

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 the Annual Meeting of Camelford Town Council will be held on **Thursday 4th June 2020 at 7.00pm** via Zoom - meeting ID 849 2294 8587.

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 watch online via a post/link on Council Website ([weblink](#)). Members of the public who wish to address Council during public participation regarding items on the agenda are requested to email the Clerk by 5pm 3rd June 2020 – you will be sent the meeting password on Thursday.

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- 1. To elect Mayor/Deputy Mayor**
 - a. Mayoral election – standing: Cllr Hewlett, Cllr Rotchell
 - b. Deputy-Mayoral election – standing: Cllr Ackroyd-Johnson, Cllr Shaw
 - 2. To note Councillors present**
 - 3. To receive Apologies for absence with reasons**
 - 4. To receive Declarations of Interest & Approve Dispensations**
 - 5. To receive Public questions (15 minutes allowed for this)**
 - 6. To ratify the register of Delegated Decisions**
 - 7. To receive Clerk's report**

Matters arising from the Minutes. To note that CTC owns Broadwood path (from Enfield Park to Trefew Road) and that the fallen tree across this path has still not been removed by the landowner (notified him 3 months ago). Researching next steps with our solicitor. NDP – the examiner is preparing a response which should be with CC next. BT open reach have dug up the access covers at Market Place – in negotiation about getting the surface reinstated.
 - 8. Planning**

none
 - 9. Portfolio Reports**
 - a. Mayor's Report – Cllr Hewlett
 - b. County Councillor's Report – Cllr Rotchell

11. Agenda Items

- a. To **resolve** to keep similar working group and committee system. Estate & Properties working group 4 Cllrs, Strategic, Economic & Planning (removing policies) working group - 4 Cllrs, Events working group – 4 Cllrs, Finance working group – 4 Cllrs, Staffing committee – 2 Cllrs. Mayor is automatically an additional member to each.
- b. To **appoint** 4 members to the Estate and Properties working group
- c. To **appoint** 4 members to the Strategic, Economic & Planning working group.
- d. To **appoint** 4 members to the Events working group
- e. To **appoint** 4 members to the Finance working group
- f. To **appoint** 2 members to the Staffing Committee
- g. To **resolve to approve** the Annual Governance Statement
- h. To **resolve to approve** the Annual Accounting Statement
- i. To **resolve** whether an allotment holder can erect a greenhouse 8 x 6ft and a shed 6 x 4ft.
- j. To **resolve** whether to continue with the Camelford in Bloom event
- k. To **resolve to adopt** the changes to Town Hall and Library risk assessments
- l. To **resolve to adopt** the Library re-opening strategy (noting CC may amend slightly).
- i. To **resolve** to purchase screens from Jag Signs at £565.00 (for the library and the office in advance of reopening to the public).
- ii. To **resolve** purchase signs and floor graphics for the library – to choose between quotes provided.
- l. To **discuss** reopening of Council services – public toilets, play areas, car park charging. When and how considering the 3 Government measures of social distancing, cleaning, hygiene, and handwashing.

12. Accounts

a.	To note Balances at 27 th May 2020		
	Current Account	£100,726.84	
	Tracker Account	£51,400.27	
	NS&I	£42,179.82	
	CCLA	£80,000.00	
b.	To resolve to authorise the payments of Accounts Outstanding		
Town Trust	Library rent	DD	£481.54
Kirsty Ferguson	12 x cloth face masks	BACS	£24.00
Positive Energy	Library electricity	DD	£79.68
Positive Energy	Library electricity	DD	£170.32
One drive	cloud drives	DD	£1.99
Staples	Stationary supplies	Debit	£94.39
R Sleep Ltd	Maintenance supplies	BACS	£18.91
Spar	Office supplies	BACS	£12.32
All in One Building services	Allotment water pipes	BACS	£264.00
All in One Building services	Riverbank repair and tree removal	BACS	£5,712.00
Initial	Public Toilets – bin disposal	BACS	£72.70
Cleansing Service group Ltd	Inceptor emptying and disposal	BACS	£741.00
Zoom	Monthly licence	Debit	£14.39
SWW	Allotment water	DD	£67.45
Zurich	Insurance renewal	Debit	£2,328.82
Barclays	Account Fee	DD	£5.50
		TOTAL	£9,846.01
a.	To note Income		
Residents	Allotment rent	AC	£176.00
		TOTAL	£176.00

