

Agenda Items



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD
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Minutes of the Events Committee 13th February 2024

1. **To note Councillors and Staff present**
Jordan Burnard (JB), Alan Burgis (AB), Bronwen Hockerday (BH), Maggie Ginger (MG), Jim Thomson (JT), Steve Bond (SB)
E/24/001
2. **To receive Apologies for absence with reasons**
R Rotchell, N Pearce, M Chapman – other personal commitments
E/24/002
3. **To receive Declarations of Interest & Approve Dispensations**
None.
E/24/003
4. **Public Question Time (15 minutes allowed for this)**
Steve Stephens (Camelford Lights Committee) had multiple points to raise and questions to ask relating to both the Winter Festival (last year event and this year) and Camelford's '4 Days of Fun':
 - Suggested the icicle lights (bandstand) that blew at 2023 event be added to lights committee feed for 2024, as lights were unable to readily access the bandstand junction box to turn lights back on due to not having key. **Noted.**
 - Lights would like like 'Treasure Hunt' to be added to events calendar. **JB to contact Kasey Smeeth.**
 - Lights have asked if they could have the 'Christmas Tree Festival' advertised on the poster for the Winter Festival. **JB noted.**
 - Lights would like to be more involved with '4 Days of Fun 2024':
 - Lights to run food stand (with donation to be made to CTC) and also have games such as 'beat the buzzer'
 - Lights may be interested in taking on 'Slip n Slide'
 - Highlighted that application for road closure needs to be more than 6 months before date of event (re. Winter Festival – before end of May). Also asked if road closure is possible for 16th November (lights install) and in January (takedown). **JB to query with Clerk.**
 - Highlighted that despite training for multiple people re. road closures, the training was for organising road closures, and suggested that more training may be required for 'spectator marshalls' for future events. **JB to discuss potential training with Clerk.**E/24/004
5. **To receive and approve the Minutes of: 9th October 2023**
It was resolved to approve the Events minutes 9th October 2023.
Proposed: Maggie Ginger Seconded: Steve Bond
E/24/005

MG 6.3.24

6. Receive Deputy Clerk Report

JB reported that planning for '4 Days of Fun' is a little behind where it perhaps should be, however an events management plan is in place and is being worked through systematically. JB has also made initial contact with potential bands, vendors, suppliers, etc. for events due to take place across the year, and has carried out all actions from the previous events meeting back in October 2023.

E/24/006

7. Agenda Items

- a) Feedback from Winter Festival (keep fireworks at 7.20pm or move back to 7.30pm, integrate lasers, more food stalls, advertisement for craft fair, music, band stand lighting)
- Danio (music) was very poorly organised and arrived late for the evening without PA system, etc. and so it was agreed that he would not be asked back for next event. Potential crisis averted by Andy (Inspire) who had agreed to step in at the last minute and assist. Suggestion by JB to invite Andy to next Winter Festival, and suggestion by SB that he could work with fireworks guys and produce synchronised show. **JB to contact Andy/Inspire Events ahead of 2024 event.**
- Suggestion to move fireworks back to 7.30pm: the banner on the town hall caused confusion with some of the public as it conflicted with the time advertised on posters and social media. Also agreed that the change would not have any major impact on the event. **Unanimously agreed to change time of fireworks back to 7.30pm.**
- Food stalls, etc. were discussed, and although it was agreed that the food vendors that were present for 2023 event should be invited back, it was also suggested that more could be invited to provide a greater range of food/drink available, especially with no café being open in town. MG suggested speaking with the shops in the community to get them more involved with the 2024 event (e.g. late opening), and BH suggested contacting 'Maggie's Mobile'. **JB to research and contact food vendors.**
- Unanimously agreed to keep the parade through town led by Santa's sleigh and followed by brass band. **JB to contact Bodmin Town Band ahead of 2024 event.**
- JB raised point regarding potential introduction of Martin's Law ahead of event: would need to have Tractors/increased security for anti-terrorism (potential of >800 members of the public present). **JB to consider road closure requirements due to potential introduction of Martin's Law.**

E/24/007

- b) Event Calendar for 2024 – discuss and confirm dates to propose to Council
- Easter storytime (with RR) and D-Day missing from calendar. **JB to add to calendar.**
- SB suggested he was happy to help with identifying potential bands for 'Fridays on the band stand'. **JB & SB to create shortlist of potential bands for 'Fridays on the band stand' 2024.**

E/24/008

- c) Budget overview including possible funding (Endelienta, enhancement of events)
- JB advised committee that he has a meeting booked with FEAST re. potential funding, and that Endelienta have already been contacted re. involvement with 4 Days of Fun and with the skate park. Otherwise no proposed budget updates.

E/24/009

- d) St Piran's Day (including flags)
- BH on behalf of RR, ideas and suggestions to share with the committee:
- Bunting and flags to be displayed throughout the town. **BH to liaise with grounds staff.**
- Mason's Arms no longer interested in hosting Trelawney shout, however RR believes that Conservative Club are happy to host instead. **RR/BH to liaise with Con Club.**
- Suggested that a 'pasty making' competition and a 'fastest pasty eating' competition to also take place. **RR/BH to liaise with Con Club, organise prizes for competition winners (vouchers, etc.) & source pasties for eating competition.**

E/24/010

M. J. J. 6.3.24

e) Easter Eggstravaganza

BH suggested that the event is planned to run very similarly to previous years. BH also noted that volunteers would be required to help (judging, etc.), and that prizes are required: suggested to speak with Rob Rotchell to see if the Mayor's allowance would cover this. SB suggested that the new clerk or admin could help with volunteer aspect. MG suggested she would be happy to help judge if required. **BH to speak with Rob Rotchell re. prizes, new admin/councillors re. helping with the judging, etc.**

E/24/011

f) Fun Week – update Jordan Burnard (slip n slide, bands, etc.)

• **Points raised by Steve Stephens during public question time noted.**

• MG talked committee through event plan for fun week:

- SB suggested that duck race time may be tricky as Karen, who usually runs this, is due to work at the time that the event is currently scheduled. SB suggested that Lisa Ellison may be able to offer assistance. **SB to speak with Karen/Lisa re. duck race.**
- Brownie's Bingo still to be confirmed: also suggestion to consider other charities if Brownie's did not wish to take part in Bingo this year. **SB to provide JB with Brownie's contact details.**

- JB highlighted that ticket prices for Music in the Park can be procured at ~£30 for 100 tickets.
- JB confirmed that Launceston Voluntary First Aiders have confirmed that they will be attending 'Music in the Park' and 'Winter Festival'.
- JB also highlighted that, following research online, hiring out of 'slip n slide' or using an external company would likely be very costly, and so suggestion is for this to be community led or replaced with different activity. Suggestion from BH to get fire brigade involved? Also note from Steve Stephen's (Public question time) that lights committee may be interested. **JB to speak with lights and fire brigade re. 'slip n slide'.**
- Noted that Callum Flew and Blue Orion are scheduled to play at 'Music in the Park': both approved unanimously.
- Suggestions from MG, BH & AB that a 'Youth Orchestra', 'SJS Orchestra' or a 'Kids Set' could run for 20-30 minutes to start off 'Music in the Park'. Suggestions to get in touch with Marie Jordan and Morwenna Gee re. this. **JB to contact Marie Jordan and Morwenna Gee re. potential youth participation in 'Music in the Park'.**
- Noted that a 'headline' act is yet to be decided on: JB noted that 'Soul Traders' are asking for £1,500 which is out of budget, 'Duskies' are no longer together and not heard back from 'Not the Cowboys'. Suggestion from BH to contact 'Phoenix 5', and SB to contact 'Tankslapper'. Suggestions from MG, SB & JT to contact 'Queen' and 'ABBA' tribute acts to enquire re. availability and quotations.
- Security: following the issues from last year, discussion held regarding alternative security. BH suggested contacting David Burnard (on lights committee). **JB to contact David Burnard re. security for 'Music in the Park'.**
- Indian King (Naomi) have stated they are interested in running a bar at 'Music in the Park'. Some concern from the Committee as they have struggled to organise licenses for events in the past, and so reassurances would be required well ahead of time. It would also need to be expressed to them that CTC involvement would be minimal in organising the stand (i.e. they would need to organise tent, licensing, etc. themselves). **JB to speak with Indian King re. 'Music in the Park'.**
- MG suggested contacting Delabole Carnival Committee re. setup for 'Beer Festival' in particular (could it be replicated on a smaller scale in Camelford)? Lots of concern due to the lack of volunteers in Camelford compared with Delabole and the potential up-front costs that would be incurred to set this up. **MG to contact Delabole carnival committee/research beer festival options for Camelford going forward.**

E/24/012

ph first

b 3.24

g) Meeting dates for 2024
JB highlighted planned meeting dates for Events Committee in 2024 (planned start @7.00pm
in the library):
6th March, 8th May, 17th July, 11th September & 16th October

E/24/013

h) Agenda items for next meeting 6 March: Fun Week, D-Day 80th Anniversary
JB to add Easter Eggstravanganza and Camelford Show to agenda items.

E/24/014

Meeting closed 8.15pm

Al. J. R.

6.3.24.



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Minutes of the Events Committee 6th March 2024

1. To note Councillors and Staff present

Maggie Ginger (MG – Chair), Jordan Burnard (JB), Rob Rotchell (RR), N Pearce (NP), Alan Burgis (AB), Bronwen Hockerday (BH), Jim Thomson (JT), Steve Bond (SB),

E/24/015

2. To receive Apologies for absence with reasons

None.

E/24/016

3. To receive Declarations of Interest & Approve Dispensations

None.

E/24/017

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

None.

E/24/018

5. To receive and approve the Minutes of: 13th February 2024

It was resolved to approve the minutes of the previous meeting.

Proposed: Jim Thomson Seconded: Alan Burgis (4 appr - 2 abs)

E/24/019

6. Agenda Items

a) Easter Eggstravaganza

- i) BH provided update: Prizes have been procured and paid for using the Mayor's allowance and posters to advertise the event have been circulated on social media and around the town.
- ii) BH queried volunteers to help with bonnet and egg judging for on the day: RR volunteered to help and SB nominated Laura Murphy as second judge. JT offered to assist in the event the Laura is unable to attend. **JB to speak to Laura re. volunteering as a judge for the event.**

E/24/020

b) D-Day 80th Anniversary

- i. JB contacted multiple bands re. performing at the band stand for the event, however nobody available to take part. Proposal by RR for JB to contact Callum Flew re. availability and cost to attend. **JB to contact Callum Flew.**
- ii. JB also reported that he had been in contact with 'Newton Flags' who are able to provide CTC with a flag for the occasion. Information for this was circulated around the committee (cost, size, design, etc), and unanimously agreement followed to procure a 6ft x 4ft flag. **JB to procure flag and liaise with CTC grounds staff nearer the time to organise beacon, flag & bunting.**

- iii. MG shared ideas for the event with the committee: lighting of the beacon, proclamation to be read out at the band stand, 'fish and chip supper' at Camelford Hall, 40's themed attire for the event (dress-code). BH highlighted that Camelford Hall is unavailable on Thursdays, and so the sit-down supper would likely not work. BH highlighted that number of attendees for the proclamation would likely be low due to taking place on a Thursday morning (people at work, etc.).
- iv. Suggestion by RR to have the proclamation take place in the morning at 10:30 and again in the evening from 7:30pm, along with fish and chips, music on the band stand, and the lighting of the beacon. **Agreed by committee.**
- v. Suggestion by SB to invite the honoured citizens of Camelford along to the event and provide them with free fish and chips (paid for through event budget). Follow-up suggestion by RR to speak with Peckish to see if they would be prepared to provide CTC with a 'discounted price' for fish and chips for the evening for other attendees of the event, but a ticket would be required from the library beforehand to be eligible. **JB to contact Peckish and to look through records to identify honoured citizens to be invited to the event.**
- vi. Suggestion to contact Mark Baker re. trumpet for the event. **JB to contact.**
- vii. Suggestion by RR to contact Kirsty Ferguson to provide themed cake for the event. **JB to contact Kirsty and provide image of flag for decoration.**
- viii. Suggestion to contact WI to see if they would be happy to attend to provide tea & coffee. **JB to contact WI.**

E/24/021

c) **Four Days of Fun**

- i. JB confirmed:
 - (a) Camelford Leisure Centre happy to provide an hour free swim on Wednesday 29th in the morning.
 - (b) Little Acorns are happy with proposal for Teddy Bear Picnic.
 - (c) 'Circus Skills' to run again as last year (FEAST funding applied for to cover cost).
 - (d) Prodigal UPG to join with Ness and host a skateboarding & parkour competition at OCM (FEAST funding applied for to cover cost of UPG).
 - (e) Brownies have agreed to host and run bingo at Camelford Hall.
- ii. JB still waiting on confirmation/information regarding the following events:
 - (a) Three churches community walk: **JB to liaise with RR & JT.**
 - (b) Mayor's Afternoon Tea: Camelford hall is booked, RR stated that it is the Mayor's duty to help and organise this event (whoever this may be!).
 - (c) Bird and Bat Walk: **SB happy to help organise/run the event.**
 - (d) Family Fun Run: email sent to the Allan's, but no response as yet. **JB to chase.**
 - (e) Slip n Slide: following previous meeting, lights suggested they would like to get involved and run this. No word yet. **JB to chase, otherwise to advertise and see if another party would like to take this on (fire brigade?).**
 - (f) Duck Race: **SB to chase.**
 - (g) Dog Show: **JB to follow-up.**
- iii. JB provided update re. Music in the Park:
 - (a) Contact has been made with 'Good Old Fashioned Lover Boys' (Queen Tribute), who have confirmed availability for the event (also fit within budget). MG suggested CTC consider a different style of music to headline (RR suggested Harry & The Peanut Show as potentials), however due to tight timescale committee unanimously agreed to proposed line-up for 2024 event: Callum Flew, Blue Orion, Good Old Fashioned Lover Boys.
Proposed: Steve Bond Seconded: Bronwen Hockerday (unan)
 - (b) JB asked for security update from SB: **SB to provide JB with Paul Toms' number.**
 - (c) JB confirmed event tech are happy to provide support again, although prices have increased from previous year. **JB to discuss costs with Event Tech.**
 - (d) JB confirmed TJR are happy to provide stage for the event: precise requirements to be agreed 2 weeks prior to the event and stage to be erected the week before.
 - (e) Quéries regarding food/drink for the event: JB highlighted that Cornish Crepes are happy to attend, and that the lights committee had previously suggested they

- would like to provide a stall as well: **JB to follow-up**. Indian King also to provide cocktails: **JB to follow-up and ensure licences are in place**. RR suggested that a full bar is required for the event, and suggested that the Mason's/St Austell Brewery could provide this. **SB to speak with Mason's owners regarding this proposal**. MG also suggested Pizza vendor: **JB to contact**.
- (f) Query from JT regarding ticketing: JB confirmed that the tickets would be available online (free), and suggestion from BH that they could also be collected from the library, with availability until 1pm on the day of the event (i.e. until the library closes on the day of the event). **JB reiterated agreement from previous minutes that alcohol would be allowed in, however bag-searches for dangerous implements, etc. would be taking place on the door. JB to confirm ticket platform and security (also see item '3b')**.

E/24/022

d) Camelford Show

JB raised the question of what CTC would like to advertise/provide information for/highlight at Camelford Show 2024. RR suggested a reflective look back at what CTC have done/provided the Town with in the previous 12 months, and proposed that Vanessa Harrison (CTC community outreach worker) could be offered half of the tent space to advertise/display the great work she has been doing at the skate park. MG suggested that CTC could also have on display documentation, information, etc. that is used to make informed decisions at council meetings, with the aim of enabling the public to better understand how and why certain decisions are made (e.g. Camelford Town's NDP). **JB to contact Vanessa Harrison**.

E/24/023

e) Winter Festival

- i) JB still seeking confirmation re. music and person to perform switch-on. Suggestions from the committee included: Jo Abosolom/Josh Kernow/Chris Marshall/Martin Clunes for switch-on. RR suggested Boscastle Buoys for music. **JB to contact Boscastle Buoys, Jo Absolom, Josh Kernow and Chris Marshall re. availability, SB to contact Martin Clunes**.
- ii) JT happy to perform as Santa again for 2024 if required. **To be resolved**.
- iii) JB confirmed Cornish Crepes and Hanger Management happy to attend 2024 event, and fireworks confirmed at the same cost as the previous year. NP suggested greater variety of food vendors would be welcomed: suggestion from Committee to contact Maggie's Mobile (barista). **JB to contact**.
- iv) JB suggested Andy (aspire) to perform short set between switch-on and fireworks, and potential for him to provide synchronised laser show alongside firework display. **JB to chase**.
- v) SB reiterated that lights committee are requesting multiple dates for road closures when putting up/taking down of lights. **JB to action**.

E/24/024

7. Agenda Items for next meeting 8th May:

Four Days of Fun, D-Day 80th Anniversary, Band Stand Music, Camelford Show, Winter Festival.

E/24/025

Meeting Closed 8.05pm



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Minutes of the Strategic & Economic Development Committee Meeting 20th February 2024

1. **To note Councillors present**
Cllr Rotchell opened the meeting at 10am with 2 other Councillors present: Cllrs Coombes, Shaw. Clerk: Esther Greig.
SED24/001
2. **To receive Apologies for absence with reasons**
Cllr Hewlett – personal
It was **resolved** to accept the apologies
Proposed: Cllr Coombes **Seconded: Cllr Shaw** **unan** SED24/002
Cllr Burgis – none received
3. **To receive Declarations of Interest & Approve Dispersations**
None SED24/003
4. **Public question time** (15 minutes allowed for this)
None SED24/004
5. **The Minutes of 4th December 2023 were received**
It was **resolved** to approve the minutes
Proposed: Cllr Coombes **Seconded: Cllr Shaw** **unan** SED24/005
6. **To receive Clerk's report**
Shared prosperity fund bids – CLUP application tweaked again – should hear by Easter. to fit but essentially nearly there. Accelerator fund – will apply for the funds next week.
SED24/006
7. **Agenda Items**
 - a. Cllr Rotchell gave feedback from Business Engagement event. Well attended, useful. Proposing to hold further meetings at an alternative venue. Next one in March; where terms of reference will be agreed and report given to FC at the earliest opportunity. SED24/007
 - b. Emergency planning with Launceston was discussed. CEP to be reviewed and part of the telephone tree to be shared with Launceston. SED24/008
 - c. Camelford Hall project was discussed. Cllr Rotchell noted nearly completed RIBA stage 2. Two options on the table that need discussing fully in order to go forward to RIBA stage 3. Business cases need to be undertaken to prove viability. FC also need to discuss whether it is an option for operations to be moved to that location. SED24/009
9. **Items, time and date for next meeting.**
17th May 2024, 10am Town Hall.

