



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 **Tuesday 15th September 2020 at 7.00pm** via Zoom - meeting ID. **819 5741 4358**

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 14th September 2020 – you will be sent the meeting password on Tuesday.

1. **To note Councillors present**
2. **To receive Apologies for absence with reasons**
Cllr Grigg – personal
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 3rd September 2020 (attached).
6. **To receive Clerk's report**
Matters arising from the Minutes. Recycling area in Churchfield car park – bins being removed week beginning 7th September by Cornwall Council and Salvation Army. Ongoing anti-social behaviour in the Enfield Park play-area. Car park ticket machine out of order.
Recycling area in Churchfield car park – bins being removed week beginning 7th September by Cornwall Council and Salvation Army. Ongoing anti-social behaviour in the Enfield Park play-area. Car park ticket machine out of order.
7. **Planning**
Any late applications will be discussed under this section.
PA20/06691. Strathside, Trevia Lane. Mr Barry Parker. Proposed extension to dwelling and detached garage (resubmission of PA20/02666). [Weblink](#)
For Information
PA20/05255. Glen Mead, Helstone. Mr Ian Sandbrook. **Approved**
PA20/05699. Penmara Barn. Trewen. Mrs Margaret Schwarz. **Approved**
8. **Portfolio Reports**
 - a. Mayor's Report – Cllr Rotchell

9. Correspondence

- a. CCLA – 90-day notice period for redemptions on property fund.

10. Agenda Items

- a. To **resolve** on a response to the CC consultation on Climate Emergency Planning Policies. [weblink](#)
- b. To **resolve** on purchase of electric disinfectant fogger £49.90
- c. To **note** minutes of Staffing Committee Meeting
- i. To **resolve** on adoption of staff handbook
- ii. To **resolve** on Christmas opening hours for Library/Office
- d. To **note** minutes of Events Working Group Meeting
- i. To **resolve** on cancelling this year's Winter Festival/Fireworks event.
- ii. To **resolve** (subject to receipt of grant application/associated paperwork including risk assessments) for Christmas Lights to go ahead and switch-on to be streamed virtually via Facebook and Website.
- iii. To **resolve** on an Honoured Citizens Event to take place on St Piran's Day 5 March 2021 (COVID-19 notwithstanding)
- e. To **resolve** upon Internal audit proposal
- f. To **resolve** upon body cameras/mobile phone for Grounds Manager.
- g. To **resolve** on any urgent action required following the Estates and Properties working group meeting on the ROSPA and Tree reports.
- h. To **resolve** on a response to the MHCLG consultation on changes to planning system. [weblink](#)

11. Accounts

a.	To note Balances at 8 th September 2020		
	Current Account	£50,777.39	
	Tracker Account	£51,420.82	
	NS&I	£42,179.82	
	CCLA	£80,000.00	
b.	To resolve to authorise the payments of Accounts Outstanding		
Staff	September Wages + expenses	BACS	£8,363.56
HMRC	September Tax & NI	BACS	£2,587.45
Cornwall Pensions	September Pension contributions	BACS	£2,590.50
Metric Group Ltd	Ticket Machine service agreement	BACS	£499.20
Zoom	Virtual Meetings	DD	£14.39
Barclays	Bank charges	DD	£14.37
Public Works Loan Board	Churchfield car park loan	DD	£4862.42
Smart window cleaning	Town Hall windows	BACS	£25.00
Seadog IT	Webhosting	DD	£25.00
Bunzl cleaning and hygiene	Gloves and sanitiser	BACS	£87.91
SSE	Public conveniences – electricity	BACS	£374.39
Jag Signs Ltd	Overlays for Fore Street parking signs	BACS	£49.14
Camelot Garage	Fuel for maintenance equipment	BACS	£52.80
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
Cornwall Council	Cemetery – Business Rates	DD	£404.62
Town Trust	Town Hall/Library rent	DD	£481.54
Zoom	Virtual meetings - business	DD	£14.36
Us for design and print	Walking booklets	BACS	£330.00
SLCC	Webinar	BACS	£30.00
SchoolScapes	Zip Wire	BACS	£12,359.04
		TOTAL	£34,250.89
a.	To note Income		
Post office counter	Parking machine and permits	cash	£105.00
Residents	Parking permits	AC	£25.00
Barclays	Interest	AC	£7.11
		TOTAL	£137.11

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
- b. To **resolve** to approve the Deed of Dedication with Big Lottery Fund.
- c. To **note** the Deed of Grant between Caladen and Town Trust
- d. To **note** Lease and Easement Plan
- e. To **discuss** and **resolve** upon contractor for office and reception Desk heating.

13. To note items for 1st October 2020 Agenda.



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Ordinary Council Meeting – 3rd September 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 9 Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Hewlett, Grigg, Rathbone, Scawn, Shaw 20/300

2. To receive Apologies for absence with reasons

Cllr Ackroyd-Johnson - Personal

It was **resolved** to accept the apologies

Proposed: Cllr Rathbone Seconded: Cllr Bond unan 20/301

3. To receive Declarations of Interest & Approve Dispensations

Cllr Burgis	10.d. agenda item	pecuniary	to leave the room	
Cllr Scawn	12.a agenda	pecuniary	to leave the room	20/302

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

None 20/303

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 6th August 2020 following one amendment.

Proposed: Cllr Shaw Seconded: Cllr Grigg 9-0 (1abs) 20/304

6. To receive Clerk's report

Matters arising from the Minutes. Re-opening High street grant – have applied for reimbursement. Clerk gave report on the attached timeline document, which sets out communication with TT regarding the Lease noting particularly that that draft lease was requested in November 2019. Still not had lease. Public toilet water meter read – have chased again; not been read since August 2017. Clerk noted the meter cover is stuck.

Parking signage at Fore Street – stickers have been received and installed; not likely to come off so would not recommended ordering replacement signs at this time. Repair of stained-glass window in Town Hall – glaziers have removed the window and scaffolding will be in place for further 6 weeks. Removable bollards at Market Place liaising with the Conservative Club about extra bollards their side. Littering signs have been installed. CTC YouTube channel is set-up and has recording of latest meeting. Recycling area in Churchfield car park – bins being removed week beginning 7th September by Cornwall Council and Salvation Army. Bins are full, but the specialist Biffa lorry is broken at the moment. Tree over Broadwood path has been removed. Works to the flood defences/river walls has commenced. ROSPA inspections of play area and OCM has been completed.

Cllr Shaw noted concern about access to the defibrillator – hopes the bollards will be removable. Cllr Hewlett noted her disappointment at the length of time taken to get a lease – if it had been ready when asked; then the skatepark would have been built by now. 20/305

7. Planning

PA20/04619. Land Rear of 9 Mount Camel. Mr T Speight. Resubmission of PA19/05202 Erection of two 2-bedroom detached dwellings. Cllr Shaw noted that even smaller than previous – lower height and less parking. Objected to the application last time on loss of amenity space and privacy It was **resolved** to Object

Proposed: Cllr Shaw Seconded: Cllr Bond unan 20/306

PA20/06008. Tregath Business park. Mr J Smeeth. Extension of B8 building, together with associated works. Cllr Shaw noted it's the middle block. Could do with some more screening It was **resolved** to reply with No Objection

Proposed: Cllr Shaw Seconded: Cllr Rathbone unan 20/307

PA20/06342. Penmara Barn. Trewen. Mrs Margaret Schwarz. Conversion of an existing barn to an Annex/Home Work unit for a family member. Cllr Shaw noted that it's the third recent application, a remote location. Should remain as part of the estate – not to be sold off separately. It was **resolved** to reply with No Objection

Proposed: Cllr Shaw Seconded: Cllr Hewlett unan 20/308

PA20/06401. Mutley, 8 Trevia Lane. Mr and Mrs A Brew. Single storey front extension and new terrace and construction of new replacement garage.

It was **resolved** to reply with No Objection

Proposed: Cllr Shaw Seconded: Cllr Coombes unan 20/309

For Information

PA20/04704. Sportsman's Fair view. Trevia Lane. Miss Sarah Baker. **Approved**

PA20/01510/PREAPP. Camelford Weir and fish pass. Proposed maintenance works on flood defence walls. 20/310

Planning conferences. It was **resolved** to nominate Cllr Shaw and Hewlett to attend, with Cllr Coombes as first reserve

Proposed: Cllr Rotchell Seconded: Cllr Rathbone unan 20/311

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted met with representatives with the Christmas lights – assurances that all will be well. Presented Camelford in Bloom trophies with Cllr Ackroyd-Johnson. Meeting to talk about North Cornwall trail with Councillors, MP and Sustrans – CC funding to review and revive 2013 proposal. MP supportive too. A 5-year plan – because estimated cost is £250k per km. News on Foyer building – it will be put on the market for sale. Bypass update – design actively updating design bearing in mind response from consultation. Newsletter to come out. Surveying work will start imminently. General point – requirement for what residents/businesses want for Camelford post bypass by December. Need to think how to engage with the community. 20/312

b. CTC Litter Pick – Cllr Rathbone noted litter pick on 23rd August – surprised by lack of litter compared to usual. Especially considering the last pick was awful at OCM. Lacking massively in volunteers – next pick scheduled 27th September. Will advertise it as an event – a lot of interest on social media but then didn't show. The more people that participate the further can be covered. Have social distancing measures and cleaning procedure for equipment. Need to cover Valley Truckle on next pick. 20/313

9. Correspondence

a. Cornwall Council – consultation on climate emergency planning policies. 20/314

b. Community Speedwatch Report. Clerk to reply with thanks 20/315

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 reviewed. Clerk noted that only one officer would be in the Town Hall over September for business continuity purposes. It was **resolved** to normalise opening hours for the library and maintain public toilets as one only open until the Spring.

