

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 20th October 2020 at 7.00pm** via Zoom - meeting ID. **844 7289 7514**

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 19th October 2020 – you will be sent the meeting password on Tuesday.

1. **To note Councillors present**
2. **To receive Apologies for absence with reasons**
Cllr Rathbone – 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 1st October 2020 (attached).
6. **To receive Clerk's report**
Matters arising from the Minutes. Recycling area in Churchfield car park – cleared. Car park ticket machine – attempted break-in. Update on OCM lease. Update Phase 3 OCM/Scouts/CIL funding. SLCC national conference – webinars.
7. **Planning**
Any late applications will be discussed under this section.
PA20/08485. 12 Warrens Field. Mr Tim Deane. Works to trees in a conservation area, namely group of Sycamore trees (G1) reduce height by 5 metres and spread by 2 metres. [weblink](#)
For Information
PA20/06008. Tregath Business Park. Mr J Smeeth. **Approved**
PA20/06401. Mutley 8 Trevia Lane. Mr and Mrs Brew. **Approved**
PA20/06691. Strathside, Trevia Lane. Mr Barry Parker. **Approved**
8. **Portfolio Reports**
 - a. Mayor's Report – Cllr Rotchell
9. **Correspondence**

- a. Resident – complaint regarding BT Pole in Churchfield car park
- b. Resident – request for support and funding for traffic calming measures along Trefrew Road.
- c. NS&I – notice of reduction on interest rates.

10. Agenda Items

- a. To **review** and **readopt** Code of Conduct
- b. To **review** amendments and readopt CCTV and Information and Data Protection policies.
- c. To **resolve** to pay work mobile by direct debit £7.50 pcm
- d. To **assess** and **resolve** to pay grant to Friends of Lanteglos Church for the restoration of Lanteglos bells (£1000 requested).
- e. To **resolve** to purchase one tonne dumpy bag of salt £160.88 + VAT
- f. To **resolve** that Groundsman attends powered pole pruner course £250
- g. To **resolve** to nominate 2 Cllrs as Cllr Advocates at the request of the Police
- h. To **note** response to the MHCLG consultation on changes to planning system. [weblink](#)
- i. To **assess** and **resolve** to pay grant to Christmas Lights committee (£3800 requested).
- j. To **discuss** and **resolve** on price for Circular walks booklets (cost £5.50 inc. design)
- k. To **resolve** to purchase 2 x wreaths from RBL for Remembrance. £50.
- l. To **resolve** to schedule mural maintenance for March £340

11. Accounts

a.	To note Balances at 13 th October 2020		
	Current Account	£152,704.31	
	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	October Wages + expenses	BACS	£7,536.84
HMRC	October Tax & NI	BACS	£2,109.29
Cornwall Pensions	October Pension contributions	BACS	£2,318.26
Zoom	Virtual Meetings	DD	£14.39
Barclays	Bank charges	DD	£11.18
Plusnet	Phone and broadband	DD	£52.20
Pennon Water	Library – water	DD	£39.50
Lynher Training	Chainsaw Course	BACS	£495.00
Voiphone	Telephone calls	BACS	£50.00
Voiphone	Telephone call group	DD	£9.60
Cornwall Council	Car park enforcement	BACS	£113.40
Bunzl cleaning and hygiene	Gloves and sanitiser	BACS	£100.04
Seadog IT	Webhosting	DD	£25.00
Stephens Homehardware	Maintenance Supplies	BACS	£54.47
Smart window cleaning	Town Hall windows	BACS	£25.00
Western Supply	Maintenance supplies	BACS	£40.88
Camelot Garage	Fuel for maintenance equipment	BACS	£75.56
Staples	Stationery supplies	Debit	£140.80
Amazon	Battery Tea lights pumpkins	Debit	£18.48
SWW	Public Toilets - water	DD	£115.16
SWW water	OCM fresh water connection	DD	£691.60
Amazon	Eye dressing	Debit	£4.35
Amazon	Medium Bandage dressing	Debit	£14.26
Amazon	Disinfectant for fogger	Debit	£24.99
Amazon	Fogger for toilets	Debit	£42.90
Amazon	Gloves and aprons	Debit	£32.51
R Sleep	Maintenance supplies x 2	BACS	£217.02
Town Trust	Town Hall rent	DD	£481.54
		TOTAL	£14,854.22
a.	To note Income		
Post office counter	Parking/permits/Map/Pumpkin	cash	£150.00
Post office counter	Parking/permits/printing	cash	£230.00
Post office counter	Parking machine	cash	£115.00
	Residents Allotments	BACS	£44.00
	Residents Parking permits	BACS	£95.00
SSE	Public Conveniences credit		£163.80

CC	Re-opening High Streets Grants	BACS	£2,959.92
CC	Community chest COVID-19 banner	BACS	£350.00
SWW	£20 credit		£20.00
		TOTAL	£4,127.72

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 **resolve** upon secondary glazing to stained glass window in Town Hall.
- b. To **discuss** and **resolve** upon recommendation for office and reception Desk heating.
- c. To **discuss** land offered to CTC behind the Old Museum and **resolve** upon

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



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Ordinary Council Meeting – 1st October 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 8 Councillors present: Cllrs Ackroyd-Johnson, Bond, Burgis, Coombes, Elford, Hewlett, Scawn, Shaw 20/368

2. To receive Apologies for absence with reasons

Cllrs Grigg – Business. Cllr Rathbone - Personal

It was **resolved** to accept the apologies

Proposed: Cllr Bond Seconded: Cllr Ackroyd-Johnson unan 20/369

3. To receive Declarations of Interest & Approve Dispensations

Cllr Scawn 12a&c. Agenda pecuniary to leave the room

Cllr Hewlett 7. Planning PA20/04205 pecuniary to leave the room 20/370

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

Cllr Jordan attended 20/371

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 15th September 2020

Proposed: Cllr Burgis Seconded: Cllr Shaw 8-0 (1abs) 20/372

6. To receive Clerk's report

Matters arising from the Minutes. Recycling area in Churchfield car park - fencing. Pond maintenance. Tree decay inspection. Library heating. SSE electricity – phoned in a meter reading – CTC account will be credited. Meeting about library fines and other charges. Not had a response from the Police regarding street patrols. Water meter issue at public toilet has been escalated within SWW. CEP telephone tree test has been undertaken. 20/373

7. Planning

****Cllr Hewlett left the room****

PA20/04205. Land north West of Bowood Park, Lanteglos. Bowood Park Hotel and Golf Club.

Proposed development of residential units – outline with some matters reserved (access applied for).

Cllr Shaw noted that CTC had had a site visit, and the developer had taken comments on board. Will benefit the site, currently unused land. Well-spaced dwellings compared to other sites in the area.

It was **resolved** to Support

Proposed: Cllr Shaw Seconded: Cllr Coombes unan 20/374

****Cllr Hewlett returned****

****Cllr Rotchell – taking next 3 items together – same property****

PA20/07229. Bodulgate Farm to Trewalder to Lane End Cottage. Mr Andrew Kempthorne.

Extension of an agricultural cover shed, together with associated works. Cllr Shaw noted that this covers silage yard and delivery access – main issue is with water from the covered site. Cllr

Coombes noted that covers keep water from going into the silage pit – keeping the run-off water clean

PA20/07230. Bodulgate Farm to Trewalder to Lane End Cottage. Mr Andrew Kempthorne.
Extension of an agricultural cover shed, together with associated works.

PA20/07231. Bodulgate Farm to Trewalder to Lane End Cottage. Mr Andrew Kempthorne.
Extension of an agricultural cover shed, together with associated works.