Dear All,

We are writing to tell you about Cornwall Council's call for sites which is seeking information on potential sites suitable for a broad range of uses including:

- Housing (which could include market-led housing, affordable housing, supported living, residential institution, student accommodation, community-led, self-build plots, or other types of specialist housing) and Gypsy and Traveller pitches
- Employment
- Commercial (including offices, retail, leisure, hotel and mixed commercial uses)
- Community
- Energy generation
- Nutrient neutrality mitigation land
- Biodiversity Net Gain

Relevant sites for development will be considered for inclusion in a Housing and Economic Land Availability Assessment (HELAA) that will inform the next Local Plan and replace the Strategic Housing Land Availability Assessment (SHLAA). Sites for nature (including BNG, nutrient neutrality and nature recovery) will be considered further by the relevant team and will be followed up by requests for further information or offers of additional assistance to establish information on potential use of the site for any of the three purposes.

To submit a new site, or to update a site included in the SHLAA, please visit www.cornwall.gov.uk/callforsites which also sets out the submission criteria. You do not need to own a site to make a nomination, but we do ask that the landowner is made aware before a site nomination is submitted.

For inclusion in the first reporting stage in July 2024 please provide your site details by **22nd April 2024**. We will then be in touch before the report is published with feedback. Sites/updates submitted from 23rd April 2024 onwards will be considered for a later reporting stage which will take place in the run up to the next Local Plan (work on which is likely to formally commence in 2025).

Sites for housing and economic uses will be assessed in accordance with the Government's methodology set out at <https://www.gov.uk/guidance/housing-and-economic-land-availability-assessment>. Please note that inclusion of a site in the HELAA does not mean that it will be allocated or would be granted planning permission if it were to be applied for.

If you have any queries please contact localplan@cornwall.gov.uk or call Emily Rubin on 01872 322222.

JORDAN JAMESON

ELECTRICAL CONTRACTORS LTD

Hendra Farm Minster
Camelford
PL32 9UB
info@jjecltd.co.uk
01840219785

Quote

QT00003

Camelford Town Council
Camelford Library, Market
Place
Camelford
England
PL32 9PD
United Kingdom

Date 05 March 2024
Expiry Date 04 April 2024

Quotation for Camelford Town Council regrading various works required

- 1) Investigate issues with band stand LED driver, estimated 1 hour to investigate
- 2) Installation of 2 x 13a double sockets to band stand adjacent to control box, within lockable metal enclosure for event use
- 3) Add additional IP rated 13a double socket to maintenance shed within Enfield park + Upgrade 3 x existing double sockets to IP rated units
- 4) Installation of new timed lighting supply and light to front entrance of library above door, via surface conduit within library 1st floor (Fuse down existing timer from window light to enable second time switch to be fitted adjacent to existing) (See attached picture of proposed light)
- 5) Removal of emergency light to play area within 1st floor of library, fit replacement trunking & junction box (if required) to area of removed light
- 6) Installation of additional emergency light to stairwell, from existing light over internal doors, to be fed via ceiling tiles
- 7) Estimate to install suitable supply to the skatepark seating container, via lockable 16a socket at rear of catering container
 - Installation of suitable electric heating via short duration timer switch
 - Re-instate/replace led strip lighting via new switch and mains connection(Unable to estimate currently, further site visit required where access will be required into the catering unit/seating unit to obtain further information on supply characteristics and suitability of heating systems (manufacturers instructions are making choices limited))

Where required, the quotes include certification

The quote is based on a single visit to enfield park/the library with having access to the incoming mains supplies and associated distribution boards for isolation and testing, circuits will have to be turned off for connection and testing

(Probably only an issue in the library, sockets and lights will need to be turned off for around 40 minutes)
 It is also assumed that the circuits are safe, sound and compliant ready for alterations/extensions. If the circuits are not safe/compliant, work may have to halt or rectification undertaken at £35 p/h per engineer
 Any extras/deviations from the quote are chargeable at £35 p/h per engineer

Description	Quantity	Unit Price	Amount
Item 1	1	35.00	35.00
Item 2	1	310.00	310.00
Item 3	1	185.00	185.00
Item 4	1	245.00	245.00
Item 5	1	48.00	48.00
Item 6	1	67.00	67.00
Item 7 (Unable to quote currently)	1	0.00	0.00
Subtotal			890.00
Total GBP			890.00

This quote is valid for 30 days from date of issue
 If works are cancelled after acceptance, wholesaler re-stocking fee's and postage fee's will be chargeable, special order items that cannot be returned will be charged for plus admin time involved



PROPOSED LIGHT FOR OUTSIDE
LIBRARY.

Energy Renewal for the park. (renews 01/05/2024)

I asked for quotes from utility warehouse— however they are not taking on new business customers.

I received quotes from Utility Bidder— they advised that it would be wise to fix into a 24 month contract as prices are currently the lowest they have been for a while and they are expected to steadily increase until at least 2026.

They could not beat our renewal price on a 24 month contract so recommended staying with Octopus.

12 month
fixed

octopusenergy

▲ We've introduced an early exit fee for our 24 and 36 months tariffs due to unprecedented increases in wholesale energy prices. This allows us to secure the lowest rates possible for the long term.

Your new quote

£114.31/month

We use variable Direct Debit so we'll only charge you for what you actually use each month.

£1,371.72

Based on the latest industry estimate of your energy use. Regular readings make this more accurate. This figure excludes VAT.

Tariff cost breakdown

⚡ Electricity

Daily standing charge ⓘ	114.59p /day
Unit rate ⓘ	19.33p /kWh
Early exit fee	£0

All prices exclude VAT and the Government's Climate Change Levy

24 month
fixed

octopusenergy

unprecedented increases in wholesale energy prices. This allows us to secure the lowest rates possible for the long term.

Your new quote

£114.61/month

We use variable Direct Debit so we'll only charge you for what you actually use each month.

£1,375.32

Based on the latest industry estimate of your energy use. Regular readings make this more accurate. This figure excludes VAT.

Tariff cost breakdown

⚡ Electricity

Daily standing charge ⓘ	98.80p /day
Unit rate ⓘ	20.57p /kWh
Early exit fee (For changing tariff or supplier)	40% of your remaining contract value

All prices exclude VAT and the Government's Climate Change Levy

Bespoke Quote

Account Name Cornwall Council

Contact Name Laura Murphy

Quote Created Date 06/03/2024, 11:32

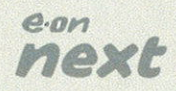
Primary Meter [REDACTED]

Please find the Electricity quotes you requested below.

Based on the information you have provided me, I have been able to agree the following tailor-made supplier rates for your business.

As discussed, your electricity supply is coming to an end and the price you are currently paying has changed since you last agreed to a contract, and prices will continue to fluctuate. Our role is to understand these fluctuations as best we can and keep you informed with how we expect the market to play out. At this time, we believe the prices below to be your best option on the market.

Electricity Prices from Utility Bidder

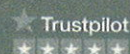
Supplier Logo	Term (Months)	Day Rate	Night Rate	Weekend Rate	Standing Charge	Annual Charge	Meter Consumption	Diff	Extra Info
	12	24.620000	0.000000	0.000000	40.000000	£1,360.50	4,933	£1,360.50	100% online monthly valuation must agree smart meter www.britisht
	12	25.400000	0.000000	0.000000	30.000000	£1,362.48	4,933	£1,362.48	
	12	23.300000	0.000000	0.000000	60.000000	£1,368.39	4,933	£1,368.39	
	24	25.100000	0.000000	0.000000	42.000000	£1,391.48	4,933	£1,391.48	100% online monthly valuation must agree smart meter www.britisht
	24	26.000000	0.000000	0.000000	30.000000	£1,392.08	4,933	£1,392.08	
	12	22.430000	0.000000	0.000000	79.000000	£1,394.82	4,933	£1,394.82	
	24	23.660000	0.000000	0.000000	65.000000	£1,404.40	4,933	£1,404.40	



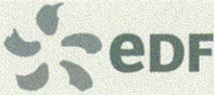
0800 007 4001

Info@utilitybidder.co.uk

www.utilitybidder.co.uk



Bespoke Quote

 	24	24.300000	0.000000	0.000000	60.000000	£1,417.72	4,933	£1,417.72	
	36	25.500000	0.000000	0.000000	45.000000	£1,422.17	4,933	£1,422.17	100% online monthly variable must agree smart meter www.britisht

Day, Night and Weekend Rate is measured in Pence Per kWh.

Standing Charge is measured in Pence Per Day.

NOTE: The current instability in the market means that these prices can only be held for a maximum of 24-hours. If you would like to secure these prices, it is important we do this as soon as possible





CAMELFORD TOWN COUNCIL

Town Clerk: Laura Murphy

Town Hall
Market Place
Camelford
PL32 9PD

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

TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN 2024-25

1 **THIS AGREEMENT** is made on (date) **BETWEEN** Camelford Town Council of Town Hall, Market Place, Camelford, Cornwall PL32 9PD ("CTC") and:

(Tenant name)

(Tenant address)

.....

1.1 (The named person is referred to throughout this agreement as 'the tenant', "you", "your(s)" and "yourself").

2 **WHEREBY IT IS AGREED as follows:**

2.1 You agree to take the Allotment Garden situated near Fenteroon Farm, Valley Truckle, Camelford and referenced as the plot number below in CTC's Allotment Register ('the Allotment Garden').

Plot number

2.2 **Rent**

2.2.1 The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the first day of April 2024 or after, and thereafter from year to year unless determined in accordance with the terms of this tenancy.

2.2.2 You agree to pay CTC the yearly rent of £25 per plot payable from the date stated in Clause 1 of this Agreement up to 31 March 2025.

2.2.3 All invoices are due for immediate payment.

2.2.4 If the rent remains unpaid for a period of 40 days, the tenancy shall be automatically terminated.

2.2.5 The rent currently in force will be subject to annual review by CTC.

3 **DETAILS OF THE TENANCY**

The tenancy is subject to the Allotment Acts 1908 and 1950 and also the following conditions. You agree with CTC to observe and perform the conditions set out below.

