



# CAMELFORD TOWN COUNCIL

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

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## Ordinary Council Meeting – 4<sup>th</sup> May 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  
21/175

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

Cllrs Ackroyd-Johnson, Grigg - business

**Proposed: Cllr Bond                      Seconded: Cllr Burgis                      unan                      21/176**

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

None  
21/177

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

Kirsty Ferguson, Camelford Speed Watch Co-ordinator, spoke regarding previous 5 sessions since 4<sup>th</sup> April. Have caught 72 vehicles exceeding 30mph, 91% accurate recording of vehicle information. Max sped was 57mph from a motorcycle and 47mph from a car – hopefully they will get more than a warning through the post. Now have 9 volunteers, happy to have more people try out. Looking at new sites; but they have to be verified as safe – possible options on Sportsmans and by the Vets. Doing their best for the town by highlighting the issue; no intention to annoy anyone or cause trouble. Cllr Rotchell noted that the session he attended was a bit of an eye opener; definitely need to be standing in a safe place. On Victoria Road, the radar gun picked up the vehicles once they were at least 100m past the 30mph warning sign; so, there are no excuses. Cllr Rotchell asked Ms Ferguson to pass on CTC thanks to the team.  
21/178

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

It was **resolved** to approve the minutes of the Ordinary Meeting 20<sup>th</sup> April 2021

**Proposed: Cllr Burgis                      Seconded: Cllr Elford                      unan                      21/179**

### 6. To receive Clerk's report

Matters arising from the Minutes. OCM Lease - still waiting on receipt of the revised lease from Sproulls to send onto Reaching Communities; paperwork needs board approval as not straight forward. Election/New administration; Register of interests, declaration of acceptance of office etc. pack needs to be returned before the Annual Meeting on the 18<sup>th</sup>. Incident reporting form available. Nominations for Mayor and Deputy Mayor, and preferences for working groups to be received by 12<sup>th</sup> May. Reminder 'Good Councillor' training 10am 18<sup>th</sup> June. Disabled bay parking abuse and ice-cream cart at Market Place, complaint received. Wild flower meadow and Bracken cutting done. Play bark for Enfield park play area – 1 more bag needed. IT training – Microsoft 365, will be migrating to teams during the next administration, and stopping Zoom subscription. Scribe accountancy package training on Friday – may need to bring cost centre changes to the next meeting. Cllr Hewlett requested an up to date list of the records of correspondence/contact with solicitors/town trust  
21/180

## 7. Planning

**PA21/03910. Land to the East of Higher Cross Lane. Jacksons Barn Ltd.** Reserved matters application for the constructions of 37 dwellings (including affordable housing). Details following application no. PA17/04617 dated 20/04/18. Cllr Shaw noted lack of pre-consultation with the CTC and the community, NDP accommodates some self-build, but there is a lack of proven demand for self-build. Nothing like the original plan. Certain set designs to be adhered to, not a free for all on the design. Cllr Hewlett noted that it is within the development boundary, this application is nothing like the original. Self-build element could be 5%, 37 self-builds is a lot, concern for the neighbours - build could go on for years. Only matter that is resolved in the application is the access. Cllr Rotchell liked the landscaping and layout, concerned that some will sit empty for years, build could take a considerable amount of time. Cllr Shaw notes the pumping system for the ponds from the SUDS would cost a lot of money – how would that be financed. Cllr Scawn noted that this is at the old football field at Tregoodwell. Cllr Rotchell confirmed and noted that principle of development on this site has already been approved.

It was **resolved** to **Object**. Although CTC welcomes the quantity of affordable houses; this plan is completely different to the original presented to the community, concern on the number of self-builds.

**Proposed: Cllr Shaw**                      **Seconded: Cllr Hewlett**                      **6-1 (1abs)**                      **21/181**

**PA21/04060. 6 Mill Lane. Mr and Mrs Wild.** Non material amendment to PA20/09622 for addition of window in bedroom to provide means of escape.

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

**Proposed: Cllr Shaw**                      **Seconded: Cllr Bond**                      **unan**                      **21/182**

**PA21/03999. The Mowhay, Mill Lane. Mr and Mrs Robertson.** Non material amendment to PA13/03753 dated 19.06.2013 to change window material.

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

**Proposed: Cllr Shaw**                      **Seconded: Cllr Coombes**                      **unan**                      **21/183**

b. Pre-application request from Camelford Conservative Club for consultation on drawings for additional residential units at market place. Cllr Shaw confirmed not a member of Conservative Club. Original concept was to build a first floor to the rear of the building, serious lack of parking if they convert the garages – can't support that part. Object to access into the park via another gate. Cllr Coombes noted that garages should be kept and be used by the new properties. Concerned about lack of parking spaces and garages.

It was **resolved** to reply to the Conservative Club with these concerns

**Proposed: Cllr Shaw**                      **Seconded: Cllr Coombes**                      **unan**                      **21/184**

c. Informal consultation regarding diversion of part public footpath 507/10/1. Cllr Shaw noted that when the landowner parks his car, pedestrians can't get past. Wants to move the path into the adjacent field. Stile and gate already in situ.

