



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: 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 an Ordinary Meeting of Camelford Town Council will be held on **Thursday 6th August 2020 at 7.00pm** via Zoom - meeting ID 83710691691.

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 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 1st July 2020 – you will be sent the meeting password on Thursday.

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 July 2020 (attached).

6. **To receive Clerk's report**

Matters arising from the Minutes. Re-opening High street grant – in process of buying equipment and instructing designers. Re-opening high streets safely grant have to apply for reimbursement once all the invoices have been paid Lease from TT has not been finalised, Reaching Communities require the lease to be assignable land to be registered. Zip-wire installation – wire will be re-tensioned. Electric meters advice. Public toilet water meter read – still waiting – have chased

7. **Planning**

Any late applications will be discussed under this section.

PA20/05255. Glen Mead, Helstone. Mr Ian Sandbrook. Listed building consent for various repairs. [weblink](#)

PA20/05699. Penmara Barn, Trewen, Lanteglos. Mrs Margaret Ochwarz. Small extension to form a tack room with terrace over. [weblink](#)

PA20/05739. Messers Cathrae and Burnett. Land East of 1 Green Meadows. Proposed residential development to provide 1 x 2 bed bungalow and 1 x 3 bed bungalow. [weblink](#)

PA20/05946. Bodulgate Farm Road From Trewalder To Lane End Cottage. Mr Andrew Kempthorne.

Extension of an agricultural cover shed, together with associated works. [weblink](#)

For Information

PA20/04164. Unit 2 Highfield Ind. Est. Mr Dexter. **Approved**

8. Portfolio Reports

- a. Mayor's Report – Cllr Rotchell
- b. Camelford Network Panel report - Cllr Hewlett
- c. CTC Litter Pick – Cllr Rathbone

9. Correspondence

- a. Letter from Resident regarding anti-social behaviour
- b. Cornwall Council Briefing note regarding CC payments
- c. Letter from business – requesting purchase of 1x £25 parking permit that would be transferrable between 3x cars.
- d. Letter from Resident requesting that meetings continue to be streamed once physical meetings resume.
- e. Letter from Walkers are Welcome committee requesting that CTC become a nominated contact for correspondence.

10. Agenda Items

- a. To **review** reopening of Council services – public toilets, play areas considering the 3 Government measures of social distancing, cleaning, hygiene, and handwashing.
- b. To **resolve** whether to stream via Facebook live or Youtube in September.
- c. To resolve to pay Cornwall Council rates for the cemetery £2846.62 by DD over 7 payments.
- d. To **resolve** whether an allotment holder can erect an 8x6ft greenhouse
- e. To **resolve** on service contract for Churchfield car park ticket machine £416pa
- f. To **resolve** to pre-authorise the payment of August salaries
- g. To **note** minutes of SED Working Group
- h. To **note** minutes of E&P Working Group
 - i. To **discuss** use of recycling area in Churchfield car park once CC bins are removed.
 - ii. To **discuss** and **resolve** upon Littering signs
 - iii. To **discuss** and **resolve** upon having 2 removable bollards at Market Place £388.40
- i. To **note** minutes of finance committee
- j. To **resolve** to **approve** final OCM design from Freestyle
- k. To **discuss** and **resolve** upon grant request from Camelford Town Trust for repair of stained-glass window in Town Hall (Trust deed and accounts attached) £1760 +. (£500 remaining in budget)
- l. To **discuss** and **resolve** upon pavement licences
- m. To **resolve** to approve Openreach wayleave agreement
- n. To **resolve** to amend Parking signage at Fore Street – £35 for interim stickers, £tbc for replacement signs.

11. Accounts

a.	To note Balances at 29 th July 2020		
	Current Account	£68,633.48	
	Tracker Account	£51,413.71	
	NS&I	£42,179.82	
	CCLA	£80,000.00	
b.	To resolve to authorise the payments of Accounts Outstanding		
	Seadog IT	Webhosting	DD £25
	Cormac	Men's Wallgate repair (Feb)	BACS £91.20
	ICO	Data protection fee	DD £40.00
	Microsoft	One Drive	DD £1.99
	Metric Group Ltd	Printer replacement	BACS £506.14
	Positive Energy	Library Electricity	DD £87.16
	Positive Energy	Library Electricity	DD £122.89
	Barclays	Bank Charges	DD £9.47
	Bunzl	Sanitiser and gloves	BACS £87.91
	Tavy Signs	Posters for High Street	BACS £98.40
	Wayfair	1 x desk	Debit £103.99
	Zoom	Virtual meetings	DD £14.39
	Camelford Town Trust	Town Hall Rent	DD £481.54
	Post Office	Stamp – recorded delivery	Debit £2.45
	Stephens Home Hardware	Maintenance supplies x 2	BACS £48.61
		TOTAL	£1,721.14
a.	To note Income		
	Kiddic.co.uk	Desk for home working - refund	AC £109.00
	Residents	Parking permits	AC £50.00
	Businesses	poster advertising	AC £120.00

OCM Skatepark Club	Donation to Electric lighting in Shelter	AC	£500.00
CCLA	Property fund dividend	AC	£713.09
		TOTAL	£1,573.09

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 **receive** update on lease for phase 2 OCM – to **resolve to** approve lease renewal
- b. To **discuss** and **resolve** upon contractor for replacement heating for Town Hall from the quotes provided.
- c. To **resolve to appoint** Youth Outreach Worker from applications received
- d. To **discuss** and **approve** the Heads of Terms Agreement for the Youth Hub/Café.
- e. To **discuss** and **resolve** upon cemetery structures from the quotes provided. 1 x £2764.99 + 1 x £4064.99. To **review** installation quotes.

13. To note items for 3rd September 2020 Agenda.

RESKAMMEL



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA

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Cornwall

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Ordinary Council Meeting – 21st July 2020

Minutes of the Ordinary meeting of the Council held virtually on Zoom 7pm

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 7 Councillors present: Cllrs Ackroyd-Johnson, Bond, Burgis, Coombes, Hewlett, Scawn, Shaw 20/227

2. To receive Apologies for absence with reasons

Cllr Grigg – business, Cllrs Ackroyd-Johnson, Elford - personal
It was **resolved** to accept the apologies
Proposed: Cllr Bond **Seconded: Cllr Rathbone** **unan** 20/228

3. To receive Declarations of Interest & Approve Dispensations

Cllr Scawn 7. Planning pecuniary to leave the room 20/229

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

PCSO Dodds gave a report – this year so far 263 crimes reported in the greater Camelford area, 91 incidents this month. Priorities from March has been covid 19 related. Police have visited over 100 properties during lock-down that were reported as having second-home owners in situ or holiday cottages with guests. Have recently visited pubs and restaurants to make sure their social distancing measures are sufficient. Will be checking on shops for face masks from Friday. Have been responding to domestic abuse and cannabis cultivation/modern slavery. First dwelling burglary this week. Investigation for minor crimes are being PC Dodds asked how the decisions for the shelters in the skatepark and play area, and youth worker were arrived at. Clerk responded that shelters were requested by the community through consultation. They are covered by CCTV, but vandalism and anti-social behaviour are an ongoing problem with some young people. The Youth Worker would be experienced and would be tasked with making contact with the relevant authorities once in post. Speedwatch training session refresher and advertising for new people. 20/230

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 2nd July 2020.
Proposed: Cllr Shaw **Seconded: Cllr Coombes** **7-0 (1 abs)** 20/231

6. To receive Clerk’s report

Matters arising from the Minutes. Update from solicitors – Broadwood path tree will be removed – will chase in 3 weeks. Lease from TT has not been received, Reaching Communities require the land to be registered. Zip-wire installation will be finished this week once the concrete has hardened. Youth Shelter damaged again – have fenced off as users are not social distancing either; however, seemed to have pushed anti-social behaviour issues to elsewhere in town. Re-opening high streets safely grant successful – posters, marketing and sanitisers have been ordered. Waiting on contractors for library electrics meters advice and public toilet water meter read. Library opening on the 6th – on the whole well received and reservations have increased. Working From home – still sourcing laptops; hoping to get 1 for DC. Honey bees in loft space in Town Hall - unfortunately died. Lorry reversed into the fingerpost, litterbin which knocked the noticeboard off the posts – GM fixing it. Attended SLCC branch meeting, toilets – most have gone back to pre-Covid opening times with enhanced cleaning regimes,

Chair’s Signature.....

Dated.....

some using contractors for extra cleans, CALC noted Councils should lead by example and should continue with virtual meetings. CALC advise is physical meetings can't happen yet. Hybrid meetings are not possible as Councillors are summoned either online or to a place.

Cllr Rotchell noted that Cornwall Council have no plans to move away from virtual meetings.

Cllr Shaw noted that Camelford Hall should be on the map.

Cllr Burgis noted that the Noticeboard was installed by the Town Team but it belongs to the Town Council

Cllr Hewlett asked if meetings could be webcast or placed on You Tube. Clerk will continue investigations. 20/232

7. Planning

****Cllr Scawn left the meeting****

PA20/04164, Unit 2, Highfield Road Ind. Est. Mr Gareth Dexter. Co-Op. Display of advertising signs. Cllr Shaw noted that the entrance to the shop is from the High Street – perhaps it should be called 'High Street' store. Cllr Rotchell noted that the address is Highfield. Cllr Shaw also noted that some of the signs are large and should be turned off at night. Suggests totem turned off at night. Cllr Bond noted that BP has Totem sign – maybe that should be turned off too. Cllr Hewlett noted that BP sign has been there 30 years so can't ask them retrospectively, but any application to change it could have that request attached to it. She proposed no illuminated signs.

It was **resolved** to Support, noting that the signs should not be illuminated due to the proximity of the International Dark Sky Landscape of Bodmin Moor

Proposed: Cllr Hewlett Seconded: Cllr Shaw 5-2 declared carried 20/233

****Cllr Scawn returned****

For Information

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

PA20/03549. Higher Trefew Farm. Mr Michael Coombes. **Approved** 20/234

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell reported that he attended a virtual meeting regarding Clease Road car park with Cornwall Council officers and the Clerk. He noted that the devolution budget had earmarked £15,000 for the repair of the surface, but the estimated repairs are now nearing £30k due to the damage to the sub-structure. He has written to Jeff Brown requesting the balance of the funds from highways budget as CTC has no money to add to the pot; especially as CTC would have to pay for a new parking order etc. if CTC were to take on this car park. He's waiting on a response. Cllr Shaw noted that there are other repairs/improvements that can be made. Cllr Burgis noted grants available for the installation of electric charging points from Cornwall Council. Interviewing 4 candidates for the youth worker position on Friday; pleased with the quality of candidates. 20/235

9. Correspondence

- a. Thank you letters from Marie Curie and Cornwall Air Ambulance regarding donations. **noted**
b. Environment Agency – notice in respect of works at river Camel. **Noted** 20/236

10. Agenda Items

a. The re-opening of Council services – public toilets, play areas considering the 3 Government measures of social distancing, cleaning, hygiene, and handwashing was considered.

Toilets

Primary responsibility is to our staff, could open slightly longer hours. Keep the ladies and gents closed still. Cllr Bond noted that Bodmin toilets are closed. Cllr Shaw noted that disabled is single use area. Use a face mask – one at a time – how do you police that in larger toilets. Cllr Rathbone noted that school holidays have started and the opening hours should be extended – young children get caught short. Cllr Burgis noted how long it takes to clean – suggested a spray. Clerk has passed on chemical dilution information to the Grounds Manager.

It was **resolved** to open the Toilets Mon-Sat 10am-4pm

Proposed: Cllr Rotchell Seconded: Cllr Bond unan 20/237

b. It was **resolved** to accept the Service level agreement with Cornwall Council for the enforcement of Churchfield Car Park.

Proposed: Cllr Shaw Seconded: Cllr Bond unan 20/238

c. Pavement licences - none received. Con club opening 5th Aug, Liberal open 5th Sept. Next agenda.

- d. It was **resolved** to book Chainsaw operator refresher training for groundman £495.
Proposed: Cllr Scawn Seconded: Cllr Rathbone unan 20/239
- e. It was **resolved** to book ROSPA inspection for Enfield Park and Skatepark at a cost of £300.50 plus VAT.
Proposed: Cllr Scawn Seconded: Cllr Rathbone unan 20/240
- f. The Pay Policy Statement 2020-2021 was reviewed and it was **resolved** to adopt
Proposed: Cllr Rathbone Seconded: Cllr Burgis unan 20/241
- g. The Investment Strategy 2020 was reviewed and it was **resolved** to adopt
Proposed: Cllr Rotchell Seconded: Cllr Shaw unan 20/242
- h. The Financial Regulations 2020 were reviewed and it was **resolved** to adopt with one amendment – increase to £100 for Grounds Manager's authority to spend
Proposed: Cllr Coombes Seconded: Cllr Burgis unan 20/243
- i. Q1 expenditure to budget report was **noted.** 20/244
- j. Planting commemorative trees for Remembrance/VE was discussed. 3 at the land at Valley Truckle/granite poppy – sentinels representing the 3 services. Applying for disease free elms via the tree warden scheme. Cllr Shaw will discuss further at the Estates and properties working group.
- k. It was **resolved** that an allotment holder can erect a 3 x 3 x 2.8 m high summerhouse. 20/245
Proposed: Cllr Rathbone Seconded: Cllr Hewlett 5-0 (3bs) 20/246

11. Accounts

a. Balances at 15th July 2020 were **noted**

Current Account	£83,211.43		
Tracker Account	£51,413.71		
NS&I	£42,179.82		
CCLA	£80,000.00		20/247

b. It was **resolved** 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	Water-based pavement signs x 6	debit	£467.94
Paypal shop	Hand sanitiser units x 4	debit	£534.53
Amazon	Face shields/Gauntlets/sanitiser	debit	£68.27
Amazon	Face masks	debit	£28.48
Amazon	Disposable aprons	debit	£19.94
R Sleep	Stihl Knapsack blower & supplies	BACS	£468.54
	TOTAL		£18,220.07
Proposed: Cllr Rathbone	Seconded: Cllr Shaw	Unan	20/248

Chair's Signature.....

Dated.....

c. Income			
Residents	Parking permits	AC	£1500.00
HMRC	VAT refund	AC	£3491.66
		TOTAL	£4,991.66
			20/249

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

It was **resolved** 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, Staff

Proposed: Cllr Bond Seconded: Cllr Hewlett Unan 20/250

a. Staffing Q1 budget vs expenditure was **noted**

b. It was **resolved** to co-opt 4 members to the Events Working Group

Proposed: Cllr Rathbone Seconded: Cllr Bond unan 20/251

c. To **resolve** to appoint contractor to install heaters in the library from quotes provided. Next agenda

d. It was **resolved** on number, type and placement of noticeboards from the quotes provided. 3 map holders. Market place and 2 at Clease. Black/steel from David Olgivie

Proposed: Cllr Bond Seconded: Cllr Coombes unan 20/252

1 noticeboard on Mason's wall; moving existing to Town Hall. Black/steel from David Olgivie

Proposed: Cllr Rathbone Seconded: Cllr Hewlett 7-0 (1abs) 20/253

13. To note items for 2nd August 2020 Agenda.

Review service provision – toilets, play areas

Final OCM design

OCM lease renewal

To appoint a Youth Outreach worker from the applications received

To pre-authorise Staff salary payment for August

Later agendas

Town Trust correspondence.

Venue for Council meeting allowing social distancing

The Mayor closed the meeting at 20:34.

Chair's Signature.....

Dated.....

Clerk

From: PAUL MORRIS <paulmorris169@btinternet.com>
Sent: 19 July 2020 13:43
To: clerk@camelford-tc.gov.uk
Subject: Anti Social Behaviour
Attachments: bridge.jpg; Council Sign.jpg; wall.jpg

Dear Madam,

My name is Paul Morris and we live at Lorien, Fore Street.

Our back garden runs down to the river and our boundary wall is next to the path along the river.

Over the last 2 weeks there has been a group of teenagers/school kids that have decided the 1st bridge on the river outside our garden is the new play area. i have no issue with this, however the foul language and wilful damage to private and Council property for there entertainment is totally unacceptable. Coincidentally the weekend before last i went out the back gate onto the river path to find a section of the previously sound boundary wall on the path and large slabs in the river. I have no proof the 2 are linked but i have never had any previous damage until now.

My wife and friend were sitting outside on Friday afternoon and all you could hear for 2 hours was foul language and damage to the council sign put up when the footpath was closed.

I have reported this to Camelford Neighbourhood Police who have informed me that i have to report it on 101 if i consider it a crime.

I am sure you will appreciate now visitors are returning to the area these kids do not show any of us in a good light. I cannot see the how allowing this sort of behaviour and possibly endangering the public if the part of the wall does fall down again be allowed to continue.

I and other residents in the vicinity would welcome the local Police providing patrols along this area to dissuade the kids from causing wilful damage and bad language.

I have attached photographs showing the wall damage ,the sign and bridge damage for your infomation.

I look forward to hearing any suggestions after this is discussed at the next Council meeting.

Regards
Paul Morris

Briefing note for Partner Library and Information Services

Cornwall Council Payments

As part of the reinstatement of services, we all agreed that a safe click and collect library service with a signposting and escalation process in place for vulnerable residents was a sensible approach as an interim arrangement, and we would review this throughout the coming months. And as part of that agreement we decided as a temporary measure not to take Cornwall Council payments.

As you are all aware Cornwall Council payments taken through Information Services, whether in a large Cornwall Council campus buildings or in one of partner sites has reduced dramatically in recent years. Most people pay by direct debit and online. However, we all recognise some people only use cash either as a personal choice or due to their financial circumstances.

- LIS now only take 1.2% of all payment transactions for Cornwall Council at 17 LIS sites.
- The cost of courier G4S collection from all LIS sites is approx. £35,000 per year and this comes out of the Service budget
- Cornwall Council's Payments Strategy was reviewed by the Customer and Support Services Overview and Scrutiny Committee in 2019. The recommended approach included a reduction of face to face payments; through a managed and phased approach, using alternative payment solutions. The strategy is supported by a number of initiatives such as the promotion of over 300 Pay Point sites and the improvement and increased digital offerings provided to customers.
- There is a substantial risk to taking cash payments across LIS desk. Although robust health and safety assessments and cash handling policies are in place, there is significant risk to the staff handling and securing the cash locally.

A paper was presented to Cornwall Council's chief officers proposing we make the temporary decision permanent; this proposal was supported. Therefore, Cornwall Council payments will no longer be taken at any Library & Information Services or Information Service sites.

Below are a couple of example user stories that show the options residents have to make payments in their local area. We know that before the pandemic many elderly customers were drawing their pension out in the post office and then walking to their local Information Service site to pay. We assume this is down to custom and practice and recognise we will need to heavily publicise the change.

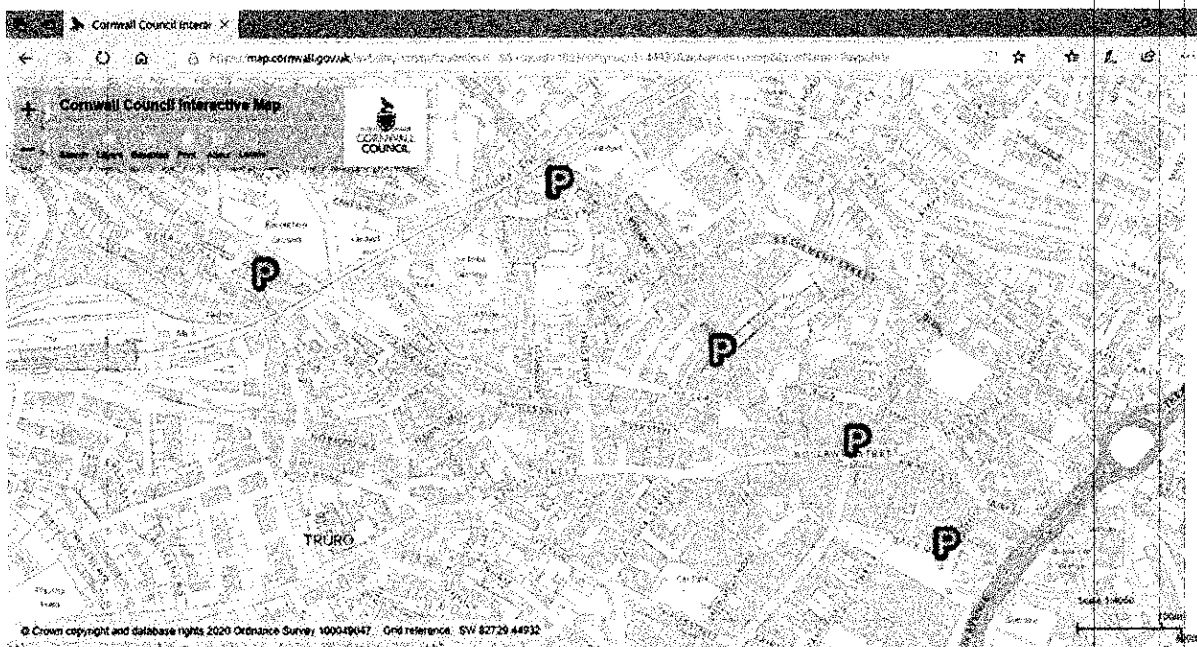
An Urban Example

Mrs D, lives in Tregear Gardens, Truro, TR1 3AQ (blue dot).

Pre-Covid she would pay her Council Tax at the Cornwall Council Office building, situated in Pydar Street (green dot).

Her nearest PayPoint store is the Post Office in WH Smith, 9-9A Pydar Street just 0.12 miles away, about a 3 minute walk. Her walk to the Council Office building would have been 0.2 miles, about a 5 minute walk.

There are 5 other PayPoints within the town, all within half a mile of her address. These PayPoints generally have much better opening hours than LIS buildings therefore give the residents better accessibility.



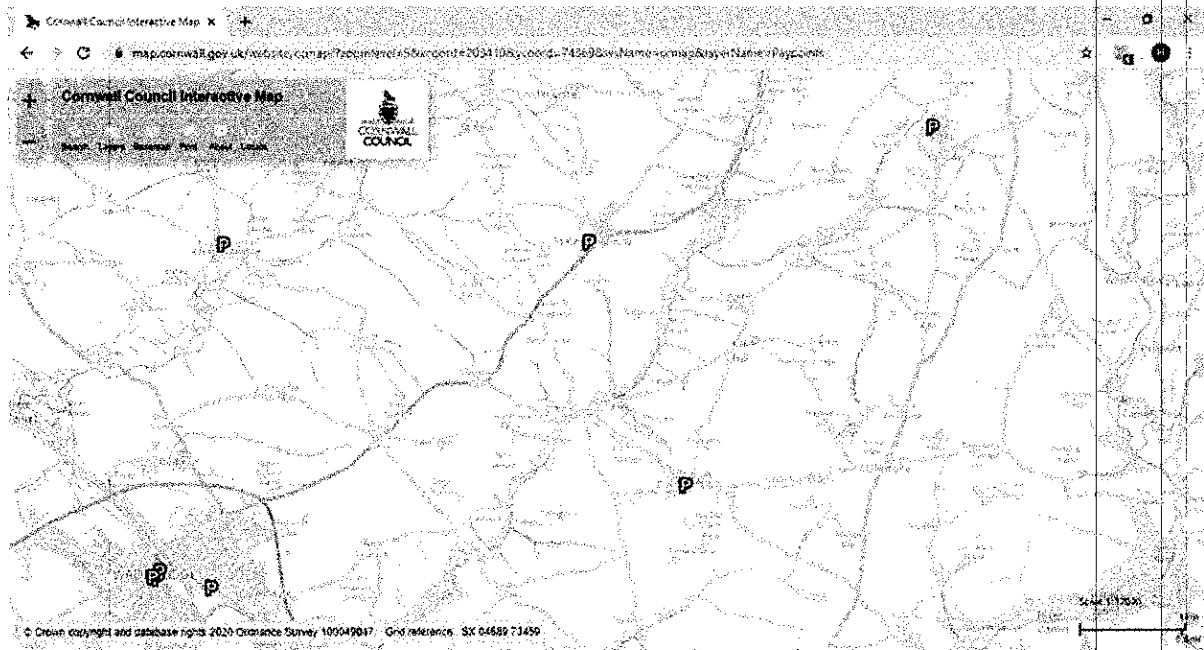
A Rural Example

Mr B, lives at Longstone, St Mabyn, Bodmin, PL30 3BZ (blue dot).

Pre-Covid he would have paid his Council Tax at the library in Wadebridge (green dot).

His nearest PayPoint store is the St Mabyn Community Shop and Post Office in St Mabyn 1.4 miles away, about a 4 minute drive, this shop opens mornings only, including Saturdays. His distance to Wadebridge Library is 6 miles, a 15 minute drive.

There are 6 other PayPoints stores within a 10 mile radius of his address and 3 PayPoint stores in the town of Wadebridge should he wish to visit the town.



The names of the example users are made up and any resemblance to actual persons is purely coincidental.

There are a small number of payments, for example seagull sacks and dog poo bags that we are looking for an interim solution pending the confirmation of the new waste contract.

Alternative solutions are readily available and better for residents. CC honour the date paid on the PayPoint receipt; this is reassuring for customers who might worry that paying at a PayPoint might delay the payment reaching the Council. There are also benefits for the locally economy increasing footfall into local post offices and shops. We will ensure there are promotions and information available to inform and support residents with the permanent change. There is also a benefit from a Health & Safety perspective as this decision reduces risks for staff.

The Information Services across Cornwall remain closed for the time being. Cornwall Council are working on a new target operating model which will include how the Council will engage with residents in the future. I will ensure that you are kept updated.

If you have any questions, please do not hesitate to contact me.

Julie Zessimedes 20th July 2020

julie.zessimedes@cornwall.gov.uk

Bronwen Hockerday

From: bronwen.hockerday@camelford-tc.gov.uk
Sent: 21 July 2020 12:46
To: Bronwen Hockerday
Subject: Fwd: FW: Car park permit

----- Forwarded message -----

From: Clerk <clerk@camelford-tc.gov.uk>
Date: 21 Jul 2020 12:22
Subject: FW: Car park permit
To: bronwen hockerday <bronwen.hockerday@camelford-tc.gov.uk>
Cc:

From: Caring Bryant <caring@awbryant.co.uk>
Sent: 21 July 2020 11:37
To: Town Clerk <clerk@camelford-tc.gov.uk>
Subject: Car park permit

Dear Councillors

We would like to purchase a permit to park our vehicles in the 'Churchfield' car park, but we understand that the permit has to be allocated to one particular vehicle. When travelling to Camelford we always don't use the same vehicle, but all our vehicles do have the last three letters the same 'AWB' could we have/receive a permit with these letters? would that be acceptable?

Kind regards

Kingsley

Kingsley Bryant Dip FD

for The Arthur W. Bryant Funeral Service Ltd.,
'Our family, caring for your family'

Clerk

From: Jon Smeeth jon@camelford-tc.gov.uk
Sent: 22 July 2020 13:17
To: clerk@camelford-tc.gov.uk
Cc: Rob Rotchell
Subject: Re: Council meeting 19th May 2020 - minutes/live video

Dear Clerk,

Ordinarily there would be an option to attend the meeting and listen to the debate, which would make it easier to understand how the councillors arrived at the decision. As the decision was taken in private I expected there would be more information made available (or at the very least it would be made available on request). The lack of information makes it a secret meeting, which I believe is the opposite of how it should be.

Going forward will meetings continue over zoom or will they return to proper meetings? If they return to proper meetings is it an option to continue to live stream them? Doing this would make them much more easily accessible to many people and also mean that they can be watched at a more convenient time (as your meetings clash with children's bedtimes etc so it is often hard to attend in person).

I would like to take this opportunity to make an official request that councillors look at continuing to stream meetings in the future, and would appreciate a response when this has happened.

Regards

Jon Smeeth

Sent from my iPad

On 22 Jul 2020, at 12:58, Clerk <clerk@camelford-tc.gov.uk> wrote:

Dear Mr Smeeth,

I would also note that in CTC ordinary minutes, the vote is recorded by number only – not who voted which way. The statutory requirement is to note the decision only; not how the vote went. I go over and above the minimum with my minutes, capturing the main points of the decision and the voting result as I feel that this helps when looking back over historical records to get a flavour of the issue.

Best regards

<image002.jpg>
Esther Greig
Camelford Town Clerk and Responsible Financial Officer
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Tel: 01840 212880

Clerk

From: Helen Wood <[REDACTED]>
Sent: 25 July 2020 14:20
To: Camelford Town Council
Cc: Felicity Dunn; Graham Dunn; John & Mary Pearce; Sally Holden; Diane Taylor
Subject: Walkers are Welcome

Dear Esther


I write to say that I'm stepping down from involvement with Walkers are Welcome, and to seek help from the Council.

I have been the nominal Chair for the past couple of years, although the committee works co-operatively. I have also been the named second contact for the national organisation's records. We need, therefore, another contact for them, and currently no other member of the committee is prepared to volunteer to receive e-mails and paperwork (all volunteers being already heavily involved in other volunteering commitments locally).

Camelford WaW has the wonderful Diane Taylor as Secretary; she receives all the communications and shares them with the rest of the committee, so it is a matter of no work-load at all, just a name for their records. Might I ask the Town Council if they would be prepared for the Clerk to be named, or the councillor currently responsible for rights of way/public footpaths, so that they can be kept in the loop over all Walkers are Welcome related matters, for which the Council pays membership?

I look forward to your reply, and hope that at this point Walkers are Welcome can become embedded in the Town Council's vision for economic development through tourism.

Very best wishes, and my thanks for your past support of Camelford WaW.
Yours sincerely
Helen Wood

[REDACTED]
F [REDACTED] " <[REDACTED]>
S [REDACTED] 
T [REDACTED]
J [REDACTED]

[REDACTED]
T [REDACTED]
A [REDACTED]
S [REDACTED]
Subject: [REDACTED]
I don't think [REDACTED]



**CORNWALL
COUNCIL**
one and all • onen hag oll

CAMELFORD TOWN COUNCIL
TOWN CLERK & FINANCIAL OFFICER
TOWN HALL
MARKET PLACE
CAMELFORD
PL32 9PB

Non Domestic Rates Demand Notice 2020/21

www.cornwall.gov.uk/businessrates

Account reference:	802785986
Date:	23.07.2020
Address of chargeable property:	CAMELFORD COMMUNITY CEMETERY LANTEGLOS ROAD CAMELFORD PL32 9RF
Property reference:	24071891050100
Description:	Cemetery & premises
Rateable Value:	5800
Standard Non-Domestic Rating Multiplier:	0.512
Small Business Non-Domestic Rating Multiplier:	0.499

Charge Details (continued over page if necessary):

Calculation From 07.04.2020 To 31.03.2021 (359 Days)

Rv For Period Is 5800

Non Domestic Debit = $5800 \times 0.499 \times 359/365 =$ 2846.62

Charge From 07.04.2020 To 31.03.2021 (359 Days) = 2846.62

Total Charge For Period = 2846.62

Total Amount Due for 2020/21 £2846.62

What you need to do: Make the following payments by the dates below:

Date to pay:	Amount:	Date to pay:	Amount:
01 Sep 2020	£404.62	01 Mar 2021	£407.00
01 Oct 2020	£407.00		
01 Nov 2020	£407.00		
01 Dec 2020	£407.00		
01 Jan 2021	£407.00		
01 Feb 2021	£407.00		



Register today to manage your account online.
www.cornwall.gov.uk/gopaperless

You can pay at the Post Office or a
Paypoint location using this barcode:



9826 1263 9080 2785 983



**Valuation Office
Agency**

**Dal S Virk BSc HONS MRICS
Valuation Officer**

Wales & West
2 Broadway
Broad Street
Birmingham
B15 1BG

Camelford Town Council
Town Clerk and Finance Officer
Town Hall
Market Place
Camelford
PL32 9PB

Your Reference :
Our Reference : 34154730
Please Ask For : David Longworth
Contact Number : 03000 501501
Date : 22-JUL-2020



Dear Sir/Madam,

**THIS NOTICE IS IMPORTANT
NOTICE OF ALTERATION TO THE 2017 RATING LIST**

I have now made a new entry in the Rating List as follows :-

Billing Authority : CORNWALL
Reference Number : 24071891050100
Description : CEMETERY AND PREMISES
Rateable Value : £5,800
Effective Date of Alteration : 07-APR-2020
Actual Date of Alteration : 21-JUL-2020
Address : CAMELFORD COMMUNITY CEMETERY, LANTEGLOS ROAD,
CAMELFORD, CORNWALL, PL32 9RF

An entry in the Rating List indicates liability for the payment of rates. The Rateable Value is the figure used by the Billing Authority to calculate your rates bill.

The rateable value is not the amount you have to pay and any enquiries about the payment of business rates should be directed to the Billing Authority. For any other queries please contact our customer service centre, quoting "Our reference" shown above.

Yours faithfully,

Dal S Virk BSc HONS MRICS

Valuation Officer.

VO 7010 (2005)

337939NW1P00158077/00017-1/0-10/1-



Clerk

From: Camelford Town Council <admin@camelford-tc.gov.uk>
Sent: 29 July 2020 12:45
To: clerk@camelford-tc.gov.uk
Subject: FW: Service agreement

From: Camelford Town Council
Sent: 07 July 2020 10:05
To: clerk@camelford-tc.gov.uk
Subject: FW: Service agreement

From: Steve Eeles <s.eeles@metricgroup.co.uk>
Sent: 07 July 2020 10:03
To: Camelford Town Council <admin@camelford-tc.gov.uk>
Subject: RE: Service agreement

Amanda,

Gold, Silver & Bronze are terms used mainly in a tender bid, based on an purchasing groups terminology, but are not as we sell them.

You can have:

- Full maintenance - (as quoted) at different response levels of 12, 16 & 24 hour response. I have offered you the standard at 16 hours.
- Maintenance only – so you get an annual service but repairs are charged at out standard labour rates and parts are extra
- Maintenance and fixed repair costs – get an annual service as above and labour for any calls are at an agreed rate, parts are chargeable.

To be honest I would recommend agreement I have offered, gives you fixed costs for the year.

Regards,

Steve

From: Camelford Town Council [<mailto:admin@camelford-tc.gov.uk>]
Sent: 07 July 2020 09:56
To: Steve Eeles
Subject: RE: Service agreement

Hi Steve

Are there different options of plan? I believe my colleague spoke to someone before and there were Gold, Silver, Bronze plans. Are you able to give me details of all three, if there are different plans.

Kind regards



Amanda Lash, CiLCA
Deputy Town Clerk, Camelford Town Council

Town Hall
Market Place
Camelford PL32 9PD

Monday to Friday 9am to 1pm

01840 212880
www.camelford-tc.gov.uk

From: Steve Eeles <s.eeles@metricgroup.co.uk>
Sent: 06 July 2020 15:09
To: Camelford Town Council <admin@camelford-tc.gov.uk>
Subject: RE: Service agreement

Hi Amanda,

Yes it would be better to have a service agreement in place, to provide support on a 16 hour response (Mon – Fri 09:00 – 17:00) would be £416.00 per year. This would cover all parts and labour due to fair wear and tear, it would not cover vandalism, user error, etc.

If you want to set an agreement up please send me a PO and I will get this arranged?

Any questions call me?

Regards,

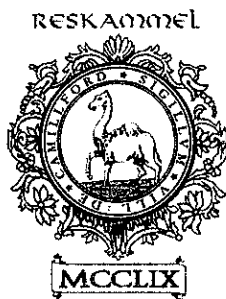
Steve

Steve Eeles
Head of Sales – Service
Metric Group Ltd
s.eeles@metricgroup.co.uk
07977 560219

From: Camelford Town Council [<mailto:admin@camelford-tc.gov.uk>]
Sent: 06 July 2020 11:41
To: Steve Eeles
Subject: Service agreement

Hi

Please can you provide a quotation for a service agreement for our Churchfield Car Park machine. We have had to get an engineer out at a cost of £188 plus VAT, so wondering if more cost effective to enter into an agreement.



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

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

Minutes of the ~~SEEP~~ Working Group Meeting – 10th July 2020

1. Members present and apologies for absence were **noted**
RR, AA-J AS CH, MC, Clerk, Deputy-Clerk

2. Previous minutes were **reviewed**.

Pavement licence applications have been posted to 6 food and drink businesses in town. No requests yet. Could perhaps consider expanding criteria to include other business – to review at next FC. Good idea for post-bypass strategy as well.

Camelford walking booklets – should be finished by the end of July. A member of staff has walked 2 of the 3 routes and has fed back to the DC.

Town maps – original designer has withdrawn so have put the maps to alternative designer in Wadebridge with funding from the re-opening high street grant,

Town noticeboards - marketing budget includes the replacement at Town Hall (for Council papers), Masons (Town Map with business border), with a new one for Enfield park Town map with wildlife border), Clease bus shelter (Town Map with business border). AS noted that it might be better to have 2 freestanding boards at Clease. Also, an electronic one at Churchfield as discussed at last meeting is a good idea – AS to look into costs of such a system.

3. Update on **OCM project** was **received**.

Lease is with solicitors – legal issue with the first registration of the OCM land may prove to be a stumbling block for the Reaching Communities grant. They require the land to be registered. Finn's and Reaching Communities are aware that the land registry has a 9-month backlog. Land registry have only had The TT application on its system for 3 weeks. Have extended the Youth Worker job application deadline until 17th July to stall the process a bit while the lease is being discussed – hopefully Finn's will be able to find a way to resolve the issue satisfactorily. Waiting for the final design from freestyle.

Cleaze Road car park – an update meeting is scheduled for next week to discuss: future management, resurfacing, car parking order and enforcement to help alleviate parking issues in the area. AS noted that the interim repairs to the surface have failed.

4. Update on **Re-opening High Streets** grant was **received**.

Grant was successful. Price of hand sanitising stations and 'A' frame noticeboards has increased; but some areas of the marketing expenditure have been reduced. Discussed the design of the 'Camelford open for business' poster. Need to amend the 'Camelford' font. DC will forward around, once this has been amended, for final sign off.

5. **Bypass**

Nothing to report in addition to the ecological surveys will be started soon. RR and AA-J to liaise regarding best way to contact businesses in order to start recruiting a place shaping group. It was found that a 'Cherrette' would not be the most appropriate way of engaging with the community on this project. RR noted that CC advises that the town creates a list of projects that are ready to go when the appropriate funding becomes available.

6. **Sustrans Extensions**

CC and Sustrans are updating the reports that were produced 15 years ago. They will be re-costing and considering viability of delivering in sections. Being looked at through the network. Other CC Councillors are overseeing this. Clerk noted seeing that Bodmin and Wenford railway have applied for transportation grants to extend their tracks – which may well affect the current Camel trail.

8. Items for next meeting.

Supermarket. Clerk/RR to liaise regarding best way of lobbying supermarkets.

Reviewing Camelford Emergency Plan – clerk to forward around the current version



Minutes of the Estates and Properties Working Group Meeting – 24th July 2020

1. Cllrs present and apologies for absence

SB, RR, EG, MC, AS, AB, CH

Clerk, JG

Apologies SE

2. Previous minutes and actions were reviewed

Offer the small climbing frame and rocker to surrounding parishes if they don't find homes over the summer.

Next agenda.

Heather Beds – AS noted not been touched over the last few months. JG noted volunteers have not been available. Next agenda

3. To receive Portfolio reports and discuss any recommendations:

Enfield Park – SB/JG did walkaround. Path edges need trimming back and waterfall/fork area. Some saplings near swamp cyprus need removing. A further 30m of bank needs shoring up; Clerk to price up (and undertake in sections depending on cost). Also surface of path is disintegrating in places – clerk to price up resurfacing for budget discussions. Need to keep an eye out for grants to help fund both projects. Clerk to book pond maintenance for the Autumn.

Library & Town Hall – Cllr Rotchell noted nothing new to report. Pop in centre has been closed for 4 months would be useful know if it will reopen. Need to consider long-term strategy of Council – whether will stay in Town Hall.

Car Parks – Cllr Burgis reported that 2 of the bike holders are unusable – JG to remove. Might be useful to get another electric charging point. Clerk to get up to date usage stats -next agenda. Another ticket machine is needed for the top of the car park by the surgery. Clerk noted cost for new equipment and not had any complaints in the last year – patients are tending to get a ticket on the way in before the park. Surgery refused to give out exemption tickets previously. Bollards in front of the walls get split and are £250 per new sleeve. Clerk noted that the bollards protect the wall, due to the nature of topography and driving skills, they get knocked – they do their job protecting the wall. Could consider bollards in the top section - the current system up there is not fit for purpose. AB could put picnic benches on the grassy area by the recycling area – RR to price up a couple of benches from previous supplier. When the recycling bins are removed, AB noted that coach spaces could be lined in. WG noted that previously coach parking was not well used and the topography for them is not right due to the one-way system. Clerk noted that CC will reinstate the surface. There is a need for more blue area parking and for the parent and child symbols to be painted back in. To go to FC for discussion.

Play areas/OCM – Cllr Hewlett noted grass by play area has recovered during lock-down from the various installations over winter. Thank you to grounds team for their efforts -play area looking lovely. Bark under Camelford towers will need topping up soon. Will need to think about medium term replacements for the older equipment. Clerk noted roundabout replacement will be in budget discussion next. CH noted the gym equipment has been well used during lockdown and some of the paintwork needs touching up. OCM – skateable surface is in good condition – no graffiti. The shelter is shut with fencing as some kids have been lighting fires and vandalising the seats. AS noted that the ragwort around the edges of the OCM needs to be removed. Clerk noted that shelter is not in its final position – lighting has helped with reducing vandalism but will contact contractor about getting a better resolution camera in order for Police to be able to action complaints. A discussion followed about whether phase 2 is worthwhile if all the kids do is vandalise equipment etc.

Allotments – Cllr Grigg noted that inspections have been undertaken – most proved to be satisfactory to good and those that require attention have been written too already. EG suggested a tool swap system be in place for those holders who do not have a vast array of tools. Clerk noted better use of the allotment FB page could

be encouraged. EG will price up a lockable tool shed - next agenda. EG noted the potential for another 5 plots; this would reduce maintenance and increase rental income. Next inspection is due in 2 weeks' time.

Cemetery and Orchard – Cllr Shaw noted cemetery is looking tidy, but bracken is creeping into the orchard and around the sides. Perhaps get a professional in to cut back otherwise JG to weed kill as appropriate in the interim. AS to get advice from NT or similar. Some of the specimen trees new their posts and rails replacing, 2 dead apple trees. Stakes required around the trees, and fruit will be harvested by AS/SB when needed.

Camelford Hall – Cllr Bond - nothing to report.

4. To discuss extra bollards at Market place to reduce parking
£388.40 for 2 removable bollards. Then installation. To FC agenda

5. To discuss litter signs – to FC agenda

6. To discuss cemetery car ports/sheds - to FC agenda

10. Items for next meeting. 11th September 2020

Site inspection reports

Review of previous minutes and outstanding actions



Hilary Mortz is in York.

4 d · 🌐

Well it's not often York Council gets things right but I think this notice is spot on #dontbeatosser



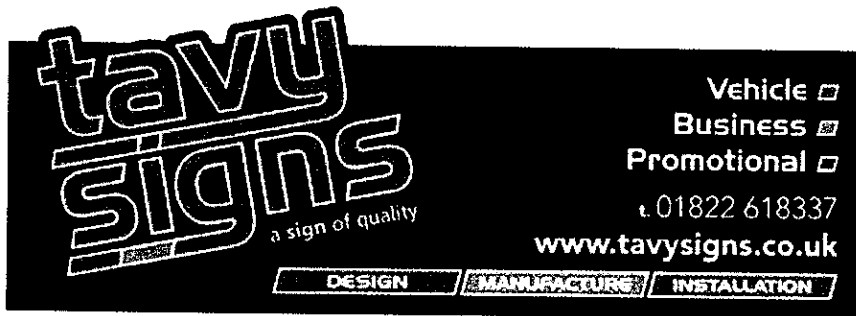
They are on 3mm thick foamex and will be **£29.00 net plus VAT each**

This price is for supply only. Carriage will be extra (£15.00 net plus VAT)

Kind regards

Mark

Mark Timson



4 = £116 plus vat plus £15 delivery £131 plus VAT

enquiries@glasdon-uk.co.uk



enquiries@glasdon-uk.co.uk

0 items: £0.00 ex VAT
Free Delivery <small>*Terms and Conditions Apply</small>

- Home
- Company
- Products
- Products by Industry
- Careers
- Clearance

Home Road Safety Road & Traffic Bollards

Glasdon Manchester™ Bollard

Compliant to Passive Safety Standard: BS EN 12767:2007

This cast iron style bollard is ideal for schemes in traditional town centres. Great for traffic calming schemes in heritage areas, this is a low-maintenance alternative to a high maintenance cast iron bollard.



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£388.40
excluding VAT
£466.08 inc. VAT
Includes free delivery*

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- How can I pay?
- Request a Quote

Quantity: <input type="text" value="2"/>	Bollard Material: Rigid Durapol +£0.00 <input checked="" type="checkbox"/>
Banding Colour: White +£0.00 <input checked="" type="checkbox"/>	Banding: 1x12mm band +£6.20 <input checked="" type="checkbox"/> ?
LockFast Blanking Plate: -- Not required -- <input checked="" type="checkbox"/>	Fixing Options: ? Rigid Durapol - LockFast Socket +£47.03 <input checked="" type="checkbox"/> ?

Price includes delivery*
*within mainland UK and Northern Ireland

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CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
Market Place
Camelford
PL32 9PJ

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

Minutes of the Finance Committee Meeting – Friday 17th July 2020

1. To note members present and apologies
Cllrs Shaw, Burgis, Coombes, Scawn. Esther Greig – Clerk.
Apologies - Cllr Rotchell – none received
2. Previous minutes were reviewed.
Internal Audit being undertaken today by Cllr Rathbone. No other news from CALC enquiry but larger Council meeting scheduled for Monday – may hear regarding what other Councils are doing..
3. Clerks report Q1 budget to expenditure was received.
Overspend to be expected in legal fees (due to planning invoice timing at end of year) and website (due to Covid-19). Underspends expected in training, elections, events. Otherwise as normal.
4. Bank account signatories.
4 Councillors and 2 Officers – sufficient – review after next election
5. Financial regulations and investment strategy were reviewed
Fin.Reg. To recommend levels stay the same apart from one amendment to Grounds Managers authorisation limit – to increase to £100.
Inv. Strat. General reserve level has remained at £120k for past 3 years. Reserves to be discussed as part of the budget process – underspends on budget lines could be transferred to reserves/investment accounts to inflation proof.
7. Invoice checking procedure noted
Clerk reported that invoices going onto the FC agenda, then onto Barclays system for payment were being double checked by Clerk and D-Clerk due to Covid-19, rather than the Mayor being involved in the usual process.
8. Items for next meeting
Q2 budget to expenditure review
Budget setting process.



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

6 Market Place
Camelford
Cornwall
PL32 9PB

01840 212880

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

Grant application form

Please note that this application will not be considered unless it is accompanied by the following supporting documentation:

- The latest balance sheet of the organisation/project
- A copy of the constitution

Key details	
Name of organisation (please complete in block letters) CAMELFORD TOWN TROST	
Name and purpose of project REPAIR OF STAINED GLASS WINDOW IN TOWN HALL	
Total amount requested from the Town Council 20% + OF TOTAL	
Contact name and position JILL JEFFS (CLERK)	Telephone: 01840 212497 Email: jilljeffs2000@yahoo.co.uk
Address for correspondence ACERS, HELSTONE, CAMELFORD Post code PL32 9RL	
Bank account name, sort code and account number NATWEST . 52.10.47 04301773	
Aims of organisation – state the aims and objectives of your organisation and the nature of its activity TO MAINTAIN & CARE FOR PROPERTIES & LAND HELD IN TRUST FOR THE GOOD OF THE PEOPLE OF THE TOWN	

What is the status of your organisation or group? (please tick all those that apply)

registered charity number 234388

company limited by guarantee number

social enterprise

community group

other

Is your organisation part of, or affiliated to any national organisation?
 Yes or no
 If yes, please give brief details. No

Financial details

Breakdown costs of individual items. Please indicate whether this is an actual cost (a) or an estimate (e).

Item	A or E	Cost
THE QUOTATION WAS FOR THE TOTAL REPAIR OF THE GLASS. ONCE REMOVED, THE WOODEN FRAME MAY NEED REPLACING - THIS DOES NOT COVER THAT.	E	£ 8800 + V.A.T.
		+ ?
		WOODEN FRAME
What is the total cost of your project?		£10,000 +
Amount requested from Camelford Town Council		20% OR MORE

Have successful applications for grants been submitted to other organisations?
 Yes / No

(if yes, please supply the name of the funder and the amount)

Name of funder	Amount granted
CO-OP	£1890 (1917)
Total granted	£1890.

Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)

Activity	Amount raised
NONE	/

Project details

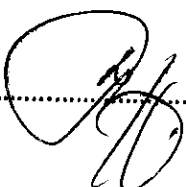
Name of project STAINED GLASS WINDOW REPAIR

Who will manage the project? THE CLERK & TRUSTEES.

Please provide a statement of how the project will benefit residents of Camelford.

(+ HALL)
THE WINDOW IS THE ICONIC LANDMARK OF THE TOWN AND TO VISITORS ENTERING CORNWALL THE REPAIRS TO THE WINDOW WILL ENSURE THAT IT WILL CONTINUE TO BE SEEN AND ENJOYED FOR THE NEXT 50+ YEARS.

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed.....  (CLERK)

Date..... 16 / 7 / 2020.

P.T.O.

The Trust does not have a constitution but the original 'scheme' and the update set out by the Charity Commission.

Once the Town Hall is finally registered with the Land Registry (and all the other land & buildings owned by the Trust) the Trustees will move forward from the 19th to the 21st Century and have the scheme brought up to date and a constitution added.

The Trustees will be very grateful for any money that you can spare towards the window.

As you see from the accounts we really do operate on a shoe string! JS

CAMELFORD TOWN TRUST
INCOME AND EXPENDITURE ACCOUNT FOR THE
YEAR ENDED 31ST DECEMBER 2019

		£
<u>INCOME</u>		
INTEREST NSB		8
Wayleaves		63
Rent - Library		5603
Rent - Age Concern		250
Other Rents		20
		<hr/>
		5944
<u>EXPENDITURE</u>		
Grass Cutting	405-	
Repairs and Maintenance	168	
Honarium – Secretary	400	
Insurance	1277	
Survey Plans	2841	
Wreath	<hr/> 25	<hr/> 5116
Excess of Income over Expenditure		<hr/> <hr/> 828

CAMELFORD TOWN TRUST

BALANCE SHEET AS AT 31ST DECEMBER 2019

<u>ACCUMULATED FUND</u>	£
Balance as at 1 st January 2019	14012
Add;- Excess of Income over Expenditure	<u>828</u>
Balance at 31 st December 2019	<u><u>14840</u></u>

REPRESENTED BY:

National Savings Bank Investment Account	1095
Bank current Account	9545
Loan	<u>4200</u>
	<u><u>14840</u></u>

I hereby confirm that the above accounts for the year ended 31st December 2019 are in
Accordance with the records maintained and information supplied.

Sealed 2nd May 1890.

982
90.



Stamps } 10s.



CHARITY COMMISSION.

In the Matter of the Property of the dissolved Corporation of "The MAYOR and BURGESSES of the Vill of CAMELFORD," in the County of CORNWALL; and

In the Matter of "The Municipal Corporations Act, 1883."

Whereas Camelford is a place mentioned in the first Schedule to the Municipal Corporations Act, 1883, and Her Majesty has not been pleased to grant a charter to that place:

And whereas no part of the said place is comprised in the district of any Local Board or Improvement Commissioners:

Now the Board of Charity Commissioners for England and Wales, in pursuance of the powers given to them by the said Act:

County—**CORNWALL.**
Place—**CAMELFORD.**
Trust—**Town Trust.**

B.
40,873.

Scheme for Corporate property, including Vesting in Official Trustee of Charity Lands, and Appointment of Trustees.

