RESKAMMEL

MCCLIX

CAMELFORD TOWN COUNCIL

Town Clerk: Laura Murphy

Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

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

The minutes of the Finance and Staffing committee held at 7pm on 30th October 2024

Cllr Coombes started the meeting:

1. **To Appoint a new Committee Chair:**
Cllr Rotchell proposed Cllr Ginger as Chair, Seconded: Cllr Coombes
FS24/064

Cllr Ginger took over as Chair of the meeting

2. **To note Councillors present: Cllr Rotchell, Cllr Coombes, Cllr Ginger, Cllr Shaw (Not on committee)**
FS24/065

3. **To receive Apologies for absence with reasons: Cllr Grigg- away, Cllr Scawn – personal**
FS24/066

4. **To receive Declarations of Interest & Approve Dispensations**
None
FS24/067

5. **Public question time** (15 minutes allowed for this)
No public present
FS24/068

6. **To receive and approve the Minutes of Finance & Staffing 19th July 2024**
Proposed to approve: Cllr Rotchell Seconded: Cllr Coombes 1abs
FS24/069

7. **To receive Clerk's report inc. Q2 budget to expenditure**
A discussion took place around the quarter 2 budget to expenditure report- overall CTC are well within budget for this point in the financial year.
FS24/070

8. **Agenda Items**

a. To **discuss** and **resolve** on Cemetery software/management of St Tudy Cemetery.
A discussion took place around how soon CTC will need to manage the new Camelford Cemetery, as CTC do not currently have Cemetery management software and in order to take on the management of the St Tudy cemetery CTC would need to purchase software at a monthly cost of £48.
Proposal to find out how many burials/cremations St Tudy sees on average per year, if roughly 1 burial plus two cremations CTC could proceed as this would cover the costs of the software. Cllr Rotchell clarified that if approved, the Cemetery Management responsibility would go to the Deputy Clerk.
Proposed: Cllr Rotchell Seconded: Cllr Coombes Unan. **FS24/071**

b. To **review** community Grant application from Memory Café.
The Memory café applied for a £2000 Grant from the town council. A discussion took place regarding the policy for grants, CTC do no issue grants for operating costs, and as a result of the information provided on the application form council felt this grant was outside the remit.
Proposed for clerk to outline community grants criteria to memory café to encourage them to apply next year but politely decline.
Proposed: Cllr Rotchell Seconded: Cllr Coombes. Unan **FS24/072**

c. To **resolve** on quote for new IT equipment for office to replace faulty PC.

Signed: M. Grigg

Date: 9.3.25.

Proposed to accept quote and purchase equipment:
Proposed: Cllr Coombes Seconded: Cllr Rotchell Unan **FS24/073**

d. To **note** temporary reduced Library opening hours between 28th October and 11th November. **FS24/074**

e. To **discuss** sponsor for OCM kit. **FS24/075**
A discussion took place around which local businesses CTC may approach to support the OCM Skate group with some kit. **FS24/076**

f. To **note** Local Government Services Pay Agreement 2024 **FS24/077**

g. To **review** and **resolve** on Podpoint EV chargers energy tariff. **FS24/078**
A discussion took place around the current tariff for Clease Road Podpoint chargers which is 0.60p per kilowatt, the national average is 0.56p per KW.
Proposed to keep to the current tariff:
Proposed: Cllr Coombes Seconded: Cllr Rotchell Unan. **FS24/079**

h. To **note** Q2 internal control rota: Cllr Bond & Cllr Hewlett. **FS24/080**

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

To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: staffing.
Proposed: Cllr Rotchell Seconded: Cllr Coombes Unan **FS24/081**

a. To **discuss**- OCM Café – The committee reviewed the Café Tennant's current debts, which consist of £1665.26 utilities, £2200 rent. The committee discussed that it is unlikely the tenant will be able to clear the full amount of outstanding debt within a reasonable timeframe, therefore proposed the utilities debt must be cleared by 31st December 2024 and the outstanding rent payments will be waived by the Council. Once the outstanding bill payment is cleared the committee would like to amend the contract to a Rolling month contract. If not cleared the contract ends.
Proposed: Cllr Rotchell Seconded: Cllr Shaw Unan **FS24/082**

b. To **note**- Staff sickness/absence- Admin assistant signed off with Drs note until 16th November 2024 **FS24/083**

c. To **discuss** zero hours contract for library assistant.
Proposed to offer zero hour contact to I.Greig to assist with library cover when needed in order to adhere to lone worker policy. **FS24/084**

d. To **Note** Grounds Manager, Deputy Clerk and Clerk SCP increase as of 1st April 2025 due to positive appraisals. **FS24/085**

e. To **review** staffing budget spreadsheet for 2025/26.- reviewed a Budget Meeting- Not required **FS24/085**

f. To **discuss** 2025/26 budget- not required. **FS24/086**

10. Items, time and date for next meeting.

Tuesday 14th January

Meeting closed: 20:30

Signed: Date: