL	£19,747.37
Proposed: Cllr Ackroyd-Johnson	Seconded: Cllr Bond	unan	22/460

Income was **noted**

Post Office deposit	Churchfield CP tickets/permits/cups	cash	£285.00
Residents/businesses	Churchfield CP permits	AC	£25.00
Barclays	Interest	AC	£15.85
Bunzl cleaning and Hygiene	Credit – microburst duet	AC	£53.06
Revival books	Dead stock	AC	£15.42
		TOTAL	£394.33
			22/461

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

To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: Contracts.

Proposed: Cllr Thomson	Seconded: Cllr Burgis	unan	22/462
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a. Lease for café was **discussed**. Cllr Shaw noted that the free rent period was too long and that the ratepayer deserves good value. Clerk noted that the terms and conditions had been agreed by CTC previously.

It was **resolved** to approve Lease for Café at OCM.

Proposed: Cllr Ackroyd-Johnson	Seconded: Cllr Burgis	8-1 dec carried 22/463
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13. To note items for 16th November 2022 Agenda.

Review meeting frequency.

The Mayor closed the meeting at 19.51 pm



Your ref:

My ref: WT/Precepts 2023/24

Date: 07 November 2022

Dear Sir/Madam

Parish and Town Council Precepts for the 2023/24 Financial Year

Cornwall Council is the billing authority responsible for collecting and paying the precept for your Council in respect of the 2023/24 financial year.

For 2023/24, Cornwall Council will be collecting the annual precept demand through the online form process introduced last year. This can be accessed on both desktop and mobile devices through the following link:

<https://secure.cornwall.gov.uk/form/auto/precept>

You will shortly be receiving email correspondence containing a six-digit PIN code. This PIN code is unique to your Town & Parish Council, so please do not share this with anyone else. You will not be able to submit your precept demand and complete the form without entering the PIN code. If you have not received this code by the end of November, please contact corporatefinance@cornwall.gov.uk

As in previous years, if your Council's precept is for £140,000 or greater, you will also need to supply us with a separate breakdown of your Town or Parish Council's budgeted expenditure and income. Detail of the current required content can be found in the Statutory Instrument 'The Council Tax (Demand Notices) (England) Regulations 2011' at the following website address:

http://www.legislation.gov.uk/ukxi/2011/3038/pdfs/ukxi_20113038_en.pdf

The practical requirements for such information are as detailed below. If this information is available at the time of your precept submission, there is an option through the online form to upload this information when submitting your precept. If this information will not be available until a later date, please e-mail any documentation to corporatefinance@cornwall.gov.uk

Size: A4 Format: Word, PDF or Excel

This additional information **will not** be enclosed with the Council Tax bill but will be made available on the Cornwall Council website. Hardcopies will only be issued to residents when specifically requested.

Some Councils utilise taxbase information (equivalent number of Band D properties) for their areas when deciding on their precept level, as an increase or reduction in the taxbase

will itself have an impact on the increase or decrease in the Council Tax for the Town or Parish Council element.

The provisional 2023/24 taxbase information for individual Town and Parish Councils is available on our website under the 'How much council tax goes to local councils?' heading at:

<https://www.cornwall.gov.uk/people-and-communities/parish-and-town-councils/general-information-on-parish-and-town-councils/>

If you have any problems with accessing that information, then please contact us.

Cornwall Council proposes paying the 2023/24 precepts by two equal instalments, the first in April 2023 and the second in September 2023.

I would be grateful if you would complete and submit the online form with your precept demand, including a nil return if applicable, by **no later than 31st December 2022**. If this deadline causes any difficulty, or you encounter any issues in using the online form, please contact us at corporatefinance@cornwall.gov.uk if you have not done so already.

Other Information:

- Council Tax Support Grant

As part of the Budget and Medium-Term Financial Plan approved by Cornwall Council in February 2022, it was confirmed that 2022/23 would be the last year of the Council Tax Support Grant. There will therefore be no allocations to Town and Parish Councils for 2023/24. The grant has been reduced over a number of years, with no identifiable funding currently provided to Cornwall Council by central government for this function. These proposals were previously communicated to Town and Parish Councils as part of the 2021/22 and 2022/23 precept setting process.

- Council Tax Referendums

For a number of years, major authorities such as Cornwall Council have been subject to Council Tax referendum principles and have been limited to core Council Tax increases that are determined by the Government. Any increase at, or above, the limit set by the Government would be subject to a referendum. In the event that a referendum is lost, an alternative budget must be ready to be put in place, within the referendum limit and would necessarily require re-billing. The cost of the referendum and re-billing would have to be met by the relevant authority.

To date, referendum principles have not been applied to Town & Parish Councils. The Government stated last year that it will keep this matter under active review for future years. It is anticipated that the Local Government Finance Settlement which is expected in December 2022 will confirm whether or not the Government intends to apply such principles to Town & Parish Councils for the 2023/24 financial year.

- Devolution of assets and services

One of Cornwall Council's Priority Outcomes is "Vibrant, safe, supportive communities" and as such the role of partners in the local councils' sector and their achievements in delivering local services is very much valued and recognised.

If your council is discussing budget options in its precept setting cycle and is interested in considering options for locally run services and assets, the first point of contact should be your local Cornwall Councillor or Community Link Officer.

If you are likely to have difficulty in meeting the 31 December 2022 deadline or have any other queries concerning this letter, in the first instance, please e-mail corporatefinance@cornwall.gov.uk and we will reply to your enquiry.

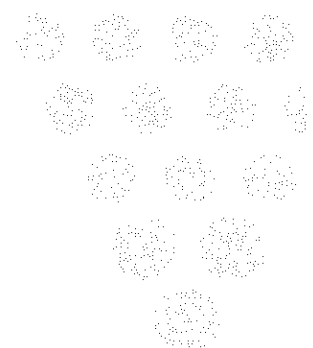
Yours faithfully,

Will Tarrant

Finance Business Analyst

Finance & Assurance Service

Email: william.tarrant@cornwall.gov.uk



Town/Parish Council	2022/23			2023/24			Increase/(-)Decrease from 2022/23 to 2023/24	
	Band D Equivalents	MOD Properties Band D	TAXBASE	Band D Equivalents	MOD Properties Band D	TAXBASE		
			At 99.1% Collection Rate (MOD 100%)			At 99.1% Collection Rate (MOD 100%)		
ADVENT	79.82		79.10	81.02		80.29	1.19	1.50%
ALTARNUN	428.53		424.67	430.50		426.62	1.95	0.46%
ANTONY	192.01		190.29	192.27		190.54	0.26	0.14%
BLISLAND	271.93		269.49	273.79		271.33	1.84	0.68%
BOCONNOC	45.93		45.51	44.89		44.49	-1.03	-2.26%
BODMIN	4,887.64		4,843.65	4,993.47		4,948.53	104.88	2.17%
BOTUS FLEMING	330.30		327.32	333.59		330.59	3.27	1.00%
BOYTON	194.10		192.35	193.60		191.85	-0.50	-0.26%
BRADDOCK	68.25		67.64	65.60		65.01	-2.63	-3.88%
BREAGE	1,309.67		1,297.88	1,343.34		1,331.25	33.37	2.57%
BUDE-STRATTON	3,966.91		3,931.21	4,033.22		3,996.92	65.72	1.67%
BUDOCK	727.57		721.02	726.42		719.89	-1.13	-0.16%
CALLINGTON	2,015.64		1,997.50	2,072.61		2,053.96	56.45	2.83%
CALSTOCK	2,584.14		2,560.88	2,593.43		2,570.09	9.21	0.36%
CAMBORNE	6,343.75		6,286.66	6,474.05		6,415.79	129.13	2.05%
CAMELFORD	1,092.59		1,082.76	1,110.04		1,100.05	17.29	1.60%
CARDINHAM	268.16		265.75	270.03		267.60	1.85	0.70%
CARHARRACK	478.52		474.22	479.61		475.29	1.07	0.23%
CARLYON	862.35		854.59	912.20		903.99	49.40	5.78%
CARN BREA	2,574.50		2,551.33	2,618.23		2,594.66	43.34	1.70%
CHACEWATER	559.37		554.33	559.17		554.13	-0.20	-0.04%
COLAN	984.99		976.13	1,018.78		1,009.61	33.48	3.43%
CONSTANTINE	769.12		762.19	776.42		769.43	7.24	0.95%
CRANTOCK	427.09		423.25	441.95		437.98	14.73	3.48%
CROWAN	924.01		915.70	929.39		921.03	5.33	0.58%
CUBERT	564.67		559.58	568.47		563.35	3.77	0.67%
CURY	178.30		176.69	184.48		182.82	6.13	3.47%
DAVIDSTOW	182.88		181.24	180.77		179.14	-2.10	-1.16%
DELABOLE	621.86		616.26	631.02		625.34	9.08	1.47%
DEVIOCK	715.95		709.51	712.24		705.83	-3.68	-0.52%
DOBWALLS	644.18		638.39	649.03		643.19	4.80	0.75%
DULOE	301.40		298.68	303.98		301.25	2.56	0.86%
EGLOSHAYLE	154.29		152.90	163.01		161.55	8.64	5.65%
EGLOSKERRY	169.17		167.65	178.84		177.23	9.58	5.71%
FALMOUTH	7,550.51	12.33	7,494.88	7,802.27	12.33	7,744.38	249.50	3.33%
FEOCK	2,056.09		2,037.59	2,063.72		2,045.15	7.56	0.37%
FORRABURY & MINSTER	457.11		453.00	457.22		453.11	0.11	0.02%
FOWEY	1,330.48		1,318.51	1,353.89		1,341.70	23.20	1.76%
GERMOE	234.83		232.71	239.19		237.04	4.32	1.86%
GERRANS	582.46		577.21	585.82		580.55	3.33	0.58%
GRADE-RUAN	463.18		459.01	466.63		462.43	3.41	0.74%
GRAMPOUND WITH CREED	330.91		327.93	339.97		336.91	8.98	2.74%
GUNWALLOE	94.86		94.00	96.18		95.32	1.31	1.40%
GWEEK	259.91		257.57	265.91		263.52	5.95	2.31%
GWENNAP	582.05		576.81	595.44		590.08	13.27	2.30%
GWINEAR/GWITHIAN	1,249.17		1,237.93	1,274.95		1,263.48	25.55	2.06%
HAYLE	3,111.85		3,083.84	3,176.92		3,148.33	64.49	2.09%
HELLAND	99.34		98.45	103.92		102.99	4.54	4.61%
HELSTON	3,455.49	231.78	3,656.16	3,478.13	230.44	3,677.27	21.11	0.58%
ILLOGAN	1,872.10		1,855.25	1,919.04		1,901.76	46.52	2.51%
JACOBSTOW	206.39		204.53	211.36		209.45	4.93	2.41%
KEA	659.32		653.39	665.67		659.68	6.29	0.96%
KENWYN	2,409.70		2,388.01	2,420.89		2,399.10	11.09	0.46%
KILKHAMPTON	615.34		609.80	625.56		619.93	10.14	1.66%
LADOCK	595.10		589.75	598.84		593.46	3.71	0.63%
LANDEWEDNACK	419.40		415.62	417.02		413.27	-2.35	-0.57%
LANDRAKE	384.99		381.53	390.90		387.38	5.86	1.53%
LANDULPH	263.83		261.45	263.01		260.65	-0.81	-0.31%
LANEAST	98.32		97.44	99.55		98.65	1.21	1.25%
LANHYDROCK	96.80		95.92	96.54		95.67	-0.25	-0.26%
LANIVET	689.04		682.84	708.62		702.24	19.40	2.84%
LANLIVERY	227.28		225.24	234.36		232.25	7.01	3.11%

Community Network Review

The Future of Cornwall's Area Partnerships – Seeking Your Views: Executive Summary

Purpose: This paper summarises the detailed engagement paper on the review of Cornwall's area partnerships, the Community Network Panels ("CNPs").

- 1.1 Cornwall Council's Cabinet has commissioned a review of the Community Networks, as part of a programme to transform how the Council works in place with partners and communities. Cabinet's ambition is to create new, improved "Community Area Partnerships" ("CAPs") - to replace and build on the work of the CNPs – that are better able to act and drive change on the major issues that matter to communities, and help how we connect and work with the people of Cornwall.
- 1.2 The paper sets out proposals for the role, geography and broad governance of the CAPs. These proposals have been developed with CNP Chairs & Vice-Chairs ("CN Chairs"). The Council is now seeking views on the proposals, via the Community Network Panels, to inform a final decision, to be made by early 2023. It is proposed that the new CAPs will start meeting in May 2023.
- 1.3 Community Network Panels are asked to discuss the proposals and feedback their views via their Community Link Officer by 18 November 2022. The paper will be circulated to Cornwall Councillors, Town & Parish Councils and other partners in each Community Network so they can feed their views into their CNP's discussion.

2. Community Area Partnerships: The case for change

- 2.1 Section 2 of the paper explains why the Council is proposing this change. In summary, these are: **(1)** the area partnerships need to be better empowered and equipped to tackle the priority issues for our communities, whether specific to local areas or common across Cornwall; **(2)** the Council has an ambitious business plan to address these common, strategic issues and needs stronger area partnerships to help it progress these, together with the Government's levelling up missions; **(3)** stronger area partnerships are essential to help improve connectivity and joint working with communities; **(4)** the current structure of 19 networks cannot sustainably and effectively be supported, in the context of the significant, ongoing global resource pressures; **(5)** the opportunity to build on the CNPs' successes and strengths, and need to improve their consistency of approach.

3. Function: Draft Proposed Vision for Community Area Partnerships (CAPs)

- 3.1 Section 3 of the paper **seeks views** on a vision for the CAPs, developed with CN Chairs. The overall vision, supported by more detailed themes, is: **"Bringing together local organisations and people to tackle the issues that matter to communities so that everyone can start, live and age well."**

4. Function: Draft Proposed Objectives for the Community Area Partnerships (CAPs)

- 4.1 Section 4 **seeks views** on proposed objectives for the CAPs. These build on the draft vision, feedback from CN Chairs and the current Community Network Panel objectives. In turn, they form a building block for the proposed new roles of the CAPs.
- 4.2 In overview, the objectives cover: **(1)** taking and influencing action to meet community priorities; **(2)** improving connectivity and engagement with partners and communities; **(3)** supporting community action, self-resilience and capacity building; **(4)** shaping and co-designing services; **(5)** supporting Members in their local leadership roles; **(6)/(7)** championing and facilitating the work of town & parish councils and the voluntary, social & community enterprise sector; **(8)** facilitating joint working between the Council and partner organisations; **(9)** joint working between CAPs; **(10)**

promoting sharing of skills, assets, learning and solutions between partners across Cornwall; **(11)** advising the Council and partner organisations on issues of local interest/concern; **(12)** leading/supporting community projects; **(13)** producing area priorities/action plans; **(14)** having a say on local service delivery, strategies and projects; **(15)** promoting community wellbeing, cohesion, equality & diversity; **(16)** prioritising devolved budgets; **(17)** bidding for funding.

5. **Function: Proposed specific roles for the Community Area Partnerships (CAPs)**

5.1 Section 5 **seeks views** on specific new/improved roles for the CAPs. In overview, these are:

(A1) Development and delivery of **CAP Area Priorities and Action Plans (“CAP Plans”)**. These will be evidence-based plans, bringing together local priorities, Cornwall Council and levelling up missions. They will be developed through engagement with local stakeholders and communities. They will feed into Cornwall Council’s policy/budget-setting processes and will be shared with partner organisations.

(A2) An important role on the **Good Growth Shared Prosperity Fund Investment Plan 2022-25**, particularly in relation to the following two programmes. These proposals are currently in development and subject to formal approvals under the Good Growth programme.

- The Community Levelling Up Programme (CLUP). A £11.49m programme to help communities develop their place-shaping ambitions and empower them to drive the changes they need. In 2022/23 (“Year 1”), the CNPs will input into the development of Local Good Growth Delivery Frameworks to underpin delivery of the programme in 2023-25 (Years 2&3). In Years 2&3, it is proposed the CAPs will have a devolved budget to implement their Delivery Framework (on the basis that there are 12 CAP areas as proposed below, the current draft estimated budget for each CAP is £400,000). They will also be able to apply to a central “performance reserve” to bring forward more/larger projects; and draw on support from the CLUP facilitation and project development support team, which will assist applicants through the process and drive delivery of key strategic projects.
- The Community Capacity & Facilitation Fund (CCFF) is a £2m programme to support and build the capacity of communities to develop project proposals for larger projects so they potentially secure larger-scale delivery funds (from any SPF programme and other sources), expanding on the existing Town Vitality funding programme. CNPs/CAPs will be able to draw on support from the CCFF team, which will be in place by January 2023, funded from the programme budget. The team will focus on building capacity and directly supporting communities to bring forward project proposals. In Years 2/3, it is proposed that each CAP will have an allocated budget to support programme objectives (the total delegated budget for this period across Cornwall is £1.255m). It is proposed there will be a performance reserve for larger, more ambitious projects.

(A3) An enhanced **community engagement** role. The key elements will be: (i) engaging communities on their CAP Plans; (ii) advising Cornwall Council/partners on their approach to community engagements in their CAP area; (iii) promoting community capacity building, by overseeing work undertaken by officers and working in closer partnership with the Voluntary Community and Social Enterprise Sector (VCSE).

(A4) An enhanced role in **engaging and supporting Town & Parish Councils**. CN Chairs have developed this proposal, emphasising that Town & Parish Councils’ place at the heart of our area partnerships is critical and that there are opportunities to build on the CNPs’ work in this respect. They consider that CAPs should “*champion Town & Parish Councils and act as the go to: PLACE where they can get support, the PLATFORM where they can share best practice, and a PATHWAY to progress and seek funding for projects and ideas*”. If the principle of this proposal is supported, CN Chairs have emphasised the importance of working with the Town & Parish Council sector to develop the details of exactly what would be most helpful to them.

- (B1) **CAP Devolution Programme:** CAPs would oversee and prioritise the devolution programme for their areas, including associated capital funding.
- (B2) **External Funding:** CAPs would seek external funding to help support CAP Plan delivery, with this activity carried out on their behalf by officers within a defined offer.
- (B3) **Participatory Budgeting (PB):** CAPs would have the ability to use PB processes, where appropriate, to decide how to distribute funding allocated to or secured by the CAPs.
- (B4) Members would have discretion to align some of their **Community Chest** to CAP Plan priorities.
- (B5) **Cornwall Council Budget:** CAPs would have a formal role in being engaged on the forthcoming year's Council budget consultation (historically, CNPs have done this on an ad hoc basis).
- (B6) **Business Plan and Budget implementation:** Each CAP would have a defined role in assessing, challenging and advising on how the Council is implementing its strategies and spending its budgets within its area, including in comparison with other CAP areas to support Levelling Up.
- (B7) **Place-based services:** Each CAP would have a defined role in assessing, challenging and advising on service provision in comparison with other areas to support Levelling Up.
- (B8) **Planning:** CAPs would have defined roles: to be (i) engaged on development of statutory planning policy i.e. the Local Plan; (ii) engaged on planning briefs (e.g. where of interest to a significant part of the CAP); (iii) a forum for parishes to engage on developing Neighbourhood Development Plans.
- (B9) A defined role in engaging **children & young people**, including links to Cornwall's Annual Conversation.
- (B10) CN Chairs have asked that, as in the pandemic, **Cabinet Members** be assigned to each CAP, to strengthen connectivity between the CAPs and Cornwall Council.
- (B11) **Local issues/service changes:** CAPs would, at the request of local Members, be engaged on local issues/service changes that would significantly impact the whole or a significant part of their area.
- (B12) **Scrutiny referral:** To introduce an appropriate mechanism for CAPs to request the Council's Overview & Scrutiny committees to consider carrying out scrutiny of issues that are common across several CAPs.