It was **resolved** to Support

**Proposed: Cllr Shaw**                      **Seconded: Cllr Bond**                      **unan**                      **21/185**

### For Information

**PA21/04455. Warmington House 32 Market Place. Mr Steve Hutchins.** Works to trees in Conservation Area namely to reduce height of Yew tree (T1) by approximately 4m.                      **21/186**

## 8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell reported that he'd undertaken internal audit, speedwatch. Spoke to the new owner of the Coach house – will be reopened; rebranded and refreshed. He noted that this is the last meeting of this administration - thanked councillor colleagues and Deputy Mayor for their support – a challenging year for Council and residents. Staff adapted to the new way working – shown resilience and adaptability – Clerk to pass on thanks.                      **21/187**

## 9. Correspondence

none

**21/188**

## 10. Agenda Items

- a. Minutes of Finance Working Group Meeting were **noted**.                      **21/189**
- i. Q4 budget to expenditure report were **noted**.                      **21/190**
- ii. Summary of Enfield Park project resolutions was **noted**                      **21/191**
- ii. An update on PWLB application was received from the Clerk. It is not expected to receive a response from PWLB in time for the commencement of the river bank repair project. MCLG are 6 months behind assessing applications. Clerk noted reserves are available to cashflow the project -

approx. £44k not currently in ear-marked reserves, but 2 EMR's will be needed to cover the cashflow required. PWLB was and still is required as reserves are too low to cover the entirety of the project. Cllr Rotchell not the unusual situation as normally CTC would wait for the loan, before CTC would instruct project, but works needs to be completed in the summer months – this summer or postpone until next summer. Current reserves are unable to cover the whole cost of the project, other project funds will have to be used. Point of the loan is to complete all the repairs at once, rather than a more piece meal approach - which isn't as cost efficient. Minimum amount of reserves is identified in legislation and monitored by auditors. Council are required to have between 50% and 200% of precept. CTC is at the lower end, currently.

It was **resolved** to pay for Riverbank repair from reserves.

**Proposed: Cllr Bond**                      **Seconded: Cllr Burgis**                      **unan**                      **21/192**

b. The Internal auditor's report was **noted**. Recommendation regarding budgeting process, noted external audit certificate not published on website.                      21/193

c. The Internal Audit Procedure Form was **noted**.                      21/194

d. It was **resolved** to **approve** the Annual Governance Statement 2020-21.

**Proposed: Cllr Burgis**                      **Seconded: Cllr Bond**                      **unan**                      **21/195**

e. It was **resolved** to **approve** the Annual Accounting Statements 2020-21.

**Proposed: Cllr Bond**                      **Seconded: Cllr Burgis**                      **unan**                      **21/196**

The supporting documents were **noted**.                      21/197

f. Annual Transparency Code information 2021-22 was **noted**                      21/198

g. It was **resolved** to **approve** Pay Policy Statement 2021-2022

**Proposed: Cllr Elford**                      **Seconded: Cllr Burgis**                      **unan**                      **21/199**

h. To **resolve** that Clerk attends online SLCC Conference – Leadership in Action £75 + VAT

**Proposed: Cllr Burgis**                      **Seconded: Cllr Scawn**                      **unan**                      **21/200**

i. Preliminary Ecological Appraisal – Enfield Park Riverbank project was **noted**.                      21/201

j. The briefing 'options on physical meetings' was **noted**. Cllr Hewlett noted that if it is safe to meeting for the Annual meeting, then further meetings are safe. Limited access for members of public via pre-booking. St. Thomas church is available on normal meeting dates. Virtual access to meeting for the public stops from the 18<sup>th</sup> May. To get quotes for tech to film/record and then post after the meeting in order to maintain community engagement – for the agenda capital/revenue costs and how to be posted online.

It was **resolved** to return to physical meetings from 18<sup>th</sup> May.

**Proposed: Cllr Shaw**                      **Seconded: Cllr Hewlett**                      **unan**                      **21/202**

It was **resolved** to hold working groups virtually for next quarter – review first meeting in September.

**Proposed: Cllr Rotchell**                      **Seconded: Cllr Elford**                      **unan**                      **21/203**

k. It was **resolved** on new contract for Town Hall energy supply – Positive Energy for 3 years (best 100% green energy from list of contracts sent by broker).

**Proposed: Cllr Scawn**                      **Seconded: Cllr Hewlett**                      **7-0 (1abs)**                      **21/204**

l. It was **resolved** to instruct WPD for Clease road EV charger installation £1,074 (or as near to as per revised quotation).

**Proposed: Cllr Burgis**                      **Seconded: Cllr Hewlett**                      **unan**                      **21/205**

## 11. Accounts

a. Balances at 28<sup>th</sup> April 2021 were **noted**

Current Account                      £156,936.88

Tracker Account                      £51,423.38

NS&I                      £42,483.49

CCLA                      £80,000.00

21/206

b. It was **resolved** to authorise the payments of Accounts Outstanding

Positive Electricity	Town Hall Electricity	DD	£94.89
Positive Electricity	Town Hall Electricity	DD	£211.09
Rialtas Business Solutions	Online accounts closedown	BACS	£672.00
SLCC	Committees/working groups webinar	BACS	£18.00
R Sleep Ltd	Maintenance supplies	BACS	£73.39
Hudson Accounting Ltd	2021-21 End year Audit	BACS	£325.00
Town Trust	Town Hall rent	DD	£488.28
SeaDog IT	Webhosting	DD	£25.00