Proposed: Cllr Grigg Seconded: Cllr Rathbone unan 20/316

Electric disinfectant foggers next agenda.

b. It was **resolved** to note to BT that phone box usage at the Clease should be considered as an essential service in the Town and Trefew Road would like to be kept but may not be necessary going forward.

- Proposed: Cllr Shaw** **Seconded: Cllr Grigg** **unan** **20/317**
- c. The completion of external audit was noted 20/318
Cllr Burgis left the meeting having first spoken to the item
- d. It was **resolved** to pass on the request from Liberal Club committee to have additional seating outside the front to the Town Trust – it's their land.
Proposed: Cllr Rotchell **Seconded: Cllr Coombes** **8-0 (1 abs)** **20/319**
 Cllr Shaw noted that there is place for outside seating out of the back of the building
*** Cllr Burgis returned***
- e. It was **resolved** to purchase banner £350 – as recommended by SED working group, to be reimbursed through the CC Councillors' community chest.
Proposed: Cllr Bond **Seconded: Cllr Grigg** **8-0 (2abs)** **20/320**
- f. To **resolve** to purchase banner £350 – advertising Enfield Park. Cllr Burgis noted that the Park should be more widely advertised as visitors don't know it's there. To be placed on the lighting rig at Market Place. Cllr Coombes noted maps will advertise the park. Cllr Rathbone noted it would be out of place.
Proposed: Cllr Burgis, there was no seconder for this item. Declared not carried. 20/321
- g. It was **resolved** to nominate Cllrs Bond and Shaw as representatives to be included in network area emergency plan telephone tree.
Proposed: Cllr Rotchell **Seconded: Cllr Rathbone** **unan** **20/322**
- h. Pond management works booked for 28th September £695 + VAT was **noted** 20/323
- i. It was **resolved** to request an annual wayleave payment.
Proposed: Cllr Scawn **Seconded: Cllr Shaw** **unan** **20/324**
- j. When to commence physical meetings and a venue for Council meetings allowing social distancing if appropriate. It was resolved to continue with zoom meeting this year and to discuss in January
Proposed: Cllr Hewlett **Seconded: Cllr Grigg** **unan** **20/325**
- k. Cllr Grigg noted that the shed for allotment tool swap has been put in by Peggy Ellison. She has also installed a compost area. Clerk to write letter of thanks 20/326

11. Accounts

- a. Balances at 26th August were **noted**
- | | | | |
|-----------------|------------|--|--------|
| Current Account | £57,913.39 | | |
| Tracker Account | £51,413.71 | | |
| NS&I | £42,179.82 | | |
| CCLA | £80,000.00 | | 20/327 |
- b. It was **resolved** to authorise the payments of Accounts Outstanding
- | | | | |
|----------------------|--------------------------------------|-------|-----------|
| Staff | August Wages + expenses | BACS | £6,882.49 |
| HMRC | August Tax & NI | BACS | £1,878.85 |
| Cornwall Pensions | August Pension contributions | BACS | £2,118.58 |
| Playsafety Ltd | ROSPA playgrounds inspections | BACS | £360.60 |
| SWW Business | Water/Sewage Public toilets | N/A | £497.50 |
| Seadog IT | Webhosting | DD | £25.00 |
| Plusnet | Phone and broadband | DD | £52.20 |
| Staples | Office supplies | Debit | £106.55 |
| SLCC | Webinar | BACS | £36.00 |
| PKF Littlejohn LLP | External Audit | BACS | £960.00 |
| Voipfone | Telecoms | DD | £8.40 |
| Camelot Garage | Fuel for maintenance equipment | BACS | £33.57 |
| SWW Business | Water/Sewage Library | N/A | £22.87 |
| JRB Enterprise Ltd | 5 x 800 dog bags | BACS | £164.70 |
| TLC agency | OCM Skatepark Club hosting/domain | BACS | £150.00 |
| Microsoft | One Drive | DD | £1.99 |
| Amazon Business | Office supplies | debit | £24.97 |
| Seadog IT | Webpage template for 'London Bridge' | BACS | £195.00 |
| R Sleep | Maintenance supplies | BACS | £36.29 |
| Tavy Signs | Litter signs | BACS | £230.40 |
| Duchy Defibrillators | Annual monitoring fee for cabinet | BACS | £192.00 |
| Archant | Cornwall Life – Ad/Editorial | BACS | £1264.80 |
| Pickle design | Map and posters – printing | BACS | £74.00 |
| Pickle Design | Design A3 promotional poster/maps | BACS | £711.00 |

Post Office	Postage for posters	Debit	£31.00
Positive Energy	Library Electricity	DD	£99.05
Positive Energy	Library Electricity	DD	£126.99
Bunzl cleaning and hygiene	Gloves and masks	BACS	£69.28
Amazon	Postal tubes for posters	Debit	£14.78
Seadog IT	Website accessibility testing	BACS	£250.00
Paul Finns Solicitors	Letter and land reg office copy entries	BACS	£219.00
Welding Capacity Ltd	Standard Book Trolley	BACS	£210.00
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
		TOTAL	£18,074.86
Proposed: Cllr Rathbone	Seconded: Cllr Elford	Unan	20/328
c. Income			
Post office counter	Parking machine and permits	cash	£203.00
Post office counter	Parking machine and map donation	cash	£96.00
Post office counter	Parking machine and permits	cash	£260.00
Post office counter	Parking permits	cash	£260.00
Post office counter	Parking machine and library float	cash	£366.20
Residents	Parking permits	AC	£250.00
Businesses	Donations to map	AC	£170.00
Cornwall Council	Community chest – book trolley	AC	£210.00
		TOTAL	£1,815.20
			20/329

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 Grigg** **Unan** **20/330**

*** Cllr Scawn left the room***

a. An update on lease for phase 2 OCM was received.

It was **resolved** that although it had been agreed to pay £500pa rent for OCM on a 25-year lease, that Council would consider rent payment on 7-year lease to expedite lease renewal.

Proposed: Cllr Hewlett **Seconded: Cllr Burgis** **5-4 (dec carried) 20/331**

Cllr Scawn returned

b. It was **resolved** that Cormac be awarded contract for painting in lines at Churchfield car park for £776.98 from the quotes provided.

Proposed: Cllr Bond **Seconded: Cllr Rathbone** **unan** **20/332**

c. Next agenda with costs for mobile phones or body cameras for staff.

d. It was **resolved** to award contract for installing bollards at Market Place to All-in-one building for £420.

Proposed: Cllr Rathbone **Seconded: Cllr Coombes** **9-0 (1abs)** **20/333**

e. It was **resolved** to enter into a Deed of Dedication with Big Lottery Fund, once the final amendments have been approved.

Proposed: Cllr Rotchell **Seconded: Cllr Hewlett** **9-0 (1abs)** **20/334**

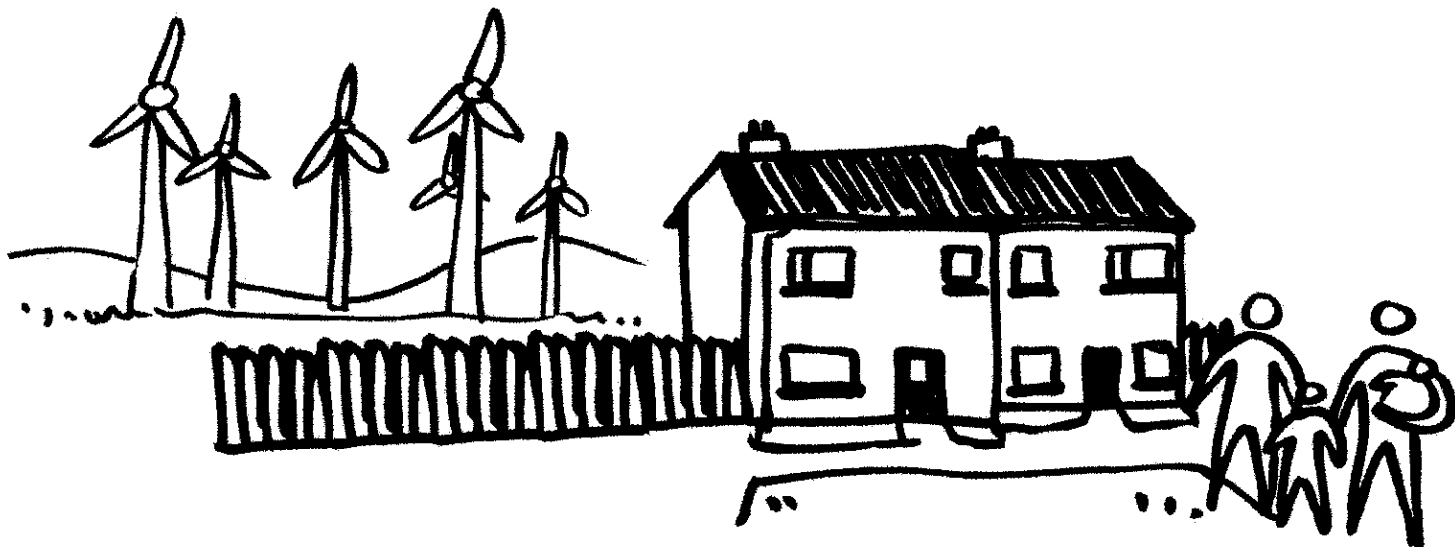
13. To note items for 15th September 2020 Agenda.

Mobile phones for staff, CTC Planning for Future Consultation response

Later agendas

Town Trust correspondence.

