



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 17th November 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**
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 5th November 2020 (attached).

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

Matters arising from the Minutes. Spoken to Cormac regarding Tramagenna hamlet sign. Stained glass window has been reinstalled.

7. **Planning**

Any late applications will be discussed under this section.

For Information

PA20/05739. Messrs Cathrae and Burnett. Land east of 1 Greens Meadows. **Approved**

PA20/06342. Mrs Margaret Schwartz. Penmara Barn, Trewen. **Approved**

PA20/07229/30/31. Mr Andrew Kempthorne. Bodulgate Farm, Trewalder. **Approved**

8. **Portfolio Reports**

- a. Mayor's Report – Cllr Rotchell

9. **Correspondence**

- a. Resignation letter from Cllr Rathbone
- b. Letter from Heidi Clemo, Census Engagement Officer – requirement for presentation?
- c. Magazine – Clerks and Councils direct.

10. Agenda Items

- a. To **note** minutes of the Events Working Group minutes
- b. To **note** Strategic Working group minutes
 - i. To **resolve** to set up a 'visitcamelford' website for tourist and event information.
- c. To **resolve** upon CTC meeting schedule 2021.
- d. To **note** Interim Internal Audit Report
- e. To **note** Estates and Properties Working group minutes
- f. To **resolve** on grant request from Camelford Leisure centre £3,000.
- g. To **discuss** proposed library charges for audio/DVD for 2021/22 and **resolve** on whether to continue charging or abolish charges on DVD and/or audio books.

11. Accounts

- a. To **note** Balances at 11th November 2020

Current Account	£135,358.84
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	November Wages + expenses	BACS	£7,108.64
HMRC	November Tax & NI	BACS	£1,951.72
Cornwall Pensions	November Pension contributions	BACS	£2,205.35
Zoom	Virtual Meetings	DD	£14.39
Plusnet	Phone and broadband	DD	£52.20
Pennon Water	Library – water	DD	£39.50
Voiphone	Telephone call group	DD	£9.60
Amazon	Work trousers for grounds staff	Debit	£18.96
Pennon Water	Public Toilets – water	DD	£106.50
Cornwall Council	Churchfield Park – Business Rates	DD	£444.00
Cornwall Council	Library/Town Hall – Business Rates	DD	£319.00
Cornwall Council	Cemetery – Business Rates	DD	£407.00
Andy Lawler	Technical services	DD	£40.00
Western Supply	Maintenance supplies	BACS	£44.66
Camelot Garage	Fuel for maintenance equipment	BACS	£30.00
Smart window cleaning	Town Hall windows	BACS	£25.00
Hudson accounting	Interim Internal Audit	BACS	£325.00
Metric group Ltd	Engineer call out	BACS	£180.67
Seadog IT	Webhosting	DD	£25.00
Cornish Maids	Pasties for half-term free meals	BACS	£196.00
Cornwall Council	Car park enforcement	BACS	£122.40
Cormac	Gritting Salt	BACS	£193.06
Broxap	Bollards for Market Place x 3	BACS	£1,214.40
R Sleep	Misc maintenance supplies	BACS	£124.11
	TOTAL		£15,197.16

- a. To **note** Income

Residents	Parking permits	BACS	£35.00
CCLA	Property Fund dividend	AC	£789.65
VAT	Reclaim	AC	£4,264.49
	TOTAL		£5,089.14

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 **discuss** and **resolve** upon course of action for Clease Road car park if this asset is devolved to CTC from CC.
- b. To **discuss** and **resolve** upon Grant application for the installation of electric car park chargers in Clease Road car park if this asset is devolved to CTC from CC.
- c. To **discuss** honoured citizens nominations 2021

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

To **resolve** upon honoured citizens nominations 2021



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA
 Town Hall
 Market Place
 Camelford
 Cornwall

PL32 9PD

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

Ordinary Council Meeting – 5th November 2020

Minutes of the Ordinary meeting of the Council held virtually on Zoom.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 7 Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Hewlett, Scawn & Shaw
 20/427

2. To receive Apologies for absence with reasons

Cllrs Ackroyd-Johnson, Rathbone, - Personal, Cllr Grigg - Business
 It was **resolved** to accept the apologies

Proposed: Cllr Bond Seconded: Cllr Coombes unan 20/428

3. To receive Declarations of Interest & Approve Dispensations

Cllr Scawn 7a planning pecuniary to leave the room.20/429

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

None
 20/430

5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 20th October 2020

Proposed: Cllr Burgis Seconded: Cllr Bond 5-0 (3abs) 20/431

6. To receive Clerk's report

Matters arising from the Minutes. Lockdown measures; play areas, allotments, park and toilets to stay open. Library and Town Hall open 10-12 Mon-Thurs for click and collect. Ticket Machine covered and enforcement stopped. Update on OCM lease. Churchfield car park – surface has been reinstated, to clarify only 2 new public bays will be created.
 20/432

7. Planning

****Cllr Scawn left the room****

PA20/08872. 3 Trevia Park Terrace, Sportsmans Road. Mr & Mrs A Scawn. Application for single storey rear and double storey front extensions. Cllr Shaw noted no issues with the back - is fine, but not sure of the rules for the double story extension for the front elevation

****Cllr Efford joined the meeting****

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

Proposed: Cllr Shaw Seconded: Cllr Coombes unan 20/433

PA20/09080. The Museum Clease Road. Mr Gareth Palmer, Caladen Ltd. Non-material amendment (2) in respect of PA15/09161 for modification of the layouts of plots 1, 2 and 3 retaining the size of the dwellings. whilst simplifying the plan by removing the stepped elevation and level change between plots 2 & 3 and changes to the rear window designs whilst retaining the overall design of decision notice PA15/09161.

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

Proposed: Cllr shaw Seconded: Cllr Elford unan 20/434

****Cllr Scawn returned****

For Information

PA20/07861. Mr & Mrs R Hill. 1 Mount Camel. **Approved** 20/435

Clerk noted next planning conference has been advertised. 20/436

8. Portfolio Reports

- a. Mayor's Report – Cllr Rotchell noted that had meeting with Veor and developer regarding extending the surgery. Judged scarecrows and pumpkins with Cllr Ackroyd-Johnson and Kate Woods. Remembrance and Armistice day remembrance events will go ahead but without any members of the public. Remembrance Sunday brief service at 11am only for those laying wreaths. Wreaths can be laid at anytime. Clease car park – CC has found funds to resurface and reline both sides of the car park. Will start negotiations for Clease car park to be transferred to CTC – either freehold or long-term lease at peppercorn rent. Cllr noted that spaces need to be 2.4m wide. Cllr Burgis noted electric charging points. Cllr Rotchell noted that Cormac have a long-lead time on works, but should be done this financial year. Formally record thanks to Cllrs Hewlett and Shaw for their work over a number of years on the NDP, and to Deputy Clerk Amanda Lash. Noted that Lawrence Reed is leaving BBC and he has recorded a farewell message. Events WG meeting on the 4th, Cllr Burgis reminded us about the centenary of Enfield Park in 2022. Bandstand - poppy wave up – looks fabulous – taking more crocheted poppies to expand the wave for next year. Used Mayors allowance to contribute for free pasties (from Cornish Maids) to school children during the half-term and thank you to the other businesses that joined in – hopefully no child went hungry. No response from Penbode regarding the removal of 32 trees – giving them another week to reply. Cllr Hewlett noted her thanks to DC regarding the NDP. 20/437
- b. Reports from planning conferences – none 20/438

9. Correspondence

- a. Letter from resident regarding Traffic Wardens in Churchfield car park. **Noted**. Clerk to reply 20/439
- b. Letter from Police about recent crime logs and active patrols in Camelford. **Noted** 20/440
- c. Letters (4) from resident regarding Roughtor road drainage, signage and the extension of Camel Trail. **Noted**. Clerk to reply 20/441

10. Agenda Items

- a. The minutes of the Finance Working Group meeting were **noted**. 20/442
 - i. It was **resolved** to vire elections budget to new COVID budget line

Proposed: Cllr Shaw Seconded: Cllr Burgis unan 20/443
 - b. The Q2 expenditure to budget report was **reviewed** 20/444
 - c. The minutes of the Staffing Committee meeting were **noted** 20/445
 - i. It was **resolved** to implement NALC national salary award – increased minimum holiday entitlement

Proposed: Cllr Burgis Seconded: Cllr Bond unan 20/446

Next 4 items taken together
 - d. It was **resolved** that allotment tenant can install an 8x6 greenhouse frame
 - e. It was **resolved** that allotment tenant can install a 6x4 plastic greenhouse
 - f. It was **resolved** that allotment tenant can install a 6x4 shed, 6x6 greenhouse and permission for 2-6 chickens
 - g. It was **resolved** that allotment tenant can install a 10x3ft polytunnel and greenhouse 6x6.
- Proposed: Cllr Shaw Seconded: Cllr Elford unan 20/447**
- h. It was **resolved** to adopt CTC Code of Conduct.
 - i. It was **resolved** upon revised quote from Cormac for line painting in Churchfield car park. £1107.47
- Proposed: Cllr Burgis Seconded: Cllr Hewlett unan 20/449**
- j. It was **resolved** to purchase of 2 x buffer bollard sleeves at a cost of £216.37 each.
- Proposed: Cllr Burgis Seconded: Cllr Coombes unan 20/450**

11. Accounts

- a. Balances at 29th October were **noted**
 - Current Account £134,567.21
 - Tracker Account £51,420.82

Chair's Signature.....

Dated.....

NS&I	£42,179.82		
CCLA	£80,000.00		20/451
b. It was resolved to authorise the payments of Accounts Outstanding			
SLCC	Webinar	BACS	£36.00
Bodmin Nursery	Plants	BACS	£94.85
Microsoft One drive	cloud backup	DD	£1.99
Engineering & Development	Foul Drainage Plan – OCM	BACS	£624.00
South West Water	Sewer connection OCM	BACS	£265.20
Cornwall ALC Ltd	Introduction to VAT Webinar	BACS	£36.00
M&M Plumbing Heating	Repair leak under sink – Town Hall	BACS	£72.00
R Rotchell	Halloween prizes – mayor's allowance	BACS	£18.50
SLCC	Membership Deputy Clerk	BACS	£180.00
Amazon Ltd	Body camera	Debit	£200.00
Wicksteed Leisure Ltd	Balance Phase 2 play area	BACS	£1,520.47
Town Trust	Town Hall rent	DD	£481.54
Seadog IT	Webhosting	DD	£25.00
One drive	Cloud storage	DD	£1.99
Tesco Mobile	Work mobile	DD	£7.50
Positive Energy	Library Electricity	DD	£108.15
Positive Energy	Library Electricity	DD	£131.25
Barclays	Bank charges	DD	£13.73
		TOTAL	£3,818.17
Proposed: Cllr Bond	Seconded: Cllr Elford	unan	20/452
c. Income was noted			
Post office counter	Parking machine and permits	cash	£105.00
Tenant	Allotment rent	AC	£22.00
Post office counter	various	cash	£125.00
Revival Books	Sale of old stock	BACS	£16.48
		TOTAL	£164.98
			20/453

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; Staff

Proposed: Cllr Coombes Seconded: Cllr Hewlett Unan 20/454
a. The Q2 staff expenditure to budget was **noted**. 20/455

13. To note items for 17th November 2020 Agenda.

Later agendas

Town Trust correspondence. Honoured citizens - January

The Mayor closed the meeting at 19:56.

10th November 2020

Esther,

It is with a heavy heart that I write this, and I am fully aware that the timing is very inconvenient, however this is my email of resignation as a town councillor.

I have had a wonderful two years in this post, and have learnt so much. It has been an absolute privilege to be a member of an integral part of Camelford, however I feel my focus for the time being must be on my family and my business. We have a lot going on as a family for the foreseeable future and obviously they are my main priority.

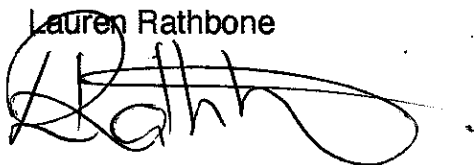
At some point in the future I would love to be part of the council again, but at the moment I cannot give you 100% and that is not fair on the council or the town itself.

I am more than happy to still do the library interviews on Saturday but that will be my last task I'm afraid.

I really am so sorry, but I would like to take this opportunity to thank each and every member of the council for their support.

Yours Sincerely,

Lauren Rathbone

A handwritten signature in black ink, appearing to read 'Lauren Rathbone', written over the printed name.

Clerk

From: Heidi Clemo <heidi.clemo98@field.census.gov.uk>
Sent: 02 November 2020 13:00
To: undisclosed-recipients:
Subject: Census 2021

Good Morning,

I am working for the Office of National Statistics (ONS) on the Census 2021 which is being held on 21 March, 2021.

I cover North East Cornwall, and my role as Census Engagement Manager is to help ensure everyone knows about the Census and is aware about how and when to complete it and help people understand it is a legal requirement.

The ONS have identified Key Population Groups (KPGs) across the area to engage with. In North East Cornwall the KPGs are: eastern european, gypsy and travellers, low income households, homeless and rough sleepers and people lacking digital skills aged 65+.

Despite it being a while off, we are beginning work now with specific communities to help them understand the Census and the different ways they can complete it. In 2021 we are launching the 'Online First' where we hope that 75% of people will complete the Census online.

At this early stage, I am contacting key local contacts like yourself to firstly introduce myself and secondly offer and request the following:

1. **Council Talks or presentations:** If Councillors or any groups within your area would like me to speak or offer a presentation about the Census I would be very happy to attend meetings. I assume the majority of these will continue to be online, however when restrictions are eased I am happy to come in person too.
2. **Contacts:** If you have any key contacts within your community who you think may be able to help me in my role, especially linked to the KPGs I would be really grateful if you would be happy to share them with me.
3. **Newsletters or communications:** If your area or local groups have websites, newsletters, e-newsletters, forums or social media would you be happy to include information about Census 2021 please?
4. **Posters in notice boards:** In the New Year would you be happy to display posters on your community notice board(s) please? If so please let me know how many posters you will require and I will ensure you receive them in the New Year.

Thank you for your time; I really do appreciate your help and assistance. I am local, just in St Austell, so if you would like me to pop over for a chat (when restrictions have eased) then I would be happy to do so or please do give me a call on the number below.

With Thanks,

Heidi

Heidi Clemo | Census Engagement Manager, North East Cornwall | Office for National Statistics | +44 (0)7452 848 322 | Heidi.clemo98@field.census.gov.uk | www.census.gov.uk

Keep in touch:

- Register for email updates about Census 2021 and/or other areas of ONS



CAMELFORD TOWN COUNCIL

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

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

Minutes of the Events Working Group - Wednesday 4 November 2020 via Zoom

1. Members Present and apologies

AL, BH, RR, AB, MB, KW, AAJ

Apologies EG, LR, SS (JP – no apologies sent)

2. Approve Minutes from Previous meeting

Minutes Approved by those present

3. To discuss Remembrance Sunday

RR spoke to the vicar at Lahteglos, 10.45am on 8/11/2020 laying of wreaths by RBL & CC. Other wreaths please lay before or after this time observing social distancing & COVID rules.

Bandstand on 11/11/2020 10.50am – Mayor & lady mayor plus Andy Shaw will lay wreaths for CC & CTC. Mark Baker will be present to play last post. AL will film then post on social media after the event. Again anyone wishing to lay a wreath need to do so before or after this time observing social distancing & COVID rules.

Advised by police not to live stream the event. Will be streamed after event.

Poppy Wave is now up in the bandstand – many thanks to John Gilbert, Kirsty Ferguson & Shirley Goodman for organising this & thanks to Steve Stephens for fixing the lights.

4. Feedback – Pumpkins on Parade/Scarecrow Competition

14 Pumpkins, 10 Scarecrows, 8 Scarecrow Pictures & 8 Scarecrow Trail Entries were submitted. The event was supported by 10 businesses – much appreciated!

We want to thank Camelford Primary School for sending the scarecrow trail out with their newsletter. All prizes have now been given out to the winners & there will be an article in next week's Camelford & Delabole Post.

Many thanks to our judges Rob Rotchell (great fancy dress) Kate Woods & Ayla Ackroyd-Johnson for judging the entries.

5. To discuss taking on monthly litter picks

LR has asked if events are able to take over the monthly litter picks. LR happy to help with the litter picks but wants to step back from the organisation. These usually happen the last Sunday of every month but are currently on hold due to COVID guidelines. It was decided to leave these over the winter as the ground staff will continue to do litter picks in CTC areas. Moved to be discussed at the meeting in February 2021.

6. Honorary Citizens – to recommend names to Full Council

5 names have been submitted with citations, these will now go to full council on 17 November 2020 for consideration (part 2). Events will then organise the event on 5 March 2021 to coincide with other events taking place around town (COVID-19 notwithstanding). Start time approx. 4pm (tbc) in the library/Town hall). AL to liaise with local press.

7. Update from Christmas Lights

No update available as JP not present. AL will contact him for an update. Query risk assessments with volunteers – MB offered to liaise with JP re: risk assessments

8. Winter Festival & Carnival Banners – location (Cllr Burgis)

Banners have now been left with JAG for future events, although AL noted that there are no events this year so the banners will not need to be updated. New banner has been returned as it was not fit for purpose & needs replacing. AL will liaise with JAG about the replacement.

9. AOB

MB asked about the senior citizens Christmas lunch – now not able to go ahead, is there a possibility of combining this with the Community Christmas Breakfast (now a take home bag)

MB will contact Kirsty to find out who usually attends the lunch. AB suggested looking at video footage of previous lunches also.

AB – keen to recognise the centenary of Enfield Park in 2022. It was agreed to discuss this in the Spring 2021 as still plenty of time to arrange & needs to be budgeted for. MB suggested contacting the rambler's group who have a tree in the park to see if they would like to be involved. Moved to February 2021 agenda.

RR – reminded everyone that there will be no Boxing Day Hunt this year

10. Items for next meeting

Honorary Citizens

Music in the Park 2021

Easter

Enfield Park 100th Anniversary

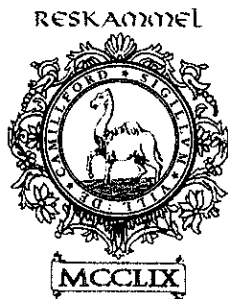
Monthly litter picks

Events for 2021

11. Date & time of Next Meeting

Wednesday 3 February 2021 @ 7pm

In person or via zoom - tbc



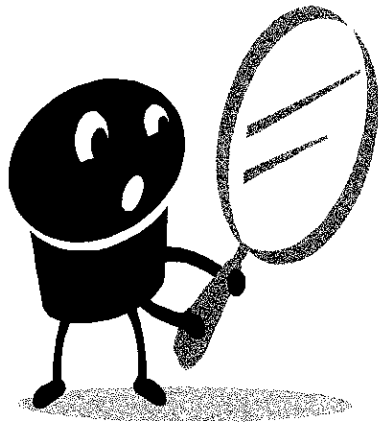
CAMELFORD TOWN COUNCIL

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

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

Minutes of the Strategic Working Group Meeting – 6th November 2020

1. Members present and apologies for absence were **noted**
RR, AA-J, AB, AS CH, MC, Clerk, Tina Mc - CLO
2. Previous minutes were **reviewed**.
Footpath 507/6/1 – countryside services and Cormac liaising
Supermarket – two responses received from the 5 letters sent out. 1 negative, 1 positive. Ongoing.
3. CTC websites update. Have looked at both needs – council and town. Reorganising CTC website ensuring relevant and pertinent information only. DC noted functionality and aesthetics of visitstagnes.com website and has received quotes on this format for Camelford. Realistically between £2.5 and £3.5k. Recommend to next CTC Council; not to wait to next financial year – start on it now. Clerk to identify budget from income savings elsewhere.
4. Churchfield car park noticeboard – options are to replace with black steel (approx. £2.5k) or to look at virtual, touch screen options (approx. £10k). Virtual option to be put forward to budget discussions.
5. Community engagement for town vision and Town Vitality Funds were discussed. New funding for revenue monies for design, feasibility studies available from CC. Fund will be launched next week with a toolkit to aid completion of application. CTC role will be to facilitate access to community and business groups for the studies and engagement projects. Once the paperwork has been published, Clerk, DC and CLO will assess actions and requirements in order to report back to Strategic WG on the 27th. Cllrs RR and AAJ will liaise with a couple of businesses to get some initial input wk beginning 16th and feedback on the 27th. Depending on assessment, office will compile a list of business and community group contact details. Aiming for application to be returned to CC before end of January
6. Update on Clease Road car park. It will be resurfaced and lined at the expense of CC. Negotiations for freehold or leasehold tenure next. New budget line will need to be available from next financial year – decisions on management/traffic orders etc. need to be taken ASAP. Recommend full Council debate on the 17th November in confidential session.
7. Budget items were discussed. IT support provision – due to be reviewed, therefore quotes/recommendations to be reviewed and Cllr tech (individual, council specific tablets) quotes to go to the 20th November budget meeting. A new 'visitcamelford' website would provide tourist information and could be accessed from car park touch screen or public access computers in the library.
8. Items and date for next meeting.
Town Vitality funding
27th November 10am. Zoom.



