



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

Town Hall
Market Place
Camelford
PL32 9PD

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

TO MEMBERS OF THE COUNCIL:

Councillors: C Hewlett (Mayor), R Rotchell (Deputy Mayor), A Ackroyd-Johnson, S Bond, A Burgis, M Coombes, S Elford, E Grigg, L Rathbone, A Scawn, A Shaw

Dear Members

I hereby give you notice that an Ordinary Meeting of Camelford Town Council will be held on **Tuesday 18th February 2020 at Town Hall, Market Place, Camelford at 7.00pm.**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely,

Esther Greig

Esther Greig, Town Clerk.

Press and Public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

-
1. **To note Councillors present**
 2. **To receive Apologies for absence with reasons**
 3. **To receive Declarations of Interest & Approve Dispensations**
 4. **Public question time** (15 minutes allowed for this)
 5. **To receive and approve the Minutes of:**
Ordinary Meeting 21st January 2020 (attached).
 6. **To receive Clerk's report**
Matters arising from the Minutes. More vandalism to new shelter and bird hide in Park – reported to police. APM booked with Camelford Hall – consultation design on next SEPP working group agenda. Water meter at Public toilets. Tree at Tregoodwell.
 7. **Planning**
Any late applications will be discussed under this section.
 - a. To **discuss** and **make a consultee comment** on the following applications:
PA20/01004. 5 Warren's Field. Mrs Brenda Oliver. Works to trees namely, 1 Ash tree, 3 Sycamore trees and 1 Beech tree (G1) to ground level subject to a tree Preservation Order.
For Information
PA19/03239. Unit 2 Highfield Road Ind. Est. Mr R Cathrae. **Approved**
 8. **Portfolio Reports**
 - a. Mayor's Report – Cllr Hewlett
 - b. County Councillor's Report – Cllr Rotchell
 - c. Camelford Hall – Cllr Bond
 9. **Correspondence**

- a. Cornwall Council – notification of consultation Cornwall design guide and streetscape design guide

10. Agenda Items

- a. To **note** lift inspection reports.
 b. To **resolve** to apply for £1000 FEAST funding for 4 days of fun
 c. To **resolve** to sign Rialtas Year End Closedown Agreement £560 + VAT
 d. To **note** Finance Working Group Meeting minutes.
 e. To **resolve** to adopt the Cemetery Burial fees schedule.

11. Accounts

a.	To note Balances at 12 th February 2020		
	Current Account	£68,998.50	
	Tracker Account	£51,382.25	
	NS&I	£42,179.82	
	CCLA	£80,000.00	
b.	To resolve to authorise the payments of Accounts Outstanding		
Staff	January Wages + expenses	BACS	£6,375.06
HMRC	January Tax & NI	BACS	£1,758.20
Cornwall Pensions	January Pension contributions	BACS	£1,946.54
A Lawler	Service contract	DD	£40.00
Cornwall Council	Churchfield car park rates	DD	£435.00
Pennon Water	Public toilets water	DD	£133.50
Voiphone	Telephone	DD	£8.40
Plusnet	February Internet	DD	£38.40
Seadog IT	Webhosting	DD	£25.00
Staples	Stationery	Debit	£93.40
Viking	Stationery	BACS	£59.98
British Gas	Enfield Park Electricity	DD	£59.74
Cllr Hewlett	Mayor's Mileage	BACS	£86.60
Camelot Garage	Fuel for maintenance	BACS	£25.77
Cornwall Council	November Enforcement	BACS	£140.40
		TOTAL	£11,225.99
b.	To note Income		
Post Office Counter	Npower refund	cheque	£110.56
Post Office Counter	Library takings Nov, Dec, Jan	AC	£222.90
Post Office Counter	Car park ticket income	Cash	£110
CCLA	Dividend payment	AC	£817.20
		TOTAL	£1,260.66

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.

- a. To **review** Agreement for the provision of Library and Information Service. Revised Deed of variation.
 To **resolve** to **sign**.

13. To note items for 5th March 2020 Agenda.

Western Power Conference report – Cllr Shaw



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Ordinary Council Meeting – 6th February 2020

Minutes of the Ordinary meeting of the Council held at Town Hall, Market Place

1. To note Councillors present

Cllr Hewlett (Mayor) opened the meeting at 7.00pm with 8 Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Grigg, Rathbone, Rotchell, Shaw 20/039

2. To receive Apologies for absence with reasons

Cllr Ackroyd-Johnson – personal, Cllr Rathbone - business

It was **resolved** to approve the absences

Proposed: Cllr Bond **Seconded: Cllr Coombes** **unan** **20/040**

3. To receive Declarations of Interest & Approve Dispensations

Cllr Coombes	7a. planning PA20/00473	non-registerable	to leave the room
Cllr Grigg	12 a. Saputo Contract	pecuniary	to leave the room

20/041

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

7 members of the public attended. CATS group spoke regarding the bypass – what is CTC opinion on the bypass? Either for or against it and is this unanimous. Steve Stratton spoke in relation to planning application going to appeal. He explained about his live/work application- currently lives in St. Teath, self-employed in property and garden maintenance, lot of elderly clients, has been offered the opportunity on a piece of land. Lives with parents and rents storage – this is an affordable option. CTC supported the original application. Agent – would CTC consider writing a letter of support? He noted that the grounds of refusal will be disputed - not an open countryside – next to Trewalder on previously developed land, can prove social and economic need. Specific support for live/work units in Cornwall Local Plan. In St. Teath and out towards the coast; houses are unaffordable. 20/042

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 21st January 2020

Proposed: Cllr Rotchell **Seconded: Cllr Elford** **unan 6-0 (3abs)** **20/043**

6. To receive Clerk's report

Matters arising from the Minutes. Phase 2 Enfield Park play area snagging – Wicksteed attending next week, have looked into the warranties and guaranties - sleepers have 2-year guarantee. Reaching communities decision will be on the 24th February. Tree Inspections took place today. Tree at Tregoodwell common – ownership being investigated. Slight damage to the Youth Shelter – couldn't see who it was because of the fog – but was reported to 101. 20/044

7. Planning

PA19/11158. Bowood Park, Lanteglos. Mr J Bailey AMP Clean Energy. Installation of a replacement containerised biomass boiler system. Cllr Shaw noted a positive, looking for the environment

It was **resolved** to Support

Proposed: Cllr Shaw **Seconded: Cllr Elford** **unan** **20/045**

Chair's Signature.....

Dated.....

PA20/00256. Great Tregath. Craig Blackburn. Certificate of lawfulness for existing Biomass boiler located inside workshop barn serving three residential properties. Cllr Shaw's only reservation is knowing if it complies with HSE regulations.

It was **resolved** to Support

Proposed: Cllr Shaw Seconded: Cllr Coombes unan 20/046

PA20/00417. Lorien, Fore Street. Mr Paul Morris. Application to fell a Scots Pine (T1) within a conservation area. Cllr Shaw is disappointed in one respect, but it is located behind Anvil Court and overlooks their amenity area, can understand why – could fall over into Anvil Court. Suggest replanting 2 suitable trees

It was **resolved** to Support

Proposed: Cllr Shaw Seconded: Cllr Rotchell unan 20/047

Cllr Coombes left the room

PA20/00473 Trewen. Lanteglos. Mr Matthew Gynn. Construction of a covered yard. Cllr Shaw has visited site

It was **resolved** to Support

Proposed: Cllr Shaw Seconded: Cllr Grigg unan 20/048

Cllr Coombes returned

Renewal of Street Trading consent. Layby north of Camelford. Hanger Management.

It was **resolved** to Support

Proposed: Cllr Bond Seconded: Cllr Grigg unan 20/049

b. CTC representation to PA19/03897 due to appeal to the inspectorate was **discussed**. Cllr Shaw read through all the documents. Cllr Rotchell noted that CTC had already been very clear in Support. Cllr Shaw noted that CTC had raised concerns regarding run off and ancient hedge removal to gain access – these issues not noted by CC planners

It was **resolved** to maintain Support

Proposed: Cllr Grigg Seconded: Cllr Coombes unan 20/050

For Information

PA19/09648. Fenterwanson Cottage, St. Teath. Mr and Mrs George Field. **Approved**

