



# CAMELFORD TOWN COUNCIL

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

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## Ordinary Council Meeting – 20<sup>th</sup> April 2021

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  
 21/152

### 2. To receive Apologies for absence with reasons

Cllr Ackroyd-Johnson - business

**Proposed: Cllr Coombes      Seconded: Cllr Elford      unan      21/153**

### 3. To receive Declarations of Interest & Approve Dispensations

None  
 21/154

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

Cllr Barry Jordan attended  
 21/155

### 5. To receive and approve the Minutes of:

It was **resolved** to approve the minutes of the Ordinary Meeting 1<sup>st</sup> April 2021 following one amendment

**Proposed: Cllr Burgis      Seconded: Cllr Bond      7-0 (1 abs)      21/156**

### 6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease –no further update. Have ordered 40,000 car park tickets. Enfield park project – ecologist report received; summary will be on the next agenda. Election – uncontested. OCM Café – withdrawal of contractor due to length of time taken to start project. Congratulations to Librarian for the recognition given by customers for her exceptional customer service.  
 21/157

### 7. Planning

**PA21/02549. Glen Mead, Helstone. Jon Watts.** Listed building consent for renovations to improve historic legibility of the heritage asset, prevent further water ingress and subsequent damage and to improve the buildings thermal efficiency. Cllr Shaw noted this is an excellent bit of renovation that will benefit the building

It was **resolved** to **Support**

**Proposed: Cllr Shaw      Seconded: Cllr Elford      unan      21/158**

**PA21/02635. Land North of Polstraul, Trewalder. Mr S Saffron.** Reserved matters pertaining to access, appearance, landscaping, layout and scale, following Outline approval PA19/03897 (for proposed live/work unit). Cllr Shaw noted that the design is agricultural, with cladding, he's still concerned about access through the old hedge. Appropriate for the setting

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

**Proposed: Cllr Shaw      Seconded: Cllr Bond      unan      21/159**

### For Information

PA19/08691. Highermead Residential Home, College Road. Ark Care Ltd. **Approved**  
 PA21/01161. Nos 1-18 Highfield Road. Mr Mike Briggs. **Approved**  
 PA21/00415. A39 Atlantic Highway. Christian Murley. **Scoping Opinion Decision**  
 PA20/08944. 28 Fore Street. Mr Michael Stockwood. **Approved**

21/160

**\*\*Cllr Grigg arrived\*\***

## 8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell reported that he judged the Easter bonnet and egg competition with the Librarian, Meeting with Veor – have appointed a practice manager. Read out the proclamation for the Duke of Edinburgh's passing, attending hybrid place-shaping meeting, finance committee meeting and the service of commemoration at Lanteglos. Opened Mason's garden. He noted that interesting how businesses have adapted to the changing needs and challenges because of the pandemic. He also read out a report from the Community speed-watch. They have undertaken 2 evening watches – caught 12 and 8 respectively. Now have 8 trained volunteers and they thank landowners that allowed them to operate at different locations. If anybody else wants to volunteer – please contact PSCO Dodds or Kirsty Ferguson.

21/161

## 9. Correspondence

- a. Cornwall Council – A39 improvement, Land Entry 21/162  
 b. Cornwall Council – Consultation – European sites supplementary planning document. 21/163  
 c. Ministry of Housing, Communities & Local Government. Letter regarding Local Authority Meetings. 21/164  
 d. Cornwall Council Highways. Letter regarding weed removal in Camelford. 21/165  
 e. Bodmin Town Council. Copy letter sent to MHCLG regarding CC's lack of NPPF due diligence 21/166

## 10. Agenda Items

- a. The minutes of Events Working Group Meeting were **noted**. 21/167  
 b. Next agenda  
 c. The PWLB annual statement 31<sup>st</sup> March 2021 was **noted**. 21/168  
 d. It was **resolved to accept** grant offer letter – onstreet residential chargepoint scheme - Clease.  
**Proposed: Cllr Burgis      Seconded: Cllr Grigg      8-0 (1abs)      21/169**  
 e. It was **resolved to approve** allotment tenant requests:  
 i. 12ft x 10ft greenhouse – Plot 3  
 ii. Quail – Plot 55  
 iii. Polytunnel 6m x 3m – Plot 57

**Proposed: Cllr Shaw      Seconded: Cllr Bond      unan      21/170**

## 11. Accounts

a.	Balances at 14 <sup>th</sup> April 2021 were <b>noted</b>		
	Current Account	£176,382.55	
	Tracker Account	£51,423.38	
	NS&I	£42,483.49	
	CCLA	£80,000.00	21/171
b.	It was <b>resolved</b> to authorise the payments of Accounts Outstanding		
	Staff	March Wages	BACS £7,595.17
	HMRC	March Tax & NI	BACS £2,172.19
	Cornwall Pensions	March Pension contributions	BACS £2,392.91
	Voiphone	Telephone calls	DD £50.00
	Voiphone	Telephone virtual PBX	DD £9.60
	Barclays	Account charges	DD £8.80
	Zurich	CTC insurance	BACS £2382.93
	Cornwall ALC Ltd	CALC/NALC subscription	BACS £1006.48
	CloudyIT Ltd	Office 365	BACS £214.02
	SeaDog IT	Webhosting	DD £25.00
	Bin Shop	Churchfield car park litter bin	Debit £155.17
	Plusnet	Broadband	DD £52.20
	SeaDog IT	Migration of services assist	BACS £55.00
	Cormac	Salt/Grit	BACS £193.06
	Smart window cleaning	Town Hall	BACS £25.00

Western Supply	Maintenance supplies	BACS	£59.38
Jackson Lift Services	Annual service and maintenance	BACS	£1591.20
Camelot Garage	Fuel for van	BACS	£30.00
Spar	Office supplies	Debit	£10.24
Jag Signs	6 x flags	BACS	£554.34
ICCM	Corporate membership	BACS	£95.00
Stephens Home Hardware	Maintenance supplies (x3)	BACS	£47.79
Pennon Water	Public Toilets – water	DD	£106.50
Zoom	Virtual Meetings	DD	£14.39
Cornwall Council	Churchfield – Business Rates	DD	£445.10
Cornwall Council	Office – Business Rates	DD	£322.60
Cornwall Council	Cemetery – Business Rates	DD	£293.20
Cornwall Council	Enfield Park Store – Business Rates	DD	£53.28
Town Trust	Town Hall rent	DD	£481.54
Town Trust	Market Place rent	DD	£20.00
CPA Horticulture	Play bark	Debit	£628.39
		<b>TOTAL</b>	<b>£21,090.48</b>
<b>Proposed: Cllr Bond</b>	<b>Seconded: Cllr Coombes</b>	<b>unan</b>	<b>21/172</b>
Income was <b>noted</b>			
HMRC	Q4 VAT reclaim	AC	£1,974.05
Website advertising	Various businesses	AC	£12.00
Allotments	Annual rent – various	AC	£506.00
Car parking permits	Various	AC	£160.00
Cornwall Council	Precept and CTS grant	AC	£136,830.60
		<b>TOTAL</b>	<b>£139,482.65</b>
			21/173

## 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; vandalism.

**Proposed: Cllr Hewlett**      **Seconded: Cllr Coombes**      **unan**      **21/174**  
a. Letters of apology for vandalism from local children were **noted**

## 12. To note items for 4<sup>th</sup> May 2021 Agenda.

To note annual meetings scheduled for 18<sup>th</sup> May at Clease Hall.

To approve the Annual Governance and Accounting Statement.

OCM - Cllr Shaw to lead

### Later agendas

Town Trust correspondence.

**The Mayor closed the meeting at 7.26pm**



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## Minutes of the Finance Working group meeting – Friday 16<sup>th</sup> April 2021

1. To note members present and apologies  
Cllrs, Shaw, Burgis, Coombes, Rotchell. Esther Greig – Clerk.  
Absent Cllr Scawn.

2. Previous minutes were **reviewed**

3. Clerks report Q4 budget to expenditure was **received**.

End of year balances **discussed**, and new earmarked reserves (EMR) balances **noted**.  
Expenditure 91% of budget, Income 102% of budget.

Income –

£3k under for car park income due to ticket machine being closed during lockdowns. Under on events grants as no events took place. Extra grants received for place shaping and reopening high streets. OCM phase 2 revenue grant for youth worker moved into 2021-22 financial year for accounting purposes as there hasn't been formal acceptance of phase 2 with Reaching Communities.

Expenditure –

Administration cost centre would be on budget but spending on the place-shaping took the marketing budget line over (but covered by grant received).

Accommodation – as budgeted, balance lift £3.2k to EMR.

Parks and Recreation – slightly over due to payment of Wicksteed 5% retention in 19-20. £3.2k to skatepark EMR which includes the WPD payment as a pre-payment as electrical connection has been paid for but not yet installed.

Grants and subscriptions – on budget

Town Maintenance – under budget 93%. Cllrs Rotchell and Shaw noted that the van needs to be assessed and a report given to Council after each MOT, so that future needs can be budgeted for in a timely fashion and any new purchase must be assessed on climate sustainability factors as per CTC Environmental Policy.

Community – under budget 31%. Balance events split to £3.5k park centenary celebration 2022 and £3.5k IT.

Fireworks not spent.

Allotments - as budgeted, balance for land £1.9k to EMR

Cemetery – Rates were not budgeted for – so over budget £2.5k. Cllr Shaw suggested closing the cemetery if as not being used to save on this budget line – **Recommend to FC**.

Library operations – under budget 81%. £1k moved to EMR for secondary glazing of the stained-glass window.  
Balance off-sets over spend on cemetery rates.

4. Fixed Asset Register was **reviewed**.

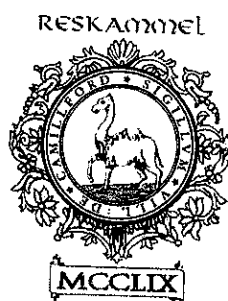
5. Accounting Statement – draft (AGAR) was **reviewed**, change in accounting basis for staff costs and the need to restate previous years boxes **noted**. Clerk noted that end of year accounting process was complete and that the internal auditor had collected all relevant paperwork to review for his report.

6. PWLB application. Clerk noted back-log at DCLG – response to Enfield Park project application may not be known for 3-6 months. The window for works being done on the riverbank is 1<sup>st</sup> June to 1<sup>st</sup> September. Will not be able to give the contractor timely response to whether finance available. 2 options – a. postpone until 2022 or b. commit reserves to pay for the riverbank works. Reserves are available without affecting general or

adversely earmarked reserves projects, or current year cash-flow. Clerk to clarify resolutions regarding park path. **Recommend option b to FC**

7. Q4 internal control – RR. To be undertaken once paperwork has been returned by the internal auditor.

8. Items for next meeting  
Q1 expenditure to budget  
Investment balances etc.



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## Q4 Finance Report April 2021

### Contents

1. Q4 Summary
2. Income
3. Expenditure

### 1. Summary

Expenditure 91% of budget, Income 102% of budget.

**Total funds 31.3.21                    215,676.49**

Barclays current                        41,679.62

Barclays tracker                        51,423.38

NS&I                                        42,483.49

CCLA                                        80,000.00

Library Float                            90.00

### Earmarked Reserves at 1.4.21

NDP                                        1679

Cemetery                                11225

Skatepark                                8200

Lift - control panel                    12656

Events                                    3500

IT    3500

Window - secondary glazing        1073

Churchfield resurfacing            5000

Allotments                                1897

**48730**

### 2. Income

£3k under for car park income due to ticket machine being closed during lockdowns. Under on events grants as no events took place. Extra grants received for place shaping and reopening high streets. OCM phase 2 revenue grant for youth worker moved into 2021-22 financial year for accounting purposes as there hasn't been formal acceptance of phase 2 with Reaching Communities.

<b>Income Q4 2020-21</b>	<b>Budget</b>	<b>Actual</b>
Precept required	260197	260,197
Interest - Bank/Investment	3,500	3,609
Grants/Donations Received	1,450	11,330
Income - Car Park	6,500	3,808
Footpath Grant	686	700
Council Support grant	11,792	11,792
Allotments - rents receivable	1,000	1,299
Income Other	2,500	1,277
OCM Phase 2 grants	0	0
<b>Total Income</b>	<b>287,625</b>	<b>294,012</b>

## 2. Expenditure

Administration cost centre would be on budget but spending on the place-shaping took the marketing budget line over (but covered by grant received).

	<b>Budget</b>	<b>Q4 Actual</b>	
<b>Administration</b>			
Staff Mileage	900	0	
Councillor Mileage	300	0	
Training	3,000	1200	
Mayors Allowance	650	555	
Bank Charges	200	112	
Internal Audit	1,350	1357	
External Audit	1,000	800	
Insurance	2,300	2329	
Elections	0	0	
Office Supplies	1,500	875	
Marketing	6,200	14134	
Telephone	700	750	
Legal Expenses	2,000	3182	
Website/computers	2,000	2179	
Covid	4,000	4753	
<b>Administration total</b>	<b>26,100</b>	<b>32,226</b>	123.47%

Accommodation – as budgeted, balance lift £3.2k to EMR.

<b>Accommodation</b>			
Library Rent/Service Charge	5900	5778	
Rates - Library	3250	3194	
Lift	5,000	1201	
<b>Accommodation Total</b>	<b>14150</b>	<b>10173</b>	71.89%

Car park – reduced enforcement balances out the loss of income.

<b>Car Park</b>			
Churchfield CP Maint	11,100	3,303	
Loan Repayments - Car park	9,725	9725	
Car park Rates	4,500	4441	
<b>Car Park Total</b>	<b>25,325</b>	<b>17,469</b>	68.98%

Parks and Recreation – slightly over due to payment of Wicksteed 5% retention in 19-20. £3.2k to skatepark EMR which includes the WPD payment as a pre-payment as electrical connection has been paid for but not yet installed.

<b>Parks &amp; Recreation</b>			
Park / river maintenance	7,250	8063	
Skatepark	6500	3370	
Playarea	10,850	11,771	
Rates/utilities - Store	800	359	
<b>Enfield Park Total</b>	<b>25,400</b>	<b>23563</b>	92.77%

Grants and subscriptions – on budget

<b>Grants/Subscriptions</b>			
Grants	8,150	8150	
CALC/SLCC Subscriptions	1200	1191	
<b>Grants - Subscriptions total</b>	<b>9,350</b>	<b>9341</b>	99.90%

Town Maintenance – under budget.

Public Toilets Maintenance	5,000	4540	
CCTV	500	1153	
General Town Maintenance	9500	7270	
Vehicle costs	2,000	1504	
<b>Town Maintenance Total</b>	<b>17,000</b>	<b>14467</b>	85.10%

Community – under budget 31%. Balance events split to £3.5k park centenary celebration 2022 and £3.5k IT EMRs.

<b>Community</b>			
Christmas Lights	4,000	3953	
Defibrillator	350	320	
Events	7,250	104	
Fireworks Display	2,200	0	
<b>Community Total</b>	<b>13,800</b>	<b>4377</b>	31.72%

Allotments - as budgeted, balance for land £1.9k to EMR

<b>Allotments</b>			
Allotments	3000	1101	
<b>Allotments Total</b>	<b>3000</b>	<b>1101</b>	36.70%

Cemetery – Rates were not budgeted for – so over budget £2.5k.