It was **resolved** to Support with more information requested about the water run-off.

Proposed: Cllr Shaw Seconded: Cllr Scawn unan 20/375

PA20/07861. 1 Mount Camel. Mr and Mrs R Hill. Single storey extension to side. Cllr Shaw undertook site visit – tidy up the site, replacing the car port. Not losing amenity space, covering the lean-to and car port – same footprint. Parking space remains on the drive

It was **resolved** to Support

Proposed: Cllr Shaw Seconded: Cllr Scawn unan 20/376

For Information

PA20/04619. Land rear of 9 Mount Camel. Mr T Speight. **Refused**

PA20/05946. Bodulgate Farm to Trewalder to Lane End Cottage. Mr Andrew Kempthorne **Approved.**

PA20/02092/PREAPP. Tor Cottage, Starapark. Advice for detached dwelling

****Cllr Rotchell left the room** **Cllr Shaw took the chair****

PA20/05739 Land East of 1 Green Meadows. Five-day protocol request. CC are proposing to refuse on the lack of amenity space. Cllr noted that he agrees with CC on this occasion. Cllr Bond noted that CTC had previously recommended 2 rather 3 dwellings on 25th March 2019 2 dwellings Cllr Shaw noted that amenity space is becoming more important. Cllr Scawn noted that the amenity area is much bigger than is other estates around. He noted that the developer has done what was asked. Cllr Burgis agreed with this. Cllr Ackroyd-Johnson each house has 2 parking spaces and agrees with previous comments

It was **proposed** to Agree with CC

Proposed: Cllr Shaw Seconded: Cllr Hewlett 2-6 not carried.

It was **resolved** to continue with Support of this application

Proposed: Cllr Scawn Seconded: Cllr Ackroyd-John 6-2 dec carried. 30/377

****Cllr Rotchell returned****

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted attendance at various meetings – strategy working group, CAN, place shaping – what Camelford will look like post-bypass ideas to then go out to consultation with residents. 20/378

b. CAN Report – Cllr Hewlett attended 22/9/20 – AGM to elect chair – Cllr Hewlett was re-elected. Priorities remain the same until next May. Presentation on Community Infrastructure Fund – total available £500k. Spread of projects over the county. Update on bypass construction – possible start Autumn 2022 open summer 2024. 24th November next meeting. 20/379

9. Correspondence

a. Letter from resident regarding installation of BT pole in Churchfield car park. Will look at the BT Pole during the Estates and Properties working group walkaround. 20/380

b. Letter from resident regarding various matters. It was **resolved** to allow parking at Lanteglos cemetery, in principle, at the discretion of the Clerk.

Proposed: Cllr Shaw Seconded: Cllr Hewlett unan 20/381

10. Agenda Items

a. The response to the planning consultation was **noted**. Clerk to forward 20/382

b. The minutes of the estates and properties working group meeting were **noted** 20/383

c. It was **resolved** to instruct South West Water for OCM water connection £691.60

Proposed: Cllr Hewlett Seconded: Cllr Elford 7-1 (1abs) 20/384

d. The minutes of the SEPP Working Group meeting were **noted** 20/385

i. It was **resolved** to write to Supermarkets regarding opportunity in Camelford; noting that there is existing planning permission (to raise awareness only).

Proposed: Cllr Shaw Seconded: Cllr Coombes unan 8-0 (1abs) 20/386

ii. It was **resolved** to maintain current position of signposting residents to appropriate organisations helping with the pandemic response

Proposed: Cllr Bond Seconded: Cllr Elford unan 8-0 (1abs) 20/387

iii. It was **resolved** that, in principle, depending on details of lease provisions, CTC will receive Cleas Road car park as a devolved asset from Cornwall Council.

Proposed: Cllr Shaw **Seconded: Cllr Burgis** **unan** **20/388**
 iv. It was **resolved** to waive library fines and have a fines amnesty until April 2020.
Proposed: Cllr Hewlett **Seconded: Cllr Burgis** **unan** **20/389**

11. Accounts

a.	Balances at 22 nd September were noted		
	Current Account	£159,454.24	
	Tracker Account	£51,420.82	
	NS&I	£42,179.82	
	CCLA	£80,000.00	20/390
b.	It was resolved to authorise the payments of Accounts Outstanding		
	Pennon	Library Water	DD £39.50
	Microsoft One drive	cloud backup	DD £1.99
	Spar	office supplies	Debit £9.68
	Voiphone	call system	DD £9.60
	Cornwall Council	Parking Enforcement	BACS £113.40
	SLCC	Virtual Conference	BACS £30.00
	SWW	Allotments	DD £115.16
	Drain Division	Clearing/surveying OCM drain	BACS £1,103.20
	Yesss Electrical	CCTV OCM	BACS £115.56
	R Sleep	Maintenance supplies x 2	BACS £291.58
	Print concern	Union Flag	BACS £132.00
	Bunzi Cleaning supplies	Hand Sanitiser	BACS £288.00
	JB Confidential	Confidential waste disposal	BACS £14.40
	Jag signs	Banner	BACS £434.34
	Positive Energy	Library Electricity	DD £107.89
	Positive Energy	Library Electricity	DD £139.94
	Post Office	Postage	Debit £2.45
		TOTAL	£2,948.69
c.	Income		
	Post office counter	Parking machine and permits	cash £120.00
	Residents	Parking permits	AC £25.00
	Cornwall Council	CTS Grant	AC £5,896.04
	Cornwall Council	Precept	AC £130,098.50
	Cornwall Council	Community Chest Banner Grant	BACS £350.00
		TOTAL	£136,489.54
			20/392

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 Coombes **Seconded: Cllr Elford** **Unan** **20/393**

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

a. The Town Hall heating was discussed and it was **resolved** to undertake repairs

Proposed: Cllr Bond **Seconded: Cllr Elford** **Unan** **20/394**

Clerk to get costs of additional equipment needed.

b. It was **resolved** to employ a new library staff member

Proposed: Cllr Bond **Seconded: Cllr Burgis** **Unan** **20/395**

c. The land adjacent to OCM skatepark was **discussed** and it was **resolved** to move forward on 'Phase 3 OCM' grant applications subject to agreements in principle from community groups.

Proposed: Cllr Burgis **Seconded: Cllr Hewlett** **7-0 (1abs)** **20/396**

13. To note items for 20th October 2020 Agenda.

Planning response to 'planning for future'. Quotes for heating.

Later agendas

Town Trust correspondence. Honoured citizens - January

The Mayor closed the meeting at 20:15.

Clerk

From: [REDACTED]
Sent: 11 September 2020 12:01
To: Clerk
Subject: Re: BT telephone Pole
Attachments: IMG_20200911_105926.jpg

Dear Esther Greig

Thank you for your email. Fast broadband will be welcome, but why has the CTC agreed to this unsightly telephone pole being placed right at the back of our neighbour's and our property's. We would like to know if the CTC gave any consideration to the effect their decision would have on the people living in the vicinity. Surely there must be somewhere in the area where it could be placed that would not effect the people that live in this conservation area or put underground. Please see attached photograph.

We would like our CTC to come and see how it effect us & reconsider their decision.

Add to Enfield Park walkround.

Regards

M Hancock

On Tuesday, 1 September 2020, 12:16:54 BST, Clerk <clerk@camelford-tc.gov.uk> wrote:

Dear M Hancock,

CTC agreed at the Council Meeting to the new telephone pole being installed at its meeting on 6th August 2020 (min ref: 20/289)

As far as Openreach have informed CTC, the pole has been installed to facilitate fast broadband beyond the car park - past Abbeyfield house and outside of the conservation area. Ariel cabling will not be through town. Openreach were informed that cabling through the town would not be acceptable.