3.1 **Alienation**

3.1.1 The tenant shall not sublet, transfer or assign or part with possession of any part of the Allotment Garden.

3.2 **Use and Conduct**

- 3.2.1 The potential risks of an accident or injury are numerous on an allotment garden (trips, falls, blunt gardening equipment etc.) You therefore use the allotment garden at your own personal risk, and CTC is not liable for any personal injury sustained whilst using the allotment gardens.
 - 3.2.2 The tenant shall reside within the Parish boundaries of Camelford during the tenancy, unless a prior agreement has been made.
 - 3.2.3 You shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by themselves and their family and for no other purpose and not for profit.
 - 3.2.4 The tenant shall keep the Allotment Garden clean and in a good state of fertility and cultivation.
 - 3.2.5 The tenant shall not enter onto any other plot at any time without the express permission of that plot holder.
 - 3.2.6 Any children that accompany the plot holder or any persons accompanying the plot holder may not at any time enter onto another plot without the express permission of that plot holder. The plot holder has full responsibility for the actions of children and others entering the site with your permission.
 - 3.2.7 The tenant must not cause any nuisance or annoyance to other plot holders of the allotment site and must conduct themselves appropriately at all times.
 - 3.2.8 You shall not undertake any illegal activity on the Allotment land.
 - 3.2.9 Trim and keep in decent order all pathways and hedges forming part of the Allotment Garden.
 - 3.2.10 You will NOT use barbed wire for a fence adjoining any path set out by CTC for the use of the occupiers of the Allotment Gardens.
 - 3.2.11 You will be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to property.
 - 3.2.12 You will permit an inspection of the Allotment Garden at all times by CTC's employees or agents;
 - 3.2.13 You will NOT obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant.
- ### 3.3 **Cultivation**
- 3.3.1 The tenant shall keep the allotment reasonably free from weeds, properly cultivated and in a good state of fertility all year round. Properly cultivated means that all of the plot is being worked all year round. It can be noted here that bases for any permitted structures (glasshouses, sheds and poly tunnels), water butts and compost heaps must be sited within the plot boundary and these areas are exempt from this requirement to cultivate.
 - 3.3.2 Within the first three months of the tenancy 25% of the plot must be under cultivation with crops. This is discretionary on the condition of the plot at the time of the tenancy agreement and time of year the plot is let. After three months, it must be seen that the plot is regularly tended to and showing signs of progress. The remainder of the plot must be under cultivation with crops within twelve months.
 - 3.3.3 The tenant must notify CTC of any change in circumstances which might temporarily prevent cultivation of the plot such as prolonged holiday, accident or illness.
- ### 3.4 **Allotment Boundaries**
- 3.4.1 CTC will inform you of your Allotment Garden boundaries (should they not be clear). If you install fences, you shall maintain and keep in good repair.
 - 3.4.2 The tenant shall keep all footpaths surrounding the plot in good condition, including mowing, weeding and keeping them free from obstructions.
 - 3.4.3 The tenant shall maintain every hedge, tree or shrub that forms part of the allotment plot on a regular basis.

- 3.4.4 The tenant shall not move boundaries/fencing. The entrance/exit of the plot shall remain the same.

3.5 **Environment**

- 3.5.1 The tenant is to use their best endeavours to garden organically and encourage biodiversity.
- 3.5.2 The use of pesticides and insecticides must be kept to an absolute minimum and tenants must ensure that they are not left unattended at any time.
- 3.5.3 The use and storage of chemicals must be in compliance with the Control of Pesticides Regulation Act (amended 1997).
- 3.5.4 If using such pesticides and insecticides, the tenant must take all reasonable care to ensure that wildlife and adjoining plots, hedges and trees and crops are not adversely affected.
- 3.5.5 The tenant must respect wildlife (except rodents which do not have legal protection in the UK) that inhabits the allotment and not to harm any species in any manner that is in violation to the Wildlife & Countryside Act 1981.
- 3.5.6 The tenant shall practice water conservation techniques including utilizing covered water butts attached to sheds and greenhouses and consider mulching as a water conservation practice.
- 3.5.7 Use of hose pipes is prohibited. Tenants should follow guidance in 3.5.6.

3.6 **Green Waste, Bonfires and Rubbish**

- 3.6.1 Tenants shall compost all green waste on their plot in self-built or ready-made containers.
- 3.6.2 All refuse emanating from allotment cultivation that is not compostable must be disposed of offsite.
- 3.6.3 The allotment plot must be kept clean and tidy, which means that the plot must be kept free of rubbish, sheet plastic and old carpet, plastic bags, plant pots and other such containers that are no longer being used on the allotment.
- 3.6.4 The tenant must not deposit or allow other persons to deposit on the Allotment Garden any refuse or decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation).
- 3.6.5 Bonfires may only be lit on the Allotment Garden with prior consent from CTC and following the guidelines for domestic bonfires issued by Environmental Health Cornwall Council (<https://www.cornwall.gov.uk/environment-and-planning/environmental-protection/environmental-protection-bonfires/>)
- 3.6.6 Bonfires are prohibited during COVID-19 Government lockdowns and/or restrictions.
- ### 3.7 **Structures**
- 3.7.1 Written consent from CTC is required to erect or place anything on the allotment which is in excess of a standard 6ft x4ft shed, including larger sheds, summer houses, greenhouses and poly tunnels (larger than 7m length x3m wide x 2m high). You should put your request in writing to CTC. Your request will be discussed at the next scheduled Town Council meeting.
- 3.7.2 Keep structures/sheds in a tidy state so that it is possible to see if there is evidence of rodent activity, to enable effective baiting to be carried out and to avoid rodent nesting activity.
- 3.7.3 To help prevent rodents from entering structures/sheds, please make sure any holes/cracks are filled (even small ones) and place brush strips along the bottom of external doors or rodent mesh along the bottom of structures/sheds.
- 3.7.4 Any structures must be well maintained and that they do not interfere with neighbouring plot tenants.
- 3.7.5 If the tenant is granted permission for a greenhouse or shed, a system of guttering must be placed on a greenhouse roof or shed roof so as to collect rainwater in one or more water butts.
- 3.7.6 CTC can order the removal of any structure that has not been approved or is not well maintained.

- 3.7.7 The tenant must remove from the Allotment Garden any broken or vandalised items such as glass from greenhouses and cold frames.
- 3.7.8 Tenant must be aware that anything that is placed on the allotment is not covered against theft, vandalism or storm damage. CTC is not liable for loss or damage to property.
- 3.7.9 On termination of the tenancy, the tenant shall remove any structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to the tenant.
- 3.7.10 Written consent from CTC is required to plant any trees which must be on a dwarf root stock.
- 3.8 **Livestock**
- 3.8.1 Written consent is required from CTC to keep poultry on an allotment. An application form is attached to this agreement. For tenants taking on an allotment from 1 April 2019, a maximum of 10 will be allowed per tenant. Further details can be found in the Guidelines for Keeping Poultry 2023 (Clause 3.3.4.2).
- 3.8.2 Consent will only be given provided that the livestock is not prejudicial to human health or animal welfare or a nuisance to surrounding plot holders. Stringent animal welfare conditions apply.
- 3.8.3 Minimum standards in CTC guidelines for keeping poultry on allotments with regards to housing, food, water, animal husbandry, health and welfare must be met. Guidelines are attached with this agreement. Failure to adhere to the Guidelines will mean termination of your Tenancy Agreement.
- 3.9 **Dogs**
- 3.9.1 No animals are to be brought into any Allotment Garden, except for dogs on leads.
- 3.9.2 Any fouling must be removed and disposed of responsibly.
- 3.10 **Adverts**
- 3.10.1 Tenants shall not erect any notice or advertisement on the allotment, the fence or on the gates to Allotment Gardens.
- 3.11 **Cars**
- 3.11.1 No caravans or cars are permitted in Allotment Gardens. Cars should be parked responsibly outside the Allotment Garden. CTC is not liable for any loss or damage to your vehicle.
- 3.11.2 Overnight parking is prohibited.
- 3.12 **Security/Behaviour**
- 3.12.1 CTC has the right to refuse admittance to any person other than the tenant or member of their family.
- 3.12.2 In the unfortunate cases of vandalism or thieving on the allotments, CTC cannot be liable.
- 3.12.3 The tenant shall not cause a nuisance to other tenants.
- 3.13 **Tenant's Circumstances**
- 3.13.1 The tenant must inform CTC immediately of any change of address or contact details (e.g. telephone number/email).
- 3.13.2 Any notice given by CTC in respect of this agreement shall be sufficient if sent by email and/or post to the last known address of the tenant.
- 3.14 **Disputes**
- 3.14.1 Any dispute between yourself and another allotment holder shall be referred to CTC whose decision on the matter will be final.
- 3.15 **Lease terms**
- 3.15.1 All of the allotment gardens including the Allotment Garden is leased by the CTC under a lease to the CTC (the CTC Lease). The Tenant must observe and perform all conditions and covenants that apply to the Allotment Garden contained in the CTC Lease.

4 ENFORCEMENT OF THE TENANCY

- 4.1 For the purposes of management and maintenance, an employee of CTC can at any time enter the Allotment Garden to carry out plot inspections.
- 4.2 If this tenancy is breached, Enforcement Procedures will start. "Enforcement Notice 1" is sent to the tenant through the post and email. This notice requires the tenant to contact CTC to state their intention to continue with the plot and then remedy their breach of the tenancy within 14 days. If within 14 days the tenant does not respond either by remedying the breach or contacting CTC to discuss any extenuating circumstances, CTC will send through the post and email an "Enforcement Notice 2" giving the tenant a further 7 days to remedy the breach of tenancy or advise of any extenuating circumstances. If, within the further 7-day period the tenant does not respond either by remedying the breach or contacting CTC to discuss any extenuating circumstances, CTC will automatically terminate the tenancy. Enforcement Notice 2 will state the date when the tenancy will terminate.
- 4.3 Enforcement Procedures can be stopped at any time providing the breach of tenancy is remedied.

5 TERMINATION OF THE TENANCY

- 5.1 The tenancy of the allotment plot shall automatically cease if any one of the following circumstances:
 - 5.1.1 On the death of a tenant;
 - 5.1.2 On the rent or any part of it being in arrears for more than 40 days;
 - 5.1.3 If the tenant has not responded to CTC or remedied their breach of tenancy during the Enforcement Process (Clause 4.2 above); or
 - 5.1.4 On the expiry of 12 months' written notice served by the CTC on the Tenant subject to such notice expiring on or before 6th April or on or after 29th September in any year
- 5.2 A Termination Letter will be sent to the tenant stating the reasons why the tenancy has been terminated and that they have 10 days to remove their belongings (gardening tools, shed, greenhouse etc unless otherwise agreed by CTC) and any crops from the plot.
- 5.3 Only when CTC is satisfied that the plot has been left tidy, free from excessive weeds and general waste, will CTC determine the agreement.
- 5.4 In the event that the tenant refuses or is unable to undertake the work necessary to return the plot with all possessions and rubbish removed first, CTC will do the necessary work and reclaim the costs incurred from the tenant.
- 5.5 CTC will not reimburse for crops or possessions that remain on the plot after the tenancy has ended, or for any improvements made to the plot.
- 5.6 The tenancy of the Allotment Garden shall determine on CTC giving one month's notice if the conditions of the tenancy are breached and whenever the tenancy or right of occupation of the council terminates.
- 5.7 Tenants who wish to quit their Allotment Garden must give one month's notice in writing to CTC. Tenants must not give notice to other tenants. Tenants must not offer their plot to any other tenant. Plots are allocated by CTC only. No refunds will be given for rent paid. Tenants will then have 10 days from the date of their notice to remove their belongings (gardening tools, shed, greenhouse etc (unless otherwise agreed by CTC) and any crops from the plot. Anything left after 10 days may be transferred to the new tenant or removed by CTC.
- 5.8 Tenants should leave their allotment in the condition that they would hope it to be left in when taking on an allotment.
- 5.9 It is at the discretion of CTC to allow tenants who have previously had their tenancy agreement terminated for breach of tenancy to rent an Allotment Garden in the future.

6 Determination on termination of the Council's interest

This Allotment Garden tenancy shall determine on the day on which the CTC Lease determines.

7 TENANCY REVIEW AND AMENDMENTS

7.1 CTC reserves the right to review and amend if necessary the forgoing rules and regulations at any time.

8 DATA PROTECTION

8.1 Personal data collected within this Tenancy Agreement will only be used by CTC for the purpose of administering the allotment gardens. We will not give out this information to any third parties and your information will only be kept whilst you are a current tenant. More information about how your data is used can be found on our website www.camelford-tc.gov.uk (Policies and Procedures/GDPR).

9 IN WITNESS whereof CTC and the Tenant have executed this Agreement as a Deed the day and year above appearing

SIGNED as a Deed by the duty authorised officer of CAMELFORD TOWN COUNCIL

SIGNED as a Deed by the said

.....
Allotment Holder

.....
Esther Greig, Town Clerk

*refined
S/3/24***Business Banking**

Please return to:
Barclays
Mandate Change Team
PO Box 10215
WIGSTON
LE18 9EY

Our Ref:
OMCF/202403011011000060

Mandate Change Form

Current as from 01 March 2024

**Please ensure this detail is brought to the attention of all new and existing authorised signatories.
Please use black ink and block capitals when completing any part of the form by hand.
Please do not use correction fluid on any part of the completed form.**

The Barclays Group uses and retains details you give about yourself and others to manage your account, for research or analysis and to prevent fraud. Section 10 of the Business Customer Agreement further details how we use personal information (<https://www.barclays.co.uk/business-banking/manage/terms-and-conditions/>)

Instructions for completion

- * Please check the details are correct on your printed form and ensure the 'Authorisation of account changes' section is signed by the necessary authorisers
- * Please ensure any amendments to the form are initialled by the people signing in the 'Required authorisation'. Do not use correction fluid
- * Please ensure all signatures are inside the allocated box
- * Please continue to use your existing signing rules until you receive confirmation to advise all changes have been put in place
- * If you require any support please contact the Mandate Change team on 0333 202 7477**

Mandates involving adding new officials:

- * Please ensure all new officials have completed a Personal details Form
- * If you do not currently bank with Barclays, you will need to pass Identification and Verification checks. You can do this by visiting a branch with 2 forms of ID (please visit www.barclays.co.uk/validid/ for a list of acceptable documents). Alternatively, you can download the Barclays mobile app and follow the instructions for the Verify journey (please visit www.barclays.co.uk/verify/ for more information).