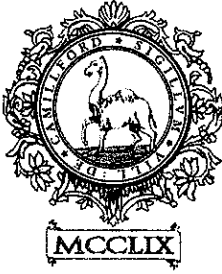
<b>Cemetery</b>			
Cemetery - rates	0	2847	
Orchard/maintenance	700	368	
<b>Cemetery Total</b>	<b>700</b>	<b>3215</b>	459%



Library operations – under budget 81%. £1k moved to EMR for secondary glazing of the stained-glass window. Balance off-sets over spend on cemetery rates.

<b>Library</b>			
building modifications	6500	3227	
building operations	4300	3837	
<b>Library Total</b>	<b>10,800</b>	<b>7064</b>	65.41%

Staffing to be discussed in CTC confidential session - Part 2



## Report to Council 4<sup>th</sup> May 2021

Following the Finance Working group, all resolutions regarding Enfield Park Project have been pulled together for ease of reference. A revised quote for the works resolved on in 8a and 8b (min refs 21/091 & 092) of the 4<sup>th</sup> March Meeting has not been obtained due to known delay regarding PWLB finance.

### Meeting 3<sup>rd</sup> December

12 b. Enfield Park.

It was **resolved** to renew the path

**Proposed: Cllr Grigg**                      **Seconded: Cllr Bond**                      **8-0 (1abs)**                      **20/511**

It was **resolved** to repair the river bank

**Proposed: Cllr Grigg**                      **Seconded: Cllr Burgis**                      **Unan**                      **20/512**

It was proposed to renew the path with a tarmac surface

**Proposed: Cllr Grigg**                      **Seconded: Cllr Burgis**                      **3-5 not carried**

It was **resolved** to renew the path with a shingle surface

**Proposed: Cllr Grigg**                      **Seconded: Cllr Burgis**                      **5-3 dec carried 20/513**

It was **resolved** that the principle of shingle path and river bank improvements to be done at the same time - in 2021-22, subject to budget considerations.

**Proposed: Cllr Shaw**                      **Seconded: Cllr Grigg**                      **Unan**                      **20/514**

c. It was **resolved** in principle to finance park works via public works loan board, subject to budget considerations.

**Proposed: Cllr Shaw**                      **Seconded: Cllr Bond**                      **Unan**                      **20/515**

d. It was **resolved** to undertake procurement exercise for works.

**Proposed: Cllr Shaw**                      **Seconded: Cllr Bond**                      **Unan**                      **20/516**

### Meeting 16<sup>th</sup> February

12a. The minutes of the finance working group were **noted**                      **21/080**

**\*\*\*Cllrs Elford and Scawn left the room\*\*\***

i. It was proposed by Cllr Burgis, and seconded by Cllr Shaw to award the river bank contract to Cormac. 3-4 not carried.

It was **resolved** to **award** the river bank contract to Bridge Engineering.

**Proposed: Cllr Bond**                      **Seconded: Cllr Grigg**                      **6-1 (dec carried) 21/081**

After much discussion regarding the path; it was decided to postpone that part of the decision until the 4<sup>th</sup> March. Clerk will get further information and quotes from contractors regarding repairing the existing path rather than renewing the entire path, and in addition get quotes for replacing/relaying the pond path. Clerk will also contact Pond management company regarding drainage into the pond. Clerk to contact all companies involve to thank them for their time in tendering

**\*\*\*Cllrs Elford and Scawn returned\*\*\***

## Meeting 4<sup>th</sup> March

### Meeting of the Council – 4<sup>th</sup> March 2021 – Report for Agenda Item

#### Enfield Park Path project – essential maintenance and repairs rather than complete renewal

Riverbank – waiting for a date for the Environment Agency to meet us (Bridge/CTC) on site to discuss works. The EA may not want 120m of hard engineering, they may require some softer solutions and allow the river bank to erode certain sections. This would mean some re-siting of the path. CTC will have a better idea of works required following the EA meeting. Bridge will revisit their quote accordingly.

Path - having spoken to experts, the most hardwearing and long-lasting path solution would be tarmac; with a resin finishing surface in a natural colour. Similar to what has been done at Lanhydrock by the National Trust. Expensive! Enfield park's main problem is that the water drainage across the path is inadequate in places – it's having an adverse effective by washing away the '803' gravel topping. Approximately 250 of the 1000m topping needs to be replaced - as indicated on map in green.

The pond path is a health and safety issue – slippery, uneven slates next to water.

Therefore, maintenance works required should be undertaken in the following order:

- Replace 4 sets of drainage pipes as indicted on the map in purple. 4" pipes currently - need to be bigger to accommodate excessive flow, pipes that are crushed need replacing.
- clear back overgrown edging vegetation and clean, scarify and regrade as required. Then assess further
- Moving/re-siting path if deemed necessary by EA.
- Re-lay pond slate path to remove extensive trip hazards and paint with non- slip paint, or regrade with '803'

Current Bridge quote is for River bank and path renewal £92,280 and £2,500 approximately is required for environmental surveys, reports and permissions. It may be that the surveys need to be completed before the EA agree to meet.

Recommend applying for public work loan board monies with these existing quotations in order to get HM Treasury agreement in place. The environmental surveys are required soon, and will may well be needed to be paid before the agreement or receipt of the loan. £95,000 over 11.5 years = £8,680. Terms and conditions circular attached. **A decision regarding instructing surveys prior to receipt of PWLB loan and the PWLB loan amount is required on the 4th.**

#### Resolutions:

8a. Previous quotes for the pond path were reviewed. A discussion took place regarding safety of slate next to water. It was proposed by Cllr Bond and seconded by Cllr Scawn to relay the slates around pond path. Cllr Rotchell took proposal from Cllr Hewlett first and It was **resolved** to replace the pond path with non-slip surface similar to rest of path

**Proposed: Cllr Hewlett    Seconded: Cllr Elford    6-2 (Cllrs Bond, Scawn) (1abs) dec. carried 21/091**

b. It was **resolved** to improve drainage and undertake maintenance of paths in Enfield Park. Then to renew approximately 150m and replace pond path in similar style (finish to be confirmed)

**Proposed: Cllr Shaw    Seconded: Cllr Coombes    Unan    21/092**

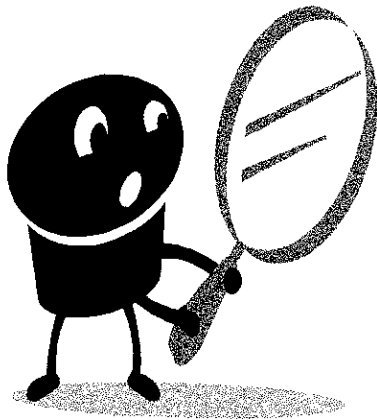
c. It was **resolved** to apply for a public works loans board loan of £94,475 (dependent on revised quote from Bridge for the bank and paths following meeting with the Environment Agency) over 11.5 years having considered Report to Council on the project and having agreed the 2021-22 budget.

**Proposed: Cllr Burgis    Seconded: Cllr Bond    8-1 dec carried    21/093**

## Meeting 16<sup>th</sup> March

f. It was **resolved** to instruct Richard Green Ecology to undertake surveys and screenings for the Enfield Park Riverbank project – for no more than £2295.

**Proposed: Cllr Hewlett    Seconded: Cllr Burgis    unan    21/112**



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

ISSUE DATE: 19/04/2021  
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 and the Transparency Code.

Areas not covered at the interim stage are included in this report as is any re-testing of areas already covered.

**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 pandemic much of the work was carried out remotely with information provided electronically or hard copies collected and returned a few days later. Overall coverage has not been materially affected.

**GENERAL COMMENTS:**

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

***The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.***

Also attached is a copy of the completed Internal Audit Report required as part of the Annual Governance & Accountability Return.

## **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 and may 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**

Accounting Records have been properly maintained throughout the year.

Care must be exercised in the transition to a new accounting system to ensure that records of balance sheet items are retained.

### **Payments**

#### *Grants:*

Grant awards were traced to Member approvals in the Minutes and found to be in accord.

#### *Payments:*

Further testing of payments made revealed no issues to report.

Tenders were sought for works to the Riverbank in accordance with Financial Regulations and the Public Contracts Regulations.

### **Risk**

#### *Risk Assessment:*

The Councils Risk Assessment was reviewed in January 2021.

#### *Insurance:*

The Fidelity Guarantee remains adequate at £500K

### **Budgets**

#### *Budget 2021/22:*

The budget and precept setting process was robust.

Approval was made with the press and public excluded.

*Whilst elements of the budget (notably salaries) may be confidential the final approval of the budget and precept setting should be undertaken in the presence (should they wish to be there) of those who ultimately pay for Council services.*

#### *Budget Monitoring:*

Monitoring was carried out in line with Financial Regulations.

#### *Adequacy of Reserves:*

After allowing for earmarked reserves of £26,074 the general reserve stands at £109,979 equating to 42% of gross expenditure in 2020/21. Within generally accepted parameters.

### **Income**

#### *Car Parks:*

The bulk of car park income during the year has come from residents permits and is adequately controlled.

#### *Interest:*

Interest received on Investments is accurately recorded.

VAT:

VAT claims are up to date, and the accounts reflect the year end debtor.

#### **Payroll**

Testing of the March payroll revealed no issues.

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

#### **Assets.**

The Asset Register has been updated to reflect acquisitions and disposals and the total value of assets held has been accurately disclosed in the AGAR.

#### **Bank Reconciliations**

Monthly bank reconciliations have been undertaken in a timely manner throughout the year.

The year-end bank reconciliation was accurate and contained no 'balancing' entries or old unrepresented payments.

#### **Accounting Statements**

The accounts were produced on an income and expenditure basis and were in accord with underlying records.

There was a good audit trail and debtors, and creditors were properly reflected.

Publication requirements in respect of the 2019/20 accounts were not met as the External Audit Report has not been published on the Council's website.



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

6 Market Place  
Camelford  
Cornwall  
PL32 9PB

01840 212880  
clerk@camelford-tc.gov.uk  
[www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

## Internal audit procedure form

To be completed quarterly by two Councillors

We certify that we have carried out the tests detailed below in accordance with the suggested approach contained in the 2014 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide". Where an entry has been made in column 4, an explanation is attached.

Signed

Date

29/04/21

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?			
Proper bookkeeping	Is the cashbook maintained and up to date?			Up to 3/3/21
	Is the cashbook arithmetically correct?			
	Is the cashbook regularly balanced?			Monthly
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?			
	Has a Responsible Financial Officer been appointed?			
	Have items or services above a de minimis amount been competitively purchased?			Tenders process in place



1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?			
	Has VAT on payments been identified, recorded and reclaimed?			
	Has the Council published the appropriate data in compliance with the Transparency Code requirements?			
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?			
	Has there been any change of supplier bank records? Random check to be carried out regularly.			
	Is insurance cover appropriate and adequate?			
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?			
	Is actual expenditure against the budget quarterly reported to Council?			
	Are there any significant unexplained variances from budget?			
	Have virements been approved by Full Council?			
Income Controls	Is income properly recorded and promptly banked?			<i>Payroll book reviewed.</i>
	Does the precept recorded in the cashbook agree to Cornwall Councils notification?			

	Are security controls over cash adequate and effective?	<input checked="" type="checkbox"/>		
Payroll Controls	Do salaries paid agree with those approved by Council?	<input checked="" type="checkbox"/>		
1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are other payments to the Clerk reasonable and approved by Council?	<input checked="" type="checkbox"/>		
	Has PAYE/NIC/pension been properly operated by the Council as an employer?	<input checked="" type="checkbox"/>		
	Are expenses and mileage claims completed on the correct form and authorised by the Clerk?	<input checked="" type="checkbox"/>		
	Are the Clerk's expenses completed on the correct form and authorised by a member of the Finance Committee?	<input checked="" type="checkbox"/>		
Assets Controls	Does the Council keep an Assets Register of all material assets owned?	<input checked="" type="checkbox"/>		Lost entry December 2020
	Is the Register up to date?	<input checked="" type="checkbox"/>		
Bank Reconciliation	Has the Bank Reconciliation been completed for the previous month-end? If 'No' how many months have not been completed?	<input checked="" type="checkbox"/>		Up to 3/3/21
	Have bank statements and reconciliation reports been signed by a member of the Finance Committee?	<input checked="" type="checkbox"/>		
	Does the balance figure on the Reconciliation equal the balance on the Bank Statements?	<input checked="" type="checkbox"/>		
	Are any unexplained differences explained?			N/A

# Annual Internal Audit Report 2020/21

CAMELFORD TOWN COUNCIL

camelford-tc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).		✓	
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

NOT USED

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/11/2020 17/04/2021

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

19/04/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed)

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

*CAMELFORD TOWN COUNCIL*

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

## Section 2 – Accounting Statements 2020/21 for

### CAMELFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	118177	101955	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	237214	260197	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	66181	33815	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	136922	136918	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	11755	9725	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	170940	113271	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	101955	136053	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	95209	135676	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	668655	699232	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	70245	63851	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Bareig*

23/04/2021

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	118,177	101,865					
2 Precept or Rates and Levies	237,214	240,197	22,983	9.69%	NO		
3 Total Other Receipts	65,151	33,815	-32,366	48.91%	YES		Had a grant in 2019/20 of £35,057 for play area - nothing similar in 2020/21; 4.07% variance
4 Staff Costs	136,922	136,918	-4	0.00%	NO		
5 Loan Interest/Capital Repayment	11,765	9,725	-2,030	17.27%	YES		A loan finished in September 2019 - that final payment was £2123, other loan continued
6 All Other Payments	170,849	113,271	-57,669	33.74%	YES		Spent £52,930 less in the play area in 2020/21 that 2019/20. 2.77% variance
7 Balances Carried Forward	101,955	136,053			NO		
8 Total Cash and Short Term Investments	95,209	135,676					
9 Total Fixed Assets plus Other Long Term Investments and	665,655	699,232	30,577	4.57%	NO		
10 Total Borrowings	70,245	63,851	-6,394	9.10%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Camelford Town Council

County area (local councils and parish meetings only):

Cornwall

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>136,053.44</b>
Deduct: Debtors (enter these as negative numbers)		
various	(1,739.25)	
VAT	(1,974.05)	
Stock - OS and walking maps	(464.78)	
	<u>(4,178.08)</u>	
Deduct: Payments made in advance		
(prepayments) (enter these as negative numbers)		
Western Power	(1,551.57)	
	<u>(1,551.57)</u>	
<b>Total deductions</b>		<b>(5,729.65)</b>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
various	330.70	
	<u>330.70</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
various	5,022.00	
	<u>5,022.00</u>	
<b>Total additions</b>		<b>5,352.70</b>
<b>Box 8: Total cash and short term investments</b>		<b><u>135,676.49</u></b>

## Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority:

County area (local councils and parish meetings only):

### Financial year ending 31 March 2020

Prepared by (Name and Role):

Date: 13/04/2021

	£	£
<b>Balance per bank statements as at 31/3/2021:</b>		
Barclays Current Account	41,679.6	
Barclays High Interest Account	51,423.4	
NS & I Investment Account	42,483.5	
Library Float	90.0	
[add more accounts if necessary]		
account 5		
account 6		
account 7		
account 8		
		135,676.5
Petty cash float (if applicable)		-
Less: any unpresented cheques as at 31/3/xx (enter these as negative numbers)		
item 1		
item 2		
item 3		
item 4		
[add more lines if necessary]		
item 5		
item 6		
item 7		
item 8		
		-
Add: any un-banked cash as at 31/3/xx		
		-
		-
<b>Net balances as at 31/3/xx (Box 8)</b>		<b>135,676.5</b>





# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig (BA Hons), CiLCA

The Town Hall  
Market Place  
Camelford  
Cornwall  
PL32 9PD

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[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)  
[www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

5<sup>th</sup> May 2021

Dear PKF Littlejohn,

Explanation of the reason for a 'No' response on Section 1

The 2019-20 External auditor report and certificate.

PKF Littlejohn completed its external audit, and returned section 3 to Camelford Town Council. The result was reported and shown to Council, but the certificate was not published correctly on the specific section of Camelford Town Council website. This has since been rectified.

I will ensure that the 2021-22 certificate is published on receipt.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Esther Greig', written in a cursive style.

**Esther Greig (BA Hons), CiLCA**  
**Town Clerk, Camelford Town Council**

# View employer payment record entry

Employer name: CAMELFORD TOWN COUNCIL

**Employer PAYE Reference:** 470/LA351

**Accounts Office Reference:** 470PR00128710

**Tax year:** 2020-21

**Tax period:** 12 (06 Mar - 05 Apr)

## Payment details

### Employer payments

Total of Income Tax deducted from employees:	£814.80
Employee Gross National Insurance Contributions (NICs):	£451.66
Employer Gross National Insurance Contributions (NICs):	£668.36
NICs Employment Allowance used this period:	£0.00
NICs Employment Allowance remaining for this tax year:	£0.00
Employer NICs due for period after NICs Employment Allowance:	£668.36
Total of student loan repayments deducted from employees:	£0.00
Total of postgraduate loan repayments deducted from employees:	£0.00
Total of deductions made from subcontractors in the construction industry:	£0.00

### Amounts recovered for statutory payments

Total of Statutory Maternity Pay recovered:	£0.00
Total of Statutory Maternity Pay compensation:	£0.00
Total of Statutory Paternity Pay recovered:	£0.00
Total of Statutory Paternity Pay compensation:	£0.00
Total of Shared Parental Pay recovered:	£0.00
Total of Shared Parental Pay compensation:	£0.00
Total of Statutory Adoption Pay recovered:	£0.00
Total of Statutory Adoption Pay compensation:	£0.00
Total of Statutory Parental Bereavement Pay recovered:	£0.00
Total of Statutory Parental Bereavement Pay compensation:	£0.00

### Other recovered amounts

Total CIS suffered - CIS deductions taken from the Limited Company's income:	£0.00
--	-------

### Totals payable for period

Total amount recoverable from NICs:	£0.00
Total amount of NICs due:	£1120.02
Total of Income Tax deducted:	£814.80
Net amount of Income Tax due:	£814.80
CIS deductions used for period:	£0.00

**ⓘ Please note:** any unused amount will automatically carry forward to the next period.

Amount now payable to HM Revenue & Customs: £1934.82

## Year to date details as of 05/04/2021

### Employer payments

Total of Income Tax deducted from employees:	£9890.60
Employee Gross National Insurance Contributions (NICs):	£5601.93
Employer Gross National Insurance Contributions (NICs):	£8259.63
NICs Employment Allowance used:	£0.00
NICs Employment Allowance remaining:	£0.00
Employer NICs due after NICs Employment Allowance:	£8259.63
Total of student loan repayments deducted from employees:	£0.00
Total of postgraduate loan repayments deducted from employees:	£0.00
Total of deductions made from subcontractors in the construction industry:	£0.00

### Amounts recovered for statutory payments

Total of Statutory Maternity Pay recovered:	£0.00
Total of Statutory Maternity Pay compensation:	£0.00
Total of Statutory Paternity Pay recovered:	£0.00
Total of Statutory Paternity Pay compensation:	£0.00
Total of Shared Parental Pay recovered:	£0.00
Total of Shared Parental Pay compensation:	£0.00
Total of Statutory Adoption Pay recovered:	£0.00
Total of Statutory Adoption Pay compensation:	£0.00
Total of Statutory Parental Bereavement Pay recovered:	£0.00
Total of Statutory Parental Bereavement Pay compensation:	£0.00

### Other recovered amounts

Total CIS suffered - CIS deductions taken from the Limited Company's income:	£0.00
--	-------

### Totals for year to date

Total amount recoverable from NICs:	£0.00
Total amount of NICs due:	£13861.56
Total of Income Tax deducted:	£9890.60
Net amount of Income Tax due:	£9890.60
CIS deductions used:	£0.00

**ⓘ Please note:** any unused amount will automatically carry forward to the next period.

Amount now payable to HM Revenue & Customs: £23752.16

## Contact details

Name of smaller authority: CAMELFORD TOWN COUNCIL

County Area (local councils and parish meetings only): CORNWALL

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	ESTHER GREIG	ROBERT ROTCHELL
Address	TOWN HALL MARKET PLACE CAMELFORD CORNWALL PL32 9PD	2 GREEN MEADOWS CAMELFORD CORNWALL PL32 9UD.
Daytime telephone number	01840 212880	01840 214528
Mobile telephone number		07828 980157.
Email address	clerk@camelford-tc.gov.uk	rob.rotchell@

camelford-tc.gov.uk.

## CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: CAMELFORD TOWN COUNCIL

County Area (local councils and parish meetings only): CORNWALL

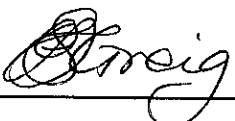
**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on MONDAY 14<sup>TH</sup> JUNE 2021

and ending on FRIDAY 23<sup>RD</sup> JULY 2021

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: 

Role: TOWN CLERK & RFO.

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

## Annual Transparency Code Information 2021-22

### Carpark

Annual Expenditure (2020-21)	£17,469
Annual Income	£3,808
Number of parking spaces	133
Number of free parking spaces	133 free for 2 hour

### Salaries

No member of CTC staff earns more than £50,000

Pay multiple/ratio 1.75:1

Pay policy Published in May 2021

Staff Clerk and Responsible Financial Officer, Deputy Clerk, Maintenance and Grounds Manager, Groundsman, Senior Librarian, Library Assistant, Cleaner.

### Fraud

0 employees undertaking investigations and prosecutions of fraud

0 professionally accredited counter fraud specialists

£0 spent by CTC on the investigation and prosecution of fraud

0 fraud cases investigated

RESKAMMEL

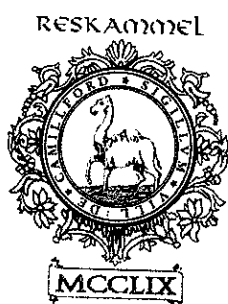


MCCLIX

Land	UPRN*	UAI**	Street	Postcode	Map ref	Ownership	Asset type	Valuation band£	Maintenance	Area
Enfield Park	10003297103	1	Market place	PL32 9PB	SX 10644/83895	freehold	land	500,000-999,999	£7,491	tbc
Churchfield car park	10003297094	2	Victoria Road	PL32 9PB	SX 10730/83895	freehold	land	100,000-299,999	£8,169	tbc
Cemetery and store	10093599728	3	Lanteglos	PL32 9RF	208930/82590	freehold	building	>50,000	£7701	14124m2
Public Toilets	100041026853	4	Market Place	PL32 9PB	SX 10650/83849	freehold	land	>50,000	£1,899	tbc
allotments	10093599729	5	Valley Truckle	PL32 9RT	209974/082431	leasehold	land	>50,000	£315	tbc
Old Cattle Market	tbc	6	Cleaze Road	PL32 9QX	SX 10473/83536	Leasehold	land	100,000-299,999	n/a	tbc
Camelford Hall	Tbc	7	Cleaze Meadows	PL32 9QX	SX 10423/84353	Freehold	Building	100,000-299,999	n/a	tbc

\*Unique property reference number

\*\*Unique asset identity



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall  
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## Pay Policy Statement 2021-22

### Index

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### 1. Introduction

This pay policy statement describes the Council's policies that relate to the pay of its workforce, particularly its senior officers and its lowest paid workers. This will be approved by Full Council at its next meeting in 2021.