13. To note items for 19th June 2020 Agenda.

To review Terms of Reference for working groups/committees

RESKAMMEL



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Register of Delegated Decisions

Date of Decision	Ref. No.	Decision taken by Mayor, Clerk	Financial Value	Details	Consultation Result
03/04/20	1	Cllr C Hewlett, E Greig	N/A	Council business continuity during the period of the pandemic Coronavirus	Support 10-0
22/04/20	2	Cllr C Hewlett, E Greig	0	PA20/02334. Old Cattle Market Skatepark, Clease Road.	Support 10-0
22/04/20	3	Cllr C Hewlett, E Greig	0	PA20/02421. Adjacent to Manor Gardens. Miss Amy Roberts. Plant 3 for 1	Support 11-0
22/04/20	4	Cllr C Hewlett, E Greig	0	PA20/02666. Strathside. Trevia Lane. Mr Barry Parker	Support 11-0
22/04/20	5	Cllr C Hewlett, E Greig	0	PA20/02751. Middle Warren, Trefew Road. Mr Carl Marsh.	Support 11-0
22/04/20	6	Cllr C Hewlett, E Greig	£1,000	To pay grant application for £1,000 to the Parish of Lanteglos-by-Camelford for grass cutting and hedge maintenance (budgeted expenditure)	11-0
22/04/20	7	Cllr C Hewlett, E Greig	£1,654	To enter into 3-year green electricity contract with SSE for Enfield park	11-0
22/04/20	8	Cllr C Hewlett, E Greig	£1,201	To renew maintenance agreement with Jackson Lifts for 2020-21	11-0
22/04/20	9	Cllr C Hewlett, E Greig	0	Not to provide recycling services in Churchfield carpark for the year 20-21 once Cornwall Council removes facility, to be reviewed for 21-22	11-0
22/04/20	10	Cllr C Hewlett, E Greig	£1,875	To enter into one-year contract with Biffa for commercial waste removal	10-0
22/04/20	11	Cllr C Hewlett, E Greig	£26,065	To authorise payments of accounts outstanding (as per list)	5-0
07/05/20	12	Cllr C Hewlett, E Greig	0	PA20/03023. Bodulgate Farm, Trewalder. Mr Andrew Kempthorne.	9-0
07/05/20	13	Cllr C Hewlett, E Greig	0	To adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings	10-0

Clerk's Signature.....

1

Dated.....

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CAMERFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. <i>Notice was published, accounting info was not on website</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman _____

Clerk _____

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

RESKAMMEL



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27th April 2020

Dear PKF Littlejohn,

Explanation of the reason for a 'No' response on Section 1

The 2018-19 Notice of Public Rights and publication of unaudited Annual Governance and Accountability Return.

The Notice was published correctly on Camelford Town Council website. However, the AGAR was not published on CTC website until it has been fully completed to include section 3 – when PKF Littlejohn had completed its external audit.

I will ensure that the 2019-20 Notice and unaudited AGAR are published, at the same time, in June.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Esther Greig', written in a cursive style.

Esther Greig (BA Hons), CiLCA
Town Clerk, Camelford Town Council

Section 2 – Accounting Statements 2019/20 for

CAMELFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	145,935	118,177	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	227,820	237,214	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	176,329	66,181	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	134,375	137,480	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	13,878	11,755	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	283,654	170,381	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	118,177	101,956	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	114,025	95,209	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	636,695	668,655	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	78,341	79,245	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

27/05/20

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Annual Internal Audit Report 2019/20

CAMELFORD TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.		✓	
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15/10/2019 26/02/2020 24/04/2020

Name of person who carried out the internal audit

S.P. HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S.P. Hudson

Date

24/04/2020

Hi Amanda,

We discussed getting Camelford In Bloom organised as it is something that can be done by individuals. Bronwen has spoken to the people who had trophies from last year and is having them returned to the library. She is going to liase with you about dates and advertising etc.

