



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

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TO MEMBERS OF THE COUNCIL:

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

Dear Members

I hereby give you notice that the Annual Meeting of Camelford Town Council will be held on **Tuesday 21st July 2020 at 7.00pm** via Zoom - meeting ID 869 6433 8760

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 Facebook

<https://www.facebook.com/camelfordtc/> 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 20th July 2020 – you will be sent the meeting password on Tuesday.

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- 1. To note Councillors present**
 - 2. To receive Apologies for absence with reasons**
 - 3. To receive Declarations of Interest & Approve Dispensations**
 - 4. To receive Public questions** (15 minutes allowed for this)
 - 5. To receive and approve the Minutes of:**
Ordinary Meeting 2nd July 2020 (attached).

7. To receive Clerk's report

Matters arising from the Minutes. Update from solicitors. Zip-wire installation. Youth Shelter damage. Re-opening high streets safely grant – posters, marketing and sanitisers. Working From home – no stock of reasonably priced laptop – hoping to get 1 for DC. Urban Tree Challenge Fund – deadline expired for an application. Youth worker recruitment

8. Planning

PA20/04164, Unit 2, Highfield Road Ind. Est. Mr Gareth Dexter. Co-Op. Display of advertising signs

For Information

PA20/03167. Culloden Dairy. Mr J Smeeth. **Approved**

PA20/03549. Higher Trefew Farm. Mr Michael Coombes. **Approved**

9. Portfolio Reports

- Mayor's Report – Cllr Rotchell

10. Correspondence

- a. Thank you letters from Marie Curie and Cornwall Air Ambulance regarding donations
- b. Environment Agency – notice in respect of works at river Camel

11. Agenda Items

- a. To **review** re-opening of Council services – public toilets, play areas considering the 3 Government measures of social distancing, cleaning, hygiene, and handwashing.
- b. To **resolve** on Service level agreement with Cornwall Council for the enforcement of Churchfield Car Park.
- c. To **resolve** whether to extend pavement licences to businesses that do not sell food and drink
- d. To **resolve** to book Chainsaw operator refresher training for groundman £495.
- e. To **resolve** to book ROSPA inspection for Enfield Park and Skatepark at a cost of £300.50 plus VAT.
- f. To review and **resolve** to adopt Pay Policy Statement 2020-2021
- g. To review and **resolve** to adopt Investment Strategy 2020
- h. To review and **resolve** to adopt Financial Regulations 2020
- i. To **note** Q1 expenditure to budget report.
- j. To **discuss** planting commemorative tree for VE - Cllr Shaw.
- k. To **resolve** whether an allotment holder can erect a 14ftft summerhouse.

12. Accounts

| | | | |
|-----------------------|---|--------------|-------------------|
| a. | To note Balances at 15 th July 2020 | | |
| | Current Account | £83,211.43 | |
| | Tracker Account | £51,413.71 | |
| | NS&I | £42,179.82 | |
| | CCLA | £80,000.00 | |
| b. | To resolve to authorise the payments of Accounts Outstanding | | |
| Staff | July Wages + expenses | BACS | £7,446.91 |
| HMRC | July Tax & NI | BACS | £2,002.81 |
| Cornwall Pensions | July Pension contributions | BACS | £2,209.54 |
| Voipfone | Telecoms | DD | £8.40 |
| Voipfone | Telephone calls | DD | £50.00 |
| Zoom | virtual meetings | DD | £14.39 |
| Torch Fire Protection | Annual maintenance extinguishers | BACS | £94.75 |
| Microsoft | One drive | DD | £1.99 |
| Camelot Garage | Fuel for maintenance equipment | BACS | £52.21 |
| Duchy Defibrillators | Annual monitoring – Camelford Hall | BACS | £192.00 |
| Staples | Stamos and stationery | Debit | £88.06 |
| Ivan Jones | Library lighting | BACS | £1409.89 |
| Jag Signs | reception and desk screening | BACS | £678.00 |
| Finn Law | OCM lease renewal | BACS | £750.00 |
| Spar | Library supplies | Debit | £17.13 |
| Seadog IT | Webhosting | DD | £25 |
| Seadog IT | website support | BACS | £24.75 |
| Plusnet | Phone and broadband | DD | £52.20 |
| Andy Lawler | Technical services | DD | £40.00 |
| Pennon Water | Library - water | DD | £39.50 |
| Pennon Water | Public Toilets - water | DD | £133.50 |
| Cornwall Council | Churchfield Park – Business Rates | DD | £444.00 |
| Cornwall Council | Enfield Park Store – Business Rates | DD | £51.00 |
| Cornwall Council | Library/Town Hall – Business Rates | DD | £319.00 |
| Barclays | Bank charges | DD | £5.50 |
| Town Trust | Library rent | DD | £481.54 |
| Amazon | Waterbase pavement signs x 6 | debit | £467.94 |
| Paypal shop | Hand sanitser units x 4 | debit | £534.53 |
| Amazon | Face shields/Guantlets/sanitiser | debit | £68.27 |
| Amazon | Face masks | debit | £28.48 |
| Amazon | Disposable aprons | debit | £19.94 |
| R Sleep | Stihl Knapsack sprayer & supplies | BACS | £468.54 |
| | | TOTAL | £18,220.07 |
| a. | To note Income | | |
| Residents | Parking permits | AC | £1500.00 |
| HMRC | VAT refund | AC | £3491.66 |
| | | TOTAL | £4,991.66 |

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, staffing.

- a. Staffing budget
- b. To **resolve** to co-opt up to 4 members to the Events Working Group.
- c. To **resolve** to appoint contractor to install heaters in the library from quotes provided
- c. To **resolve** on number, type and placement of noticeboards from the quotes provided.

13. To note items for 6th August 2020 Agenda.