### 2. Purpose and aim of the policy statement

This document fulfils the requirement of the Localism Act 2011 that local authorities prepare and publish a pay policy statement for each financial year. The pay policy statement is intended to provide sufficient information about pay policy to enable local taxpayers to reach an informed view about local decisions on all aspects of remuneration for relevant employees. It also sets the context for the numerical information that is published by the Council under Local Government Transparency Code 2015 and by The Accounts and Audit (England) Regulations 2011.

### 3. Policy statement

The Council is committed to transparent, fair and equitable pay and reward arrangements that provide value for money and enable the recruitment and retention of employees with the skills and motivation to deliver high quality services for Cornwall and its communities. The policies that support these objectives are summarised in section 5.

### 4. Scope

The pay policy statement describes the pay arrangements that apply to the Council's senior and lowest paid employees. The senior employee is the

Council's Clerk and Responsible Financial Officer. The Council's lowest paid employees are those whose terms and conditions of employment are established by the National Joint Council for Local Government Services and amended through local collective agreements from time to time. The Council's lowest paid employees aged over 25 receive a salary equivalent to the minimum of spinal column point 1 on the National Association of Local Councils' pay structure. The Council will honour the Living Wage Foundation Living Wage as its pay structure minimum. This will mean that its lowest paid employees will be paid £9.27 per hour (SCP 1) with effect from 1 July 2017.

## **5. Policy details**

The policies set out below apply to the Council's senior officers and its lowest paid employees unless otherwise stated.

### **5.1 Pay structure**

The Council's pay structure for the relevant employees consists of 7 job roles with salary point and ranges. Grades are allocated to roles through a process of job evaluation which establishes the relative value of different roles. Employees are appointed to the minimum of the salary range for the job unless there is a substantial reason for making an exception, for example to secure the appointment of a candidate of the right calibre.

The Council uses the NALC and SLCC recommended salary scales. In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Council.

The Council's Staffing Committee is responsible for, amongst other things, recommending the remuneration of the Clerk. Further details on the responsibilities of Staffing Committee are set out in its terms of reference which are available on the Council's office.

Where an employee is promoted or regraded to a higher grade, they should receive an immediate pay increase.

The Council has agreed that it will implement the outcome of national pay negotiations on pay and make appropriate adjustments to its pay structure.

The Council's pay structure creates the foundation for the relationship between the pay of all the roles within the scope of the pay policy statement.

### **5.2 Job evaluation**

Job evaluation is used to determine the relative value of roles within the Council. Different elements within each role will accrue a number of job evaluation points. The total number of points accrued will determine the relevant grade for each role. The Council uses the National Association of Local Councils (NALC) Scheme and the NJC Green Book.

### **5.3 Market supplements**

In exceptional circumstances, the Council may pay a market supplement in addition to the salary for a role where, in the absence of such a payment, it would not be possible to recruit and retain suitable employees. The value of the market supplement takes into account the labour market pay information for similar jobs. Any market supplements are reviewed on an annual basis and are varied or ceased as necessary according to the labour market evidence for the role in question.



## **5.4 Premium payments**

The standard working week for employees within the scope of this policy statement is 37 hours, worked from Monday to Saturday. For some employees who are required to work outside the normal working week, a premium payment may be due. The premium payments which may be payable are set out below.

### **5.4.1 Overtime**

Overtime is time worked beyond the standard (37 hours) or contracted working week. Overtime is only paid in circumstances where it is not practicable to grant compensatory time-off in lieu. All paid overtime is subject to authorisation in advance by the Clerk. Overtime is paid at plain time with the exception of emergency recall to work after 8pm which attracts a 50% plusage + mileage.

### **5.4.2 Work on public holidays**

Work on public holidays is compensated by time-off in lieu.

## **5.5 Allowances**

### **5.5.1 First aid allowances**

Employees designated by the Council as recognised first aiders are entitled to a First Aid payment. An Addition SCP within the salary range is granted to full time employees designated as recognised first aiders provided that they maintain a current First Aid Certificate. In the case of part-time employees, a pro rata payment is made.

### **5.5.2 Professional fees**

The Council pays the professional fees of employees where the Council's Staffing Committee determines that membership of a professional body is essential for the continuous professional development of an employee.

## **5.6 Business travel and expenses**

Where employees are required to travel in the course of their duties, they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used, the cheapest travelling fare should be chosen, for example a monthly or annual season ticket. It is the Council's policy not to pay for first class travel.

### **5.6.1 Mileage allowances**

Where employees use their own vehicles for business purposes, the following allowances will apply in each tax year 45p per mile for the first 10,000 miles, 25p per mile for each mile thereafter.

### **5.6.2 Subsistence payments**

Employees may claim reimbursement of reasonable additional expenditure actually incurred whilst they are away from their normal place of work and unable to follow their usual arrangements. Such claims will normally be paid only in circumstances where employees are required to travel out of Cornwall and incur an overnight stay. Where it is agreed that the journey will be made in a single day, claims for

reasonable reimbursement for lunch and an evening meal will be considered. Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred. All subsistence must be agreed by the Clerk for Staff, and by Full Council for the Clerk.

### **5.7 Pensions**

The Council's policy is not to grant augmented benefits under the Local Government Pension Scheme except where it is essential to do so in order to facilitate a tangible and specific organisational benefit.

The Council's policy is not to contribute to any Shared Cost Additional Voluntary Contribution scheme.

### **5.8 Salary and pension payments**

The Council does not exclude a person in receipt of a pension from another public sector organisation from applying for and being appointed to a job with the Council. The Council's primary concern is to appoint the best person for the job utilising an effective and fair recruitment and selection process. The Council's policy is to disregard any previous public sector retirement income as that is a matter for the relevant public sector pension fund.

### **5.9 Retirement**

#### **5.9.1 Early retirement**

The Council's policy is not to allow employees to retire early with an unreduced pension unless a financial saving can be achieved within a period of no more than two years and there is a benefit to the service. However, from 1 April 2014, under the Local Government Pension Scheme Regulations, employees aged 55 or over have the ability to cease employment and draw a reduced pension.

#### **5.9.2 Flexible retirement**

The Council permits flexible retirement only where there is either a financial or operational benefit to the Council and where the employee's reduced level of earnings together with his or her pension does not exceed his or her pre-retirement earnings. In addition, the Council will not waive any actuarial reduction to an employee's pension benefits and any pension costs to the Council must be recovered within a two-year period.

### **5.10 Sickness**

Employees are entitled to receive an allowance in accordance with the following scale:

During 1st - year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2nd - year of service	2 months full pay and 2 months half pay.
During 3rd - year of service	4 months full pay and 4 months half pay.
During 4th & 5th - year of service	5 months full pay and 5 months half pay.
After 5 years' service	6 months full pay and 6 months half pay.

N.B. For the purposes of calculating "half pay, the rate of pay for the agreed salary month will be used.

## **6. Pay Multiple**

The "pay multiple" is defined as the ratio between the highest paid salary and the median full-time equivalent salary of the Council's workforce. The ratio is 1.75:1.