Alan also asked to know what was happening about Camelford Carnival as he has to take the banners to Jags this week for the carnival and fireworks to get dates printed. I messaged Marney Baker and the Carnival Committee are not making a decision until the end of July.

We also touched on Pumpkins on Parade as the next possible event, but is all dependant on whether the library can re-open and how many people at one time are allowed in. We talked about the possibility of households doing their own pumpkins to put outside their houses and maybe the scarecrow completion to tie in too, and then we can do a walk round and judge. Ayla said that Vegas has apparently got quite a few prizes already.

I think that's all. Let me know if you need anymore info.

Regards,

Lauren

Risk assessment – Town Hall & Library, employee activities

Camelford Town Council.

May 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Building condition	Staff and general public – personal injury.	Visual check of internal and external structure Adequate storage facilities Access/egress routes clear and in good condition – including internal and external areas. Adequate lighting (internal & external) provided. Confirmed with Town Trust (Landlords) - Fixed electrical installation inspected & maintained on a 5 year rolling programme. Portable electrical appliances tested annually Equipment removed from use if defective. Use of electrical extension cables minimised. Use of circuit breakers on distribution board. Legionella water temperature tests		Grounds Staff ClerkMGM MGM Clerk Clerk Clerk Clerk MGM	Ongoing ongoing ongoing ongoing ongoing ongoing ongoing ongoing	
Passenger Lift	Staff and general public -- personal injury Getting trapped	Quarterly inspection of lift and Regular servicing with a specialist contractor Monthly test of lift alarm. Lift keys kept in key safe Emergency release covered by specialist contractor		Clerk. Librarian Clerk Clerk	Ongoing ongoing ongoing ongoing	
Fire	Staff and general public – personal injury	Fire exits clearly marked and kept clear at all times. Access to emergency phone Fire extinguishers installed and maintained (recorded). Fire detection system installed and maintained (recorded). Fire evacuation drills carried out (recorded). Emergency lighting installed, maintained and recorded. Electrical equipment and installations inspected and well maintained (recorded). Staff trained in fire awareness and or the safe use of extinguishers. Limited storage of flammable substances. Recorded inspection of the premises on a regular basis.		Clerk Clerk Clerk Clerk Clerk Clerk Clerk Clerk Clerk Librarian	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
Cleaning up contaminants and litter	Staff and general public - could have adverse skin and/or breathing reactions	Provide PPE. Use double bagging procedures for sharps, staff to have cardboard with them. Provision of induction and renewal training.		staff Clerk	Ongoing ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Safe disposal of waste and sharps	Staff could prick themselves, get infections.	No dogs except assistance dogs First aid kit available. Antiseptic wipes/wash facilities available. Complete RIDDOR paperwork when necessary Complete Accident book when necessary		Clerk Clerk Clerk Clerk Clerk	ongoing ongoing ongoing ongoing ongoing	
Security Lone working/ Safeguarding/ antisocial behaviour	Staff – personal injury Or attack	Internal premises inspections before leaving building. Visibility of the building improved by cutting back surrounding vegetation. Adequate lighting provided Intruder alarm installed and maintained; incorporates a high decibel interval sounder to discourage intruders from remaining in the building. Security firm response to intruder alarm activations. Keyholders do not respond to an alarm activation alone Regular communication between staff High risk activities not carried out alone. Equipment inspected by user prior to each use. Safe systems of work in place for use of equipment and cash handling No lone working in building CCTV covering internal aspects of building Intercom for use when the library is closed but staff in the office.		Staff MGM MGM Clerk Clerk Clerk Clerk Clerk Clerk Clerk	Ongoing Ongoing ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
Theft Cash handling	Staff – personal injury Or attack	Cash stored in safe. Minimal amounts of cash stored – maximum of £200. Cash banking times varied. Staff trained and instructed to hand over cash if approached by miscreant Staff issued with radio No emptying of car park monies alone		Staff Clerk Deputy Clerk Clerk Staff Staff	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	
Use of hazardous substances	Staff – personal injury Risk of inhalation. Skin / eye contact. spillage	Non or less hazardous substances used where practicable. COSHH Safety data sheets readily available Staff trained in necessary precautions and emergency procedures. PPE issued and correctly worn. Hazardous substance only used in well ventilated areas.		Clerk Clerk clerk Clerk Clerk	Ongoing Ongoing ongoing ongoing Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
		First aid facilities readily available, including in date eyewash. Spillages cleared immediately. Storage area is kept locked when not in use		Clerk Staff Staff	Ongoing Ongoing ongoing	
Hot weather	Staff and general public – personal injury Heat exhaustion. Dehydration.	Access to water/welfare facilities. Breaks permitted as necessary. Ensure adequate ventilation Provision of fans		Clerk Clerk Clerk Clerk	Ongoing Ongoing Ongoing Ongoing	
Cold weather	Staff and general public – Frostbite Ill-health/ colds / flu.	Adequate heating in building Suitable area for drying wet clothes provided. Work access/egress routes to be gritted when necessary.		Clerk Clerk MGM	Ongoing Ongoing Ongoing	
COVID-19	Staff and general public – Ill health/death	Ensure adequate ventilation Enhanced cleaning regime Handwashing/sanitiser available next to kiosk Quarantine books No public allowed behind reception Working from home where possible Ensure social distancing	Produce Re-opening strategy document Protective screens – office/reception desk social distancing – floor markings, limit on number of people on each floor (2 ground, 2 first), Boxes for books. max 1 person in lift.	Clerk Deputy Librarian	End June 2020	
Display Screen Equipment	Staff and general public	All workstations assessed. Staff provided with information and guidance on working with display screen equipment. Separate risk assessment		Clerk Clerk Clerk	Ongoing Ongoing Ongoing	
Slips, trips and falls	Staff and general public – personal injury	Desks located to avoid trailing cables Cabinet drawers kept closed when not in use. Flooring checked and cleaned regularly. Adequate storage for stationery, etc. Inspection of the office on a regular basis and records kept. Adequate space to move between book shelves		Clerk Staff Clerk Clerk Clerk Clerk	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	



Library re-opening strategy June 2020

Phase 1 – 4th July 2020

Opening Hours

Monday & Tuesday – 10am -2.30pm Wednesday, Thursday & Saturday -10am – 1pm

After closing staff will prep for the next day –

2 members of library staff during opening hours for first 2 weeks, review need for 2nd member thereafter

- Reservation collection service only
- Hand sanitiser available – request all customers to use on entry
- 1 public computer with scanner available – max 2 from same household – to be cleaned after every use by staff using appropriate PPE
- Remove excess chairs from downstairs
- Mitel phone available for customer use – only 2 people from same household – only available if nobody using PN computer – cleaned after use using PPE
- Only 2 customers allowed on each level – 2m social distancing markers on floor
- Doors propped open to minimise handling of the door handle by the public (will need to be reassessed as the weather gets colder – possibility of large automatic disabled access button outside? Ongoing this is good for disabled/pushchair access
- No printing or photocopying to minimise cash handling
- No payments for CC
- Plastic boxes for 72hr book quarantining
- Kiosk to be cleaned between customers using appropriate PPE
- After 72hr quarantine staff will discharge books using appropriate PPE
- No leaflets or newspapers
- Lift access for only those unable to use the stairs & limited to one person at a time
- No staff on Library floor when public are present – if need to go onto shop floor appropriate PPE must be worn & hands washed afterwards
- 1 member of staff downstairs to count people in /out & to clean PN computer between uses – appropriate PPE to be worn at all times
- Staff to rotate every hour to allow for comfort breaks
- No public access to shelves – shelves will be taped off so staff can still access to pick reservations – appropriate PPE to be worn when picking books
- No recycling or seagull sacks available – recycling delivery can be arranged for the customer using lagan or signpost to CC website to arrange themselves
- No public access to the CTC office, behind desk or the staff toilet
- No rhyme time, story time or activities – customers to collect/return books & leave asap

Phase 2 – September 2020

- Revert to normal opening hours
- Increase PN computers to 2 units if given go ahead by CC/central govt
- Potential to allow customers to browse shelves – if given go ahead by CC/central govt
- Increase number of customers allowed – if given go ahead by CC/central govt

Clerk

From: Camelford Town Council <admin@camelford-tc.gov.uk>
Sent: 21 May 2020 16:27
To: Esther Greig
Subject: Fwd: Social distancing signage

Sent from [Outlook Mobile](#)

From: Quotes Team <quotes@jagsigns.co.uk>
Sent: Thursday, 21 May 2020, 15:55
To: 'Camelford Town Council'
Subject: RE: Social distancing signage

Hi Amanda,

The price to set-up, produce and supply as required
10 x floor graphics
400mm diameter *£105.*
Suitable for use on low pile carpet
Including design set-up
£10.50 plus vat each

The price to set-up, produce and supply
5 x A4 sign panels, on 5mm foam board *£55*
£11.00 plus vat each

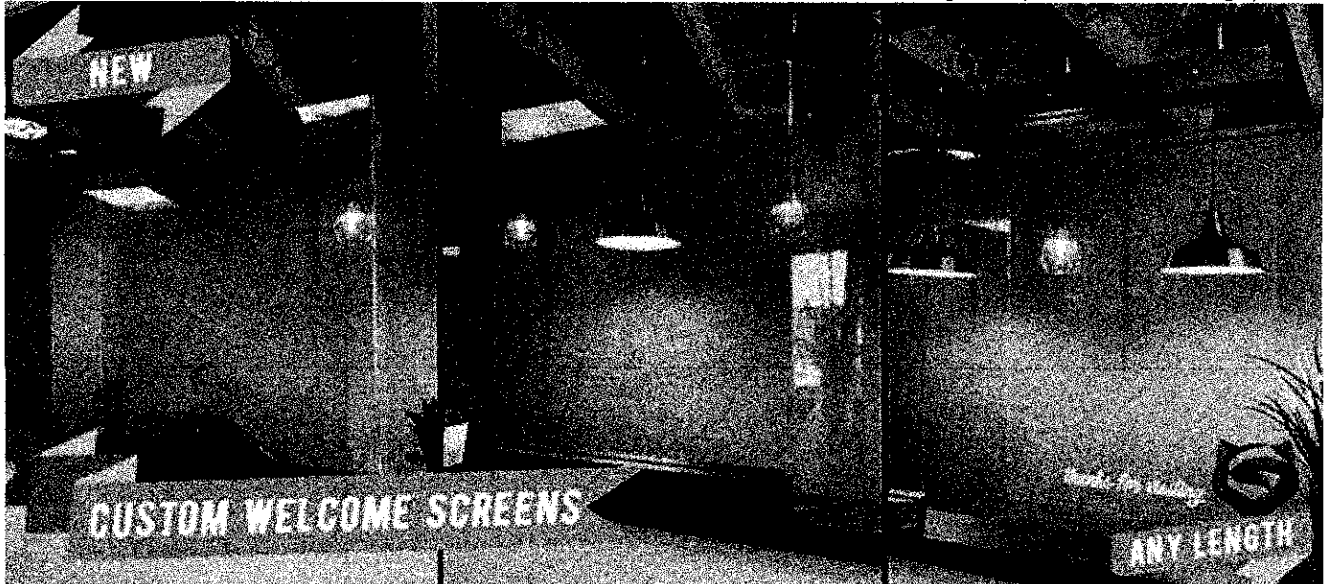
Hoping this meets with your approval.

Please let us know if you are happy to proceed.

