



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

Minutes of Finance and Staffing committee meeting Friday 3rd May 2024 – Town Hall at 10:00am

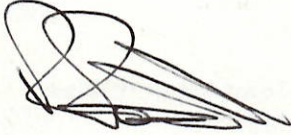
1. **To note Councillors present: Cllrs Coombes, Rotchell, Grigg, Shaw.** FS24/031
2. **To receive Apologies for absence with reasons** FS24/032
3. **To receive Declarations of Interest & Approve Dispensations** FS24/033
4. **Public question time (15 minutes allowed for this)** FS24/034
5. **To receive and approve the Minutes of Finance & Staffing 2nd February 2024**
Proposed: Cllr Coombes Seconded: Cllr Rotchell FS24/035
6. **To receive Clerk's report inc. Q4 budget to expenditure**
Update regarding Admin Assistant recruitment. Reviewed Q4 Budget to expenditure report, one anomaly exists in the form of a £50,000 transfer to CCLA investment- appears as expenditure as it was transferred to the Fixed Asset register. FS24/036
7. **Agenda Items**
 - a. **To note** Q4 internal control rota FS24/037
 - b. **To note** Fixed Assets FS24/038
 - c. **To review and resolve** on Ear marked reserves for 2024/25 FS24/039
Proposed: Cllr Shaw Seconded: Cllr Coombes
 - d. **To review** investments and **resolve** on general reserve level;
It was resolved to leave the precept balance in the current account and move any remaining funds to the Barclays high interest account.
Proposed: Cllr Shaw Seconded: Cllr Coombes FS24/040
FS24/041
 - e. **To review** insurance
 - f. **To resolve** on new debit card application for L Murphy and J Burnard.
Proposed: Cllr Coombes Seconded: Cllr Rotchell FS24/042
 - g. **To resolve** on breakdown renewal contract for Council Van.
Motion to accept cheapest quote- Greenflag
Proposed: Cllr Shaw Seconded: Cllr Coombes FS24/043
8. **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 Shaw Seconded: Cllr Coombes FS24/044
 - a. **To Discuss** Senior Librarian role review.
Motion to retain existing title and salary for the position:
Proposed: Cllr Shaw Seconded: Cllr Coombes FS24/045
 - b. **To Note** Admin Assistant resignation.
 - c. **To Resolve** on zero hours contract for Library and Admin Assistant – J Marsh
Proposed: Cllr Shaw Seconded: Cllr Coombes FS24/046
 - d. **To Resolve** on applicants for Admin Assistant role.
Motion to approach previous applicant and offer the position.
Proposed: Cllr Shaw Seconded: Cllr Coombes FS24/047

19/07/24.

9. **Items, time and date for next meeting.**
Friday 19th July- 10:00- Town Hall

FS24/048

Meeting closed at 11.17am

A handwritten signature in dark ink, consisting of a large, stylized 'R' followed by a horizontal line and a small flourish.

19/07/24