PA19/10505. Penmara Barn, Trewen. Mrs Margaret Schwarz. **Approved** 20/051

8. Portfolio Reports

a. Mayor's Report – Cllr Hewlett. Attended the Bypass consultations – well attended over the 3 days; over 500 attendees. CC Environmental Growth Officer offered advice really positive about what CTC are already doing in Enfield Park and saw huge potential in the cemetery. Visited Bude repair café; what can be achieved depends entirely on volunteers. Radio Cornwall interview regarding bypass and air. Joint meeting with the schools regarding the land between the two schools for biodiversity planting – they have trees arriving at the end of the month. Attended county hall for a presentation on the honours system – fascinating – British empire medal and the OBE well worth nominating and CTC can nominate someone as a Council. 20/052

b. County Councillor's Report – Cllr Rotchell noted he had attended Health and wellbeing meetings, bypass consultation, adult social care, dementia workshop – lack of places for dementia patients in Cornwall. Governance and boundary review – panel considering reducing some parishes in this area - from 3 to 2 parishes. Has a meeting booked with the regional manager from the Co-Op in a few weeks' time – he's also interested in the future of the current building (could be a family hub or another business). Some options. Cllr Scawn noted that Co-Op might wanted to let it out to another retailer, rather than sell it. Cambourne visit to the Vior surgery who are taking over from Dr Nash who has retired. The practice manager noted that the surgery has got broadly similar ideas to what CTC had two years ago. They are coming to the next network meeting – feeling positive about the medical centre. 20/053

c. Camelford Network Area Panel Meeting – Cllr Hewlett reported that it focused on the climate emergency. Rob Lacey noted the role of the planning department in a carbon neutral Cornwall – a new document to be consulted on in March. Mark James updated panel on the policy changes and a noted that there is a website being developed and that a climate change team has been recruited. The decision wheel has been updated so that every decision taken by CC; climate change is

considered. Next Localism summit is in Liskeard but there will be another one later in the year either in Bude or Wadebridge. CNP next meeting 24th March. 20/054

9. Correspondence

- a. Letter from Resident request for Feasibility study to be undertaken by Council to extend the Camel Trail as part of the bypass advantages. Cllr Shaw noted the forum had had a survey taken of a safe cycling to school route from Delabole to Camelford. Cllr Rotchell suggested approaching Nigel Blackler for previous data gathered on the Camel Trail, also Paul Masters. Clerk to reply. 20/055
- b. Camelford Hall Committee Meeting minutes. **Noted.** 20/056
- c. Cornwall Council – notification of consultation Cornwall design guide and streetscape design guide. **Next agenda.** 20/057
- d. Cornwall Council – notification of consultation on 2020 Off-Street Parking Order. **noted** 20/058

10. Agenda Items

f. The A39 Atlantic Highway Improvement – Camelford was **discussed**. Cllr Hewlett attended the consultations and noted the pressing issues; footbridge linking Trevia, bowls club car park will be lost, holdings are cut in half and no information about how land will be accessed, pathways of desire – folk nipping across a 60 mile an hour crossings to be looked at. Every opportunity to plant trees will be taken. Loss of agricultural land; but no brown field land available, street lighting discussions, Trefew road dead-ended at two points. Cllr Coombes speculated what landowners with heavy vehicles would do? Cllr Rotchell stated that these important issues need to be made clear to CC – at the consultations that he attended; everyone was writing their comments down. Broader issue though – do CTC support the bypass in principle? Proper cycle path needed too. This is a one-off chance to access to this fund for road improvements in this area. Cllr Burgis noted that over the next 10-20 years, vehicles movements will increase by 30%. Cllr Rotchell then explained the planning process. It was **resolved** to Support in principle, noting concerns.