6. Form: Geography for the Community Area Partnerships, and Broad Governance Model

- 6.1 Section 6 **seeks views** on the geography and broad governance model of the CAPs. CN Chairs have worked together to create a **draft geography** for the CAPs, so that this can be discussed, improved and refined through the engagement via Community Network Panels.
- 6.2 CN Chairs were asked to do this work based on an upper limit of 12 CAP areas, the upper number of areas the Council considers it can effectively and sustainably resource. CN Chairs also had regard to a list of principles (set out in the full paper). Within these parameters, they achieved a fairly broad consensus on a draft CAP geography. This is summarised at Annex 1 of this Executive Summary; maps have also been circulated with these papers. **The Council is seeking views, via Community Network Panels, on the draft CAP geography. Any suggested amendments on the draft geography are welcome. These should be based on the limit of 12 CAP areas and should have regard to the principles in the full paper.**
- 6.3 CN Chairs decided to use the current Community Network Area (CNA) boundaries as the basis for their work, as these are broadly coherent economically, socially, culturally and geographically, and reflect current communities of identity and interest. Details on their method are in the full paper.
- 6.4 The Chairs reached consensus on 7 CAP areas. For the other 5 areas, grouped in two distinct parts of Cornwall, CN Chairs put forward 2 options. These two distinct parts of Cornwall are referred to in the table below as "West Cornwall and Camborne Pool Illogan & Redruth area" and "South Restormel area." For the "South Restormel" area, Option 1 is the CN Chairs' preferred option.

6.5 Broad Governance Model: The CNPs are local forums operating as partnerships. It is proposed that the CAPs also operate on a partnership model, as this is a good fit to support the proposed vision, objectives and specific roles. The proposed components of the CAP governance model are a **partnership meeting** (replacing the CNP) and a **public forum** (linking to the partnership meeting).

6.6. The final sections of the paper briefly cover:

- (1) Supporting the CAPs to build their own **capacity** through training, development and practical support.
- (2) **Remuneration**: The Cornwall Council Independent Remuneration Panel has recently commenced a review of the Member Allowances scheme. It has agreed to consider whether there is a potential case for recommending a Special Responsibility Allowance for Chairs/Vice-Chairs of the CAPs.
- (3) Summary of review **progress and next steps**

Feedback:

6.7 Community Networks are asked to feedback their views via their Community Link Officer

Bodmin: Sarah Sims sarah.sims@cornwall.gov.uk

Bude: Chris Sims chris.sims@cornwall.gov.uk

Camborne Pool Illogan Redruth & Mining Villages: Vanessa Luckwell vanessa.luckwell@cornwall.gov.uk

Camelford: Roger Gates roger.gates@cornwall.gov.uk

Caradon: Catherine Thomson catherine.thomson@cornwall.gov.uk

China Clay: Roger Gates roger.gates@cornwall.gov.uk

Cornwall Gateway: Catherine Thomson catherine.thomson@cornwall.gov.uk

Falmouth & Penryn: Esther Richmond esther.richmond@cornwall.gov.uk

Helston & South Kerrier: Maxine Hardy maxine.hardy@cornwall.gov.uk

Hayle & St Ives: Maxine Hardy (St Ives cover) maxine.hardy@cornwall.gov.uk

Launceston: Chris Sims chris.sims@cornwall.gov.uk

Liskeard & Looe: Sarah Sims sarah.sims@cornwall.gov.uk

Newquay & St Columb: Helen Fincham helen.fincham@cornwall.gov.uk

St Agnes & Perranporth: Esther Richmond esther.richmond@cornwall.gov.uk

Truro & the Roseland: Helen Nicholson helen.nicholson@cornwall.gov.uk

Wadebridge & Padstow: Helen Fincham helen.fincham@cornwall.gov.uk

St Austell & Mevagissey: Caitlin Lord caitlin.lord@cornwall.gov.uk

St Blazey Fowey & Lostwithiel: Caitlin Lord caitlin.lord@cornwall.gov.uk

West Penwith: Helen Nicholson (cover) helen.nicholson@cornwall.gov.uk

Localism team manager: Steve Foster stephen.foster@cornwall.gov.uk

SF101022

Annex 1: Draft Geography: Further Details

A: Maps (circulated separately):

CN Chairs & Vice-Chairs (CN Chairs) reached consensus on 7 CAP areas. For the other 5 CAP areas, grouped in two distinct parts of Cornwall, CN Chairs put forward 2 options. These two distinct parts of Cornwall are referred to in the table below as “West Cornwall and Camborne Pool Illogan & Redruth area” and “South Restormel area.” For the “South Restormel” area, the Option 1 maps show CN Chairs’ preferred option.

Option 1:

- “Option 1 Parishes” - Draft Community Area Partnership boundaries, also showing parish boundaries
- “Option 1 Electoral Divisions” - Draft Community Area Partnership boundaries, also showing electoral division boundaries

Option 2:

- “Option 2 Parishes” - Draft Community Area Partnership boundaries, also showing parish boundaries
- “Option 2 Electoral Divisions” - Draft Community Area Partnership boundaries, also showing electoral division boundaries

B: Further details about CAP areas

Where Electoral Division crosses two CAP areas it is notionally shown as 0.5 of a Division in each CAP

Community Area Partnership Area Proposals/Options	Proposed area comprises (CN = Community Network Area)	Population ¹ (2020 Estimate)	Number of Electoral Divisions*	Number of Parishes
A: Areas on which CN Chairs reached a consensus:				
CAP 1. “Bude and Camelford CAP”	Bude CN AND Camelford CN	32029	4.5	29
CAP 2. “Launceston and Caradon CAP”	Launceston CN AND Caradon CN	40515	5.5	24
CAP 3. “Liskeard, Looe and Cornwall Gateway CAP”	Liskeard & Looe CN AND Cornwall Gateway CN	65832	11	29
CAP 4. “Bodmin, Wadebridge & Padstow CAP”	Bodmin CN AND Wadebridge & Padstow CN (subject to resolving whether St Wenn Parish should be in CAP4 or 5; for purpose of this table, St Wenn Parish included in CAP4; parish population is: 417)	42259	7	22
CAP 5. “Newquay, St Columb, St Agnes & Perranporth CAP”	Newquay & St Columb CN AND St Agnes & Perranporth CN (see above question re St Wenn Parish; for purpose of this table, St Wenn Parish included in CAP4)	51281	7.5	10

¹ Source: 2020 Mid Year Population Estimates, Office for National Statistics. Please note these are population figures, not electorate figures.

Community Area Partnership Area Proposals/Options	Proposed area comprises (CN = Community Network Area)	Population (2020 Estimate)	Number of Electoral Divisions*	Number of Parishes
CAP 6. "Truro & Roseland CAP"	Truro & Roseland CN (PLUS St Goran Parish MINUS Grampound with Creed Parish)	47808	8	18
CAP 7. "Falmouth & Penryn CAP"	Falmouth & Penryn CN	47205	7	9
B: Areas where CN Chairs put forward different options:				
8 and 9: The "South Restormel" area:				
OPTION 1 – MAJORITY VIEW:				
CAP 8 "St Austell, Mevagissey, St Blazey Fowey & Lostwithiel CAP"	CAP 8: St Austell & Mevagissey CN AND St Blazey Fowey & Lostwithiel CN (MINUS St Goran Parish PLUS Grampound with Creed Parish) <i>Resolve whether Luxulyan Parish should be CAP8 or 9. For purpose of this table, Luxulyan Parish is included in CAP 9.</i>	49749	7.5	18
CAP 9 "China Clay CAP"	CAP 9: China Clay CN <i>Resolve whether Luxulyan Parish should be CAP8 or 9. For purpose of this table, Luxulyan Parish is included in CAP 9; parish population is: 1497</i>	30508	4	6
OPTION 2 – ALTERNATIVE OPTION: Chairs who drew this option also noted merits of Option 1				
CAP 8 "St Austell & Mevagissey CAP"	CAP 8: St Austell & Mevagissey CN (MINUS St Goran Parish PLUS Grampound with Creed Parish)	31986	5	8
CAP 9 "China Clay and St Blazey Fowey & Lostwithiel CAP"	CAP 9: China Clay CN AND St Blazey, Fowey & Lostwithiel CN	48271	6.5	16
10,11,12. West Cornwall and Camborne Pool Illogan & Redruth area				
OPTION 1:				
CAP 10 "Camborne Pool Illogan Redruth & Mining Villages CAP"	CAP 10: Camborne Pool Illogan Redruth & Mining Villages CN	65171	10	10

Community Area Partnership Area Proposals/Options	Proposed area comprises (CN = Community Network Area)	Population (2020 Estimate)	Number of Electoral Divisions*	Number of Parishes
CAP 11. "Hayle, Helston, South Kerrier CAP"	CAP 11: Helston & South Kerrier CN PLUS Hayle, St Erth and Gwinear-Gwithian Parishes	50718	7.5	21
CAP 12. "West Penwith & St Ives CAP"	CAP 12: West Penwith CN PLUS St Ives and Towednack Parishes	51515	7.5	16
OPTION 2:				
CAP 10. "Camborne Pool Illogan Redruth, Mining Villages and Gwinear-Gwithian CAP"	CAP 10: Camborne Pool Illogan Redruth & Mining Villages CN PLUS Gwinear-Gwithian Parish	68858	10.5	11
CAP 11. "Helston & South Kerrier CAP"	CAP 11: Helston & South Kerrier CN	35758	5	18
CAP 12. "West Penwith, Hayle & St Ives CAP"	CAP 12: West Penwith CN AND Hayle & St Ives CN MINUS Gwinear-Gwithian Parish	62788	9.5	18

Total Cornwall population: 574590

FAO Esther Greig
Clerk to Camelford Town Council
Sent via email;
clerk@camelford-tc.gov.uk

My ref: GP10149

Date: 7 November 2022

Re: [Churchfield Car Park, Camelford] charge point update

Dear Camelford Town Council,

You have a charge point on your land under arrangement with Cornwall Council and they in turn have an arrangement with the supplier and operator of the point through the GeniePoint network (although the company behind that has changed to EQUANS).