## **7. Consultation and engagement**

The recognised trade unions representing the relevant employees within the scope of this pay policy statement have been consulted on the statement.

## **8. Performance and risk management**

In accordance with the requirements of the Localism Act, this policy statement will be kept under review and, as a minimum, will be reviewed and updated on at least an annual basis to ensure an accurate pay policy statement is published ahead of each financial year. The annual review will be facilitated and coordinated by the Clerk

## **9. Communicating the policy**

The Council will publish its pay policy statement on its website.

## **10. Changes to the policy**

The Council may, at any time, by resolution of the Council, amend this pay policy statement.

## **11. Information and training**

Further information relating to this pay policy statement can be obtained from the Clerk.

## **12. Evaluation and review**

The pay policy statement will be subject to review by no later than 31/04/2022.

Prepared by

Esther Greig

Camelford Town Clerk and Responsible Financial Officer

19<sup>th</sup> April 2021

# Leadership in Action 2021

Home > Events > Leadership in Action 2021

## Creating Excellence

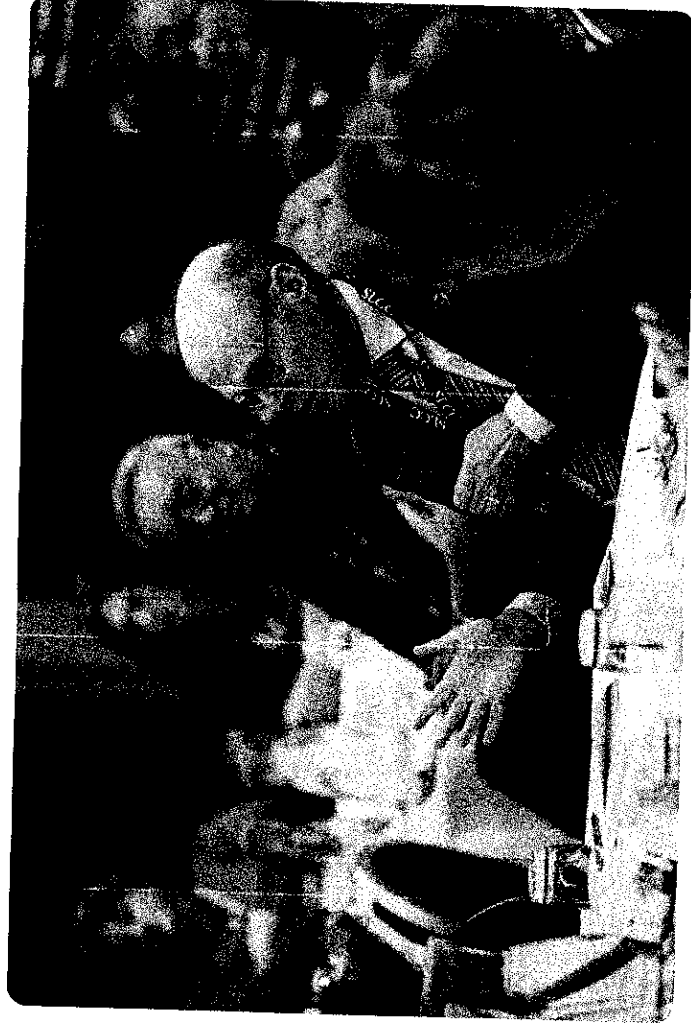
The primary training event for managers and Responsible Financial Officers (RFO's) from councils of any size who are professionals in leadership positions or aspire to be so will take place virtually on **Wednesday 9th and Thursday 10th June 2021**.

This Conference will provide specific and intensive management training featuring a panel of expert speakers. Be prepared for an in-depth, all-encompassing experience which will call on delegates to be entirely focused throughout the two-day delivery.

Attend the event to:

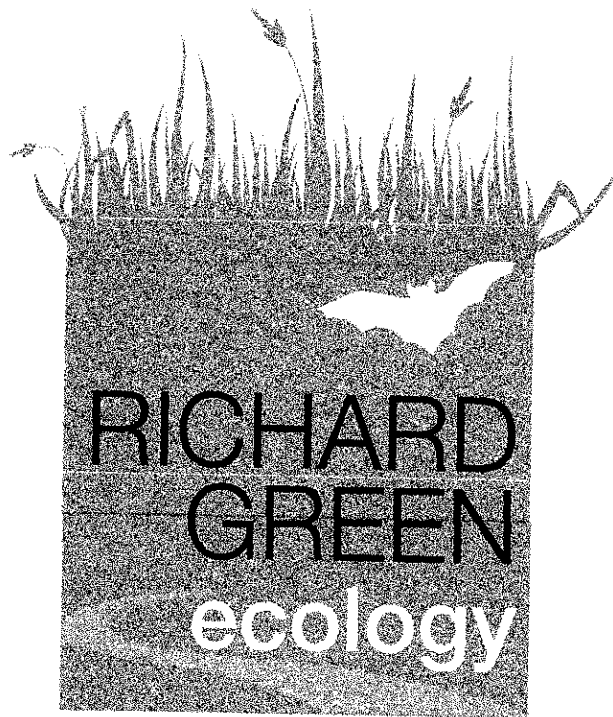
- Discover practical strategies to become a resilient manager & leader
- Learn the art of negotiation including the skills, tactics, competencies & how to close a deal
- Learn new ways of collaborating effectively to deliver great results
- And much more!
- Explore the new model Code of Conduct & how it will work in practice
- Address the key leadership challenges for the local council sector
- Uncover the challenges of a new council with the case study of Crambrook Town Council

#SLCCLeadership



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**View the agenda >**



# **Preliminary Ecological Appraisal**

## **Enfield Park Riverbank Works, Camelford**

Client: Camelford Town Council

Date: April 2021

### **Richard Green Ecology Ltd**

The Natural Selection

9C, Mill Park Industrial Estate, White Cross Road, Woodbury Salterton, Exeter, EX5 1EL

01395 239234

[office@richardgreenecology.co.uk](mailto:office@richardgreenecology.co.uk)

[www.richardgreenecology.co.uk](http://www.richardgreenecology.co.uk)

Reg no. 07287436

## Executive summary

It is proposed to undertake riverbank protection works along the River Camel through Enfield Park where the riverbank has eroded and is close to a surfaced public path.

There are several sections of riverbank that have previously been protected by the installation of rock rolls and slabs of local rock. It is proposed to raise the level of protection in some of these areas and protect additional lengths of riverbank where erosion is a problem. The extent and means of protection have not yet been decided. Extensive lengths of the left bank and some shorter sections of the right bank have historically been protected using slabs of local stone laid to create walls along the banks.

An ecological walkover survey was undertaken on the 31 March 2021 by Richard Green Ecology Ltd.

This report includes the findings of the survey, considers the potential impacts of the proposed riverbank protection on habitats and protected/notable species and makes recommendations for ecological mitigation and enhancement, in accordance with BS 42020:2013 Biodiversity - Code of practice for planning and development.

By following the recommendations in the report, it is considered that there would be no adverse effects on the qualifying features of the River Camel Special Area of Conservation (SAC), including bullhead, otter and Atlantic salmon, or on the integrity of the SAC. No other protected species would be affected.

There would be an increase in anthropogenic modification of the River Camel Valley and Tributaries SSSI. However, the river has already been historically and more recently modified in this location, and it is not considered to be an 'unspoilt' reach. In time, hard bank protection measures will be colonised with mosses and liverworts, as existing bank protection measures have been.



## Council Briefing 4<sup>th</sup> May 2021 – Physical Meetings

### Legal requirements

Annual Meeting to be held on the day when the Councillors take office or within 14 days thereafter. In addition, a council must meet on at least three other occasions during the year. A meeting place must be free of charge or at reasonable cost. Local authorities have legal obligations to ensure that members of the public have access to most of their meetings.