Proposed: Cllr Coombes Seconded: Cllr Burgis unan 20/059

Town needs to have the opportunity to engage in discussions about future of Camelford. A conversation about what Camelford needs to do post bypass.

a. Annual Parish Meeting Agenda was discussed. New supermarket and bypass as subject issues. Funding decision due on 11th March for the technical designs – great opportunity to discuss what does the future hold for Camelford. Monday 30th March in Clease hall 7pm

Proposed: Cllr Rotchell Seconded: Cllr Grigg unan 20/060

Cllr Rotchell would ask Co-Op for speaker, mayor, police, bypass update, what would you like Camelford to be. Postcard for the future. Camelford 2030 vision.

b. It was **resolved** to contract Mr Martlew for some rewiring work in Public Toilet Maintenance room - £248.00

Proposed: Cllr Rotchell Seconded: Cllr Elford unan 20/061

c. It was **resolved** to sign Local Maintenance Partnership agreement

Proposed: Cllr Burgis Seconded: Cllr Grigg unan 20/062

d. The SEPP Working Group Meeting minutes were **noted.** 20/063

i. It was **resolved** that the concepts of Pet Cemetery, Garden of Remembrance, Map of plots, Columbarium would be considered for the cemetery.

Proposed: Cllr Bond Seconded: Cllr Scawn unan 20/064

ii. It was **resolved** to have a memorial tree area for burial of ashes – green burial for cremated remains.

Proposed: Cllr Burgis Seconded: Cllr Scawn unan 20/065

e. It was **resolved** to adopt the Cemetery Regulations 2020

Proposed: Cllr Scawn Seconded: Cllr Rotchell unan 20/066

g. Q3 Finance Report January 2020 to budget was **reviewed.** 20/067

11. Accounts

a. Balances at 28th January 2020 were **noted**

Current Account £74,474.35

Tracker Account £51,382.25

NS&I £42,179.82

CCLA £80,000.00

20/068

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

Freestyle Balance phase 1 OCM BACS £3,430.50

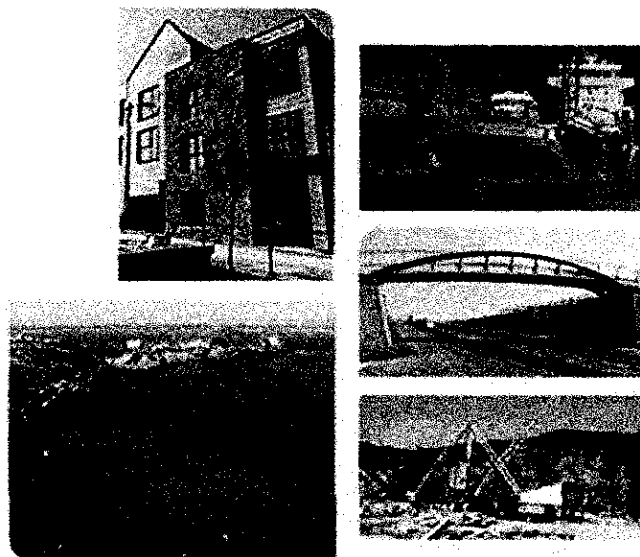
Clerk

From: Rubin Emily <Emily.Rubin@cornwall.gov.uk> on behalf of EP&E Local Plan <localplan@cornwall.gov.uk>
Sent: 20 January 2020 09:06
To: EP&E Local Plan
Subject: Consultation Notification: Cornwall Design Guide & Cornwall Streetscape Design Guide

Information Classification: PUBLIC

Planning Policy Team

- 20 January 2020



Dear Consultee,

draft Cornwall Design Guide & draft Cornwall Streetscape Design Guide

Cornwall Council has published a new draft Cornwall Design Guide and a new draft Cornwall Streetscape Design Guide for a six week consultation period from Monday 20th January to Monday 2nd March 2020. Both documents can be viewed alongside further information at www.cornwall.gov.uk/designguide.

- **Draft Cornwall Design Guide:** The new Design Guide refreshes the current Design Guide to boost design quality, with particular emphasis on environmental growth, health & wellbeing, inclusivity and climate change resilience. It strongly encourages applicants to consider the site context, engage with stakeholders and Cornwall Council from the outset and demonstrate how the site analysis and feedback have shaped proposals. Each topic sets out a number of outcomes that we will be seeking in new development, with innovative design solutions specifically encouraged. The document has an interactive format with a new Design & Access Statement template and links to additional information

SERVICE HAS BEEN COMPLETED AS PER CONTRACT, OUR REPORT IS AS FOLLOWS:

INSPECTION DATES 29/07/19 24/10/19

INSPECTED BY: Matthew Phillips

Route No. 484

Unit 5 Aerial Park
Uddens Trading Estate
Wimborne
Dorset, BH21 7NL

Telephone: 01202 871333
Facsimile: 01202 855139

www.jacksonlifts.com

Camelford Library
Town Hall
Market Place
Camelford
Cornwall PL32
FAO: Amanda Lash

CLIENT REF: JEC012336

Printed On 31/01/20

MAINT No. M16310/4/PLA
SITE NAME: Camelford Library
ADDRESS: Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

CLIENT PROPERTY COD
CLIENT UNIT CODE:

LIFT REF: HPL Passenger Lift
M/C No: 6075/879

1] Main Ropes/Chains	N/A	2] Safety/Governor Rope	N/A
3] Winding/Pump Unit	WBS	4] Door Operator	WBS
5] Wiring/Flexes	WBS	6] Controller	WBS

KEY TO CODES

S = SERVICABLE **WBS** = WORN BUT SERVICEABLE **SBR** = SHOULD BE RENEWED
RA = REQUIRES ATTENTION **NA** = NOT APPLICABLE

GENERAL REMARKS

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

Quotation For Recommended Repairs Will Follow By Separate Email Shortly

FEAST Festivals Enhancement Application Form

Name of Festival
FOUR DAYS OF FUN

Applicant: (This is the person with whom we will correspond)	Amanda Lash
Position in organisation:	Deputy Town Clerk
Email:	admin@camelford-tc.gov.uk
Telephone:	01840 212880
Address:	Town Hall, Market Place, Camelford
Postcode:	PL32 9PD
Name of Organisation:	Camelford Town Council
Date of Festival	27 May to 30 May 2020

Q1 This application is for an activity – a performance or a workshop for example - which will enhance the programme of your festival. What is the planned programme of your event, apart from the activity you are asking us to fund?

Four days of fun is scheduled to run between 27 May and 30 May, during half-term week. Planned activities include:

- Lego building competition
- Circus Skills Workshop
- Film night in the Park
- Teddy Bear's Picnic and story time
- Mayor's Storytime
- Senior Citizens Afternoon Tea
- Mosaic workshop
- Family Park Fun Run
- Tug of War
- Slip n Slide
- Music in the Park
- Dog Show
- Skateboard, BMX and Scooter competitions/demos
- Bird walk/Bat Walk

Q2 What is the activity you are asking FEAST to fund?

- Mosaic workshop with Jane Stevens
- Music in the Park – Camelford introducing competition to support young local musicians find a platform for their work. This year we are extending the area to North Cornwall

Q3 In what way is this activity a new addition to your programme?

Mosaic workshop

This workshop will provide an opportunity for people of all ages to create a visual arts nature trail through Enfield Park, which will start at the mural for Enfield Park, and wind through the park to the poetry bridge. The mural and poetry bridge were made possible by your kind funding, and so the aim is to connect the two. A4 thick ply boards will be used to create a nature themed mosaic art piece, which will be attached to trees, benches and posts, for

FEAST Festivals Enhancement Application Form

people to enjoy whilst they walk through Enfield Park. The mosaics will be grouted and sealed to ensure longevity.

Music in the Park – Camelford Introducing

This annual event brings around 1000 people together to enjoy an eclectic mix of live music and enables CTC to help aspiring musicians via the Camelford Introducing Competition. There will be two age groups – 11-17 and 18-25. CTC would like to open this competition up to the whole of North Cornwall to ensure that as many young people as possible get the chance to shine.

Circus Skills Workshop

This has now been added as a regular addition to the Festival on the request of the families of Camelford. Camel Circus Jam

Q4 Who will it appeal to and why do you think they will enjoy it?

The above workshop will appeal to all ages of our local community and surrounding areas. CTC have been investing in strengthening the cultural offer to our community. Past workshops including drama, street art, poetry and night sky installation has received enormous praise from the local community and tourists, making Camelford a more attractive place to visit and therefore helping to regenerate the town. Four Days of Fun is now gaining an excellent reputation, and by building on our offer, we hope to attract more people to Camelford and increase year on year participation. Last year participation increased by 12% which is a 40% increase in just 3 years thanks to the support of FEAST.

The legacy of the mosaic workshops will be seen in Enfield Park, where thousands of people, over time, will enjoy the art work as they sit and relax or walk through the Park. Our grounds maintenance team will keep an eye on the mosaic boards and re-treat as necessary to keep the art work looking as good for as long as possible.

Q5 How might this activity affect your long term plans for your festival?

By providing new and exciting workshops, this ensures continued enhancements to Camelford in terms of its cultural and aesthetic value, whilst contributing to the economic viability of the Town by attracting more visitors. By providing workshops and events that people really enjoy, it is CTC's hope that more people will add this annual programme of events to their social calendar each year.

Q6 FEAST brings together professional artists and communities. Which artist(s) do you plan to work with? Please provide evidence of their experience or links to their work if possible.

Jane Stevens – www.janestevensmosaics.co.uk

Jane is a highly experienced artist who has undertaken many community projects including the Granby Green Enhancement Scheme, Art of the Community Festival and an ongoing project at Parkwood House Residential and Nursing home. CTC is delighted to be employing Jane for this community project.

Camel Circus Jam – [@camelcircusjam](https://www.facebook.com/camelcircusjam) (Facebook)

They provide circus after school workshops for children living in the surrounding area of the river Camel. Nat has a wonderful gift of bringing people together and teaching them the art of circus skills. This workshops has been included again following requests from families in the area.

FEAST Festivals Enhancement Application Form

Q7 Please give the following figures for last year's event.	
Income	3938
Expenditure	3938
Number of people attending	2000

Please complete your application with the following short budget for the activity you wish us to fund.

Expenditure

Item or activity – FEAST funding	Cost
Mosaic workshop Jane Stevens	£530
Materials for the workshop	£170
Camel Circus Jam Workshops	£150
Camelford Introducing Competition	£150
Sub Total	£1000
All other expenditure (see attached projected budget)	£3666
Total	£4666

Income

Other Sources	Amount	Awaiting confirmation	Successful
Camelford TC	£3116		YES
Donations	£200		During week
Food stall donations	£260		YES
Competition entries	£90		During week
Requested from FEAST	£1000	YES	
Total	£4666		

Please tick the box to confirm you have included:

A copy of your constitution

A projected budget for this year's festival

If your application is successful, we will expect a short report to be sent to feast@actcornwall.org.uk within 6 weeks of your festival. This should include the number of people who watched or took part in the activity we funded and your brief evaluation of its impact.

FOUR DAYS OF FUN - PROPOSED EXPENDITURE/PROPOSED ACTIVITIES						
EXPENDITURE			INCOME			
Jane Stevens Mosaic Workshop	700		Burgerland	50		
Good Old Fashioned Lover Boys	780		Proper Vintage	50		
The Unfortunate Ones	500		Hells Kitchen	50		
Camelford Introducing Comp	150		Proper Vintage	50		
Adam Cornford	180		Hair and Beauty	30		
Stewards	400		North Coast Henna	30		
Music Engineers	656					
Tug of War (trophies medals etc)	80		Total stall donation	260		
Dog Show (Rosettes)	60					
Lego Competition	15					
Mayors Tea	50		Other donations	200		
First Aid	150		OCM enries	90		
Circus skills workshop	240					
OCM prizes	200					
Licensing	100		FEAST	1000		
Mount Hawke (competition)	230		Camelford TC	3116		
Extra bins	150					
Marketing	25					
	4666				4666	
Expenditure in bold will be paid for out of FEAST funding if successful						

JANE STEVENS

24 Homer Park, Plymouth PL9 9NN

01752 406216/07963 793799

janestevensmosaics@gmail.com

www.janestevensmosaics.co.uk

30 January 2020

Amanda Lash, CiLCA
Deputy Town Clerk,
Camelford Town Council

Quotation

Four days of Fun Event, Enfield Park, Camelford

<ul style="list-style-type: none">• running a 3 hour drop in mosaic making session to oversee the making of the artwork with visitors on the Saturday afternoon (25 x A4 boards) provision of tools and materials required	£150
<ul style="list-style-type: none">• supply and preparation of materials, 20 x 20 mm & 10 x10 mm mosaic glass tiles; glass pebbles and optic drops Adhesive Grout Exterior varnish	£100
<ul style="list-style-type: none">• completion finishing off/cleaning all work where necessary grouting sealing with exterior grade varnish	£200
<ul style="list-style-type: none">• travel costs 41 miles x 4 x .45p workshop & delivery of finished mosaics	£73.80
Total	£523.80