Shopshields	Replacement Hand sanitiser unit	Debit	£118.14
CPA Horticulture	Delivery charge	Debit	£12
Smart Window cleaning	Town Hall windows	BACS	£25
		<b>TOTAL</b>	<b>£2,062.79</b>
AA Van breakdown cover £274.50 removed pending further information/quotes			
<b>Proposed: Cllr Shaw</b>	<b>Seconded: Cllr Coombes</b>	<b>unan</b>	<b>21/207</b>
Income was <b>noted</b>			
CPA Horticulture	Delivery charge refund	AC	£12
Allotments	Annual rent – various	AC	£440.00
Car parking permits	Various	AC	£10
		<b>TOTAL</b>	<b>£462.00</b>
			21/208

**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; staffing.

**Proposed: Cllr Shaw                      Seconded: Cllr Bond                      unan                      21/209**

a. To **note** Q4 staff budget to expenditure report

**12. To note items for 18<sup>th</sup> May 2021 Agenda.**

Election of Mayor and Deputy Mayor, working groups.

Resolutions to review and adopt Standing Orders (inc. revoking amendment 16<sup>th</sup> June 2020 ‘virtual meetings during the pandemic coronavirus’), Financial Regulations, Code of Conduct, confirm eligibility for General Power of Competence.

Capital and revenue costs for filming meetings. Amendments to SO’s to include posting to social media etc.

OCM – Cllr Shaw

Cemetery – marketing widely or temporary closure

Citizens Advice Cornwall – request for grant £750

Van breakdown cover

**Later Agenda**

Town Trust request for repayment of loan.

**The Mayor closed the meeting at 20:36pm**

## Esther Greig

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**From:** Tina McGrath <Tina.McGrath@cornwall.gov.uk>  
**Sent:** 10 May 2021 13:56  
**Subject:** FW: Key ash population surveys & rural routes 2021 - Landowner Letters  
**Attachments:** Key Ash Population Rural Route Surveys 2021.pdf

Information Classification: CONTROLLED

FYI

Information Classification: CONTROLLED

Good Afternoon,

You will be aware of the tree related disease ash dieback and its presence across Cornwall. The rapid and eventual decline of Cornwall's ash population presents significant safety implications especially within trees adjacent to the public highway. Cornwall Council have monitored ash dieback development across Cornwall for a number of years and last year instructed Cormac to undertake the first formal survey of ash trees along our strategic highway network. This year work has been ongoing to ensure that the more minor rural road network is assessed, identifying and monitoring key ash populations.

We are notifying you in advance, of our intention to contact landowners who have property in close proximity to the highway at the location of these key rural ash populations. We have attached the informative letter that will be posted, around **May 12<sup>th</sup> 2021**.

It should be noted that the letter is a 'catchall', sent to all properties at these locations; although regrettable it is inevitable that some receiving these letters will not own ash trees. In light of the recent progress of the disease in Cornwall, this approach is considered expedient.

If you would like to understand where the letters will be sent, those with access to Cornwall Council's intranet mapping can visit: '**Transportation data map**' > **Trees** > **Rural highway ash population** option can be selected, and the '**Key rural ash populations**' are indicated in dark purple. Please note that Penzance, Perranporth, Roche, Camelford and Bude currently do not have any key rural ash populations although smaller ash populations exist (illustrated by light purple) these are not a part of this targeted mailing.

It is our intention that the informative letter will raise awareness of the disease, the presence of ash trees locally and remind tree owners of their responsibilities. The letter directs tree owners to Cornwall Council's webpages where guidance and advice on the disease, managing trees, finding contractors and working in the highway is available.

With ash trees in full leaf, now is the best time to identify diseased trees.

Should you receive enquiries, please encourage landowners to check for the presence of ash trees on their property and visit Cornwall Council webpages to take advice on checking the condition of their trees.

**Relevant Webpages are:**

Ash dieback

<https://www.cornwall.gov.uk/environment/trees-hedges-and-woodlands/tree-and-woodland-management/ash-dieback/>

# CORMAC

Owner / Occupier  
 First line of address  
 Second line of address  
 Town  
 County  
 Postcode  
 THIS IS NOT A CIRCULAR

12 May 2021

## Trees, ash dieback and highways safety.

**IMPORTANT:** We are writing to you as a result of recent highway surveys completed in your area and the potential impact ash dieback could have on your trees, property and the highway.

### What is ash dieback?

Ash dieback (*Hymenoscyphus fraxineus*) is a fungal disease known to cause the decline and death of ash trees. It is known that as the disease develops the decline affects structural integrity, stability and overall strength. The deterioration in the trees condition can result in significant safety concerns, particularly where people, property and the highway are within proximity.

### Your local ash tree survey.

Cornwall Council have a responsibility to ensure the safety of the public highway and its users. Driven tree surveys are undertaken across the highways network in order to monitor and identify any signs of possible risk posed by the decline of ash trees. During a recent highways survey officers identified ash trees in your area and that may reside on your property. The decline of which could be hazardous in time.