Best regards

Esther Greig
Camelford Town Clerk and Responsible Financial Officer
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Tel: 01840 212880
Email: clerk@camelford-tc.gov.uk
Website: www.camelford-tc.gov.uk
Not available on Thursdays.

-----Original Message-----

From: [REDACTED]

Sent: 01 September 2020 11:58
To: clerk@camelford-tc.gov.uk
Subject: (no subject)

Dear Esther Greig

Yesterday morning (bank holiday) what looks like a telephone pole was erected in Enfield car park beside the ticket machine at the back of ours and our neighbour's bungalows, the pole is an eyesore. We are surprised that this has been allowed to happen as all the other phone cables are underground in this conservation area. Please can you look into this and advise us on the matter.

Thank you

M Hancock

Clerk

From: [REDACTED]
Sent: 07 October 2020 13:37
To: Clerk@camelford-tc.gov.uk
Subject: Fwd: Trefrew Road, Camelford

Please find the correspondence from highways regarding traffic management down Trefrew road. How do I get this on the TC agenda / look for funding etc?

Many thanks

Paul Callcut

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Begin forwarded message:

From: Highways & Environment East <handee@cormacitd.co.uk>
Date: 7 October 2020 at 10:47:41 BST
To: "[REDACTED]"
Subject: Trefrew Road, Camelford

Information Classified Under CONTROLS LD

Dear Mr Callcut

Re: Request for traffic calming measures on U6137, Trefrew Road, Camelford

Further to your recent correspondence dated 2nd October 2020.

Your concerns about speeding on Trefrew Road are acknowledged. I am not aware of any proposed traffic calming measures at present however we have had previous correspondence on the matter and it has been added to our traffic scheme request list for future consideration.

Any request for traffic calming measures would need to get community support and the support of the Town Council and Cornwall Councillor. Such requests would then have to find funding and would need to be considered and prioritised against all other highway improvement request in the area. Concerns about specific speeding vehicles along the road should be reported to the Police.

However in the interim period I will also request some speed monitoring.

Thank you for bringing this matter to my attention.

Clerk

From: Clerk <clerk@camelford-tc.gov.uk>
Sent: 11 September 2020 13:50
To: [REDACTED]
Subject: FW: Speed of traffic down Trefrew road

-----Original Message-----

From: Clerk <clerk@camelford-tc.gov.uk>
Sent: 10 July 2020 11:14
To: [REDACTED]
Subject: RE: Speed of traffic down Trefrew road

Dear Paul,

Thank you for your email.

Speed limits are enforced by the Police. You can raise your concerns to the Camelford Police via:
Camelford@devonandcornwall.pnn.police.uk

You can raise your concerns/need for speed interventions with Cornwall Council Highways via CC website
<https://www.cornwall.gov.uk/transport-and-streets/roads-highways-and-pavements/>

Hopefully, the Camelford bypass, if it goes ahead, will address these issues for the area, as Trefew will no longer be a 'through' road.

<https://www.cornwall.gov.uk/transport-and-streets/roads-highways-and-pavements/major-highway-schemes/a39-atlantic-highway-camelford-improvement/>

Please do not hesitate to contact me if I can be of any further assistance.

Best regards

Esther Greig
Camelford Town Clerk and Responsible Financial Officer Town Hall Market Place Camelford Cornwall
PL32 9PD

Tel: 01840 212880
Email: clerk@camelford-tc.gov.uk
Website: www.camelford-tc.gov.uk
Not available on Thursdays.

-----Original Message-----

From: [REDACTED]
Sent: 02 July 2020 19:22
To: Clerk@camelford-tc.gov.uk
Subject: Speed of traffic down Trefrew road

Hello

I just wanted to send a quick email to ask how we could go about getting some sort of speed management down Trefrew road.

Currently cars and busses drive up and down the road very fast, making the crossing between Hawthorn close and the footpath to the car park / Doctors extremely dangerous!

This route is largely used by many children and young adults walking to school etc. It is very treacherous sticking your head out to look up the road, especially if a bus or lorry is coming down as they fill the entire road and hug the hedge closest to Hawthorn.

With a young family myself I am reluctant to let my kids anywhere near the road without me going first.

This is a matter that needs urgent attention please.

I look forward to hearing from you soon

Kindest regards

Paul Callcut

[Redacted signature block]



17140 014762 0001 E 39300

Camelford Town Council
Ms E A S Greig
Camelford Town Council
Town Hall
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CAMELFORD
PL32 9PD

NS&I
Sunderland
SR43 2SB

nsandi.com

Helpline:
08085 007 007
24 hours a day, 7 days a week

18 September 2020

Dear Sir/Madam

We're reducing some of our interest rates on 24 Nov 2020

We're writing to let you know that we're reducing the interest rates on some of our savings accounts on 24 November 2020.

Here are the changes:

NS&I account	Current Rate	New Rate (gross/AER)
Direct Saver	1.00%	0.15%
Income Bonds	1.16%	0.01%/0.01%
Investment Account	0.80%	0.01%
Direct ISA	0.90%	0.10%
Junior ISA	3.25%	1.50%

You can find the current interest rates at nsandi.com

Income Bonds interest payments: If the interest rate stays at 0.01% gross (the rate from 24 November 2020), balances of less than £646.00 will not earn interest each month. The way in which we calculate the interest on your balance is detailed in the Customer Agreement (Terms and Conditions) and we are only able to pay interest if this amount is 0.5 pence and above.

The updated Customer Agreement reflecting this change will be available to view on nsandi.com from the 24 November 2020 or you can call us from that date on 08085 007 007 and we will post you a copy.

Yours sincerely

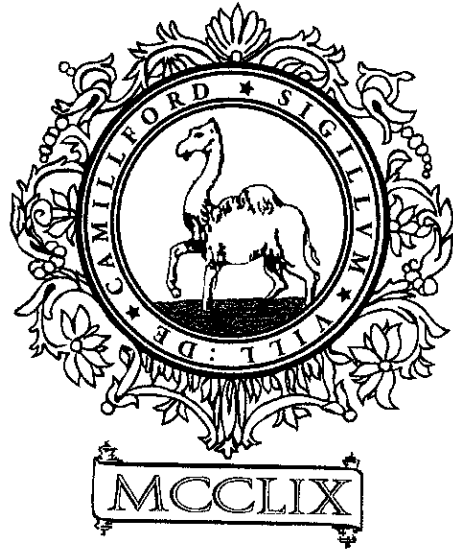
Andreana Carrigan
Customer Service Manager

F30135071/014762/1/1



National Savings and Investments is backed by HM Treasury

REB1 (2018/01)



CODE OF CONDUCT

Adopted 20 October 2020

Code of Conduct for Members

General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles of public life.

Whilst these overriding principles are not formally part of the Code of Conduct they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

Selflessness – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a member's role means the distinction between acting in your official capacity and your private life may become blurred and a members honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

Objectivity – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Leadership – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Cornwall Council also expects its Members to observe the following principles:

Personal judgement – members may take account of the views of

others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Duty to uphold the law – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship – members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Introduction and Interpretation

1. This Code of Conduct, as a locally developed Code for Cornwall Council, has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:

"disclosable pecuniary interest" means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member's spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest

"dispensation" means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in sub-paragraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

"interest" means any disclosable pecuniary interest or any disclosable non-registerable interest where the context permits

"meeting" means any meeting of the Council, the Cabinet and any of the Council's or the Cabinet's committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

"Member" includes an elected member and a co-opted member

"non-registerable interest" means an interest as defined in Part 5B of this Code

"register" means the register of disclosable pecuniary interests maintained by the Monitoring Officer of the Council

"sensitive interest" means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

"trade union" means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:
- | | |
|---------|-------------------------------------|
| Part 1 | Application of the Code of Conduct |
| Part 2 | General obligations |
| Part 3 | Registering and declaring interests |
| Part 4 | Sensitive interests |
| Part 5A | Pecuniary interests |
| Part 5B | Non-registerable interests |

Part 1 – Application of the Code of Conduct

- 1.1 This Code applies to you as a Member of the Council.
- 1.2. This Code should be read together with the preceding general principles of public life.
- 1.3. It is your responsibility to comply with the provisions of this Code.
- 1.4 Subject to paragraphs 1.5 and 1.6 of this Code you must comply with this Code whenever you:
- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
 - (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council
and references to your official capacity are construed accordingly.
- 1.5 Where you act as a representative of the Council:
- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.
- 1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

Part 2 – General obligations

- 2.1 You must treat others with respect.
- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully any person.

- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- 2.6 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement in relation to any matter that you deal with in your official capacity. There is no requirement to register or declare any gifts or hospitality which have been offered or received.
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith; and
 - (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable be reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.
- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
- 2.11 You must not use or attempt to use your position as a member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.
- 2.12 You must when using or authorising the use by others of the resources of the Council:
 - (i) act in accordance with the reasonable requirements of the Council;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

- (iii) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's Chief Financial Officer and Monitoring Officer.
- 2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.
- 2.15 You must not participate in any meeting of an Overview and Scrutiny Committee that is scrutinising or otherwise considering the business of the Cabinet or another of the Council's decision making persons or bodies in relation to which you have been involved in making the decision, save as may be required to make representations, answer questions or give evidence relating to that business to the meeting and subject to the reasonable requirements of the person Chairing that meeting.

Part 3 – Registering and declaring interests and withdrawal from meetings

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the notification.
- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the Monitoring Officer for inclusion in the register.
- 3.5 If you are present at a meeting and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:
 - (i) not participate, or participate further, in any discussions of the matter at the meeting;
 - (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and

- (iii) remove yourself from the room in which the meeting is taking place in while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.
- 3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).
- 3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.
- 3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must:
 - (i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by you); and
 - (ii) if the interest is a disclosable pecuniary interest or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.
- 3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable pecuniary interest or trade union membership, already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.
- 3.9 All notifications of disclosable pecuniary interests and trade union membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.

Part 4 – Sensitive interests

- 4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests will not be included in any published version of the register.
- 4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	"body in which the relevant person has a beneficial interest"	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	"director"	includes a member of the committee of management of an industrial and provident society
(a)(iii)	"land"	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	"relevant authority"	means the authority of which you are a member
(a)(v)	"relevant person"	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
(a)(vi)	"securities"	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the

		relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union (as defined above)
(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

- (i) might reasonably be regarded as affecting the financial position or well being of you; a member of your family or any person with whom you have a close association; or any body or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in your electoral division or area; and
- (ii) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it

is likely to prejudice your judgement of the public interest

save that business relating to the following functions will not give rise to non-registerable interests:

- (iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- (v) an allowance, payment or indemnity given to members;
- (vi) any ceremonial honour given to members;
- (vii) setting of the council tax; and
- (viii) the administration of the Cornwall Council Pension Scheme and related matters discharged by the Pensions Committee or such other formal body as may discharge those functions.

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.



Camelford Town Council Freedom of Information Publication Scheme 2020

Location of information:

Council Office: Camelford Town Council, Town Hall, Market Place, Camelford PL32 9PD

Website: www.camelford-tc.gov.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website/hard copy/noticeboard	Free/10p per sheet + postage
Contact details for Clerk and Council members	Website/hard copy	Free/10p per sheet + postage
Location of main Council office and accessibility details	Website/hard copy	Free/10p per sheet + postage

Staffing structure (Transparency Code)	Website/hard copy/noticeboard	Free/10p per sheet + postage
Class 2 – What we spend and how we spend it		
For current and previous financial year		
Annual return form and report by auditor	Hard copy	10p per sheet + postage
Finalised budget	Hard copy	10p per sheet + postage
Precept (Transparency Code)	Website/hard copy	Free/10p per sheet + postage
Financial Standing Orders and Regulations	Website/hard copy	Free/10p per sheet + postage
Grants given and received (Transparency Code)	Website/Hard copy	10p per sheet + postage
List of current contracts awarded and value of contract (Transparency Code)	Hard copy	10p per sheet + postage
Mayor's allowances and expenses	Hard copy (minutes)	10p per sheet + postage
Class 3 – What our priorities are and how we are doing		
For current and previous year		
Annual Report to Parish or Community Meeting	Website/hard copy	Free/10p per sheet + postage
Class 4 – How we make decisions		
For current and previous council year		

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/hard copy/noticeboards	Free/10p per sheet + postage
Agendas of meetings (as above)	Website/hard copy/noticeboards	Free/10p per sheet + postage
Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting.	Website/hard copy/noticeboard	Free/10p per sheet + postage
Reports presented to council meetings – Note this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	Free/10p per sheet + postage
Responses to consultation papers	Website/hard copy	Free/10p per sheet + postage
Responses to planning applications	Website/hard copy	Free/10p per sheet + postage
Car Parking Bye-law (due to be updated April 2019)	Hard copy	10p per sheet + postage
Class 5 – Our policies and procedures		
Current information only		
Policies and procedures for the conduct of council business:	Website/hard copy	Free/10p per sheet + postage
Procedural standing orders		Free/10p per sheet + postage
Delegated authority in respect of officers		
Code of Conduct		
Policies and procedures for the provision of services and about the employment of staff:	Website/hard copy	Free/10p per sheet + postage
Governance and Accountability		

Privacy and Terms of Use Grants Policy Broadcasting/Social Media at Meetings Risk Assessment and Management Safeguarding Policy Pre-Application Protocol LGPS Employees Discretion Policy Allotment Tenancy Agreement Guidelines to Keeping Hens Complaints procedures		
Records management policies (records retention, destruction and archive)	Website/hard copy	Free/10p per sheet + postage
Data protection policies	Website/hard copy	Free/10p per sheet + postage
Schedule of charges (for the publication of information)	Website/hard copy	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets register	By inspection	Free
Register of members' interests	Website – https://www.cornwall.gov.uk/ community-and-	Free

	living/communities-and-devolution/community-networks/camelford/camelford-community-network-town-and-parish-councils/camelford-town-council/	
Register of gifts and hospitality	By inspection	Free
Class 7 – The services we offer		
Current information only		
Allotments	Website/hard copy	Free/10p per sheet + postage
Parks, playing fields and recreational facilities	Website/hard copy	Free/10p per sheet + postage
Seating, litter bins, memorials and lighting	Website/hard copy	Free/10p per sheet + postage
Bus shelters	Website/hard copy	Free/10p per sheet + postage
Public conveniences	Website/hard copy	Free/10p per sheet + postage
Services for which the council is entitled to recover a fee, together with those fees	Website/hard copy	Free/10p per sheet + postage

Class 8 – CCTV/BWV

<p>Access to CCTV or BWV footage should be made via Application Form CCTC FOI1 which is available on the website or by emailing Clerk@camelford-tc.gov.uk This request will then be taken to Full Council. It should be noted that if other persons are visible in the footage requested, your application may be refused due to compliance with GDPR. Footage is automatically deleted after 30 days. Should you be involved in an incident that you believe a CTC camera or BWV has captured, it is advised that you contact the police on 101. The police can then make a request for footage to be viewed and downloaded.</p>	DVD	£20 + postage
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Please note: Additional charges relating to staff time may be incurred for archived information. Charges will be discussed at the time of application.



CCTV/BWV POLICY

Adopted 20 October 2020

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Policy 5

Introduction

The purpose of this policy is to ensure that CTC complies with legal requirements for CCTV and BWV (Body Worn Video) use, in compliance with the Information Commissioner's Office Code of Practice and relevant legislation including:

- the General Data Protection Regulations 2018
- Human Rights Act 1998
- Surveillance Camera Code of Practice
- Protection of Freedoms Act 2012
- College of Policing (only general principles applied)

Any surveillance camera captures personal data, so the use of CCTV/BWV has data protection and privacy implications. Before installation, CTC considered less intrusive methods of addressing the need, however, CTC concluded that the only way to address possible issues is through the use of CCTV/BWV.

Policy Statement

CTC use CCTV/BWV to support the safety and security of our employees and assets, including:

- Staff
- The Town Hall
- Enfield Park, Enfield Park Play Area and Market Place
- The Old Cattle Market Skate Park

Staff

BWV will be used as a deterrent to improper or aggressive behaviour towards any member of staff when carrying out duties in various locations within the Parish. It will also be used to provide evidence to support the investigation of safety and security related incidents. Staff will use the BWV following the 12 Principles within the Surveillance Camera Code of Practice:

Guiding Principles

System operators should adopt the following 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

In addition, staff will also follow the College of Policing Guidance:

1. The use of a body worn camera for Local Authorities is lawful. In particular, for those who are lone working.
2. Data to be managed in line with GDPR Rules.
3. The use of BWVs should be overt – equipment must be clear to the public.
4. The operational use of body-worn video must be proportionate, legitimate and necessary. Compliance with the Human Rights Act 1998 (HRA), Data Protection Act 1998 (DPA) and Surveillance Camera Code of Practice will ensure the use of BWV is always proportionate, legitimate and necessary. Continuous, non-specific recording is not permitted.
5. Use of body-worn video will be incident specific. The GM will use common sense and sound judgement when using body-worn video. The GM will be required to justify their use of BWC. There should be a tendency towards capturing audio/visual evidence when deciding whether to record.

How BWV recordings will be made

Staff will follow the procedures below, in line with the Surveillance Camera Code of Practice:

- Announce, where possible/practicable, to the subject(s) of an encounter that video and audio recording is taking place using BWV.
- Begin recordings at the start of any incident and continue uninterrupted until the incident is concluded
- Not make recordings of general duties

The Town Hall

CCTV will be used to act as a deterrent to intruders and to theft or misuse of property or information. It will also be used as a deterrent to improper or aggressive behaviour towards employees and Councillors of CTC. It will also be used to provide evidence to support the investigation of safety and security related incidents. Cameras are sited so that they are secure and protected from vandalism.

Enfield Park and Market Place (bandstand)

CCTV and appropriate lighting will be used to act as a deterrent to antisocial behaviour (including vandalism, drug use, violation of Enfield Park bylaws) which may adversely affect the park facilities including the play areas and mural. It will also be used to provide evidence to support the investigation of safety and security related incidents. Cameras are sited so that they are secure and protected from vandalism.

Old Cattle Market Skate Park Plaza

CCTV will be used to act as a deterrent to antisocial behaviour at the skate park (including vandalism and drug use). It will also be used to provide evidence to support the investigation of safety and security related incidents. CCTV will be used in conjunction with appropriate lighting. Cameras are sited so that they are secure and protected from vandalism.

Policy

1. CTC will not use CCTV/BWV for other purposes. Only BWV capture audio recording.
2. CCTV cameras will be sited so that recordings meet the stated purposes. They will cover entrances to the premises and cover play areas within the Town.
3. Cameras have been sited so that they provide clear images.
4. Cameras have been positioned to avoid capturing the images of persons not visiting the premises. The use of a surveillance camera must take into account its effect on individuals and their privacy, with annual reviews taking place to ensure its use remains justified.
5. Regular checks are carried out to ensure that the system is working properly and produces high quality images.
6. CTC will be transparent in our use of CCTV/BWV and it will make all who use the premises aware of its use. For CCTV, this includes the Town Clerk's details, for access to information and complaints, through appropriate signage.
7. CTC has procedures for operating and accessing CCTV/BWV recording equipment, which it will communicate to those users, contractors and third parties who administer, access or operate the equipment or data. The named individual responsible for the system is Esther Greig, Town Clerk.
8. CCTV/BWV recordings and data will be classified as confidential information and held in secure systems with appropriate security measures to safeguard against

unauthorised access and use. This includes password protected computers where this information is stored, and hardware stored in a lockable room.

9. CTC will ensure that contractual arrangements with any contractors or third-party suppliers who may maintain or administer CCTV/BWV systems on our behalf cover confidentiality and information security.
10. Users will only access and view CCTV/BWV recordings and data in response to a request by law enforcement bodies, Councillors or data subjects, authorised by the Clerk (and in her absence, the Deputy Town Clerk) and/or Mayor. Details of how to request information are included in CTC's Freedom of Information Publication Scheme.
11. Information will be stored in a way that allows relevant frames to be isolated to answer a request. Training has been given to authorised staff (Town Clerk and Deputy Town Clerk) on the operation, playback and downloading of recorded images for law enforcement purposes. This can be done without interrupting the operation of the system or loss of data. GDPR training has also been given to staff.
12. CCTV/BWV information will not be disclosed except as necessary for the stated purpose, for law enforcement bodies, or to respond lawfully to a request under GDPR or Freedom of Information Act (FOI). Staff operating the system are aware of DPA Rules, in particular s10 DPA (prevent processing likely to cause substantial and unwarranted damage or distress) and (s12 DPA) prevent automated decision-making in relation to the individual.
13. Recordings and data will routinely be held for 30 days and then deleted.
14. This policy will be reviewed annually to ensure legal requirements and standards are complied with in practice.



Request for access to information CCTV/FOI/1

Freedom of Information Act 2000
Environmental Information Regulations 2004

CCTV/BWV Request Form

Please complete the form below providing as much detail as possible to help the council to identify and locate the information requested. An asterisk (*) indicates a required field, as without these the council will be unable to process your request. Please be aware that a fee may be applicable to the provision of certain information. Please see the assistance notes on page three for guidance.

1 Details of applicant

Title	
*First name	
*Surname	
*Postal or e-mail address	
Telephone number	
General Data Protection Regulation (GDPR) 2018 Camelford Town Council (CTC) will treat your personal information in line with the GDPR 2018. In particular, the information you provide on this form will be used to monitor and fulfil your request. It will not be shared with any third parties, will be kept securely and will not be used for any other purpose.	
If this application is being made on behalf of an organisation please provide details below.	
Organisation (Where applicable)	

2 Details of request

*Please use this section to tell us any other details that may help us to locate the footage required, for example date, time, location, and a description of the information or incident. The more specific you can be the easier it will be for us to find the information. Please note that we only retain footage for 30 days after it has been recorded. It should also be noted that any request for footage that features other persons, may be refused due to General Data Protection Regulations 2018.

3 How would you like to receive the information?

We normally provide copies of CCTV or BWV footage on a DVD.

Come in to collect DVD	
Sent by post (recorded delivery) to address in section 1	
Other (please state)	

4 Where to send the form?

Please post this request to:

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

Or e-mail to

clerk@camelford-tc.gov.uk



Please retain this page for your future reference and information

- The request will be recorded on the day it is received and entered into the request database.
- You should receive acknowledgement of your request within five working days of receipt.
- The Town Clerk will co-ordinate the search for and retrieval of all information that may be relevant to the request. All information within the scope of your request will be considered to see if it can be released, exempted, or partly exempted from release.
- A fee of £20 is required to obtain the information, prior to the start of work on your behalf.
- You should be notified of the decision (that is, sent copies of the information requested or the reasons why it cannot be provided) within **20 working** days of CTC receiving the request.

Assistance notes

This form is to assist you to make a request for information to CTC under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

1. Further copies of this form are available from our website, www.camelford-tc.gov.uk or on request to 01840 212880 or clerk@camelford-tc.gov.uk.
2. Whilst the form is designed to assist you and the council, you do not have to use it to make a request for information. Under the Freedom of Information Act requests for information must be in writing. Requests under the Environmental Information Regulations can be made verbally, but it would help the council to be able to deal with the request if they were made or confirmed in writing.
3. You should state clearly on the form what information you require. You do not have to state under what legislation you are making your request and why you require the information.
4. CTC has a legal duty to give you advice and assistance in making your request if you need it.
5. Required information is marked with an asterisk (*).
6. CTC has an obligation to inform you of any costs associated with your request.
7. CTC is obliged to provide you with the information you have requested within 20 working days of receiving your request. This time limit may extend for under certain circumstances, but you will be kept informed if this is the case.
8. In cases where CTC is not clear what information is being requested, we will assist you to put the request in such a way that the information you seek can be identified.
9. The Data Protection Act 2018 governs access to personal information we hold about living people. There is a separate form for these requests, which can be found at www.camelford-tc.gov.uk

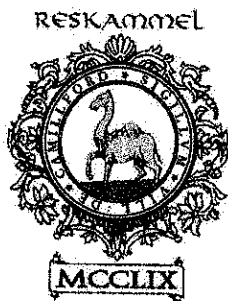
Contact information

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

E-mail: clerk@camelford-tc.gov.uk
Telephone 01840 212880

The Freedom of Information Act 2000 gives you a general right to information we hold. The Environmental Information Regulations 2004 give you a right to information held by the council about the environment. Further information on how we will deal with requests, fees, exemptions which may apply and our publication scheme is available on the council's website, www.camelford-tc.gov.uk

More information on the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998 can be found on the Information Commissioner's Office (ICO) website, www.ico.gov.uk.



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

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)	
FRIENDS OF LANTEGLOS CHURCH	
Name and purpose of project	
THE RESTORATION OF LANTEGLOS BELLS	
Total amount requested from the Town Council	
£1000	
Contact name and position	Telephone: 07740421393
JOHN PEARCE	Email: johnbarberpearce@btinternet.com
Address for correspondence	
10 WARRENS FIELD CAMELFORD	
Post code PL32 9YS	
Bank account name, sort code and account number	
FRIENDS OF LANTEGLOS CHURCH RESTORATION ACCOUNT 20-87-94 83667286	
Aims of organisation – state the aims and objectives of your organisation and the nature of its activity	
FOR THE BENEFIT OF THE PUBLIC – TO MAINTAIN, REPAIR, RESTORE, IMPROVE, AND ENHANCE ST JULITTA'S CHURCH FOR THE PUBLIC BENEFIT WITHOUT DISTINCTION TO ADVANCE EDUCATION, SOCIAL WELFARE AND LEISURE, IMPROVING THE LIFE OF LOCAL RESIDENTS	

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

registered charity number ...1177951.....

company limited by guarantee number

social enterprise

community group

other

Is your organisation part of, or affiliated to any national organisation?

Yes or no NO

If yes, please give brief details.

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
ROPE CHAMBER REPAIR	A	6000
BELL RESTORATION	A	47000
DUMBBELL FOR TRAINING	A	4000
BUILDING WORKS	E	9,500
VAT	E	13,300
What is the total cost of your project?		79800
Amount requested from Camelford Town Council		1000
<p>Have successful applications for grants been submitted to other organisations?</p> <p>WE HAVE A DONATION OF £10,000 AND CROWDFUNDING FOR £750. WE ALSO HAVE AN INDICATION OF OTHER FUNDING FROM THE TRURO DIOCESE GUILD OF RINGERS AND POSITIVE RESPONSES FROM THE PILGRIM TRUST AND GARFIELD WESTON FOUNDATION. CORNWALL HISTORIC CHURCHES TRUST IS DUE TO VISIT THIS MONTH TO ASSESS OUR NEED AND WE HAVE ABOUT £5000 FROM OUR OWN FUNDRAISING. EFFORTS.</p>		
Name of funder	Amount granted	
Total granted		

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

Activity	Amount raised
CROWD FUNDINJG	750
SUBSCRIPTIONS AND OTHER FUNDRAISING	5000

Project details

Name of project RESTORATION OF LANTEGLOS BELLS

Who will manage the project? JOHN PEARCE IN DISCUSSION WITH THE TOWER CAPTAIN RUTH REEVES

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

THE BELLS OF LANTEGLOS HAVE BEEN RINGING OUT FOR ALMOST 500 YEARS. THEY ARE AN IMPORTANT WAY TO CELEBRATE OR MARK SIGNIFICANT COMMUNITY EVENTS.

WEDDINGS AND FUNERALS ARE THE MOST OBVIOUS EVENTS, BUT SOME IMPORTANT NATIONAL EVENTS MAY ALSO BE MARKED BY THE BELLS. SUCH AS ROYAL BIRTHDAYS AND MAJOR HISTORIC EVENTS.

THE WORLD OF BELL RINGERS PROVIDES HELPFUL SOCIAL SUPPORT TO MEMBERS AND PROVIDES TRAINING FOR NEW RECRUITS. IT IS OPEN TO ALL AND COMPLETELY NON-DISCRIMINATORY, ALTHOUGH A REASONABLE LEVEL OF CONCENTRATION AND THE ABILITY TO COUNT IS HELPFUL!

THE PLAN AT LANTEGLOS IS TO INVOLVE SOME OF THE YOUNG PEOPLE FROM LOCAL SCHOOLS. IT MAY NOT SUIT EVERYONE, BUT FOR SOME STUDENTS THE HIGH LEVEL OF CONCENTRATION AND SELF-DISCIPLINE THAT'S REQUIRED MIGHT PROVE TO HAVE EDUCATIONAL BENEFIT

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

Signed.....JOHN PEARCE.....

Date...03/10/2020.....

Clerk

From: Tony Thomas <Tony.Thomas@corservltd.co.uk> on behalf of Civils and Supplies Hub <civilsandsupplieshub@corservltd.co.uk>
Sent: 12 October 2020 08:56
To: clerk@camelford-tc.gov.uk
Cc: Civils and Supplies Hub
Subject: RE: Salt order

Good morning Esther

As discussed please be advised the cost of a one ton dumpy bag is £160.88 excluding vat delivered, if you wish to order it please provide me with your purchase order number and I will start the process immediately, delivery time approx. 2 weeks.

Hope that helps

Many thanks Tony Thomas

From: Clerk <clerk@camelford-tc.gov.uk>
Sent: 09 October 2020 13:48
To: Civils and Supplies Hub <civilsandsupplieshub@corservltd.co.uk>
Subject: RE: Salt order

Thank you Tony.