Mandates not involving adding new officials:

- * Return the documents to the below address:

Mandate change team
PO BOX 10215
Wigston
LE18 9EY

Personal details Form

The new authorised person should complete and sign this form. Please complete in BLOCK CAPITALS using a BLACK ballpoint pen and SIGN it. Fields highlighted in BLUE and with an asterisk must be completed to enable us to process the form. The signatures must be fully contained in the box and do not break the outline. If you do not currently bank with Barclays, you will need to pass Identification and Verification checks. You can do this by visiting a branch with 2 forms of ID (please visit www.barclays.co.uk/validid/ for a list of acceptable documents). Alternatively, you can download the Barclays mobile app and follow the instructions for the Verify journey (please visit www.barclays.co.uk/verify/ for more information).

*Title

Mr

☐

Mrs

☒

Miss

☐

Ms

☐

Other

*Forename(s)

Laura

*Surname

Murphy

*Date of birth

Country of birth

Country of residence

*Nationality

Yes

☐

No

☒

*If yes, please state countries of dual/multi - nationality

At Barclays we believe providing an excellent service to occasionally make you aware of our Group's (and specially selected partners) products and services. Please tell us by marking the boxes to the right if you would like us to contact you via:

Mail

☐

SMS

☐

Telephone

☐

Email

☐

I confirm that the information is true and complete.

Barclays is committed to protecting your personal data. We will use your information for a number of different purposes, for example, to manage your account(s), to provide our products and services to you and others and to meet our legal and regulatory obligations. We may also share your information with our trusted 3rd parties for these purposes. For more detailed information on how and why we use your information, including the rights in relation to your personal data, and our legal grounds for using it, please go to <https://www.barclays.co.uk/important-information/control-your-data/> or you can request a copy from us.

*Name

LAURA MURPHY



Please sign inside the box

*Date

01/03/2024

(DD/MM/YY)

Please indicate the products you require to manage the account. (Please allow 10 working days for your products to be arranged on the completion of the Mandate change request.)

Online banking

☒

Business Debit card

☒

Telephone banking

☒

Please note: If the accounts operate by requiring 'two or more authorised persons' to manage the everyday banking, including making payments these products will not be ordered. Once the business has received confirmation, please contact your Business Servicing team to discuss your options available.

Authorised person(s) to be removed

Fullname:

JANE LOUISE BURNARD

Position:

JOINT AUTHORISED SIGNATORY

Please sign inside the box

Fullname:

JANE LOUISE BURNARD

Position:

HAS AN OFFICIAL

Please sign inside the box

Fullname:

ESTHER ANNE SANHAM GREIG

Position:

HAS AN OFFICIAL

Please sign inside the box

Esther Greig

Fullname:

ESTHER ANNE SANHAM GREIG

Position:

JOINT AUTHORISED SIGNATORY

Please sign inside the box

Esther Greig

Please note: We will send you confirmation when we've completed our checks and searches on you, and that your new mandate is in place. Until you receive this, your current signing arrangement will remain in place.

HELPLINE
0333 202 7477**

** Calls may be recorded for security and training purposes. Calls to 03 numbers are charged at the same rate as calls to 01 & 02 landlines, and will count towards any inclusive minutes you may have covering calls to landline numbers. Call charges may differ, please check with your local provider.

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Make a payment to another UK account

Your payment is being processed. It won't be reflected in your balance until it's complete, so make sure you have enough money in your account until then and don't try to make the payment again. We may contact you if we need more information

Questions about a delayed payment? Our FAQs could help

From	<i>BUSINESS FREE AUTO TRANS 20-74-20 5025 1100</i>
To	<i>CCLA Fund Managers Limited Client Money Payments Account 40-05-30 3369 4887</i>
Amount	<i>£42,869.23</i>
Reference	<i>LA1006902-001</i>
When	<i>Immediately after authorization This payment will be processed as soon as it's fully authorised, so please make sure there's enough money in the account until then. We'll only update your balance when the payment is complete, so please don't try to make it again. We'll contact you if we need more information.</i>
Instructions received at	<i>Mar 13, 2024 This payment won't be processed until it's been approved by a second authoriser. Once they've logged in to Online Banking, they'll get a notification and will be directed to the payment authorisation screen to approve, decline or edit this payment. If they edit the payment, you'll need to review and approve it again before it can be processed.</i>



Make a payment to another UK account

Your payment is being processed. It won't be reflected in your balance until it's complete, so make sure you have enough money in your account until then and don't try to make the payment again. We may contact you if we need more information

Questions about a delayed payment? Our FAQs could help

From	<i>Business Premium ME 20-74-20 1081 2595</i>
To	<i>CCLA Fund Managers Limited Client Money Payments Account 40-05-30 3369 4887</i>
Amount	<i>£7,130.77</i>
Reference	<i>LA1006902-001</i>
When	<i>Immediately after authorization This payment will be processed as soon as it's fully authorised, so please make sure there's enough money in the account until then. We'll only update your balance when the payment is complete, so please don't try to make it again. We'll contact you if we need more information.</i>
Instructions received at	<i>Mar 13, 2024 This payment won't be processed until it's been approved by a second authoriser. Once they've logged in to Online Banking, they'll get a notification and will be directed to the payment authorisation screen to approve, decline or edit this payment. If they edit the payment, you'll need to review and approve it again before it can be processed.</i>