Camelford Town Council
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Rialtas Business Solutions Ltd
Unit 5
Uffcott Rural Enterprise Centre
Uffcott
Swindon
Wiltshire
SN4 9NB

Tel: 01793 731296
Fax: 01793 731938
VAT No: 920 9508 27
sales@rbssoftware.co.uk
www.rbssoftware.co.uk

Tel: 01840 212880

Email: clerk@camelford-tc.gov.uk

Provisional
Year End Closedown

Rialtas Diary

Date:

Please find detailed below your Year End Closedown date. Whilst we have tried to accommodate everyone's requirements, you may find that we have not been able to give you the exact date that you required but I hope that you will be able to work with us and agree to the following date. I am afraid due to the volume of customers I will not be able to make any date changes.

Fees:

The price for Year End close down is shown below plus 45p per mile travelling expenses and overnight accommodation charges where required plus VAT. In principle if you are two hours from our office then the overnight accommodation charge will apply. However we have grouped Councils together by area so that the mileage charge and overnight accommodation will be shared. To keep costs to a minimum, where possible please provide car parking for the visiting consultant.

Acceptance of Terms:

The terms set out in the link in this email shall constitute the terms of our engagement. Please confirm your acceptance by dating and countersigning and then returning it to us by the 21st February. Thereafter the date will be released to a client on our waiting list.

Booking	Date	Service Provision	Consultant	From	Net	VAT	Total
27285	15/04/2020	Year End Accounts	Caroline Buckland	09:00	560.00	112.00	672.00
27286	15/04/2020	Mileage	Caroline Buckland	09:00	0.45	0.09	0.54
				TOTAL	560.45	112.09	672.54

Customer Information

Mileage and Accommodation will be worked out after visit.

5 February 2020

Dear Clerk/RFO

Ref: Year End Accounts Preparation

Thank you for engaging us to carry out the Year End accounts preparation. The purpose of this letter is to set out the basis on which we are engaged and to clarify our respective responsibilities.

1. Your responsibility as the Responsible Finance Officer

1.1 Our work will be carried out on the basis that you acknowledge and understand that you have responsibility to provide:

- (a) A full record of Receipts and Payments
- (b) Copies of purchase and sales invoices where appropriate, for debtors and creditors
- (c) List of any Accruals, Prepayments and Receipts in Advance
- (d) List of Council agreed Ear Marked Reserve movements
- (e) Reconciled cash books and control accounts for all bank/investment accounts held by the Council and any petty cash accounts, to be reconciled as at the 31st March 2019 and final Bank Statements to be available. Building Society Account passbooks to be up to date.
- (f) VAT returns to have been completed for all relevant VAT return periods and copies to be supplied
- (g) VAT return to be compared to nominal control and any discrepancies highlighted
- (h) Where appropriate, purchase and sales ledger controls are checked.
- (i) Any discrepancies from the above checks must be emailed to support@rbssoftware.co.uk **by the 9th March 2020**
- (j) Please ensure that you have entered the budget for 2020/21 in to the Next Year budget column, prior to our visit, as this will then be transferred as part of the year end closedown to the new financial year.
- (k) Schedule of all Fixed Assets to be provided
- (l) Copies of statements received in year from Public Works Loan Board (PWLb) concerning loan account balances.
- (m) Complete the enclosed checklist and notify RBS Support of any discrepancies **by 9th March 2020 failure to do these checks and email them to support@rbssoftware.co.uk prior to our visit may result in an additional charge**

2. Our responsibilities

2.1 We will use the accounting records and documentation as outlined above to prepare your year end accounts:

- (a) Complete the year end closedown using our software
- (b) Prepare the figures for the council to complete the Annual Return, and provide supporting accounting statements
- (c) Assist in the preparation of the variances analysis if required
- (d) Create the new financial year on our software or where you have created the new financial year we will update the opening balances



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

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Minutes of the Finance Committee Meeting – Friday 31 January 2020

1. Members Present

Cllrs Ackroyd-Johnson, Hewlett, Shaw, Rotchell, Scawn, Esther Greig – Clerk.