The supplier was to operate the charge points and be responsible for their maintenance under their terms of the contract with the Council. Since the Council has become aware that they were not meeting the requirements set out in the contract you've been attempting to address concerns and ensure repairs are done.

The supplier has said there are difficulties with spare parts but as they've not dealt with concerns adequately the Council has decided to terminate their contract with the supplier and has recently appointed a new supplier to deliver a new programme to install charge points across Cornwall. We are working with a new supplier, SWARCO, to identify what repairs can be conducted to the charge point on your property and to change the payment mechanism to E-Connect.

In view of these changes the Council wishes you to provide contact details for the best person in your organisation to pass on to our new contractor. The lease of the charge points end in a year or so and the Council, once it's done the above exercise, will be looking to engage with you regarding future arrangements.

Enclosed is a proposal from SWARCO which would see the replacement of the charge point(s) at their cost for your consideration. If you have any questions, you can reach me using the contact details below.

Yours sincerely



Amy Looker

Highway Technology & Asset Systems Manager
Environment & Connectivity Service
Room 109, Western Group Centre, Radnor Road, Scorrier, TR16 5EH
E: amy.looker@cornwall.gov.uk | T: 0300 1234 100

Customer Name	Cornwall County Council		
Project Name	(Site Name)	Compiled By	SWARCO Investments – DC
Quote Number	SI22-041	Date	03/08/2022

SECTION 1 - OUR OFFER TO YOU

Thank you for your interest in considering deployment of SWARCO-funded charging hardware at your site, in exchange for an annual rental fee, or profit share; whichever is higher. The table below outlines the summary of our offer to you:

Number of ultra-rapid DC charge points (dual outlet)	X
Total number of bays electrified	X
Lease term	15 years
Rental mechanics	Fixed rental or profit share; whichever is higher
Base rental fee per ultra-rapid DC charge point	£x,000 per annum, indexed
Profit share	XX%
Deployment costs	Covered by SWARCO in full
Maintenance and operations costs	Covered by SWARCO in full
Forecasted total base rental to your business	£x,000 (years x to x)
Forecasted total profit share to your business	£x,000 (years x to x)
Forecasted total payments your business	£x,000

This work would evaluate and potentially expand on your current EV charger on site and could be seen as a phase 2 deployment. The level of electrification across the UK is growing rapidly, and after careful consideration by our Analytics Team here at SWARCO, we would like to collaborate with you, and support expansion of Cornwall Council's EV charging network.

The current charger you have on site would be upgraded to our newer charging hardware. These units offer a significantly improved user interface and improved reliability. Additionally, we would seek to increase the charging output capacity of the unit, from the current 50kW, to a minimum of 100kW (or maybe more, after local electrical capacity assessment).

Beyond the hardware, the units would be managed by our 24/7/365 Customer Service team, based in the UK. This would mean that any EV visitors to your site would have instant access to our team to assist, and should there be any issues on site, we would mobilise an Engineer to visit within 24 hours. The SWARCO service offering is considered to be sector leading and will be a step up from your current arrangement.

Moving ahead, upon acceptance of the offer, we would sign an agreement that will allow us to design the site, request power capacity to the DNO, price the deployment works and request planning permission. Our offer is subject to SWARCO investment board approval, which we will seek following finalisation of these activities, available electrical capacity on site and overall financial feasibility following detailed design and pricing. Should the site be deemed economically feasible for investment, we would enter a lease on the basis of the above offer summary.

Our Team is available to visit and meet you in person to explain this proposal and become more familiar with the site.

Customer Name	Cornwall County Council		
Project Name	(Site Name)	Complied By	SWARCO Investments - DC
Quote Number	SI22-041	Date	03/08/2022

SECTION 2 – OUR SOLUTION FOR YOUR SITE

Below you can find the types of rapid or ultra-rapid charge points that we would look to deploy at your site; the SWARCO Raption 50 and the SWARCO Touch + solution.

The final choice of charger on the site would be dictated by space and power availability and subject to discussion with yourselves. The site evaluation criteria are assessed at site survey and in conjunction with Western Power Distribution, the district network operator for your region.

SWARCO Raption 50



- Based upon tried & tested state-of-the-art technology from the popular Raption DC portfolio, high uptime is ensured thanks to its unique modular construction.
- Its modular power technology ensures a very high uptime (reducing the non-operation expenditure) since in case of power module failure the rest of modules continue charging.
- The sophisticated external design, which is slim and yet robust, makes this ideal for all settings, be they urban, rural or industrial.
- Lower energy consumption (and therefore OpEx) is achieved due to a sustained high efficiency level resulting from disconnecting power modules when lower charging power is requested by the EV.
- This 50kW rapid charger is fitted with both CCS and ChaDeMo cables and a 22kW AC socket
- The unit has full integrated contactless payment capability. This avoids the need to belong to a specific network or membership scheme

Customer Name	Cornwall County Council		
Project Name	(Site Name)	Compiled By	SWARCO Investments – DC
Quote Number	SI22-041	Date	03/08/2022

SWARCO Touch +



- ✦ This charger can either provide its full 100kW power to a single vehicle, or split its capacity, allowing for two vehicles to be charged simultaneously at 50kW/50kW. This is more space efficient, requiring less disruptive installation works on site.
- ✦ Additionally, the charger can expand its power output capacity to 600kW simply by adding additional power modules, allowing us to futureproof your site.
- ✦ The unit is equipped with a 81cm screen that allows intuitive interaction, revolutionizing the user experience. In addition to the charging information, the large touch screen allows having promotional videos, advertising for your site or any other multimedia content.
- ✦ A contactless payment card reader will be included on each charger. Your guests will not need to be a member of any charging scheme and be able to use the charger on a pay-as-you-go basis.
- ✦ The charging cables have 4.7 m long. When the connectors are in the support, the cables don't touch the ground. The cable easily expands and retracts as needed by the user.

SECTION 3 – THE SOFTWARE BACKOFFICE SERVICES

SWARCO E.Connect is our in-house back-office platform and service to manage and monitor chargers UK-wide. We currently operate over 7,000 charge points on E.Connect in the UK, with a further 2,500 chargers operating throughout the EU, including Germany, Austria and Croatia.

- ✦ Your business will be given secure, password protected access to the E.Connect portal which offers information on usage and faults across the host's network at any time.
- ✦ The network overview page gives you filterable headline statistics on the number of charging sessions, unique users, total energy consumed, revenue generated, CO2 savings, estimation of EV miles driven, overall uptime, charger utilisation and active fault tickets.
- ✦ If a charger misses a heartbeat communication with E.Connect, it will automatically generate a fault ticket for our team to investigate, attempt a remote fix and, if required, organise an engineering visit.

Customer Name	Cornwall County Council		
Project Name	(Site Name)	Compiled By	SWARCO Investments – DC
Quote Number	SI22-041	Date	03/08/2022

SECTION 4 - SWARCO SMART CHARGING OVERVIEW

SWARCO Smart Charging has been deploying EV charging infrastructure since 2010; making our business one of the longest operating, and most experienced, within the EV sector. We have over 9000 chargers deployed across the UK. Our brand might not be familiar to you, if you are not from the EV charging sector, but we have supported several high-profile partners, over the years. This is not limited to, but includes the charge-point network operations of:

- Motor Fuel Group EV Clean Power – deploying over 200 ultra-rapid chargers UK-wide
- Osprey Network – 224 rapid chargers UK-wide
- Be.EV – 142 chargers across the Greater Manchester region
- Heathrow Airport Limited – over 50 fast and rapid charger's landside and airside
- Highways England – 39 rapid chargers across UK Midlands and South

Our parent company, SWAROVSKI, may perhaps be a more familiar brand. We are privately owned by the SWAROVSKI family. The family business interests cover 60 legal entities globally, with over 5000 staff worldwide. Our work follows the main brand ethos of having an exceptional reputation for high quality products and services.

Within the UK, SWARCO's Smart Charging brand is recognised as the trusted go-to-supplier offering high quality EV charging solutions and services, ensuring that EV drivers can reliably re-charge whenever and wherever they need. Designed with ease of operation, performance, and reliability in mind. Our business capability is split across three key areas:

Our product suite ranges from 7kW to 600kW. We can properly assess a site and deploy the perfect charging output needs.	We have over 30 technicians, directly employed by SWARCO, to keep our network online. Nobody has more boots on the ground.	SWARCO has its own 24/7/365 customer service desk. Phone numbers are listed on the App and on the chargers themselves, so users can reach us directly for support.
We have listened to our customers and evolved the chargers from both usability, and health & safety perspectives.	This team keeps chargers from the Shetland Isles, right down to Cornwall online.	We often find that 70% of issues are remedied remotely, with no site visit needed.