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF CAMELFORD TOWN COUNCIL
YEAR ENDED 31ST MARCH 2021

ISSUE DATE: 06/11/2020
ISSUED TO: TOWN CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2020.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Due to the Coronavirus pandemic most testing was carried out remotely using both electronic and hard copy documentation.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

The position in respect of previous recommendations is set out in the attached Internal Audit Response Record.

Accounting Records

The accounts are maintained on RBS accounting software; they were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations were last reviewed in July 2020.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for and payment controls were applied.

Authority to spend:

Spending decisions are made at Council as demonstrated in the Minutes; purchase orders are routinely used.

Procurement:

Competitive pricing is regularly sought, quotes for the (relatively) large outlay on the zipwire were obtained.

Payment:

Payments made in July were tested; there were no issues to report

Risk

Risk Assessment:

The council is yet to review its risk management arrangements in this financial year.

Insurance:

Statutory insurances are in place and the Fidelity Guarantee is adequate at £500k.

Investment Strategy:

The Council reviewed its Investment Strategy in July 2020.

Budgets

Setting:

We reviewed the 2020/21 budget setting process as part of our final audit work in 2019/20 and will review the 2021/22 process later in the year.

Monitoring:

Monitoring reports for the first two quarters of the year have been produced; the pandemic is not expected to cause any major (overall) budgetary issues.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash

received is promptly receipted and banked.

Precept:

The precept payment received is in accord with that set by the Council.

Allotments:

Allotments are controlled via a spreadsheet register and there are no issues to report.

Car Parks:

It is no longer possible to deposit the actual takings from the car park due to a change of policy at the bank; a new system with a 'rolling total' of unbanked income is being implemented and we will test it later in the year.

VAT:

VAT claims are up to date.

Payroll

2020/21 pay award:

The national pay award has been accurately implemented.

New Starters:

A new member of staff has been issued with a contract of employment and has been paid in accordance with it.

Re-gradings:

Changes to employee terms and conditions, agreed by Council, have been accurately implemented.

Tax, NI & Pensions:

PAYE and pension deductions have been properly applied.

Bank Reconciliations

Bank reconciliations have been regularly performed and reviewed; September reconciliations were found to be accurate and there were no old unresented payments or balancing entries.

Electors Rights

The Annual Governance Statement and Accounting Statements were properly approved by Full Council and its obligations were met in respect of advertising the rights of the public to inspect the accounts and in publishing the requisite documentation.

INTERNAL AUDIT REPORT RESPONSE RECORD – CAMELFORD TOWN COUNCIL

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
1	A procedural note is produced setting out the steps required to ensure compliance with the Account & Audit Regulations in respect of the exercise of the public's right to inspect the Councils accounting records.	INTERIM REPORT 2019/20		Regulations fully met - closed



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

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

Minutes of the Estates and Properties Working Group Meeting – 30 October 2020

1. Cllrs present and apologies for absence

SB, AS, AB, CH
Deputy Clerk, JG
Apologies RR, EG, SE

2. Previous minutes and actions were reviewed:

Climbing frame and rocker has been collected
BT Cover – should be completed next 2 weeks. Bad weather and confusion over colour to be used.
Car Park lining – quote received for £1,140 (on agenda for next Council meeting). **Deputy Clerk to look into whether Biffa paying for reinstatement of lines. EG to clarify position of new bays. Differing opinions. JG to measure area where new bays will go next to the old recycling area.**
6 trees waiting for collection from Delabole. AS/JG to collect next Thursday morning. 2 of those trees can go into the car park. AS suggested they are stored at the cemetery until can be planted.

3. Grounds Manager's report

All items from last meeting completion except footpath on other side of bridge. JG has dug channels to help the water run towards the river and put rocks down. All noted that this is a country walk and should stay as is. **Recommendation – leave as is.** Need to collect trees from SE. Will aim to collect Thursday morning and store in cemetery.

4. To receive Portfolio reports and discuss any recommendations:

Enfield Park – SB's only concern is the riverbank. Deputy Clerk outlined quotes received from 2 companies. Waiting on 3rd quotation. One quotation is for all of the riverbank repairs and resurfacing of path. Discussed options and quotes. **Recommendation** for Council to look into PWLB to get all works done in one go, and take out that expenditure from the budget heading. Agreed WG to meet on 7 November to look at the path and riverbank.

Library & Town Hall – Deputy Clerk reported still waiting for stained glass window to be reinstated. Has asked for update from Jill Jeffs this week but no reply as yet.

Car Park – AB reported sign is back up. JG will do cycle racks next week when angle grinder fixed. Still getting complaints about not having a 2nd ticket machine near surgery. AB suggested sponsorship. **AB to liaise with Clerk over possible businesses who could sponsor.** AB would like picnic tables and a bin in the car park. **EG to get quotes for 2 benches and a new bin.**

Play areas/OCM – Playbark. Deputy Clerk reported that there is still a delay on supplies. Due November.

[Update – since the meeting it is now a further 8 weeks until delivery]

Fence rotting. Needs to be looked at.

Deputy Clerk – Quotes received for new play equipment to be sited in existing position (see saw, basket swing) with a proposed new roundabout to the side behind the tower). This means no alteration to fences. Discussed surfacing and agreed bonded rubber play bark better than matting. Recommendation for quotes to go to Council as part of budget discussions in November. Estimation £26k.

OCM/Lease – no further headway. Waiting on survey of the land to be carried out to ascertain rental value of land for registering the lease. Expenditure to date £2,963.

Allotments – Inspection carried out Wednesday 28 October. Site in generally good state. 2 enforcement letters sent. Discussed Item 5 – additional allotments. Needs work to remove bracken, new posts and rope. In light of short lease, group not sure whether to undertake the work. To discuss as part of budget discussions in November.

Cemetery and Orchard – Cllr Shaw noted cemetery in reasonable condition. Grass cut. Pruning work needs to be undertaken. 2 dead trees. Suggested a “Friends of Orchard Group”. Deputy Clerk to contact Wendy regarding this. There is a need to be more proactive rather than reactive. Bracken dying down but needs to be eradicated. Cllr Shaw suggested a self-propelling strimmer which would cost around £4k. However, this machine is very heavy and difficult to work. **Deputy Clerk to get quotes for outsourcing this work.**
Camelford Hall – Nothing to report. Has left messages in order to get in for a walk around. Cllr Shaw was recently in the hall and felt it was in good order.

5. Additional allotments discussed in portfolio reports. **Deputy Clerk to get quotation for clearing area.**

6. Cabling to the bird hide. Discussed quotation from YESSS electrical. **Deputy Clerk to get quotation from Yetiserve for time.**

7. Budgets

Allotments – Water bill high. **Deputy Clerk to remind allotment holders not to use hose pipes.** Rent will increase if water use remains high. **Deputy Clerk to get costings for clearing bracken in order to create additional allotment gardens.**

Car Park - Please Car Park needs full Council discussion. Recommendation is for the budget for this needs to be taken out. Cllr Shaw asked if the wall is insured? Deputy Clerk to speak to EG.

Parks – After discussion, recommendation to take out path and riverbank costs to reduce budget line and take out PWLB. Increase tree maintenance to £4k. Not enough.

Cemetery – Cllr Shaw asked why we are paying rates on an empty field. Deputy Clerk to speak to EG. Cllr Shaw would like a copy of correspondence regarding the Environmental Growth meeting that happened before lockdown (lady came for meeting with Clerk, JG and CH). There were suggestions about what was needed to increase biodiversity in the parish.

JG said that there is no budget line for vehicle costs. Van needs tyres this year and due to age, possibly more maintenance.

Deputy Clerk marked amendments in the first look budget in red and highlighted yellow for queries to discuss with Clerk.

8. Benches – JG top sort cast iron bench.

9. Heather Beds – Agreed not to follow the Phased plan – cost not warranted. Budget reduced to reflect this decision.

10. No other business.

11. Items for next meeting
Portfolio/site inspection reports



Grant application form

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

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

Key details	
Name of organisation (please complete in block letters) CAMELFORD LEISURE CENTRE Ltd	
Name and purpose of project Supporting the activities of Camelford Leisure Centre	
Total amount requested from the Town Council £3,000	
Contact name and position JONATHAN HOLT COMPANY SECRETARY	Telephone: 01840 213188 Email: admin@camelfordleisurecentre.co.uk Camelvet55@gmail.com
Address for correspondence CAMELFORD LEISURE CENTRE Station Road CAMELFORD Cornwall <div style="text-align: right;">Post code PL32 9UE</div>	
Bank account name, sort code and account number CAF Bank Camelford Leisure Centre Ltd 40-52-40 00025727	

Aims of organisation – state the aims and objectives of your organisation and the nature of its activity

- Maintain and operate the facilities of a swimming pool and leisure centre, open and available to the community (schools, clubs and general public), 7 days a week, 52 weeks a year;
- Deliver sport and fitness activities, that the community needs and wants, that are inclusive and accessible to all;
- Maintain the availability of an essential sports facility to local education providers (including the eight primary schools, Sir James Smiths School, Adult Education and private training providers);
- Provide a sports and leisure 'hub' to the local area, forging positive partnerships with providers of sports and leisure activities, community groups, healthcare providers and schools, to improve community involvement in sports and physical activities and ultimately to improve levels of fitness and well-being;

Represent an exemplar community-led organisation, clearly demonstrating the values of a community-owned and operated service, operated with a clear understanding of its customers' needs with the customer central to the operating system.

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

...Community Benefit Society.....

company limited by guarantee number ...31555R.....

social enterprise

community group

other

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

Yes

If yes, please give brief details.

Swimming Teachers Association is a national membership organisation for the leisure industry and companies providing swimming instruction

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
Repair and refurbishment of the pressurised cold water system supplying the showers etc, upgrading shower heads to save water	E	£4,5000
What is the total cost of your project?		£4,500

Amount requested from Camelford Town Council	£3,000
Have successful applications for grants been submitted to other organisations? No – balance will come from our own funds. (if yes, please supply the name of the funder and the amount)	
Name of funder	Amount granted
None	
Total granted	
Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)	
Activity	Amount raised
Local business corporate sponsorship x 3	Approx. £1,200
Various donations from members	Approx. £3,000
Support from Local parish councils	£4,500
Increasing LC revenue	Ongoing
Prior to Lockdown, memberships had increased to nearly £10k per month. They have now recovered top nearly £8k per month	
Project details	
Name of project Upgrade to water system and showers	
Who will manage the project? The Camelford Leisure Centre Managing Director and the Executive Board of Directors	

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

Camelford Leisure Centre continues to improve the service to residents of the town and surrounding parishes, membership is increasing and we are receiving very good customer feedback from our surveys. The original business plan required CLC Ltd to overcome an operating deficit which had been running at £170,000 in the year to December 2012. Since then the Centre has improved the position significantly. By 31st July 2019, the average monthly trading deficit had been wiped out to £939 (2018 £1,251). During 2018-19, the overall operating deficit was £11,265 (2018 £15,014 (**after depreciation**)). There is £25,080 allowed for depreciation in the period.

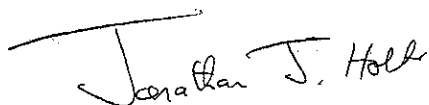
The income, net of grants, for the period from 1st August 2018 to 31st July 2019 was £276,257 (2018 £234,549).. The expenditure was £268,572 (2018 £271,240) but the previous year had included £30,000 spent on the fitness suite.

The Centre was forced to close on 21st March 2020 in line with government requirements. We reopened promptly on July 25th – the only centre in North Cornwall and one of very few across the County to have done so. Management and staff have been rigorous in creating Covid safe ways of operating and the Centre has proved to be very popular with its users. However, numbers, and therefore income, have had to be severely restricted. The Centre was not eligible for Cornwall Council grant aid due to its high rateable value and, apart from the furlough scheme, we have not had any financial support from County or central government. The directors have decided that we should stay open for the community for the present despite making a monthly loss. Currently estimated to be £3-4,000)

The Centre requires continuing grant support to ensure long-term sustainability of our service to the community, in particular to the six primary schools in our area.

The latest financial year end was on 31st July 2020 and figures are not yet available. It is expected that the financial position will be worse than last year due to the Covid lockdown and subsequent restrictions. Full figures will be forwarded after the AGM in November

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



Signed.....

Date 14 October 2020.....



Annual review of library charges 2021-2022

Prepared by:

Name Linda Moffatt

Job title Library and Information Service Manager

Library and Information Service 11 November 2020

Annual review of library charges

Library charges are reviewed annually for implementation in April. Loaning of library books is a free service but Councils may make a charge for overdue items, hire, out of county loan costs and printing/photocopying facilities.

Background

Cornwall Council has a statutory duty under The Public Libraries and Museums Act 1964 to provide a comprehensive and efficient library service for all persons or all those who live, work or study in the area (section 7). Councils may also offer wider library services, for example, loaning devices, running activities or providing access to wifi and computers. Councils must lend books and other printed material free of charge for those who live, work or study in the area (in accordance with section 8(3))

This review is to seek approval for the following changes to library charges, all other charges to remain the same as 2020/2021.

- Audiobook on cd
- Inter library loans from British Library
- Music scores

The 2020/2021 charges are [here](#).

Audiobooks on cd

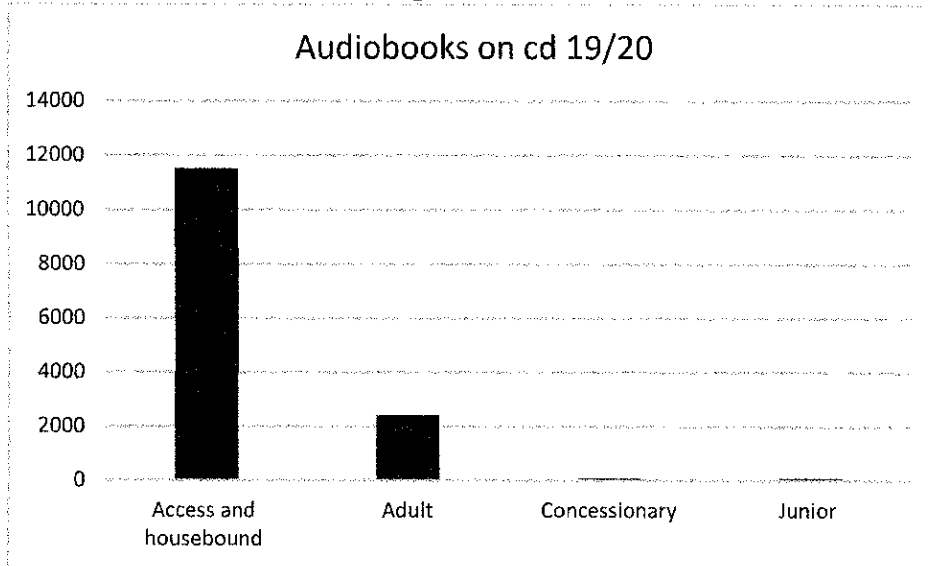
Covid 19 has impacted on library loans due to lockdown and closure of libraries for many months. Reading is seen as a key activity not only to improve literacy and education but also for relaxation, leisure and mental health. During the first lockdown, print materials were not available to customers but e-books, e-audio, e-newspapers and e-magazines were and Cornwall saw nearly 4000 new members joining at this time to benefit from the free Cornwall Library resources.

This highlighted an anomaly in the charging mechanism for audio books, that audio books on cd are chargeable unless the customer is registered as a housebound or access customer, whereas e-audio are free for everyone.