The Mayor closed the meeting at 20:50.



Have your say:

**NEW CLIMATE EMERGENCY
PLANNING POLICIES**

From 10 August to 25 September

Cornwall Council is proposing new planning policies to help address the climate emergency. This will give us more power and will help us protect our environment by reducing carbon, and encouraging an eco-friendly approach to building, transport, land and energy production.

Visit: www.cornwall.gov.uk/climatechangedpd

Contact us

Email: climateemergencydpd@cornwall.gov.uk

Call: 0300 1234 151

Or Write to us: **Climate Emergency DPD,**

Cornwall Council – Planning, PO Box 676, Threemilestone, Truro TR1 9EQ



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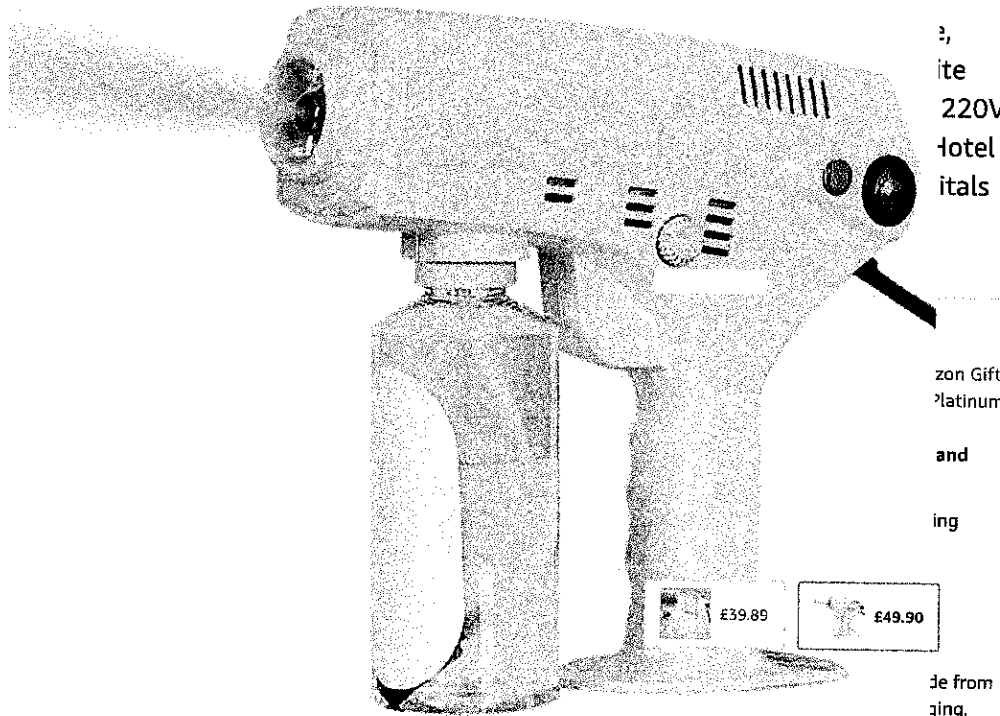
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- **[Porous heat dissipation]** The device releases a large amount of na.nos-spray while the fuselage intelligent heat dissipation
- **[Adjustable fog]** The capacity of water bottle is 500ml. You can adjust the using time by controlling the on the amount of fog.
- **[Attention Please]** The metal nozzle of this machine belongs to a high temperature area, please do not touch it by hand! Do not use high-concentration alcohol in the machine. Please do not use it for more than 20 minutes in a single use. The standby device can be used after it has cooled down.