We have used our own investment resources on over 200 rapid charger installations across the UK, where the end clients enjoy a regular and long-term income stream.

We would like to thank you for the opportunity to present our proposals to you, and we hope this submission provides a good overview of our proposal. We look forward to hearing from you.

Esther Greig

From: Sandra Holley <[REDACTED]>
Sent: 03 November 2022 10:30
To: Esther Greig
Subject: Winter Festival-Christmas Fireworks Display

Morning Esther

Thank you for your notice of the above event.

Like previous years my husband and I together with family are looking forward to what has in the past been a great evening and a time to catch up with many people of the town. Especially after the previous years of Covid isolation.

However, I would like the reassurance, (perhaps Andy Bond with his knowledge of birdlife could help) that the existing birdlife will not be harmed. I am so lucky at the moment ...I can look out of m bungalow windows and watch the increased variety of birds now in the field hedges and trees. I realise it is not spring but with the weather being so mild other wild animals will not yet be "huddled" down. Therefore it might come as a shock to them too.

I am concerned and would appreciate if you could just pass on my thoughts to the Council. I realise the lights have always been a highlight but with many people concerned about the natural environment and some towns turning to laser shows as an alternative perhaps it will be something to think about in the future.

Kind regards

Sandra [REDACTED]

Esther Greig

From: Angela Cooper <AngelaJeanCooper@hotmail.com>
Sent: 07 November 2022 14:41
To: Rob Rotchell
Cc: Esther Greig
Subject: Town Carols

Dear Rob and members of the Council,

I have been making some enquiries among church leaders about the Town Carols this year and there is a feeling that with falling numbers and without the Town Band (I confirmed with Sally that they are not available) the usual Carol Service at Cleese Hall might have run its course. This is particularly true of David at Soul's Harbour whose turn it would be to lead this year. At the same time our folk at Lanteglos are very keen to host a Carols by Candlelight service there. I wonder then if this year we might offer Town Carols by Candlelight at Lanteglos at 6pm on Sunday 18th, inviting a selection of community representatives to give a reading as usual. We could then assess how that goes and decide together how to continue next year, perhaps rotating around the churches who wished to host.

Please could you let me know if this would this be acceptable to you?

Kind regards

Angela

The Revd Angela Cooper
Rector, The Camel-Allen Benefice
Lanteglos, St Thomas Camelford, Advent St Teath & Delabole
01840 212468

Esther Greig

From: Isabelle Risner <Isabelle.Risner@cornwall.gov.uk> on behalf of CornwallALC Enquiries <enquiries@cornwallalc.org.uk>
Sent: 10 November 2022 10:30
To: Sarah Mason; CornwallALC Enquiries
Subject: Boundary Commission Consultation

Information Classification: CONTROLLED

TO ALL CALC MEMBERS

We have been asked by NALC to share the following information regarding the Boundary Commission final consultation on constituency boundary changes with you:

The Boundary Commission for England (BCE) is redrawing constituency boundaries in order to rebalance the number of electors represented by each MP, and a final consultation on proposed new constituencies is now open. A new revised map of constituency proposals, which takes into account feedback sent in by the public on the initial proposals, has been published on the consultation website bcereviews.org.uk

BCE would like to hear from local councils in this final consultation, which is open until 5 December. To help you do this please see [BCE's Partner Toolkit](#) with a range of resources including sample bulletin and website text, blogpost, sample posts for social media, posters and flyers.

Questions regarding the consultation or the Partner Toolkit can be addressed to Jessica Lancod-Frost, Policy Officer at NALC email: Jessica.Lancod-frost@nalc.gov.uk

Kind regards

Isabelle Risner

Assistant County Officer
Cornwall Association of Local Councils
Unit 1a, 1 Riverside House
Heron Way
Newham
TRURO
Cornwall TR1 2XN

Tel : 01872 326968 Mobile : 07504 685407

Email : enquiries@cornwallalc.org.uk or Isabelle.risner@cornwall.gov.uk

URL: www.cornwallalc.org.uk

Think of the Environment - Do You Need To Print This?

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CAMELFORD TOWN COUNCIL

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Minutes of the Finance and Staffing Committee Meeting – 21st October 2022

1. To note Councillors present

Cllr Coombes opened the meeting at 10am with 3 other Councillors present: Cllrs Burgis, Rotchell, Shaw.
Clerk: Esther Greig. FS22/015

2. To receive Apologies for absence with reasons

Cllr Grigg – personal

It was **resolved** to accept the apologies

Proposed: Cllr Rotchell **Seconded: Cllr Shaw** **unan** **FS22/016**

3. To receive Declarations of Interest & Approve Dispensations

None

FS22/017

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

None

FS22/018

5. To receive and approve the Minutes of Finance & Staffing 5th August 2022

It was **resolved** to approve the minutes

Proposed: Cllr Rotchell **Seconded: Cllr Coombes** **unan** **FS22/019**

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

Clerk reported mostly as expected with a couple of unbudgeted items – as previously noted in Q1. Welcome back funding was paid in Q2 rather than in 21-22. Clerk will be checking individual payments as looks like a payment in insurance is missing. Salaries slightly over – events. Skatepark is showing over budget on this spreadsheet but is not taking into account the EMR – will rectify for main report to Council. FS22/020

7. Agenda Items

a. Q2 internal control check – Cllrs Rotchell and Scawn – to be scheduled FS22/021

b. The internal auditor report was **noted**. Highlighted 2 minor mistakes in VAT and payroll; which have been corrected. FS22/022

c. Committee terms of reference were **discussed**. Amalgamation of staffing and finance discussed and added two functions. To make policy recommendations to Council and to provide provision of mentors to Councillors for those who want/need it. **To recommend updated terms to Full Council** FS22/023

d. To **discuss** date and format for the first budget working group meeting – suggesting 1130 4th November on Teams. Next agenda. FS22/024

e. The social media policy was **reviewed**, Contradictory to the broadcasting policy in one section – to be amended. To add standard response to 'trolls' to be signposted to the office for investigation. Also, a response for Councillors to use at the time of occurrence to manage expectations. **Clerk to amend and recommend to Full Council.** FS22/025

f. A tractor purchase/budget was **discussed**. Cllr Coombes noted that the kit that would do the jobs required would be approx. £30k but there is an 18 months old vehicle that is on for £20k – quite a good deal and worth checking out. Clerk noted current and future staff hours, plans and inflation issues. An unbudgeted item; so would need to go to Council for a decision if it was felt that it was the right equipment and could be purchased from reserves rather than added to precept at the current time. EMR for Churchfield resurfacing and cemetery buildings are unspent and would cover £20k – not had VAT reclaims for 18 months - £75k outstanding. If it was not suitable then item would be budgeted for 2024-25. FS22/026

g. CTC income/fees for 2023 were discussed. Allotments and printing fees to be increased by 10%. CP permits could return to pre-pandemic levels – i.e £100 for all second vehicles – both residential and business. To discuss at budget working group. FS22/027

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 Coombes

unan

FS22/028

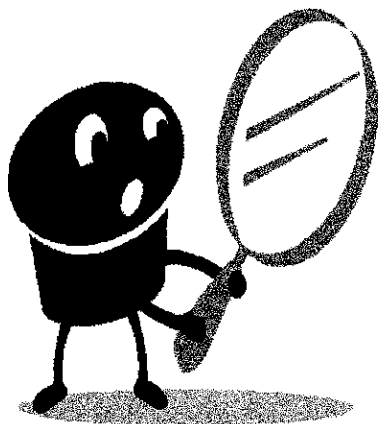
- a. An update on staff appraisals was received.

FS22/029

9. Items, time and date for next meeting.

tbc - 2023, 10am Town Hall

DRAFT



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF CAMELFORD TOWN COUNCIL
YEAR ENDED 31ST MARCH 2023.

ISSUE DATE: 16/10/2022
ISSUED TO: TOWN CLERK

INTRODUCTION:

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

Scope:

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

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

Approach:

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

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2022.

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

GENERAL COMMENTS:

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

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

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

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

AUDIT COMMENTARY:

Previous Recommendations

There are no previous recommendations outstanding.

Accounting Records

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

Financial Regulations

Financial Regulations were last reviewed in May 2022.

Payments

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

Purchasing

A scheme of delegation is in place and purchase orders are used.

Procurement

Compliance with Financial Regulations was tested on a sample of larger payments and all was in order.

Payment methods

The primary method of payment is electronic banking, there is adequate separation of duties and in most instances, there is direct Member involvement.

A debit card is in use and testing found that this was being used within the provisions set out in Financial Regulations.

Payments

Payments are supported by invoices, are certified by the RFO and entered onto payment schedules that are approved by Members.

Risk

Risk Assessment

The council is yet to review its risk management arrangements in this financial year.

Insurance

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

Investments

An Investment Strategy covering the current year was adopted in August 2022.

Budgets

Setting

We reviewed the 2022/23 budget setting process as part of our final audit work last year and we review the 2023/24 process later in the year.

Monitoring

The previous year outturn was reported in May and quarter one in July.

Income

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

Precept

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

Allotments

Payments were traced from the Allotment Register to the accounting system; all was found to be in order.

Car Parks

Machine tickets are retained and filed with bankings with a spreadsheet maintained to keep a record of cash in hand. Testing revealed no issues to report.

Library

Details of Library income, which is minimal, are kept manually and are totalled and classified at the end of each month. Postings to the ledger are easy to follow.

VAT had not been charged on printing services; this is being corrected.

VAT

VAT claims for quarters one and two have been submitted in a timely manner.

Payroll

New Starters

A new employee has been issued with a contract of employment and has been paid in accordance with the Terms therein.