Kind regards

Lori \ The Creative Team \ 01409 254585 \ www.jagsigns.co.uk

We're thinking of new ways to help you reopen safely. Please ask us for more information about our new range of bespoke screens and floor graphics...



Camelford Town Council

From: Mark Timson <mark@tavysigns.co.uk>
Sent: 27 May 2020 10:14
To: Camelford Town Council
Subject: Floor Graphics and sign panels

Importance: High

Good morning Amanda,

Thank you for your email.

I can confirm the following costs for you;

10 No 300mm diameter floor graphics (Green please stand here) **£49.50 net plus VAT**

5x. 10 No 300 x 400mm 3mm foamex panels (Keep 2m apart) **£80.00 net plus VAT** **£100**
Carriage charge **£10.00 net plus VAT**

Kind regards

Mark

Mark Timson

tavvy
signs
a sign of quality

Vehicle
Business
Promotional

t. 01822 618337
www.tavysigns.co.uk

DESIGN | MANUFACTURE | INSTALLATION

Camelford Town Council

From: Jag Signs Purchasing <purchasing@jagsigns.co.uk>
Sent: 26 May 2020 16:43
To: Camelford Town Council
Subject: Screen Quote

Hi Amanda.

Here is your screen quote as promised.

Carry out survey as required. Make up as required 1x bespoke 3 sectioned screen for the main counter top, all heat bent with lasered appetures. Also supply 1x 600mm x 600mm flat screen with heat bent base to go between the upper level desks.

Screens £405.00 +vat.

Delivery & installation £ 160.00 +vat.

Total £565.00 +vat Fitted.

Best Regards John.

John Gardener
Jag Signs | Purchasing
T: 01409 254585
E:purchasing@jagsigns.co.uk

Risk assessment – Camelford Public Toilets

Camelford Town Council. June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	Staff to keep toilets clear of equipment, use cleaning signs when in toilets – ensure floor dry before removal. Provision of induction training. Provision of cleaning signs. Extra mopping in wet weather		MGM	ongoing	
Manual Handling Injuries	Staff may carry or turn awkwardly causing joint or muscle injuries	Ensure that staff have manual handling training and provide if necessary.		Clerk	ongoing	
Contact with Chemicals	Staff contact – could cause skin and eye damage. Harmful vapours could cause lung damage.	Provide appropriate face and eye protection, appropriate footwear. Provide rubber gloves and gauntlets. Staff to wear PPE Ensure that staff have COSHH training and that any chemicals used have COSHH assessments and are used according to the manufacturers' guidance. Provision of induction training. Ensure adequate ventilation.		MGM MGM Clerk Clerk	ongoing ongoing ongoing ongoing	
Working Alone	Staff – personal injury or attack	Staff to inform MGM of arrival at work and intention to work in the toilets during a specific time and to check back in with the MGM To be in radio/phone contact at all times.		All staff	Ongoing	
Safe disposal of waste and sharps	Staff could prick themselves, get infections.	Provide PPE (as above). Use double bagging procedures, staff to have cardboard with them. Provision of induction training Provision of sharps box.		Clerk Clerk Clerk	ongoing ongoing ongoing	
Cleaning up contaminants	Staff	Provide PPE (as above), but also have disposable cloths/gloves/apron available. Ensure any cuts or wounds are covered. Provision of induction training		All Staff, Clerk to monitor	ongoing	
COVID-19	Staff and general public – Ill health/death	Ensure adequate ventilation Enhanced focused cleaning regime Ensure social distancing	Cleaning more often than once per day Close 2 cubicles in ladies' toilets	MGM MGM	June 2020	
Wet Mopping	Staff - by over reaching – putting strain on back muscles	Ensure that staff have had manual handling training and provide if necessary. CTC will provide a long-handled mop		Clerk	Ongoing	
Vandalism	Staff and users – flooding/damaged electrics	No plugs in wash basins Toilets locked at dusk Toilets locked if problems; specialist contractors called.		MGM	ongoing	

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General Maintenance	Staff and users – personal injury	Daily cleaning. Defects reported and actioned swiftly		MGM	Ongoing	