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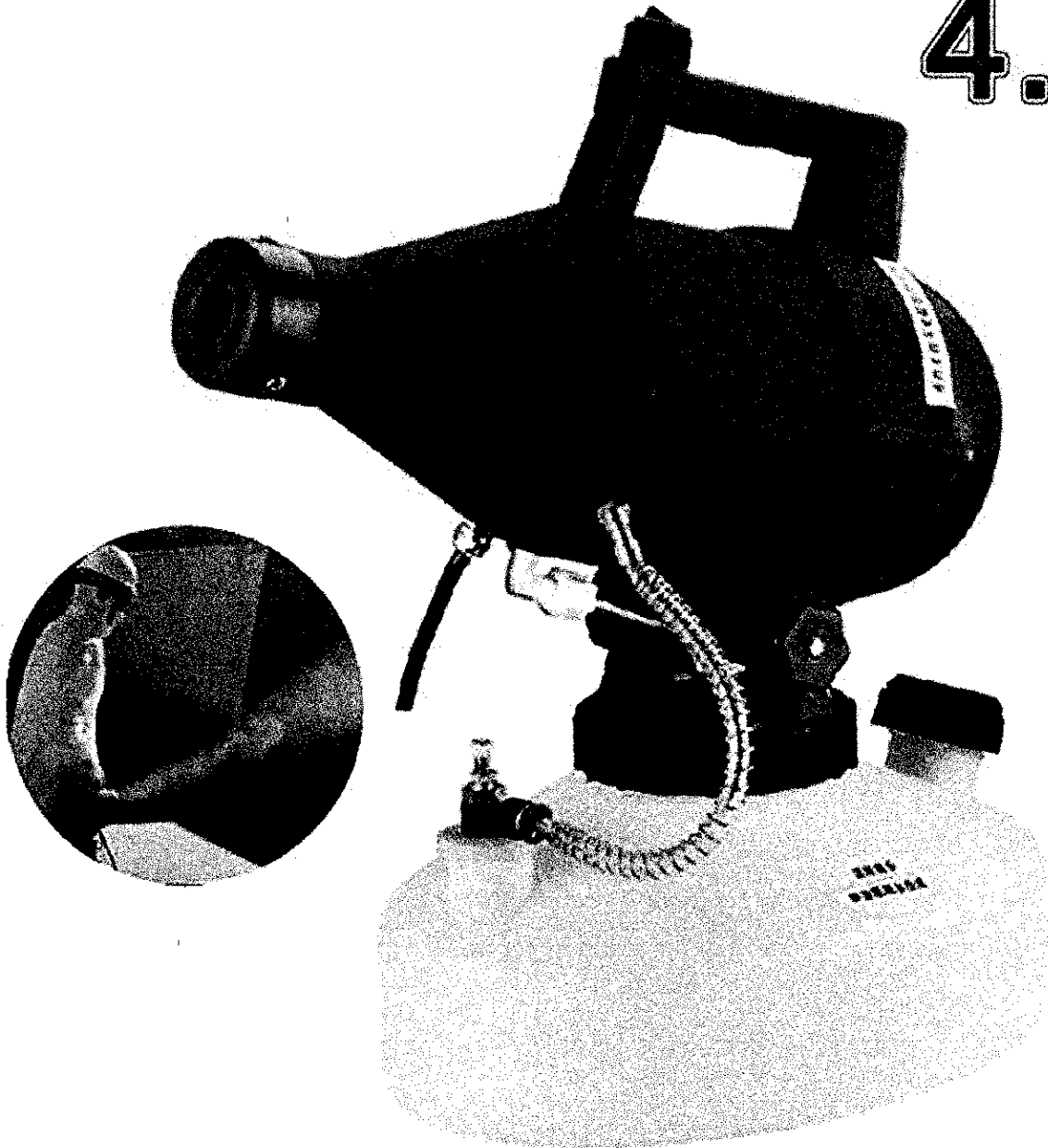
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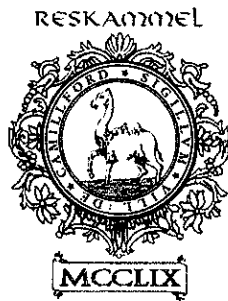
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Minutes of the Staffing Committee Meeting – Friday 4th September 2020

Public participation – opportunity to address staffing committee (max 15 mins)
None

1. Cllrs present – RR, LR, AS. Clerk
2. Annual appraisals were **discussed** and to be undertaken before next meeting. RR to appraise EG, BH. LR – JG, RB, AS – AL, HP.
3. Saturday staff recruitment procedure was **discussed**. LR/Clerk to interview and recommend candidate direct to Council.
4. NALC salary awards for 2020-21 have been **published**. Clerk has calculated backdated pay to April and written letters of explanation to staff. To be paid in September
5. Clerk noted no outstanding training needs in this year. Opportunities will be internet based – such as SLCC National Conference - £25 per ticket to dip in to webinars throughout the week – no mileage involved either. There will be an underspend on training and mileage budget lines this year.
6. The staff handbook was **reviewed** and **recommended** to Council for adoption
7. Christmas opening hours were **discussed** and **recommended** closing Town Hall and Library from 1pm 24th December and reopening 4th January. Staff will use their annual leave entitlement during this period.
8. Minutes of 12th June 2020 were **reviewed**.
9. Budget requirements for 2021-2022 were **discussed** – should expect 1-2% inflationary increase. Clerk showed initial salary bill of £140k in 2021-22 but will need to check figures at end of Q2 and with current salary award in place. After appraisals committee will know if additional SCP will be awarded. Staff requirements for 2021-22 – to remain as is for office/library. Grounds staff noted a consideration could be to have a seasonal cleaner for the public toilets – 90 minutes per day or some days in order to allow grounds staff to get on with maintenance tasks more efficiently.
10. The complaint from a member of the public against a member of staff, and Clerk response was **discussed**. Committee happy with letter – to be sent to complainant.
11. Items for next meeting
0930 Friday 16th October 2020. Appraisals. Budget.