Best regards



Esther Greig
Camelford Town Clerk and Responsible Financial Officer
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

Tel: 01840 212880
Email: clerk@camelford-tc.gov.uk
Website: www.camelford-tc.gov.uk
Not available on Thursdays.

From: Tony Thomas <Tony.Thomas@corservltd.co.uk> **On Behalf Of** Civils and Supplies Hub
Sent: 09 October 2020 10:03
To: clerk@camelford-tc.gov.uk
Subject: RE: Salt order

Hiya

Clerk

From: Camelford Town Council <admin@camelford-tc.gov.uk>
Sent: 08 October 2020 12:28
To: clerk@camelford-tc.gov.uk
Subject: FW: Powered Pole Pruner 3rd November
Attachments: Powered Pole Pruners NPTC IA 2019.doc

Hi
Apparently Rob needs to do this. Can you let me know whether to book or if it needs approving at Council.

From: ADMIN <admin@lynher.com>
Sent: 08 October 2020 12:24
To: Camelford Town Council <admin@camelford-tc.gov.uk>
Subject: Re: Powered Pole Pruner 3rd November

Hi Amanda

This is a one day course - usually we offer the NPTC qualification for this. I have attached a course outline so you can see what is involved. This is a good course for doing trimming of branches without doing any climbing.

Our next course is scheduled for 3rd November near Plymouth and costs £225 per person. If Rob needs to hire a pruner then we would charge £25 for this. Currently, we are not hiring much equipment and no PPE due to Covid-19 restrictions.

Our next course will be in January or February next year.

Kind regards
Jane

On 08/10/2020 12:10, Camelford Town Council wrote:

Hi

Do you have details for a one day Pole Chainsaw course/extending chainsaw? Apparently Rob was told about this on the last course. Any details much appreciated.

Kind regards



Amanda Lash, CiLCA

Deputy Town Clerk, Camelford Town Council

Powered Pole Pruner

Who is the course for?

Anyone who wishes to operate a powered pole pruner.

Course Outline

DURATION: half day or full day

For the half day course, delegates should already have received training in chainsaw maintenance and cross-cutting

An integrated training and assessment course, with mix of theory and practical sessions. Refresher training is recommended every three to five years.

The assessment outcomes are:

1. Know the health and safety requirements for operating a powered pole pruner
2. Be able to carry out a risk assessment on a site
3. Be able to prepare the equipment and site for powered pole pruner operations
4. Be able to operate a powered pole pruner
5. Carry out maintenance on a powered pole pruner

What should you bring to the course?

Powered Pole Pruner complying with safety regulations
Operators' instruction books and service manuals for machine
Fuel and oil in appropriate container(s) for own machine
Tool kit for own machine

Chainsaw helmet or similar, visor / goggles, gloves, work boots with toe protection, loose non-snag work overalls, hi-viz clothing, a passport-style photo for the card (hardcopy or e-mail a .jpg file), and photo id.

Bring a personal first aid kit (including large wound dressing). We also recommend that all chainsaw users undertake suitable first aid training.

Certificate

City and Guilds/NPTC certificate of training and skills card

*All trainees must be over 16 years of age and in good health. Persons with certain ailments or on certain medication may not be able to take part in the practical sessions.

Come and join us at our next 'open course'. Please contact us for details or check our website, lynher.com for dates and prices. If you have a group of people needing training (maximum of four per course) and would like us to come to your site, please contact us for a quote.

Lynher Training:

Oakleigh House, Hoopers Lane, Gunnislake Cornwall PL18 9NN
Tel: 01822 832232 Email: admin@lynher.com

Clerk

From: PRUDNIKOW Beata 97992 <Beata.PRUDNIKOW2@devonandcornwall.pnn.police.uk>
Sent: 08 October 2020 13:07
To: Undisclosed recipients:
Subject: ref:CAS

Hello,

During April, May and June of this year, particularly as guidance and regulations in relation to the pandemic regularly changed, the OPCC's Cllr Advocate Scheme proved invaluable in keeping local communities informed. Cllr Advocates also provided the OPCC (and through the OPCC, Devon and Cornwall Police) with important information concerning what exactly was going on in their Parishes and Towns.

Should we move towards a similar situation in the next few months, OPCC / Cllr Advocate communications will again be important.

As such we are now actively seeking Parish and Town Cllrs, or even the Clerk, to act as OPCC Cllr Advocates from every Parish and Town Council across Devon and Cornwall, and become a point of contact between the OPCC and their local area, able to receive messages (generally two of three emails a week at the most) from the OPCC and pass them on to their local community. And at the same time pass relevant information into the OPCC / Devon and Cornwall Police.

To provide resilience ideally we would like the email addresses of two named individuals from each Parish and Town Council.

Anything you can do to help increase the number of Cllr Advocates across Devon and Cornwall would be very much appreciated.

Kind regards

*Beata Prudnikow 97992
Community Engagement Officer
Office of the Police and Crime Commissioner*

Planning for the Future - Consultation Responses

Q1 cumbersome, centralised, bureaucratic

Q2a yes

Q2b n/a

Q3 Those who will be directly affected should be contacted by planners in all/combination of possible formats.

Q4 the environment & action on climate change, increasing the affordability of housing, more or better local infrastructure

Q5 Yes. Growth and renewal – but the protected category needs more thought or expanding into more categories; in order to describe land more effectively – e.g farm land, mining etc.

Q6 Not sure. Zoning makes it easier to understand, but it's not a simple subject. Local input looks as though it'll be restricted to design of development rather than location of development. Machine readable formats - what does this actually mean, an algorithm?

Q7a) no idea. Don't know what the Duty of Cooperate is & therefore can't comment on the effect of it's removal.

Q7b) see above

Q8a) Yes. A fair system for all is required if central government are going to implement targets

Q8b) no. It's part of the equation, but not the only factor – more development could be inappropriate for that area.

Q9a) Yes. If already allocated to a growth zone. However, CTC concern is how do parcels of land get allocated to these zones.

Q9b) Yes. The 'pre specified forms of development' could work. Local plan must work with individual communities to ensure local buy in.

Q9c) No.

Q10) Yes. I agree that greater digitisation would be advantageous, as would tighter timescales for decision making. However, simplifying the applications by making them 'shorter & more standardised' may not be possible for such a complex subject as a large development/urban expansion. Ideal opportunity to

use 'gaming tech' to enable walk through technology to explore new developments 'flow'.

Q11) Yes. Greater accessibility is good but worried about cost of software.

Q12) Not sure. Depends on the size of the Plan area.

Q13a) Yes. At present an adopted NDP means you get a bigger share of the CIL (25% rather than 15%) but need to ensure an incentive remains.

Q13b) Yes, as long as it is at no cost to communities.

Q14) Yes. But developers will land bank until the best moment to build so that the market isn't flooded and prices remain high for greatest profits. We live in a free market economy and this is a consequence of that. You could have a fine for developers that get permission but then don't deliver within a set time. Or a black list of developers who are known 'offenders' and have a 3 strike & no more permissions type approach. Enforced sales if not built on in a timely manner.

Q15) Boring - cookie cutter houses with local flavour as an add on eg a occasional slate hung wall, or a different colour render.

Q16) everything mentioned, plus infrastructure to go with development.

Q17) Yes

Q18) Yes

Q19) Yes.