Payroll

The latest payroll was tested and all was in order other than one employee had been paid at the old (pre-pay award) rate; this will be corrected at the next pay run.

Tax, NI & Pensions

PAYE and pension provisions have been applied correctly albeit that initially one employee was allocated an incorrect deduction percentage.

Bank Reconciliation

Monthly bank reconciliations have been carried out in a timely manner; they were found to be accurate and have been reviewed by a Member in line with Financial Regulations.

Electors Rights

Full Council properly approved the 2021/22 AGAR.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2021/22 accounts have been met.

Income							
Precept	286,255.00	286255.00	0.00	0.00	100.00%		
CTS Grant	5,132.00	5132.22	0.00	0.00	100.00%		
Grants and Donations	4,000.00	20429.02	0.00	0.00	510.73%	Welcome back 2021-22	
Income - Car Park	6,500.00	4579.97	0.00	0.00	70.46%		
Footpath Grant	719.00	0.00	0.00	0.00	0.00%		
Allotment Rent	1,000.00	1320.00	0.00	0.00	132.00%		
Other Income	500.00	1761.34	0.00	0.00	352.27%	£284 cup sales, advertsing toilet £300, £570 event donations	
OCM Phase 2 Grants	5,000.00	7684.83	0.00	0.00	153.70%	£2.6k due previous year	
Interest - Bank	3,250.00	1454.43	0.00	0.00	44.75%		
CIL PA20/05739	0.00	1815.73		1,816.00	#DIV/0!	not budgeted for	
Accommodation							
Office Rent	0.00	0.00	6200.00	3046.86	49.14%		
Rates £3193	0.00	0.00	3500.00	1917.60	54.79%		
Building Operations	0.00	0.00	4200.00	2433.74	57.95%		
Lift	0.00	0.00	2300.00	1470.00	63.91%		
Building Modifications	0.00	0.00	0.00	0.00	0.00%		
Administration							
Salaries	0.00	0.00	165000.00	84428.63	51.17%	Slightly over - events	
Staff Mileage	0.00	0.00	500.00	218.25	43.65%		
Councillor Mileage	0.00	0.00	300.00	42.75	14.25%		
Training	0.00	200.00	3000.00	1817.75	0.00%		
Mayors Allowance	0.00	296.67	650.00	752.33	0.00%	Jubilee pins	
Bank Charges	0.00	0.00	200.00	80.46	40.23%		
Audit	0.00	0.00	2000.00	1625.00	81.25%		
Insurance	0.00	0.00	2800.00	2505.45	89.48%	new business deal - 1 year	
Office Supplies	0.00	0.00	2000.00	881.49	44.07%		
Telephone/Broadband	0.00	0.00	1250.00	367.59	29.41%		
Legal Expenses	0.00	0.00	2000.00	0.00	0.00%		
IT and Support	0.00	0.00	2550.00	39.71	1.56%		
CTC Website	0.00	0.00	600.00	209.70	34.95%		
COVID-19	0.00	0.00	0.00	0.00	#DIV/0!		
Subscriptions	0.00	0.00	1500.00	1239.30	82.62%	mainly paid in first quarter	
Elections	0.00	0.00	1000.00	0.00	0.00%	to go to EMR at year end	
Total for year			Act.	Total for Year			
Churchfield Car Park Maint	0.00	0.00	10650.00	2486.64	23.35%	£5k to go to EMR at year end	
Cleese Car Park Maintenan	0.00	0.00	4500.00	2033.46	45.19%		
PWLB Loan Repayment - C	0.00	0.00	9725.00	4862.42	50.00%		
Car Park Rates £4441.10	0.00	0.00	4650.00	2665.10	57.31%		
Community							
Events	0.00	400.00	19993.00	17533.91	85.98%	includes EMR £3.5k	
Christmas Lights	0.00	0.00	4000.00	0.00	0.00%		



Finance & Staffing Committee

Terms of Reference

1. Members

- 1.1. Membership shall comprise of 5 Councillors and the Clerk.
- 1.2. Membership of the Working Group is established at the annual meeting of the Council.
- 1.3. The Committee shall elect a Chairman for each civic year.
- 1.4. Co-opted members may join the Committee during the year if authorised by the Council.
- 1.5. 3 members of the Committee shall constitute a quorum for meetings.

2. Frequency of Meetings

Quarterly meetings for project and audit considerations. Additional meetings will be convened as and when necessary for; budgeting/precept purposes, to deal with grievance or disciplinary matters, to recruit to staff vacancies, or deal with emerging personnel issues.

3. Specific Functions

3.1. Internal Audit

- To ensure internal control checks are undertaken. 2 Councillors per quarter to review
- To review financial regulations annually
- To review transparency code requirements annually
- To ensure audit procedure is adequate
- To review and action internal and external auditor reports
- To ensure insurance policy is adequate
- One member of Working Group to check monthly bank reconciliations
- To agree CTC service fees

3.2. Performance

- To review expenditure to budget quarterly
- To ensure projects run to budget
- To ensure grant conditions are met.
- To review investment returns
- To carry out staff appraisals.
- To make recommendations on financial and personnel related expenditure to the Full Council.
- To identify training requirements through appraisal and agree staff training programmes.
- To review policy and make recommendations to Full Council

3.3. Financial strategy

- To decide on value of reserves annually
- To decide on investment strategy
- To plan funding of Council projects
- To recommend precept following thorough annual budgeting process
- To review risk strategy annually and recommend changes to insurance cover

3.4. Personnel and Staffing

- To draft and keep under review the staffing structure of the Council and make recommendations as appropriate.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

- To keep under review all staff contracts of employment, terms and conditions and make recommendations to full council.
- To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.
- To review health and safety at work for all Council employees.
- To agree job descriptions, person criteria, advertising channels and interview dates for CTC vacancies
- To shortlist from applications received, interview candidates for vacancies, and choose the most appropriate candidate
- To provide mentors to other Councillors as required.

3.4.1.Complaints

- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure.
- To investigate and, where appropriate, hear complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.

Updated 10/11/22



COUNCILLOR AND STAFF COMMUNICATION GUIDELINES AND PROCEDURES

Adopted 15 November 2022

1. INTRODUCTION

- 1.1. The purpose of these guidelines and procedures is to define roles and responsibilities within Camelford Town Council (CTC) and give guidelines on internal and external communications, contact with the media and effective use of social media.
- 1.2. It is not the intention of these Guidelines to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise and indicates how any risks or pitfalls can be minimised or mitigated.
- 1.3. This should be read in conjunction with the Code of Conduct.

2. KEY AIMS

- 2.1 CTC is accountable to the local community for its actions; this accountability can be managed, in part, through effective two-way communications. The media (including social media) is crucially important in conveying information to the community and, as such, CTC must maintain positive, constructive media relations and work with the media to increase public awareness of the services and facilities provided by CTC, and to explain the reasons for particular policies and priorities. It will also, from time to time, signpost and share helpful information from organisations such as Cornwall Council.
- 2.2 It is important that the media has access to the Clerk and Deputy Town Clerk and to background information to assist them in giving accurate accounts to the public. To balance this, CTC reserves the right to defend itself from any unfounded criticism and will ensure that the public is properly informed of all the relevant facts.
- 2.3 CTC acknowledges social media as a useful communication tool. However, clear guidelines are needed for the use of social media to ensure they are used effectively as part of a wider communications mix and that its use does not expose CTC to security risks, reputational damage or breach of the General Data Protection Rules (GDPR).

3. THE LEGAL FRAMEWORK

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts. CTC must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.

The Town Council's Standing Orders (approved and adopted on 18 May 2022) and The Openness of Local Government Bodies Regulations 2014 should be adhered to.

TOWN COUNCIL STANDING ORDERS - Admission of the public and press to meetings

The Public and Press shall be admitted to all meetings of CTC and its Committees, which may however temporarily exclude the public or the press or both, by means of the following resolution:-

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw."

If a member of the press or public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting room and/or that part of the room open to the public be cleared. The Chair may adjourn the meeting for such a period as is necessary to restore order.

4. EXTERNAL COMMUNICATIONS AND WORKING WITH THE MEDIA

- 4.1. The Town Clerk and Deputy Town Clerk should always have due regard for the long-term reputation of CTC in all their dealings with the media.
- 4.2. Confidential documents, exempt minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible, with appropriate action taken.
- 4.3. When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from CTC's solicitor before any response is made. This also applies to issues raised by the general public.
- 4.4. There are a number of personal privacy issues for the Town Clerk and Councillors that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), and disciplinary procedures and long-term sickness absences that are affecting service provision. In all these, and similar situations, advice must be taken from the Town Clerk before any response is made to the media.
- 4.5. When responding to approaches from the media, the Town Clerk and Town Mayor are authorised to make contact with the media.
- 4.6. Statements made by the Town Clerk and Town Mayor should reflect CTC's opinion.
- 4.7. Other Councillors can talk to the media but must ensure that it is clear that the opinions given are their own and not necessarily those of CTC.
- 4.8. There are occasions when it is appropriate for CTC to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents; such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Town Clerk.

5. ATTENDANCE OF MEDIA AT COUNCIL MEETINGS

- 5.1. The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media upon request.
- 5.2. The media are encouraged to attend CTC meetings and seating and workspace will be made available.

6. PRESS RELEASES

- 6.1. The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain CTC's position on a particular issue. It is the responsibility of the Town Clerk and Deputy Town Clerk to look for opportunities where the issuing of a press release may be beneficial.

- 6.2. The Town Clerk, Deputy Town Clerk or a Councillor may draft a press release, however, they must all be issued by the Town Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across CTC and that the use of the press release can be monitored.