### Contact us

[trees@cormacLtd.co.uk](mailto:trees@cormacLtd.co.uk)

### Trees on your property

As a landowner the management of any tree(s) upon your land is your responsibility. You have a duty of care for those that might be affected by trees within your property and should consider the possible impacts of any of your trees failing.

**We request that you familiarise yourself with any trees on your property, identify any ash and seek professional advice on its current health and condition.**

### Further Information.

Information regarding ash dieback, identifying ash trees, landowner responsibilities, finding tree specialists and knowing how to plan for works alongside the highways can all be found on the Cornwall Council website.

### Find more

ash dieback

[www.cornwall.gov.uk](http://www.cornwall.gov.uk)

Or use your  
 smartphone camera  
 to access the website:

OUR REF XXXXXXXXXX



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## **A Personal Statement from the Chairman**

2020 has been a year to survive and make plans for the future. We have done both and in the run-up to the AGM, I feel it would be useful to outline my personal vision for the way forward in 2021.

There is an increasing level of public discontent about planning, which has been the mainstay of our activities in the twilight year of 2020. Planning applications have increased, no doubt encouraged by the short cuts in procedure and lack of scrutiny during lockdown. A consequence of this has been an increased threat to nature, our landscapes and our rural way of life. My experience gained through being dropped in the deep end of planning tells me that it is mainly knowing the letter of the law that brings us success in opposing planning applications. Sometimes the law is weak or vague but even when it's clear-cut that is not always enough to protect the countryside. Many schemes that are nodded through by the elected Councillors are in breach of the law and get approval simply because nobody knows or notices. (Not my words, they came from a Cornwall Planning Officer)

That is where Cornwall CPRE comes in. We are building an impressive case book of successes in stopping some of the more audacious and damaging planning applications. In addition, we are actively involved in directly lobbying the Government during their consultations on the proposed new national planning laws.

Without doubt we are doing some genuine good for the Cornish countryside. But I don't actually think that it's enough. To do more we need a bigger income. Fund raising and public campaigning go hand in hand and each contributes to the other. If we can increase either of these we can increase our work defending the Cornish countryside. We have made a good start by raising public awareness, we are engaging the media more effectively and are deliberately advocating policies that reach people emotionally and stimulate debate.

### **To do this our policies need to be more radical.**

Please tell us what you think because it is ultimately your views that determine Branch policy. Here are two suggestions to start with.

- We have an opening position to oppose building on ANY agricultural, wooded or natural site without an independent professional environmental impact report being prepared. The planners will tell you this already happens but this is a sham. Having evaluated the environmental impact the developers and planners just go ahead anyway. Environmental damage needs to be a major barrier to development unless a proven community need has been established.
- We abandon the often repeated myth that 'tourism is good because it brings money into the County'. We are the first to welcome people having a wonderful and much deserved holiday in Cornwall and long may that continue. However, there is a price to be paid for continued expansion of the tourist industry. More seasonal jobs rather than permanent ones, more low paid jobs, ghost villages in the winter and ever more concreting over of our green fields.

Please help us with our mission. A donation form is included with this pack.

With all good wishes

Richard Stubbs

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Donations to Cornwall CPRE go entirely towards the work of our local and financially independent Branch. Any contributions to National CPRE go for national purposes only. Our mission is to protect and safeguard the countryside, landscape and rural way of life in Cornwall.

**2020/21 PLANNING IMPACT REPORT** — Cornwall CPRE is not opposed to all Planning Applications. In fact, some fulfil an essential purpose and contribute to the community. However, in cases where there is no local need and which would damage the rural character of the area, erode wildlife habitat or set a precedent for further inappropriate development, we will take action to achieve a refusal, subject to our resources. AONB denotes an Area of Outstanding Natural Beauty.

Location	Reason for Application	Result
Gorran near Mevagissey PA19/00933	Planning application for 17 houses AONB	<b>SUCCESS</b> Application Refused
Carbis Moor, St Austell PA20/08953	Change of use of the land to a Romany Gypsy site	<b>SUCCESS</b> Application Refused
Pendower Beach PA20/03842	14 bedroom hotel with restaurant , 25 apartments/houses in AONB	<b>SUCCESS</b> Application Withdrawn
Prussia Cove PA20/11440	2 holiday pods on Rosudgeon Farm in an AONB	<b>SUCCESS</b> Application Refused
Ladock PA20/04922	Estate development of 28 houses	<b>SUCCESS</b> Application Refused
St Merryn, Padstow PA20/09378	Rounding off of the hamlet of Trevorricks of 2 dwellings AONB	<b>SUCCESS</b> Application Refused
SW of Minster Farm Boscastle PA20/04212/13	2 barns Change of use in AONB	<b>SUCCESS</b> Application Refused
Field at Bokenver PA19/10682, PA20/08264	Change of use for tourist accommodation and camping facilities full application	<b>SUCCESS</b> Application Refused
Polurrian Road, Mullion APP/D0840/W/20/3254776	Appeal against planning permission for 25 houses in an AONB	<b>SUCCESS</b> Appeal Dismissed
Halgavor Moor PA20/10618	Residential development of 540 dwellings, infrastructure and car parking.	Work in progress
Liskeard PA20/10329, PA20/10339	New barn and new farm dwelling	Work in progress
Darite, Bodmin PA20/09665	18 dwellings (9 affordable)	Work in progress
Rame Head PA20/03747	A Judicial Review of permission to build a 4 bed house on the headland AONB	Awaiting judgement
Halsetown, St Ives PA20/09716	80 bed hotel 63 holiday villas, reception facilities and an ancillary shop.	Work in progress
Trethewey Estate PA20/10718	8 affordable dwellings in an AONB	Work in progress
Allens Meadow, Probus PA20/05166	17 dwellings, 2 office spaces, garden store	Work in progress
Field at Bokenver 20/00145/REF	APPEAL by developer against refusal: Tourist accommodation on farm land	Work in progress
Merlin Golf Club, Mawgan Porth PA20/03852	Construction of holiday units.	Work in progress
Flushing PA20/03435	Addition of boathouse accommodation as a holiday let. AONB	Waiting for response on environmental impact.
Rock near Wadebridge PA20/10040, PA20/10041	Creation of substantial tourist facility, hotel, lodges, etc Demolition of barns	Work in progress

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# AGM NOTICE TO MEMBERS 2021



Due to the Covid restrictions on large meetings the ANNUAL GENERAL MEETING of Cornwall CPRE charity no 218344, cannot be held at a physical venue. As one third of our members are not on email it was also felt that to use Zoom or Teams would unfairly disenfranchise a significant part of the membership. The AGM process this year for the election of the committee and approval of the accounts will therefore be postal.

To encourage debate amongst the membership on current countryside matters that concern them, we are setting up several small discussion groups, to which all are welcome, each dedicated to a particular subject of interest. More details of these will be sent out in due course.

**Please see the enclosed instructions for the voting process.** There is a deadline to reach the CPRE Penzance office in the envelope provided, by Friday 14<sup>th</sup> May 2021.

Any enquiries you may have should be directed to our Support Officer Paula Johnston on 01872 480127, who will be managing this election.

## THE COMMITTEE

At this time, we have the opportunity to rearrange the Cornwall CPRE management committee to make it stronger and able to cope with the increasing demands on the Branch. In addition to working hard protecting rural life, we are being asked to take on an increasing number of planning challenges. We have a serious job to do and if we don't protect Cornwall in this way, nobody else will. It is essential we have a committee that is run in a professional manner, with the expertise and public profile required for this task.

Smaller groups with shorter meetings are often more productive and we are therefore proposing to reduce the committee size. We also need a group with a broad and high level of expertise. We are proposing a main committee of 11 to which we can later co-opt one or two specialists as the need arises. We can also set up special-task sub committees as required. These would be recruited from any relevant source and report to the main committee.

Within the 11 in total, we have a new recruit, Hilda Blacklaw as our Treasurer.

Hilda Blacklaw lives near Bodmin and has active campaign experience within the Save Halgavor Moor organisation, which Cornwall CPRE has been working with for the last three years. Now retired, she is by profession a bookkeeper, fifteen years of which she has spent working for a local firm of solicitors. I would like to propose her and she has been seconded by Ted Simpson.

I have included in this pack a statement regarding how I see the future for Cornwall CPRE but ultimately, it is the Membership that determines how we manage the Branch. The proposal to elect the committee as listed below has been put to the existing committee and received unanimous approval. I would be privileged to stand as your Chairman for a final year and I would ask for your support.

1. Richard Stubbs	Chair	Trustee
2. Philip Hills	Deputy Chair	Trustee
3. Hilda Blacklaw	Treasurer	Trustee
4. Richard Cogar	Committee	Trustee
5. Mark Pasterfield	Committee	Trustee
6. Jane Howlett	Committee	
7. Jane Michell	Committee	
8. Ted Simpson	Committee	
9. Elizabeth Knowles	Committee	
10. Toby Harden	Committee	
11. Rowena Castillo Nicholls	Committee	

Because we do not have a President or Vice President at this time, we are asking that the membership delegate this task to the committee in the forthcoming year.

## Summary 2020 Accounts

### Bank Account

Balance 01/01/2020	£25,681.19
Balance 31/12/2020	£24,137.71
	<b>-£1,543.48</b>

### 2020 Operations

Income	£11,735.45
Expenditure	£13,278.93
	<b>-£1,543.48</b>

### 2019 Operations

Income	£9,049.15
Expenditure	£17,541.32
	<b>-£8,492.17</b>

Year	INCOME BREAKDOWN			EXPENDITURE BREAKDOWN				
	Donations	Sub- scriptions	Total	Employ- ment	Expenses	Publicity	Office	Total
2020	£2,795.00	£8,940.45	£11,735.45	£8,464.75	£343.32	£1,715.63	£2,755.23	£13,278.93
2019	£812.00	£8,237.15	£9,049.15	£6,711.25	£769.55	£6,635.15	£3,425.37	£17,541.32
2018	£156.00	£6,883.23	£7,039.23	£0.00	£455.60	£4,653.95	£2,688.14	£7,797.69

## 2020 FINANCIAL REPORT

Please see the attached accounts for the Branch.

In the previous year 2019, some concern was expressed at the deficit for that year. The committee's judgement was, that having taking on a new employee in order to raise our activities and profile, we would expect to see the cost first, before the benefits became apparent.

In 2020 this began to pay off but because of the Covid restrictions, our ability to recruit membership by holding promotional and 'meet the public' events such as the Royal Cornwall Show, was entirely stopped. A favourable consequence of this was however, that we did save the cost involved.