Q20) Not sure. Beauty is a subjective term - who decides what is beautiful in a particular area? Pattern books - who decided what patterns are beautiful at what stage will there be local input? Allowing new builds that confirm to these designs to be built as 'permitted development' is questionable. At what point do things like drainage, connectivity to other areas etc come into consideration - when it's too late?

***Why is there no question on 'Effective stewardship & enhancement of our natural & historic environment'?? All the costs of surveys and consultations will be pushed onto the Local Authority, & thereby the Council Tax payer, whereas at present they are done by the developer as part of the planning application process.

Q21) All are priorities

Q22 a) Yes. The threshold should be a set number of houses; if its not at the discretion of the Local Council

b) Locally

c) More value; if frontloading of the system for 'growth' areas causes increased costs to the local council.

d) NO this is crazy. Borrowing against future uncertain development values does not make sound economic sense. Where would it be borrowed from, over what term, at what interest rate etc. Any short comings in expected revenue would have to be picked up by the council tax payer. The 'risk' should be carried by those that will benefit from the profits and they are squarely with the developer.

Q23) Yes. But ensure rural/lower value areas actually get some Levy.

Q24a) Yes

b) Yes – but the LA should have a choice of Levy or Right to Purchase.

c) Yes

d) Has to be the same standard as the rest of the development!!

***There seems to be many things that are to be 'off set' against the level (a levy free band, affordable homes, First Homes) will there be anything left for actual infrastructure? The concept of 'flipping' affordable homes to free market homes, thereby producing levy payments, if there's an economic downturn and the site isn't producing the revenue the planning authority needs - this is despicable. Penalising the most vulnerable.

Q25) yes but with transparency

Q25a) yes

***There is no question on the delivering change section - general concerns with this section as expressed above there are serious concerns over PropTech selling publicly own land - this should only be considered if selling to a not for profit organisation, CIC's, land trusts etc. Not commercial developers. Cost of producing Local Plans falls on the tax payer - if everything is being done to make planning easier so developers can develop with less delays and costs, could there be some sort of initial payment from the developer to offset the Local Plan Costs? Local Plans will be in place for eg 10years. By the end of the

plan period all environmental surveys will have been carried out, probably 12/13 years previously. How will environmental change be accessed and recorded over that time?

Q26 No views



CAMELFORD COUNCIL

Town Clerk: Esther Greig (BA) Hons, CiLCA

Market Place
Camelford
PL32 9PD

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

Organisation details	
Name of organisation (please complete in block letters) CAMELFORD CHRISTMAS LIGHTS	
Contact name and position JOHN	Telephone: 07912626266/07710390075 Email: john.praoline@livewest.co.uk
Address for correspondence 121 TRECLAGO VIEW, CAMELFORD, CORNWALL Post code:PL329AE	
Aims of organisation – state the aims and objectives of your organisation and the nature of its activity THE AIM OF OUR ORGANISATION IS TO MAINTAIN AND ERECT THE CAMELFORD CHRISTMAS LIGHTS	
What is the status of your organisation or group? (please tick all those that apply)	
registered charity	<input type="checkbox"/> number
company limited by guarantee	<input checked="" type="checkbox"/> number:
social enterprise	<input checked="" type="checkbox"/>
community group	<input type="checkbox"/>
other	<input type="checkbox"/>
Is your organisation part of, or affiliated to any national organisation? Yes If yes, please give brief details: N/A	

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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
ELECTRICAL CONSUMPTION	E	250
REPAIRS TO EXSITING LIGTING EQUIPMENT	E	1500
REPLACE LAMPS FOR FESTOON(500)	A	1,475
REPAIRS TO ELECTRICAL DISTRUBITION EQUIPMENT	E	500
TRAINING FOR USE OF ACCESS EQUIPMENT	A	390
NEW FESTOON STRING	A	510
CONSUMABLE ITEMS	E	500
What is the total cost of your project?		5,125
Amount requested from Camelford Town Council		3,800

Have successful applications for grants been submitted to other organisations?
NONE AS WE ARE GOING THROUGH THE PROCESS OF BECOMING A REGISTERED CHARITY WHERE WE WILL BE ABLE TO ACCESS ADDITIONAL FUNDING

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

Name of funder	Amount granted
Total granted	

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

Activity	Amount raised

DUE TO COVID ARE FUNDRAISING HAS BEEN LIMITED BUT WE HAVE COLLECTION TINS IN VARIOUS LOCATIONS, NORMALLY WE WOULD HOLD DART EVENTS, COFFE MORNINGS, BBQS ETC TO RAISE EXTRA MONEY	
Project details	
Name of project: CAMELFORD CHRISTMAS LIGHTS	
Who will manage the project? JOHN PRAOLINE	
<p>Please provide a statement of how the project will benefit residents of Camelford.</p> <p>THIS PROJECT OF MAINTANING AND ERECTING THE LEGENDARY CAMELFORD CHRISTMAS NOT ONLY BRINGS MEMBERS OF THE COMMUNITY TOGETHER THROUGHOUT THE YEAR BUT WHEN ERECTING THEM IS IT IS FANTASTIC TO SEE SO MANY PARTIES GETTING ENVOLED. THESE PARTIES ARE ANYTHING FROM INDIVIDUALS TO LOCAL BUISNESS AND GROUPS WHICH BRINGS THE COMMNINTY TOGETHER. IN THESE UNPRESIDENTED TIMES, LIFTING THE CHRISTMAS SPIRT BY PUTTING UP THE CAMELFORD CHRISTMAS LIGHTS WILL NOT ONLY PUT A SMILE ON EVERYBODY'S FACES BUT ALSO GIVE A SENCE OF NORMALLITY</p>	

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

Signed.....



Date...13/10/20

2019/2020

Money In

DATE	DESCRIPTION	REF	AMOUNT
02/09/19	Donation from Carnival	50	
02/09/19	CHQ from Carnival	450	
16/10/19	Camelford Town Council	2848	
15/11/19	Donation from Sproull	50	
07/12/19	Collection from Light Switch or	458.1	
18/12/19	Camelford Town Council	500	
09/01/20	Donation from Masons Arms	1605	
12/01/20	Collection Pot	170.3	
	Total		6131.4

Expenses

DATE	DESCRIPTION	REF	AMOUNT
07/10/19	TJR – Planks	70	120.72
08/11/19	J.P Training for Insurance	69	781.2
21/11/19	Insurance & bulbs JP reimbursec	BACS	1034.9
21/11/19	R Sleep	71	1214.04
11/12/19	The Vine -- Satsumas	72	49.5
16/12/19	R Sleep	BACS	451.92
14/01/20	Cherry Picker Training	73	234
14/01/20	R Sleep	74	467.56
22/02/20	R Sleep		2328.42
	Total		6682.26

Start Balance	7620.5
End Balance	7069.64

2018/2019

Money In

Expenses

DATE		REF	DATE		REF
05/11/18	Donation Camelford Town Counc	3200	09/02/19	R Sleep – Materials	84
28/01/19	Sleigh Buckets	539	20/02/19	Wood for Sleigh repair	85
18/02/19	Collection Buckets	724.15			
	Total	4463.15		Total	4092.96
	Start Balance	7250.31			
	End Balance	7620.5			

2017/2018

Money In		Expenses	
DATE	DESCRIPTION	DATE	DESCRIPTION
21/02/18	Donation from Masons Arms	07/12/17	Volunteer Refreshments & Materials (Many weeks of repairs through Oct & Nc
		15/12/17	Baps, Bacon and Materials for repairs
		23/03/18	Volunteer Meal
	Total		Total

	1000	515.05	81
		162.41	82
		196.95	83
	7124.72		
	7250.31		
		874.41	