7. NOTICES OF MEETINGS

- 7.1. CTC website will be used to convey information on matters of interest and latest news and will be updated regularly by the Deputy Town Clerk, under the direction of the Town Clerk.
- 7.2. Council noticeboards will be used for advertising meeting notices.
- 7.3. Social media will be used for advertising meeting notices, events and delivering general public information notices.

8. SOCIAL MEDIA

- 8.1. For the purposes of this policy, the term 'social media' covers sites and applications including but not restricted to Facebook, Twitter, YouTube, LinkedIn, Instagram, blogs, discussion forums, wikis and any sites which may emerge after the creation of this policy where CTC could be represented. The key priority for the use of social media is to promote CTC and engage with the wider community.

8.2. Aims:

It is important that CTC takes a proactive and pre-emptive approach to social media communications and engagement. By doing so, it can mitigate civility and respect-related risks to CTC, humanise and 'demystify' the role of CTC in the community, and builds the standing of CTC. Therefore content should be:

- Relevant to our key audiences
- Interesting/informative
- Explain/educate
- Showcase CTC, its members and staff
- Seeks feedback

In addition, The following risks have been identified with social media use (this is not an exhaustive list):

- Virus or other malware infection from an infected site.
- Disclosure of confidential information.
- Damage to CTC's reputation.
- Social engineering attacks (also known as phishing).
- Trolling, bullying, witch-hunting and arguments.
- Can be time consuming and emotionally draining for staff.
- Civil or criminal action relating to breaches of legislation.
- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

8.3. CTC's social media sites will be monitored to mitigate these risks to ensure:

- Consistent and corporate approach is adopted and maintained in the use of social media.
- CTC information remains secure and is not compromised through the use of social media.
- Officers operate within existing policies, guidelines and existing legislation.
- CTC's reputation is not damaged or adversely affected.

8.4. Officers must ensure that they use social media sensibly and responsibly, in line with this guidance. Social media sites are in the public domain and Officers must ensure the reliability and be confident of the nature of the information published. Once published, content is almost impossible to control and may be manipulated without consent, used in different contexts or further distributed.

9. POTENTIALLY HARMFUL POSTS

- 9.1. In the case of a potentially harmful post regarding the Town Council or a Town Councillor on social media, the standard response below should be used until the Town Clerk can investigate and deal with the matter:

"This post has been reported to the Town Clerk for investigation. It considers the post *delete as appropriate

*inaccurate/unfounded/offensive/unlawful/libellous/defamatory/abusive/ threatening, and as such will be investigated further and appropriate action taken. Please email clerk@camelford-tc.gov.uk to discuss your allegation/complaint and refrain from the inappropriate use of social media to address any issues you may have."

- 9.2. In the case of an urgent letter or press release being required in advance of a Council or Committee meeting, this may be issued by the Town Clerk, with the agreement of the Town Mayor, or relevant Committee Chair following circulation of a draft version to other Members for comment.
- 9.3. In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:
- (a) The Deputy Town Mayor of CTC may act in the absence of the Town Mayor;
 - (b) the Town Clerk may act in the absence of the Town Mayor or Deputy Town Mayor of CTC.
- 9.4. From time to time, CTC may have to respond to negative issues. In order to avoid getting drawn into long drawn out arguments. Councillors and all members of staff must alert the Town Clerk as soon as practicable, so that the situation can be managed effectively and efficiently to minimise negative publicity. However, if either the Town Clerk or the Deputy Town Clerk are unavailable, then please follow the guidance below for dealing with negative issues
- Avoid getting into angry or abusive exchanges. Not all engagement requires a response. If a post is libellous, please see 9.1 above.
 - Don't allow others to shape the narrative or put words into CTC's mouth.
 - Consider the council's digital tone of voice and its use of language on social media.
 - It can be important to correct misunderstanding and misinformation, and consider platform-specific tools to draw a line under the conversation (such as turning off comments, etc.
 - Do not tolerate abusive or vexatious abusive behaviour. If individuals are persistently aggressive or rude it can be both sensible and reasonable to block them.
- 9.5 CTC social media must not be used for party political purposes or specific party-political campaigning. Officers must not seek to promote councillors' social media accounts during the pre-election period.
- 9.6 For councillors who use a personal social media account, any posts should be clear that they are of a personal opinion and not those of CTC.

INTERNAL COMMUNICATIONS CHECKLIST

Item	Who responsible	Timescale	Method	All Cllrs	Website	Social Media (FB, Twitter)
Clerk sickness	Mayor	Same day	Email	Yes		
Staff sickness	TC, MGM	Same day	Email	Yes		
Staff holiday	TC, DTC	At least 2 weeks. Will be signed off at Staffing Committee	Email	Yes		Only absence of Town Clerk.
Clerk's holiday	Mayor	2 weeks before	Email	Yes		
Staff training	TC, DTC	1 week before	Email	Yes		
Committee Minutes	Chair of Cttee	Within 1 week to the Clerk. Will be attached at next Council meeting.	Email	Yes		
Agenda	TC	3 working days before meeting	Email/by hand	Yes	Yes	Yes
Draft Minutes	TC	3 working days before meeting	Email/by hand			
Death of Cllr*	TC	Within week	Email	Yes	Yes	Yes
New policy & procedure	TC	Within week of adoption			Yes	
Complaint from public	TC	Same day.	Phone Cllrs by Email	Mayor then all		

*Also remove details from website after consultation with next of kin.

TC – Town Clerk

DTC – Deputy Town Clerk

MGM – Maintenance Grounds Manager

EXTERNAL COMMUNICATIONS CHECKLIST

Item	Who responsible	Timescale	Website	Social Media (FB, Twitter)	Noticeboards	Press
Agenda	DTC	3 working days before	Yes	Yes	Yes	Yes (by email)
Minutes	DTC	Day after approval	Yes	Yes	Yes	
Events	DTC	At least 1 month not less than 2 weeks	Yes	Yes	Yes	Yes
Planning consultations	TC/DTC	Day of notice	Yes	Yes		
Death of Cllr	TC	Within week	Yes	Yes		Yes
New policy & procedure	TC	Within week of adoption	Yes	If appropriate		
Complaint from public via social media	TC	Same day depending on severity. Follow complaints procedure at 8.4.				
Planning decision	TC	Next day to Cornwall Council	Yes			
Transparency code	TC	Monthly	Yes			
Other organisations?						

TC – Town Clerk

DTC – Deputy Town Clerk



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

Policy for broadcasting or using Social Media at Council meetings

Adopted 15 November 2022

The right to record, film and to broadcast meetings of the Council, Committees and Sub Committees was established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

1. The Council will make the Council chamber available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
2. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from a specified area.
3. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
4. The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.
5. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.
6. Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
7. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
8. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
9. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.
10. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
11. The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
12. The Council will advertise that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.
13. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, CTC cannot guarantee this, especially if you are speaking or taking an active role.

Esther Greig

From: Jonathan Holt <camelvet55@gmail.com>
Sent: 27 October 2022 20:08
To: Esther Greig
Subject: Re: Leisure centre grant.
Attachments: Invoice IN30295.pdf

Hi Esther,

Many apologies but I have thoroughly confused myself.

Looking back, in October 2020, I submitted a grant application for £3,000 towards the cost of redoing the cold water system. The work in the plant room was done in February 2021 and I think we received the £3,000 in November 2021

In November, 2021 I submitted a grant application for £3,000 towards the cost of a new inflatable which arrived with us just before Xmas. I do not think that I have claimed this money from the town Council, The invoice for the inflatable is attached.

Can I now submit a grant application to the Council to come from their 23-24 budget? Would the Council be prepared to put some money into a hardship fund that we are proposing to set up to help members who cannot afford their memberships in these very difficult times. At the AGM In November, we will be proposing to use some of our trading surplus from this year, to start the fund rolling.

Or, would the Council prefer to fund something more concrete?

Kind regards

Jonathan

1 Warrens Field
Camelford
Cornwall
PL32 9YS

01840 212434
07870 118087

On Wed, 26 Oct 2022 at 10:12, Esther Greig <clerk@camelford-tc.gov.uk> wrote:

Morning Jonathan,

Hope you are keeping well?

I note that CTC have not received a grant application from the leisure centre this financial year. Are you likely to apply? If not CTC can allocate funds to other community projects. CTC will be completing its budgeting process for 2023-24 in November - are you likely to need anything for next year?



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Invoice No: IN30295

INVOICE

To: CAMELFORD SPORTS CENTRE

STATION ROAD
CAMELFORD
CORNWALL
PL32 9UE
United Kingdom

Invoice Date: 23/11/2021

Delivered To: STATION ROAD
CAMELFORD
CORNWALL
PL32 9UE
United Kingdom

VAT No: GB

Acct No: C0520

Advice Note: A31674

Order No: FPR - Paid £2,560.40 15/10

<u>Equipment</u>	<u>Stock No</u>	<u>Qty</u>	<u>List Price</u>	<u>Unit Price</u>	<u>per</u>	<u>Amount</u>
Double Trouble (Slide Platform H 1.5m). S/N: P47447	AQ2107SP1/0007	1	£3,895.00	£3,895.00	each	£3,895.00
Orange Polypropylene Rope 10mm	AP0195	25			ml	£0.00
Rubber Shock Absorber (Individual)	AP0068	6			each	£0.00
6" Flexible Hose BLACK (Per Metre) CW	AP0196	10			m	£0.00
Constant Flow Pool Inflatables - Operating Instructions	AP0221	1			each	£0.00
2hp 230v Metal Case POOL Fan UK	FS0097	1	£295.00	£295.00	each	£295.00
Delivery of New Sales Item - Pallet	DEL04	1	£77.00	£77.00	each	£77.00

VAT No: GB 992 1087 04

Payment Terms: Full payment due before dispatch

STERLING Payment Details:

Account Name: Airquee Limited

Bank: Barclays Sort Code: 20-60-58

Account Number: 23828670

IBAN: GB07 BUKB 2060 5823 8286 70

Branch ID Code: BUKBGB22

Sub-Total: £4,267.00

VAT @20.00% £853.40

TOTAL: £5,120.40Airquee Limited, Duel House,
Llandowlais Street, Cwmb ran, NP44 7X B, UK.