Because of the loss of revenue from external events, we looked to raise our profile in other ways and to become more proactive in fund raising. We had also achieved a certain momentum and it was very gratifying to see that in a very difficult year for us all, membership income not only held up but showed an increase.

The most notable change in 2020 however was in donations, which have shown a significant increase. This has been driven by our fund raising activities, greater mention in the media and continuing success in our planning battles. These are all areas in which we have only just begun to scratch the surface and which given the right resources, have great potential for the future.

We have a relatively modest deficit for the year, about £1,500. Our current plans put us on course to eradicate that and with a bit of help from our membership and others, move into the black in 2021.



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig (BA Hons) CILCA

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## Meetings of Camelford Town Council: Calendar 2021-22

Start time: 19:00 unless stated otherwise

Tuesday 18 May 2021 <i>(Annual Meeting of the Council)</i>	-	Camelford Hall, Clease Road
Thursday 3 June 2021	-	St Thomas of Canterbury Church
Tuesday 15 June 2021	-	St Thomas of Canterbury Church
Thursday 1 July 2021	-	St Thomas of Canterbury Church
Tuesday 20 July 2021	-	St Thomas of Canterbury Church
Thursday 5 August 2021	-	St Thomas of Canterbury Church
Thursday 2 September 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 21 September 2021	-	Town Hall, Market Place PL32 9PD
Thursday 7 October 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 19 October 2021	-	Town Hall, Market Place PL32 9PD
Thursday 4 November 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 16 November 2021	-	Town Hall, Market Place PL32 9PD
Thursday 2 December 2021	-	Town Hall, Market Place PL32 9PD
Tuesday 21 December 2021	-	Town Hall, Market Place PL32 9PD
Thursday 18 January 2022	-	Town Hall, Market Place PL32 9PD
Thursday 3 February 2022	-	Town Hall, Market Place PL32 9PD
Tuesday 15 February 2022	-	Town Hall, Market Place PL32 9PD
Thursday 5 March 2022 <i>(Annual Parish Meeting)</i>	-	Town Hall, Market Place PL32 9PD
Tuesday 15 March 2022	-	Town Hall, Market Place PL32 9PD
Thursday 7 April 2022	-	Town Hall, Market Place PL32 9PD
Tuesday 19 April 2022	-	Town Hall, Market Place PL32 9PD
<b>Next Council Year</b>		
Thursday 5 May 2022 <i>(Annual meeting of the Council)</i>	-	Town Hall, Market Place PL32 9PD

## TIMELINE OF CTC AND TRUST CORRESPONDENCE – OCM LEASE

Note this does not include various telephone conversations

Date	
	OCM skatepark built September 2018. Lease was sufficient for SITA but conversations started regarding Phase 2 and the need for a new 7-year lease or ideally 25-year lease. EG went through the lease and started correspondence with Trust.
30 April 2018	EG sent email to JJ with queries on the lease, in particular with regards to café being commercial.
25 May 2018	Meeting with Town Trust to discuss proposed rent - £500 for 25-year lease. Was subsequently agreed on 7 June 2018 (minute ref 18/367)
11 June 2018	EG sent email to JJ confirming Council decision for £500 rent for 25-year lease.
26 February 2019	EG sent email to JJ clearly stating the urgency of the 25-year lease for Phase 2 reiterating approval from Council for £500 rent.
21 March 2019	JJ sent email to AL confirming surveyor arranging for plans to be drawn and presented to solicitors who will apply to have land registered. When done, the Trust can then get permission from Charity Commission for 25-year lease.
25 April 2019	JJ sent email to AL that plans have been agreed by Trustees and returned to Sproulls who are forwarding them to land registry. JJ will contact charity commission to request 25-year lease.
10 July 2019	EG wrote to JJ requesting update on 25-year lease. JJ replied noting TT having meeting 25 <sup>th</sup> to discuss
23 August 2019	JJ sent email to EG saying not forgotten 2 July letter. Forwarded requests to solicitors.
24 October 2019	EG emailed JJ requesting update as promised in July
5 November 2019	EG emailed requesting that for TT meeting next week; please could the 25-year lease for skatepark be put on the agenda? Please could we have a draft copy <b>ASAP</b> , even if the land hasn't been registered yet? CTC would like the document agreed and ready for signing the moment it can be. EG noted that subject to funding and 25-year lease being available; the container café will be leased/sub-let to a third party to run. This is currently CTC's preferred option, rather than running it itself. CTC need to make sure that the TT is happy with this.
11 November 2019	JJ sent email to EG saying Trust had a meeting today. Lease nowhere near obtaining as land still unregistered. Not going to be resolved quickly.
12 November 2019	EG replied to JJ requesting information on the plan to get it registered, whether they are gathering evidence to submit to land registry and timescales. Also offered to pay Sproulls in order to get them to prioritise the work.
19 November 2019	EG sent chase email to JJ asking if registration documents had been sent to Land Registry
25 November 2019	Meeting with Town Trust to discuss lease and freely assignable issue.
29 November 2019	EG confirmed to JJ that Finnlaw had been instructed to liaise with Sproulls. Sproulls have not replied to Finns
29 November 2019	JJ confirmed points from meeting on 25 <sup>th</sup> had been forwarded to Sproulls and that TT had given permission to Sproulls to speak to Finns.
3 December 2019	EG requested update from JJ