Additionally, Covid 19 has been instrumental in pushing more people towards digital services with many customers likely to prefer to download e-audio at home than visit to borrow a multiple cd set.

Publication of audiobooks on cd is a diminishing business as downloadable editions become more popular. However, we recognise that many of our cd user base may be elderly or without internet access and we do not intend to discontinue provision of audiobooks in this media but to make it freely accessible.

During 2019/20, 14,115 audiobooks on cds were loaned, with 81% of that total borrowed by housebound and access members at no charge, evidencing minimal take up of this medium amongst wider users.



Recommendation

To remove the hire charge for loaning of audio books on cd to bring it in line with e-audiobooks

Inter Library Loans

We have operated a full cost recovery model for inter library loans for several years. British Library increase their charges annually

	2019/20	2020/21
British Library loan per item	£15.45 + £2.90 p&p	£16.10 + £2.90 p&p
British Library periodical loan	£11.25 + £2 admin	£12 + £2 admin
British Library renewal per item	£5.10	£5.35

Inter library loans are reducing due to a robust stock purchasing policy in Cornwall and the increasing availability of texts online. However, inter library loan is a standard requirement in delivering the statutory provision of a comprehensive library service and the charges cover the cost of provision only.

Recommendation

To increase the charge for British Library inter library loans in line with their charging policy.

Music scores

We have maintained the cost of music score hire at the current six monthly hire charge of 60p per score, for several years. In 2020/21 changes in the provision of music scores from Plymouth Library Service, from annual subscription to individual item charging, has resulted in an increase in hire to 10 music scores at the cost of £4 per month. This is a 400% increase and could be detrimental to Cornish cultural

activity particularly in small choirs. Historically we have conducted most of our music business with Plymouth but depending on availability, we also hire scores through several regional music library services. The preference is for a small increase in music score hire, to balance the increased charges against the wider service provision.

Recommendation

To increase hire of music score from 60p per six month period to £1 per six month period

Conclusion

The recommendations are

- removal of hire charge in respect of audiobooks on cd to align with free download of e-audiobooks
- to increase British Library inter library loan charges in line with their annual price increase
- to increase music score hire to reflect changes in the charging mechanism of our largest music supplier
- for all other charges to remain the same as 2020/21

Library charges 2020-21

Information Classification: CONTROLLED



Overdue charges for books and free DVD loans:

Adult members – 25p per open day to maximum of £8.00
Access, Concessionary and Young Adult members – 15p per open day to a maximum of £4.00
Child members (under 16) – No charge

Lost or damaged items:

Full replacement or rebinding cost (no charge for picture books borrowed by children under 5 years old)

Replacement membership cards:

Adult - £1.50
Concessions, Access, Young Adult - £1.00
Under 16s - 50p

Hire Charges:

DVDs – from 50p to £3.00 per week; free to Access member limited to 2 at a time; non-fiction free
CDs – £1.00 per disc; free to Access members
Audiobook CDs per 3 week loan – Adults £2.00; children 50p; Free to Access members, housebound members and looked after children

Reservations:

Adults and Concessionary users - Free online self-reservations (limit of 6 in process at any one time); £1.00 per item if placed by library staff
Access and Housebound members – free
Under 18s – free (limit of 6 in process at any one time)
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)
Books on Prescription – free

Performing Arts collection:

Vocal and Orchestral sets – no charge

Vocal and orchestral sets requested from outside Cornwall

Vocal scores – 60p per score per six months
Orchestral sets - £10.00 per set per three months
Postage charge of £7.00 per 20 copies (please note this charge may vary, ask staff for details)
Reservation charge £6.00 from library authorities inside South West Region (non-refundable)
Reservation charge £12.05 from library authorities outside South West Region (non-refundable)
Renewals will be charged at the rates and time periods as listed above
Late returns charge £10.00 applies
Missing part charged at cost plus £5.00 administration fee, unless a new copy is supplied by customer

Out of County Inter Library Loan Requests:

Adults - £10.10
Concessions, Young Adults - £9.10
Children - £4.10
British Library book loan request - £18.35
British Library periodical request - £13.25
British Library Loan Renewal - £5.10 per 3 week renewal period

Please note that persons owing more than £5.00 in library charges may be prevented from borrowing until the balance is reduced. Please speak to a member of staff for advice.

Use of public computers (subject to availability):

Cornwall library members free for two hours

Other library members(English and Welsh Library authorities on production of library card) free for one hour

Non-members free for 30 minutes – no extension

Access to Wi-Fi – free

Extension of time for members after the free period is dependent on availability and at the discretion of the library supervisor

Please note that persons owing more than £5.00 in library charges will be regarded as non-members for computer charging purposes

Printing from any source:

Monochrome 10p; colour 50p per sheet

High gloss colour printing on customer's own paper £1.00; on library paper £1.25 per sheet

Photocopying:

1-29 sheets

A4 monochrome 10p per sheet (colour 50p where offered)

A3 monochrome 20p per sheet (colour £1.00 where offered)

30 plus sheets

A4 monochrome 8p per sheet (colour 40p where offered)

A3 monochrome 16p per sheet (colour 80p where offered)

Room hire:

Minimum of £10.00 per hour when library open, dependent upon size of room available; negotiable rates for out of hours and community use

Commission rates:

30% - requires signed agreement in place between artist and relevant Council