2. Previous minutes were reviewed

3. Q3 Expenditure to Budget data was reviewed. Clerk noted no expenditure in professional fees yet. CTC will finish the year roughly on budget overall but with overspends and underspends in certain areas.

4. Grant Contract for Sport England was reviewed. Clerk noted that there are a couple of terms that can't be met at present – returning the agreement by the 7th February with all other funding confirmed and in place, work to commence by 7th April, and planning permission in place. Query in with Sport England about these as unobtainable – Reaching Communities decision is now 24th February. Planning permission will take 3 months on its own. Waiting for a response next week. Planning permission needs to be done ASAP – quote on FC agenda. Saputo agreement has a few wording issues – require us to have product liability insurance for example - which is not relevant.

5. It was noted that Cllrs Grigg and Rathbone are undertaking Q3 internal control

6. Policies were reviewed:

Burial Fees – To recommend scales of fees to FC and that graves are not available for pre-purchase or out of sequence. To note that there is a government scheme to fund child burials.
To note that future dividends and surpluses be added to the CCLA fund in tranches according to CCLA criteria.
To be held in NS&I funds until that time.

7. AOB

DC gave update on Wicksteed play installation. Some snagging still outstanding following the ROSPA inspection. Doubts on lifespan of the timber sleepers if they haven't been treated properly. To recommend to Council that the invoice is paid, but with a 10% retention; payable following CTC playarea inspection in April/May

8. Items for and date of next meeting

24th April 10am

End of year report

Meeting closed at 1135



CAMELFORD TOWN COUNCIL

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CTC BURIAL FEES

The fees and charges set out below apply to persons who, immediately before death, were inhabitants of the Parish of Camelford and Lanteglos. Except in the matter of the provisions of monuments, gravestones etc., the fees or charges will be trebled in respect of persons for non-residents of the Parish of Camelford (please see CTC Cemetery Regulations for definitions of residence).

The burial fees do not include the digging of the grave.

Fees Payments and Sums fixed and settled under Section 34 of the Burial Act 1852 and by Camelford Town Council (CTC) under Section 214 of the Local Government Act 1972 made and adopted at a meeting of CTC held on 17th March 2020, to be effective from 1st April 2020

INTERMENTS

The fees given below apply to the digging of an earthen grave to a depth of 2 metres. An Exclusive Right of Burial must be purchased for all earthen graves.

- | | |
|--|-----------|
| 1. Interment of the Body of a still-born child after 24 weeks of pregnancy or a child under 18 years | No Charge |
| 2. Interment of the Body of a person exceeding 18 years | £275.00 |
| 3. Interment of the Body of a second person in a double depth grave | £275.00 |
| 4. Interment of Cremated Remains | £100.00 |
| 5. Where the funeral takes place on a Saturday an additional Fee | £90.00 |
| 6. Sexton's fees (subject to change) for double depth grave | £488.00 |
| 7. CTC fees for excavating area for cremated remains | £100.00 |

EXCLUSIVE RIGHTS OF BURIAL (in addition to Interment Fees above)

- | | |
|---|-----------|
| 10. For Exclusive Right of Burial in an Earthen Grave | £275.00 |
| 11. For Exclusive Right of Burial in an Earthen Grave of a child (under 18 years) | No charge |

12. For Exclusive Right of Burial in an Earthen Green Burial Grave	£1000.00
13. In respect of Cremated Remains	£100.00
14. In respect of Cremation Remains (under 18 years)	No charge

ADDITIONAL FEES

15. Non-resident of Parish	Treble fees
16. Issuing of a Statutory Declaration or Form of Assignment	£30.00
17. Research fees for family history	£5.00
18. Photo copying of documentation	10 pence (per copy)
19. In respect of Cremated Remains with a memorial tree	£250.00

MONUMENTS TABLETS AND INSCRIPTIONS

20. For permission to erect a monument not exceeding 2'6" x 3'0" including the first inscription	£225.00
21. For permission to erect a vase not exceeding 16" in height	£50.00
22. For permission to erect a graduated vase tablet in the cremation area not exceeding 18" x 12"	£150.00
23. For each additional inscription after the first	£75.00
24. For permission for any of 20, 21, 22, or 23 for those under 18 years	No charge