4 December 2019	EG emailed JJ regarding clauses in Lease, namely sub-letting allowed for café and adding £500 rent.
9 December	Sproulls wrote to Finns regarding first registration and requesting that Finns draw up the lease
24 February 2020	Freely assignable issue raised. EG requested meeting with TT
5 March 2020	AL forwarded legal requirements from Reaching Communities' Solicitors to JJ
8 March 2020	JJ confirmed Sproulls are drawing up lease and are aware of sub-letting clause removal. TT having discussions about the 'freely assignable' clause
9 March 2020	Meeting with Town Trust to discuss lease and freely assignable issue.
10 March 2020	EG emailed JJ copy of full project proposal and budget for TT's information
17 March 2020	JJ emailed EG confirming peppercorn rent for £1 was for the 7-year lease until the 25-year lease was in place and that £500 per annum would then be requested. Confirmed that the new 25-year lease will be ready by June. No need for a renewal of the 7-year lease so charge will be for just one lease. JJ confirmed going to give Tara's number to Melissa to discuss freely assignable issue, paperwork and clauses.
20 March 2020	EG emailed JJ to confirm £750 authorised to pay solicitors for lease.
16 April 2020	AL emailed JJ to get update on the lease requesting by mid-May.
27 April 2020	JJ replied to AL to confirm Trustees aware lease must be in place by mid-May.
13 May 2020	EG sent email to JJ chasing confirmation of when lease will be ready – stating construction cannot start without lease.
29 May 2020	AL sent email to JJ saying EG has requested lease in place by 11 June
3 June 2020	JJ sent email to EG to confirm paperwork now with land registry. TT confirmed Sproulls will draw up lease. TT not agreeable to a freely assignable lease
4 June 2020	AL copied into email from JJ to Melissa at Sproulls re assignable lease. Neither JJ nor AL clear on what "assignable lease" means. Need clarification.
4 June 2020	JJ forwarded Deed of Dedication and Certificate of Title to AL.
9 June 2020	AL received Tripartite Agreement from Reaching Communities
10 June 2020	JJ emailed AL to say Sproulls have explained freely assignable clause and Trustees not agreeable to that.
10 June 2020	EG emailed JJ noting Sproulls and Reaching Communities' Solicitor will need to talk about the implications for the capital grant from the community fund if the Trust will not agree to the lease being 'freely assignable'. There will be no point renewing the lease if the grant will not be able to be awarded; if that condition cannot be satisfied.
11 June 2020	EG phoned Finnlaw to request liaison with Sproulls and Reaching Communities' solicitors; with urgency. AL emailed Finn Law current lease, the offer letter/terms and conditions, Tripartite Deed of Dedication and the Certificate of Title. AL raised issue that Grant T&Cs could state "assignable lease" not "freely assignable".
15 June 2020	JJ copied AL into email to Melissa stating Trust would like 25-year lease but be happy with 7 to fulfil grant condition to get grant.
24 June 2020	Planning permission granted. EG emailed TT and Finn Law to try and get lease by 2 July for Full Council Mtg.
24 June 2020	JJ emailed EG. Sproulls already aware that Trustees happy to arrange 7-year lease if not heard back from land registry. Aware of deadline.
1 July 2020	EG chased Finn Law as to whether had lease from Sproulls - no

8 July 2020	£750 transferred to Finn Law for undertaking; so that Finn Law could confirm to Sproulls that CTC would pay their invoice for the new lease
8 July 2020	Simon Finn Law updated on conversation with Reaching Communities. Fund will not provide grants to land unregistered or in the course of registration. Backlog c9 months from registration.
9 July 2020	Finn Law requested copy of 1 <sup>st</sup> registration documents from Sproulls in order to pass to reaching Communities' Solicitors and confirmed undertaking of invoice payment
15 July 2020	Sproulls queried request that they provide a copy of the 1 <sup>st</sup> registration documents
16 July 2020	Finn Law replied that the Reaching Communities Solicitors required 1 <sup>st</sup> registration documents for due diligence on the freehold title.
21 July 2020	Sproulls notified Finn Law that the feely assignable clause was not agreed, and they would not be forwarding any other documents at this time.
21 July 2020	EG replied to Finn Law reiterating that Sproulls needed to find wording that the TT was happy with as the lease needs to be assignable in some format for Reaching Communities Solicitors
28 July 2020	EG sent email to Simon Finn Law asking for lease to be done by CTC meeting 6 August.
28 July 2020	Sproulls email to Finnlaw noting assignability clause is not agreed
28 July 2020	Finn Law email to Sproulls noting Reaching Communities' solicitors certainly will not proceed if there is an absolute prohibition on assignment. Finn Law request a phone conversation about finding some middle ground, noting not been able to reach Sproulls on phone.
3 August 2020	EG emailed to Finn Law noting potential loss of contractor and grants if not sorted out.
3 August 2020	Finn Law spoke to Sproulls. Sproulls will forward 1 <sup>st</sup> registration documents requested on 8 July. Trustees still concerned about assignability but maybe happy with assignability to a not for profit entity.
5 August 2020	Finn Law not received 1 <sup>st</sup> registration documents. EG offers to drive over the documents from Camelford to Bude. Sproulls then email the documents
5 August 2020	Simon Finn Law emailed EG – Amended 7-year lease over. Trust now want £500 for 7-year lease (*FYI refer to email 17 March from JJ)
12 August 2020	AL emailed Simon Finn Law re lease.
19 August 2020	Simon Finn Law emailed AL regarding Trust's issues with lease. <ul style="list-style-type: none"> <li>• Trust want £500 for 7-year lease</li> <li>• Restrict assignees to those in line with Trust's charitable status.</li> <li>• Want to limit use of café to not for profit.</li> <li>• Want to limit café for café only.</li> </ul>
20 August 2020	AL replied to Simon Finn Law – replied that would need to go to Council on 3 September. Cannot limit use of café to not for profit as tender gone out and awarded for commercial. Youth Hub always been part of the Phase 2 project. Details were given to the Trust at the start of the project.
21 August 2020	Simon Finn Law emailed AL to say Trust now do not want to enter into a Tripartite Agreement (sent 11 June) – want Deed of Dedication instead. Will go to Council 3 September.
25 August 2020	EG email to Finn Law to request draft lease for Council consideration at the 3 <sup>rd</sup> September meeting
4 September 2020	AL emailed JJ - understand that the amended assignability clause was agreed by the Town Trust and passed to Sproulls Tuesday. However, as of