And after due notice of the intention to make this Order published according to the direction of the Board, by being affixed to or near a principal outer door of the Parish Church of Lanteglos by Camelford, and of the Town Hall of Camelford, on the 13th September 1889, and by advertisement in "The Western Morning News" and "The Western Daily Mercury" newspapers on the 16th September 1889 (being in each case more than one calendar month previously to the date hereof); and also sent through the Post to

WILLIAM DINHAM KING, late Mayor of Camelford;

THOMAS POPE ROSEVERE;

EDWARD JAMES HURDON;

WILLIAM HENDER SOWDEN;

NICHOLAS MALE; and

FRANCIS BARTON ROWE, late Capital Burgesses of Camelford;

the persons acting in the administration of the above-mentioned property, at their respective last known places of abode in Great Britain or Ireland, on the 20th November 1889:

And after due consideration of all objections made to the proposed Order and suggestions for the variation thereof:

Do hereby Order, That the subjoined Scheme be approved and established as the Scheme for the application of the property of the late Corporation of "The Mayor and Burgesses of the Vill of Camelford" dissolved by the Municipal Corporations Act, 1883.

SCHEME.

1. From and after the day on which this Scheme is approved and established by an Order of the Charity Commissioners, the Property specified in the Schedule hereto and all other Property of the above-mentioned dissolved Corporation or of any person as member or officer thereof, shall be administered and managed by the body of Trustees herein-after constituted, subject to and in conformity with the provisions of this Scheme, under the title of the Camelford Town Trust.

Administration
of Trust.

set
up
not
AGP

2. All charitable and other trusts administered by the said Corporation or any officers or nominees thereof, either alone or jointly with any other persons, shall be administered by the said Trustees. Administration of Charities.

3. The freehold and leasehold land and hereditaments comprised in this Scheme are hereby vested in the Official Trustee of Charity Lands. All sums of cash now or at any time belonging to the Trust and not required for current expenditure shall as soon as possible be invested, under the authority of a further Order of the Charity Commissioners, in Government Stocks or securities in the name of "The Official Trustees of Charitable Funds." Vesting of property and investment of cash.

TRUSTEES.

4. The body of Trustees (except at first as herein-after provided) shall consist of nine competent persons, namely— Trustees.

Five Representative Trustees, and
Four Coöptative Trustees.

5. The Representative Trustees shall be appointed by election by the Ratepayers of an area co-extensive with that of the late borough of Camelford. Representative Trustees.

The expression "ratepayers" means occupiers of rateable hereditaments whose names are entered in the occupiers' column of the rate book in accordance with s. 19 of the Poor Rate Assessment and Collection Act, 1869.

Each appointment shall be made for a term of five years in accordance with the following rules:—

1. A meeting of the electing body may be convened in the case of the first meeting by or under the direction of Mr. William Dinham King, or in his default of the Trustee whose name stands next on the list of Coöptative Trustees, and in the case of subsequent meetings, by the Clerk or Secretary of the Trustees, or some other person acting under their direction.

2. Each meeting shall be convened by notice in writing or print affixed to a principal outer door of the Town Hall of Camelford and of the Parish Church of Lanteglos by Camelford, and of every building registered as a place of religious worship in the area aforesaid in each case seven clear days at least before the meeting. Every notice of meeting shall state the place, day, hour, and object of the meeting. The place of meeting shall be within the said area, and the hour not earlier than 7 p.m.

3. The ratepayers present at the meeting shall elect a Chairman of the meeting, who shall not be a candidate for the office of a Representative Trustee.

4. Every candidate for the office of Representative Trustee shall be proposed and seconded at the meeting.

5. If no greater number of candidates than the number of vacancies shall be so proposed and seconded, such candidates so proposed and seconded shall be declared to be duly appointed.

6. If a greater number of candidates than the number of vacancies shall be so proposed and seconded, the appointment shall be made by the votes of the electing body.

7. A candidate shall not be entitled to vote. Each voter may give one vote in respect of each vacancy, but no voter shall give more than one vote to any candidate.

8. In the first instance the Chairman of the meeting shall take the votes of the persons present at the meeting, and entitled to vote, by a show of hands. In case of equality of votes, the Chairman of the meeting shall be entitled to give a casting vote in favour of one or more candidate or candidates as the case may be. Unless a poll is thereupon demanded the candidate, or the number of candidates equal to the number of vacancies, obtaining the greater number of votes shall be declared to be duly appointed.

9. It shall be competent for any candidate or any one or more of the persons present at the meeting, and entitled to vote, to demand at the meeting a poll of the ratepayers entitled to appoint to the vacant office.

10. If a poll is demanded the Chairman of the meeting shall at once fix the day for holding the same, not being less than three clear days from the date of the meeting. The poll shall be held on one day only, and shall be open for at least the periods from noon to 2 p.m., and from 5 p.m. to 8 p.m.

11. The Chairman of the meeting shall make such arrangements as he shall consider to be proper for taking and recording the votes at such poll as aforesaid, and shall appoint a competent person to preside at each polling place. Such person shall ascertain that each person claiming to vote is entitled to do so, and for this purpose the entries in the rate book shall be accepted as conclusive evidence.

12. Each candidate shall be at liberty, either by himself or by an agent to be appointed by him, to attend the poll with the view of satisfying himself that the proceedings thereat are properly conducted.

13. As soon as may be after the close of the poll, the person who was elected Chairman under Rule 3 shall declare the candidate or the number of candidates equal to the number of vacancies obtaining the greater number of votes to be duly appointed. In case of equality of votes such person shall be entitled to give a casting vote in favour of one or more candidate or candidates, as the case may be.

14. No appointment of a Representative Trustee shall be void or voidable by reason of any defect, irregularity, or error in the proceedings for his appointment, unless an objection by notice in writing of such defect, irregularity, or error shall have been made at the meeting or within four days after the meeting when there has been no poll, or within four days after the poll, and delivered to the person who shall have been elected Chairman as aforesaid. Such person shall decide as to the validity of the objection subject to an appeal, within four days after such decision shall have been given, to the Charity Commissioners.

First Representa-
tive Trustees.

6. The first Representative Trustees shall be appointed as soon as possible after the date hereof, and their names shall be notified to Mr. William Dinham King, on behalf of the Trustees when constituted.

Coöptative
Trustees.

7. The Coöptative Trustees shall be persons residing or carrying on business in or near Camelford, and shall be appointed for a term of seven years. Every Coöptative Trustee shall be provisionally appointed by a resolution of the Trustees to be passed at a special meeting, and to be forthwith notified by the Trustees to the Charity Commissioners. A provisional appointment shall become valid only if and when the Commissioners have certified their approval of it under their Official Seal, and shall date from that approval.

First Coöptative
Trustees.

8. The following six persons shall be deemed to be appointed and are hereby approved as the first Coöptative Trustees, viz. :—

WILLIAM DINHAM KING, Solicitor, late Mayor of
Camelford;

THOMAS POPE ROSEVERE, Gentleman;

EDWARD JAMES HURDON, Chemist;

WILLIAM HENDER SOWDEN, Draper;

NICHOLAS MALE, Solicitor;

FRANCIS BARTON ROWE, Saddler, late Capital Bur-
gesses.

No vacancy in the number of Coöptative Trustees shall be deemed to have occurred until the number of the first Coöptative Trustees has been reduced below four.

Declaration by
Trustees.

9. No person shall be entitled to act as a Trustee, whether on his first or any subsequent appointment, until he has signed in the minute

book of the Trustees a declaration that he accepts and is willing to act in the trusts of this Scheme.

10. Any Coöptative Trustee who ceases to be qualified as aforesaid, and any Trustee who is adjudicated a bankrupt, or who refuses or is unfit or is incapacitated to act, or who communicates in writing to the Trustees his wish to resign, or who is absent from all meetings of the Trustees during a period of two consecutive years, shall thereupon cease to be a Trustee.

Determination of Trusteeship.

11. Upon the occurrence of a vacancy the Trustees shall, at their next meeting, cause a note thereof to be entered in their minute book, and in the case of a vacancy in the office of Representative Trustee, shall direct a meeting of the electing body to be convened. No vacancy in the office of Coöptative Trustee shall be filled till after the lapse of one calendar month from its occurrence. Any Trustee may be re-appointed.

Vacancies.

MEETINGS AND PROCEEDINGS OF TRUSTEES.

12. The Trustees shall hold general meetings at least twice in each year.

Meetings of Trustees.

13. There shall be a quorum when five Trustees are present at any meeting. Pending any vacancy, a quorum of the Trustees for the time being may act for all purposes in the administration of the Trust.

Quorum.

14. At every meeting the Trustees present shall appoint a Chairman. Every matter shall be determined by the majority of the Trustees present and voting on the question. The Chairman shall have a casting vote, whether or not he shall have previously voted on the same question, but no Trustee shall in any other circumstances give more than one vote.