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Minutes of the Events Working Group – Wednesday 9 September 2020

Present: Cllrs Ackroyd-Johnson (AAJ), Rotchell (RR), Burgis (AB), Bronwen Hockerday (BH), Amanda Lash (AL), John Praoline (V), Steve Stephens (SS), Mel Baber (MB)

Apologies: Cllrs Grigg and Rathbone, Kate Woods

1. Agree minutes of last meeting

Recorded as a true record.

2. To discuss Remembrance Sunday

AL reiterated that the Sunday service is organised by the RBL and nothing to do with CTC. However, as part of civic events, the gathering at the Bandstand on 11 November at 11am, COVID-19 notwithstanding, will go ahead. Currently up to 6 people can gather. To be discussed again at 4 November meeting.

3. Winter Festival/Fireworks

It was agreed to make a **recommendation to Council** to cancel this year's Winter Festival/Fireworks.

4. Christmas Lights

V informed group that will be able to put the lights up safely. However, cannot do festoons up the hill. Will just be from the Darlington Inn to the bridge. AL reminded V that a grant application needs to be with the Council for October's meeting (with associated paperwork as outlined in the email). Discussed a virtual switch on using a drone, shown on Facebook and website. AL concerned that people will congregate so agreed not to publish time and date until shortly before. **To recommend to Council.**

5. Senior Citizens Christmas Lunch

Delay decision until 4 November meeting. RR concerned that this group are most at risk, and this event not likely to happen. However, if it is possible, tickets will be available later, in November. Cash in sealed envelopes to the library.

6. Honoured Citizens

RR explained the process to the group. Nominations discussed. Can be posthumous. 6 names put forward. Working Group to consider another possible 4 before the next meeting. **Recommend to Council** that this ceremony (COVID-19 notwithstanding) goes ahead on St Piran's Day in the afternoon. Pint and pasty. Masons Arms have kindly offered to supply a keg of ale. Those who nominated people to email AL with a citation – reasons for why they would like to nominate this person(s) by 1 November so that nominations can be discussed and a recommendation to Council for the next meeting.

7. Budget 2021-22

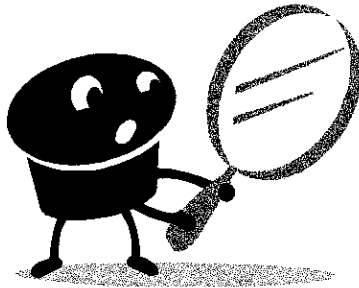
Agreed not to increase the budget but to roll over any unspent budget from this year. Therefore proposed budget will be £7,250 plus the underspend. Discussed using the budget to add value to existing events and possibly creating new events (subject to capacity/volunteers). In particular, a Picnic in the Park event to celebrate end of lockdown/COVID measures (if and when that happens). Group asked to come up with ideas ahead of next meeting. **Recommend to Council proposed budget.**

8. Items for next meeting

Honoured citizens
Senior Citizens lunch
Ideas for 2021 events

9. Date and time for next meeting

Wednesday 4 November, 7pm Zoom



INTERNAL AUDIT PROPOSAL

CAMELFORD TOWN COUNCIL

SEPTEMBER 2020: COVERING 2020/21 TO 2022/23

SUBMITTED BY:

HUDSON ACCOUNTING LTD.

Directors: Steve Hudson BA (Hons), C.P.F.A.

Company Registration: 6935832 (England & Wales)

Registered Office: Brynmor, St. Ives Road, Carbis Bay, St. Ives, Cornwall, TR26 2SF

Approach:

Audit work is carried out in accordance with guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will allow us to sign off the appropriate part of the Annual Return and provide assurance around the Council's Governance Statement.

All work and communication with the Council is undertaken by the Directors of the Company.

For Council's of your size we always include interim audit visits and we provide comprehensive reports at both the interim and final audit stage. During the pandemic work will be carried out remotely wherever possible.

The benefits of an interim audit visit is that it allows detailed examination of certain areas that do not need to wait until the year-end and early system testing that both frees up time at the final audit stage and can flag up issues at an early stage that can be rectified before the end of the financial year. It also means that all areas are given adequate coverage.

Experience:

I am a fully qualified local government accountant with twenty -five years post qualification experience at senior levels including nine years as a S151 Officer and a year seconded as Chief Internal Auditor.

We are experienced local council internal auditors and I was also a part-time parish clerk so we feel we are uniquely placed to provide a high quality service that is fully conversant with current issues facing local councils.

Our Anti Money Laundering Regulations obligations are undertaken under the supervision of H.M. Revenues & Customs and we carry £50,000 of Professional Indemnity insurance.

Fee: Our fee for an organisation of your size would be £650 per annum.