Company Registration No: 03129324

EORI No: GB992108704000

VAT No: GB 992 1087 04



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig
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Minutes of the Strategic and Economic Development Committee Meeting – 4th November 2022

1. To note Councillors present

Cllr Rotchell opened the meeting at 10am with 3 other Councillors present: Cllrs Burgis, Coombes, Hewlett, Shaw. Clerk: Esther Greig. SED22/040

2. To receive Apologies for absence with reasons

None SED22/041

3. To receive Declarations of Interest & Approve Dispensations

None SED22/042

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

None SED22/043

5. The Minutes of 7th October were received

It was **resolved** to approve the minutes of 7th October 2022

Proposed: Cllr Hewlett **Seconded: Cllr Shaw** **unan** **SED22/044**

6. To receive Clerk's report

Shared prosperity fund - expressions of interest have come back from CC invitation to apply to the fund for both EOIs. The application is a standard grant application but quite complex. Next deadline for response is 2nd December. Will require extra staff hours in November – at least 40 for both bids – due to the short turnaround. Town Centre bid – this can be pulled together by staff for the deadline. The office has updated most of the quotes from the Welcome Back application but some further information will be needed. Cllr Rotchell noted that there is an opportunity to add to this bid by the way of modifications to the Town Hall to accommodate additional uses – book club meetings, tourist information etc.

Camelford Hall bid – Clerk noted she has spoken to Roger Gates (CLO) regarding lack of facts available for design, and therefore, costs breakdown etc. for the application form. Have requested assistance from CC regarding this bid but expect to wait 5 days for a response! Need to know whether we can apply initially for £50k (ish) for professional fees for architects, surveyors and planning applications, in order to get correct information for delivering the project. And then to make a further application in the new year. Having skim read the application guidance, it would make sense that CTC is the lead applicant for VAT purposes and being owner of land and buildings. A partnership agreement is required and the various policies needed are already in place. Work is required to ensure that the application matches the criteria as noted in the SPF guidelines and that the deliverables are SMART. Cllr Rotchell noted that coordination should come from CTC but each partner has to work on their own needs and outcomes over the next few weeks. A meeting has been scheduled for next Thursday; agenda to be published on Monday. Clerk has arranged to speak with solicitor regarding the partnership agreement on Tuesday. Cllr Hewlett noted that the Pop-in may wish to change venue to Camelford Hall.

It was **resolved** to put £1000 into staff overtime and ask Camelford Hall to put £500 towards this cost (will be noted as match funding in the application)

Proposed: Cllr Rotchell **Seconded: Cllr Hewlett** **unan** **SED22/045**

It was **resolved** that Cllr Rotchell approach Camelford Town Trust and the Pop-in regarding their thoughts about being included in either bid.

Proposed: Cllr Rotchell **Seconded: Cllr Hewlett** **unan** **SED22/046**

7. Agenda Items

a. To **discuss** Riverside walk – next agenda SED22/047

b. Budget for marketing and strategic items 2023-24 were **discussed**. Marketing budget £1500, increased stationery budget – lots of copying for posters etc. Laptop for DC £850, DC laptop has died and the desktop is too slow (could be resold). CTC website needs updating as its not totally compliant with accessibility etc. – was set-up over 10 years ago.

8. Items, time and date for next meeting.

Riverside Walk

25th November 2022, 10am Town Hall

DRAFT

2023

January

1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

February

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28

March

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

Full Council

Finance & Staffing - 10am Fridays
Audit, Insurance, Budget
SED 10am or 7pm Mondays
Strategic and Economic Development
Events 7pm Wednesdays

April

1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

May

1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

June

1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

Estates and Properties - 10am Fridays

APM

Budget discussion

July

1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

August

1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31

September

1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30

October

1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

November

1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

December

1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

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Service Attendance Form

Site Details

MNumber: M16310
Site Name: Camelford Library
Site Address: Town Hall
Site Postcode: PL32 9PD
Customer Lift Ref: HPL Passenger Lift
Property Code: |

Site Contact:
Contract Type: PLATINUM +
Engineer: 1286
Route No: 484
Supervisor: Andrew Hudson

Service Work Details

Visit Month: October
Main Ropes/Chains: N/A
Wiring/Flexes: Worn but Serviceable
Doors/Operator: Worn but Serviceable
Ram/Ram Seal: Worn but Serviceable
Service Type: The service inspection type undertaken during this visit was type Z - Items visually checked during this visit may include (but are not limited to), controller, motors/generators, main sheave, winding gear, brake unit, car entrances, door/gate operators, safety gear/guides, lift alarm, landing entrances, landing protection, and shaft equipment. For a full break down of this service plan, please check your Jackson Lift Service Plan & Method Statement.

Date: 24/10/22
Tank Unit/Pipes: Requires Attention
Rupture Valve/Safety Rope: Worn but Serviceable
Controller: Requires Attention

Other Work Completed this Visit

	Due	Completed	Last Test Result	
Insurance Items:				
Safety Test:	An annual JLG Safety Test is not included as a part of your contract. If you would like a test to be carried out please contact your supervisor ahudson@jacksonlifts.com .			
Autodialler				
Test Results:	installed No	Audible Alarm Functional	Line Functional	Calls JLG helpdesk
Comments				
Awaiting quote for replacement LRV base and card, plus replacement valve flow resistor (spider)				

General Remarks

- All Due Health & Safety, LG Examinations Will Be Quoted When And As Appropriate
- Shaft Ventilation Required-builders Work
- No Beam Fitted At Top Of Lift Shaft For Tackling Off Of

Sign Off

Engineer Name: Matthew Phillips
Signature:

Client Name: Hockerday
Signature:



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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Minutes of the Estates and Properties Committee Meeting – 28th October 2022

1. To note Councillors present

Cllr Shaw opened the meeting at 10am with 4 other Councillors present: Cllrs Burgis, Elford, Hewlett, Rotchell and Clerk, MGM. EP/22/075

2. To receive Apologies for absence with reasons

None

EP/22/076

3. To receive Declarations of Interest & Approve Dispensations

None

EP/22/077

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

None

EP/22/078

5. To receive and approve the Minutes of:

It was resolved to approve the Meeting minutes of 23rd September 2022

Proposed: Cllr Shaw

Seconded: Cllr Hewlett

5-0 (1abs)

EP/22/079

6. To receive Clerk's report

Car Park lining not done yet – have chased as have received invoice! Secondary glazing has been installed to Library window. Outdoor gym equipment service and new equipment installed. The rower will need to be replaced next. Rotary bench in Enfield Park has been installed and Rotary have made a donation. Cleave EV Chargers are working – Podpoint have requested copy electricity statements for compensation award. Public benches – in hand. Bracken cuts have been done and the trees are looking healthy. Wildflowers – Cllr Hewlett to forward some information about the planting for the Camelford and Delabole post. Rats completed – one plot still causing a few issues and they have been given notice to deal with the problem, allotment gate chain not been replaced yet. Town Hall rent has been agreed by the TT at 4%. Bollard at Town Hall knocked over by a rolling car – handbrake fail; with the insurers. Salt bin at Scouts has been installed and they have been given a key. CTC have asked for information on utilities and a meeting with Scouts. New developer as OCM neighbour. Pond clearance has been delayed. EP/22/080

7. To receive Grounds Manager's report – Clerk.

OCM benches and gravel edging to be done. Broadwood bridge completed. Wet pour removal – not happened yet. Yellow plants have been planted. Tree inspections – still working through. CCTV note finished. Cladding at Scout Hut – Scouts to provide their one length to MGM. EP/22/081

8. To receive portfolio holder reports

Play Areas/OCM. Cllr Elford noted that the wet pour needs jet washing Enfield Park. Cllr Shaw noted that the grass on cobbled area at market place needs strimming. Waiting for quotes for the pond path. Discussion on the willow arch – to be cut back to re-sprout and to be threaded after appropriate growth. Buddleia in boundary wall by public toilets to be cut down as ruining the wall. Low hanging cherry tree branch at the entrance to be pruned. Hedge at entrance to be pruned hard and potentially replaced.

Cllr Hewlett to bring proposal to next meeting. Dogs off lead were discussed, MGM does address when they are observed. Some owners take no notice.
Car Parks – Cllr Burgis has proposals to be discussed at the budget meeting.
Cemetery & Orchard. Nice and tidy. Clerk noted that a skip does need ordering – that time of year.
Allotments & Footpaths – Most doing well, one or two need rechecking – 1st November.
Town Hall – Cllr Rotchell noted future proposal for sharing the space with the pop-in, following discussion with Librarian.
EP/22/082

9. Agenda items

- a. Pond path – waiting for quotes. EP/22/083
- b. Storage requirements at the Cemetery and OCM were discussed.
It was **resolved** to install extra mezzanine floor area about 4ft wide along the bank of the shed.
Proposed: Cllr Rotchell Seconded: Cllr Hewlett unan EP/22/084
Cllr Rotchell to cost 10ft and 20ft containers to store maintenance equipment and supplies.
- c. Cllr Fairman's proposal for citizen scientists was discussed.
It was **resolved** that Cllrs Shaw and Bond should be put forward.
Proposed: Cllr Rotchell Seconded: Cllr Burgis unan EP/22/085

10. Date & Items for next meeting.

9th December 10am
Pond path quotes