Chairman and voting.

OFFICERS AND GENERAL MANAGEMENT.

15. The Trustees may make such arrangements as they find most fitting for the conduct of their business, including the deposit of money at a proper bank, the drawing of cheques, the custody of documents, and the appointment as Clerk or Secretary during their pleasure of one of themselves (without salary) or of some other fit person at such remuneration as shall be approved by the Charity Commissioners.

Business arrangements.

16. A minute book and books of account shall be provided and kept by the Trustees. All proper accounts in relation to the Trust, which on the establishment of this Scheme the Trustees will be bound, under the Charitable Trusts Acts or otherwise, to render, shall in each year be made out and certified in such manner as shall be required by the Charity Commissioners, and copies thereof shall be transmitted to the Commissioners in conformity with the provisions of those Acts. An abstract of the accounts shall be published annually by the Trustees

Minutes and accounts.

in some newspaper having a general circulation in Camelford and its vicinity.

General power to make regulations.

17. Within the limits prescribed by this Scheme the Trustees shall have full power from time to time to make regulations for the management of the Trust, and such regulations shall be binding on all persons affected thereby.

APPLICATION AND MANAGEMENT OF PROPERTY.

Part of land to be educational endowment.

18. From and after the date of this Scheme the lands numbered 2 and 4 in the Schedule hereto shall be educational endowments and shall form part of the Charity known as Sir James Smith's School.

Allotments Extension Act, 1882.

19. The Trustees may set apart and let in allotments in the manner prescribed by and subject to the provisions of the Allotments Extension Act, 1882, any portions of the land belonging to the Trust other than buildings and the appurtenances of buildings.

Management and letting of property.

20. Subject as aforesaid, all the property of the Trust not required to be retained or occupied for the purposes thereof, shall be let and otherwise managed by the Trustees. In every case public notice of the intention to let any land or other property shall be given by the Trustees in such manner as they shall consider most effectual for ensuring full publicity. The Trustees shall not create any tenancy in reversion, or for more than seven years certain, or for less than the improved annual value at rackrent, without the sanction of the Charity Commissioners or a competent Court.

Leases.

21. The Trustees shall provide that on the grant by them of any lease, the lessee shall execute a counterpart thereof; and every lease shall contain covenants on the part of the lessee for the payment of rent, and the proper cultivation of the land, and all other usual and proper covenants applicable to the property comprised therein, and a proviso for re-entry on non-payment of the rent or non-performance of the covenants.

Repair and insurance.

22. The Trustees shall keep in repair and insure against fire all the buildings of the Trust not required to be kept in repair and insured by the lessees or tenants thereof.

Rules for markets and fairs.

23. The Trustees may make any reasonable rules and regulations not inconsistent with the Markets and Fairs Clauses Act, 1847 (10 Vict. c. 14.) for the management of the markets and fairs to be held at Camelford.

Custody of chattels.

24. The Trustees shall cause the chattels and documents specified in Schedule hereto to be deposited for safe custody and public inspection in the Town Hall, and shall take care that any reasonable application to inspect or copy the documents shall be allowed.

APPLICATION OF INCOME.

25. Subject as herein-before provided the Trustees shall apply the income of the Trust as follows :—

First, in defraying the cost of repairs and insurance, and all other charges and outgoings payable in respect of the property of the Trust, and all the proper expenses of and incidental to the administration and management of the Trust. Management.

Secondly, in maintaining the Town Hall. Town Hall.

Thirdly, in contributing to the cost of lighting and cleaning the streets and other public places in Camelford, or to any other purpose for the public benefit of the inhabitants, subject to the approval of the Charity Commissioners. Lighting, &c.

GENERAL PROVISIONS.

26. No Trustee acting in any capacity in respect of the Trust, shall receive any salary or remuneration from the funds of the Trust. No Trustee shall, for his own benefit or for the benefit of any other person, either directly or indirectly, hold or occupy any land or tenement belonging to the Trust, or be engaged in the supply of work or goods at the cost of the Trust. No Trustee to be paid, or hold land, or supply work or goods.

27. Any question as to the construction of this Scheme, or as to the regularity or the validity of any acts done or about to be done, under this Scheme, shall be determined conclusively by the Charity Commissioners, upon such application made to them for the purpose, as they think sufficient. Questions under Scheme.

SCHEDULE.

	Gross annual income.		
	£	s.	d.
1. The Town Hall, including the Market House, and a room let to the County for Petty Sessions -	4	0	0
2. A piece of freehold land, containing 9a. Or. 2p., called Carvabins, let from year to year (on the terms of a lease dated 25th March 1871 for seven years), to William Stephens, subject to an allowance to the tenant of 2l. 10s. for manure -	16	0	0
3. The Fair Park, containing about 3 roods, with pens for cattle and sheep, cettage, pound, and weighbridge and house thereto belonging.			
4. A piece of land, measuring about 100 ft. by 40 ft., adjoining the Fair Park, let to Mrs. West -	0	5	0
5. The Cow Market and the side-walks or by-paths.			
6. Fair tolls and stallage of the Market House, let to Francis Philp -	45	0	0
7. The four town pumps with wells and sites, three being freehold and one leased from William Lyne Henwood, for 99 years from 29th September 1878, at a yearly rent of 10s.			
8. The public lamps, 29 in number.			
9. The town clock and the furniture of the Town Hall.			
10. Hurdles used at fairs.			
11. Chattels and documents, viz. —			
Silver mace.			
Corporate seal.			
Bowl or vase of black marble from Kilkenny given by Amyas Bushe.			
Stocks.			
Original Charter of 21 Car II., in tin case.			
Documents and wooden chest containing them.			

Sealed by Order of the Board this 2nd day of May 1890.



G. H. G. G.

Authorised under 50 & 51 Vict. c. 49. sec. 3.

London: Printed by EYRE and SPOTTISWOODE,
Printers to the Queen's most Excellent Majesty.
For Her Majesty's Stationary Office.

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES

Under the power given in the Charities Act 1993

Order that from today, the

16 OCTOBER 1998

the following

SCHEME (update)

will alter and affect the governing document of the charity

known as

CAMELFORD TOWN TRUST (234388)

at

Camelford, Cornwall

Commissioners' References:

Sealing: W224(S)/98

Case No: 106713

1. Definitions

In this scheme:

“the charity” means the charity identified at the beginning of this scheme.

“the trustees” means the trustees of the charity acting under this scheme and “trustee” means one of the trustees.

“the governing document” means the Commissioners’ scheme of 2nd May 1890.

ADMINISTRATION

2. Administration

The charity is to be administered in accordance with the governing document as altered by this scheme.

3. Alteration of governing document

The governing document will take effect with:

- (1) the words “after such decision shall have been given, to the Charity Commissioners” deleted from clause 5(14);
- (2) clause 7 replaced with the following:
 7. The Cooptative Trustees shall be persons residing or carrying on business in or near Camelford, and shall be appointed for a term of seven years. Every Cooptative Trustee shall be appointed by a resolution of the Trustees to be passed at a special meeting.
- (3) the words “as shall be approved by the Charity Commissioners” deleted from clause 15 and replaced with the words “as they think fit”;
- (4) clauses 20 and 21 replaced with the following:
 20. The trustees may lease all or any part of the charity’s property. They must comply with the restrictions on disposal imposed by section 36 of the Charities Act 1993, unless the lease is excepted from these restrictions by section 36(9)(b) or (c) or section 36(10) of that Act.
- (5) the words “subject to the approval of the Charity Commissioners” deleted from clause 25;
- (6) The words “any other purpose” replaced by the words “ any other charitable purpose” in clause 25.

AMENDMENT OF SCHEME

4. Power of amendment

- (1) Subject to the provisions of this clause, the trustees may amend the provisions of the governing document.
- (2) Any amendment must be made by a resolution passed at a meeting of the trustees of which not less than 21 days' notice has been given. The notice of the meeting must include notice of the resolution, setting out the terms of the amendment proposed.
- (3) The trustees must not make any amendment which would:
 - (a) vary this clause;
 - (b) vary the definitions clause and clause 25 (application of income) of the governing document;
 - (c) confer a power to dissolve the charity;
 - (d) enable them to spend permanent endowment of the charity.
- (4) The trustees must obtain the prior written approval of the Commissioners before making any amendment which would:
 - (a) vary clause 26 of the governing document (No Trustee to be paid, or hold land, or supply works or goods);
 - (b) vary the name of the charity;
- (5) The trustees must:
 - (a) promptly send to the Commissioners a copy of any amendment made under this clause; and
 - (b) keep a copy of any such amendment with the governing document and this scheme.

GENERAL PROVISIONS

5. Questions relating to the Scheme

The Commissioners may decide any question put to them concerning:

- (1) the interpretation of this scheme; or
- (2) the propriety or validity of anything done or intended to be done under it.