### Covid:

Face Coverings, Test and Trace, Risk Assessments, follow Working Safely Guidance.

Steps that will usually be needed:

- Meetings where local authorities deem that in-person attendance is not required should continue to be held virtually. (CTC working groups)
- Only absolutely necessary participants should physically attend meetings, and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable).
- Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.
- Providing hand sanitiser in meeting rooms.
- Holding meetings in well-ventilated rooms whenever possible.
- Keeping the meeting time as short as possible
- Rules after 17<sup>th</sup> May: Rule of 6 or 2 households indoors
  - Up to 30 people will be able to attend weddings, receptions and wakes
  - Indoor entertainment, larger venues and sporting events to reopen

### Review of social distancing

Before Step 4 begins (potentially 21<sup>st</sup> June), the government will complete a review of social distancing and other long-term measures that have been put in place to cut transmission. This will inform decisions on the timing and circumstances under which the rules on 1 metre plus, the wearing of face coverings and other measures may be lifted. This will also inform guidance on working from home – which should continue wherever possible until this review is complete.

### Government Guidance

Ultimately it is for local authorities to carry out their own risk assessments and follow the Working Safely Guidance to ensure physical meetings take place safely, but the government will work with sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

If deemed necessary, these options could include:

- Use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service to minimise the number of meetings you need to hold.
- Relying on single-member decision making where your constitution allows.
- Reduce frequency of meetings

When considering whether either of these options may be necessary, you should always consider the democratic implications of your decision to ensure that local residents are appropriately represented and that all local authority decisions have appropriate scrutiny. Additionally, you should note that certain decisions cannot be delegated and require a decision by full council or a statutory committee; for example, confirming the appointment of a Chief Executive and certain licensing decisions.

## **Possible Meeting Locations**

Town Hall – Cannot socially distance

Camelford Hall – only available Wednesdays or Fridays - £30 per session

St. Thomas Church – available Tuesdays and Thursdays – Free (if not using heating)

Will necessitate extra staff hours for cleaning, sanitising and set-up/down of venue.

## **Scheme of Delegation**

Consultation agenda sent out to councillors, once replies received, Clerk and Mayor resolve and implement decisions. A register of decisions kept and published on CTC website after each consultation. The register to be ratified at the first available physical meeting.

Previous Scheme of Delegation included an amendment to Financial Regulations as below:

It was **resolved** that Council's Financial Regulations should remain as is, but with one amendment highlighted:

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- a) the Council for all items over £2,000;
- b) the Clerk, or the Deputy Clerk in her absence, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000. To ensure council business continuity during the period of the pandemic Coronavirus - this will include all salary payments;
- c) the Clerk, or the Deputy Clerk in her absence, for any items below £500;
- d) the Maintenance and Grounds Manager, for any items below £50 on the town and park budget lines.

4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

5.5a If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council

## **Streaming &/or recording meetings**

If possible, government would like the public to be able to access meetings remotely until Step 4.

Consider if WiFi access available in meeting locations

Staff required – unbudgeted cost

Purchasing of relevant tech.

## **CALC Advice**

Shortest possible May annual meeting to elect Mayor etc. and to implement Scheme of Delegation until more guidance received

*Decisions required*

*Working groups to continue virtually*

*Frequency of meetings*

*Place of meetings*

*Number of public allowed to attend meetings (pre-bookings, to include May 18<sup>th</sup> meeting at Camelford Hall)*

*Scheme of delegation as appropriate*

*Date of Review*



# YOUR ELECTRICITY RENEWAL



Account Number:	48100		
MPAN:	2200022648999		
Meter Serial No:	E11D01203		
Business Name:	Camelford Town Council	Date:	26/04/2021
Supply Address:	College Road Camelford PL32 9PD	Renewal Date:	27/06/2021
		Energy Partner:	LSI Energy

## Dear Esther Greig,

Your current **Electricity** contract with us ends on 26/06/2021, so it's time to look at renewing your **Electricity** contract with Pozitive Energy.

Attached document:

- Your renewal offer

Please read them and then contact our **approved partner** LSI Energy on or email [smeecs@lsienergy.com](mailto:smeecs@lsienergy.com) to confirm your renewal before your contract expiry date.

Thank you for being a valued customer and we hope to continue providing you with energy for the years ahead.

If you require any further information from Pozitive Energy, please contact our Customer Care Team on 0333 370 9900.

Our kindest regards

The Pozitive Energy Team

### The Small Print

*All prices are fixed for the duration of the fixed price plan and exclude VAT, either Climate Change Levy (CCL) or CCL equivalent charge, and Green Deal.*

*Our fully fixed and fully inclusive prices include RO, FIT, EMR (CFD, CM), TNUoS, TNUoS Losses, BSUoS, DUoS (red, amber & green), DUoS Losses, AAHEDC, BSC and Capacity Charges (for CT meters).*

*They do not include Excess Capacity Charge and Reactive Charges (for CT meters), if applicable.*

*There is no additional cost for our 100% Green Electricity.*

*As of 1st March 2018, our prices reflect the EII scheme as it's currently designed.*

*\*Please note that this figure is an estimation based on your past consumption and estimated future consumption for the remaining term of the contract. This figure will be confirmed as a credit within the first billing cycle of your new contract.*

Please find our terms & conditions and privacy policy at [www.pozitive.energy](http://www.pozitive.energy).

Pozitive Energy Limited is registered in England & Wales (Registration No. 09523048).

**Registered Office:** The Octagon, 27 Middleborough, Colchester, CO1 1TG

# YOUR ELECTRICITY RENEWAL OFFER



## Electricity

Date: 26/04/2021  
Account Number: 48100  
MPAN: 2200022648999  
Meter Serial No: E11D01203  
Business Name: Camelford Town Council  
Supply Address: College Road  
Camelford  
PL32 9PD

**This offer is valid for 10 days from: 26/04/2021**

## 100% Green Electricity

**Standing Charge:** 63.8080 p per day

**Day Unit:** 19.2740 p per kWh

**Night Unit:** N/A

**EVE/WE Unit:** N/A

**Standing Charge:** 65.3530 p per day

**Day Unit:** 18.8850 p per kWh

**Night Unit:** N/A

**EVE/WE Unit:** N/A

**Standing Charge:** 65.5270 p per day

**Day Unit:** 18.7890 p per kWh

**Night Unit:** N/A

**EVE/WE Unit:** N/A

## Your Energy Broker

To confirm your renewal please contact your energy broker/our **approved partner**:

Partner Name : **LSI Energy**

Partner Email : **smecs@lsienergy.com**

Partner Telephone Number :

## Out of Contract Rates

If your contract expires, the following charges will apply outside your contract period:

### Electricity Prices

**Standing Charge:** 75.0000 p per day

**Day Unit:** 21.0000 p per kWh

**Night Unit:** N/A

**EVE/WE Unit:** N/A

### **The Small Print**

*All prices are fixed for the duration of the fixed price plan and exclude VAT, either Climate Change Levy (CCL) or CCL equivalent charge, and Green Deal.*

*Our fully fixed and fully inclusive prices include RO, FIT, EMR (CFD, CM), TNUoS, TNUoS Losses, BSUoS, DUoS (red, amber & green), DUoS Losses, AAHEDC, BSC and Capacity Charges (for CT meters).*

*They do not include Excess Capacity Charge and Reactive Charges (for CT meters), if applicable.  
There is no additional cost for our 100% Green Electricity.*

*As of 1st March 2018, our prices reflect the EII scheme as it's currently designed.*

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**Registered Office:** The Octagon, 27 Middleborough, Colchester, CO1 1TG

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