S. P. Hudson

01736 799637

S P Hudson

Director

E Mail: HUDSONACCOUNTING@BTINTERNET.COM

Phone: 01736 799637

Mobile: 07751 206296

PHONE CONTRACTS

Tesco Mobile - £7.50 per month, 24 months, no upfront fee

Motorola E6 Play

500 MB data, 250 minutes, 5000 texts

Mobiles.co.uk - £12.99 month, 24 month, £29 upfront fee

Samsung Galaxy A10

2GB, 500 MB data, 250 mins, unlimited texts

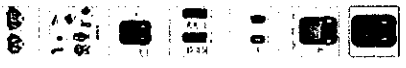
ID Mobile - £9.99 month, 24 months

Alcatel 1

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THE DS MINI BODY CAMERA WITH H.264 & H.265 CODING - FULL HD 1440P @30fps & 30MP Camera with a 160 Degree Wide Angle Lens + IR Night Vision, GPS // Built in 64GB Memory Card + Chest & Shoulder Harness

Brand: guardian g1 body camera
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Note: This item is eligible for **click and collect**. Details

Brand	Guardian g1 body camera
Video Capture Resolution	1296p
Power source	Battery Powered
Item Dimensions L x W x H	7.7 x 5.5 x 3 centimetres
Frame rate	30 Frames_per_second

About this item

- **[LONG BATTERY LIFE]** - The DS has built in Powerful lithium battery and the latest power saving software that makes it last up to 14-40 hours on one charge. It takes 4 hours to fully charge and has a standby time of 24 hours. Here is the average life under different resolutions when on H.265 Format - (1440p - 9-30 Hours) (1296p - 10 hours) (1080p - 12-40 Hours) (720p - 13-30 Hours) (1440 hours 480p) when using infrared night vision the battery life/time will be lower.
- **[ULTRA WIDE 160 DEGREE ANGLE LENS]** - With the DS mini you will be able to capture everything that's in front of you while maintaining a High Definition resolution.
- **[FULL HD 1440P @30FPS]** - Stunning high definition recordings at a smooth 30fps frame rate, perfect for catching every detail needed. The next step up from the 1296p body camera and much clearer. Also features a huge 30MP camera, with this you will be able to take ultra clear shots at both day and at night, you can take pictures while the DS is recording by pressing the camera button once.
- **[CLEAR NIGHT VISION]** - The night vision can clearly see faces up to 10 meters away even if its pitch black outside, and that's without the IR on. The DS has 4 infrared lights on the front which creates a white vision that improves the visibility even more. Also has a bright LED light that can be turned on just in case you need that extra light. The night vision can also automatically turn itself ON / OFF from light to dark areas.
- **[BUILT IN GPS]** - The GPS mode which will track where you are so if you need evidence of your location then this has you covered. All you need to do is turn on the GPS mode within the settings then once you have recorded a video the latitude and longitude position will show on your video footage alongside the time & date (The GPS will only work outdoors).

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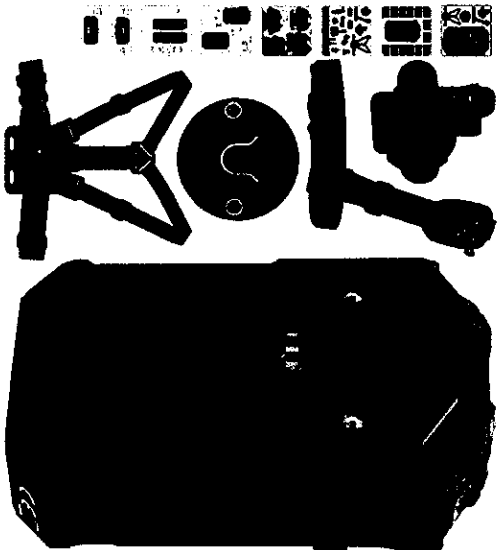
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Note: This item is eligible for [click and collect](#). Details

Brand	Brifield
Video Capture Resolution	1080p
Connections	USB
Lens	Wide-Angle
Display Size	2 inches

About this item

- **(HIGH DEFINITION 1440p)** Super clear HD 1440p recordings and the smooth framerate of 30fps. Also has the following resolutions: 1296p, 1080p, 720p, 480p. All resolutions are 30fps.
- **(GPS)** Tracks your location and stamps the live coordinates onto the video. When you move to a new location, the coordinates will change. Please note, the GPS only works outside.
- **(NIGHT VISION)** Built in night vision. You can see a person's face up to 10 meters away in auto mode, the sensor will turn the night vision on/off when the view in front becomes dark or light. Quick one button press to turn on/off in manual mode. (Please note: this is NOT a laser light, there is NO laser associated with this product)
- **(14 HOURS BATTERY LIFE)** 3100mAh built in rechargeable battery. Up to 14 hours battery life depending on the resolutions - 1440p = 9 Hours | 1296p = 10 Hours | 1080p = 11 Hours | 720p = 13 Hours | 480p = 14 Hours
- **(H.265 VIDEO CODING)** H.265 is the new upgrade from H.264. It provides higher quality video recordings. It takes up less memory space, compresses files more efficiently and encodes videos at a lower bitrate

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