	<p>this morning, I believe Finn Law have not received that wording as we have not heard anything from Simon. If this is the case, is it possible for you to chase Melissa? The next meeting is 15 September and so the draft lease with amended assignability clause needs to be with CTC by 9 September (next Wednesday).</p>
9 September 2020	<p>JJ replied - I have replied to everything that I have had sent to me on behalf of the Trust and forwarded all to Melissa asap who has dealt with it all in a timely fashion.</p> <p>It would appear that Sproulls is waiting for a reply from Finn Law and not the other way round so hopefully chasing them instead might be the best way forward.</p>
9 September 2020	<p>AL emailed Simon Finn Law. No reply</p>
25 September 2020	<p>AL emailed JJ - I understand that the Lease is being signed today and tomorrow. Thank you very much for organising this.</p> <p>I just wanted to check that the other documents that need to be signed or agreed will be at the same time. This includes the Deed of Easement and Certificate of Title. I corresponded with Tara Appleton the other week who noted the following:</p> <p>“Regarding the Deed, we will require the registration of the restriction clause to be included (it is included in the template Deed but has been removed in the draft), with the requirement for this to be actioned once the land is registered, rather than within 28 days of the date of the Deed. “</p>
25 September 2020	<p>EG spoke to Simon Finn Law. Just spoke to Simon at Finn’s, then Jill, then Simon again. TT haven’t had the lease to sign 😞. Jill will chase Sproull and Simon will continue to chase Sproull. Looks like we’ll have to go for a 7 year and 1 day lease – implications is that Simon will need to register the lease at land registry – an extra cost obviously...</p>
25 September 2020	<p>A Scawn email to AL (forwarded to EG)</p> <p>The Trust Clerk has organised for the signing of the lease today and tomorrow with an independent witness.</p>
5 October 2020	<p>JJ forwarded email from Melissa Sproulls</p> <p>Thank you for your email and I apologise for the slight delay in coming back to you. Thank you for confirming that the trustees are happy with the alterations suggested by Finn Law. We had drafted an email to go back to Finn Law with the wording inserted as agreed in connection with point 1 of your email but have now heard that the Lottery Grant requires the Lease to be registerable so that a restriction can be added to the Title. The Lease has therefore been amended again. The term has been changed to seven years and one day and the necessary Land Registry clauses have been added to the Lease. As we have previously discussed, a registerable Lease may affect the position with regard to the Charity Commission and so I am reconsidering the guidance in light of this alteration and I will be back in touch as soon as I have reached a conclusion.</p> <p>To allow matters to progress in the meantime, I have asked for agreement to a clause being inserted in the Lease covering the covenants set out in the Deed of Easement and also asked for clarification of the payment of the fees in connection with the Deed of Easement.</p>

	Thank you for forwarding me the email from Amanda. I had understood that all other documents had been dispensed with but I have raised this with Mr Finn in my email.
6 October 2020	AL emailed Simon Finn Law - I am not sure if Esther has forwarded the email below already... In addition, they are saying they have not got the Lease from you yet to get signed by the Trustees. Hopefully all documents can be with the Trustees to sign this week, as we are close to the next deadline for works to be able to start. No reply
23 October 2020	EG emailed JJ - Just had a thought. It would be worth the TT getting the lease signed in preparation for when the survey comes back from Kivells. That would save some time!
30 October 2020	AL emailed JJ - Is there any news on a date for the survey, and also any news on the signing of the lease? I would like to give an update to Councillors.
2 November 2020	JJ replied to AL - I have heard nothing from either the surveyor or solicitor.
4 November 2020	JJ copied Melissa correspondence to JJ - Further to our previous correspondence, Daniel has had a conversation with Kevin Hicks about the report we have requested. Unfortunately, it does not appear that the report is likely to be possible and Kevin may have been in touch with you direct to explain why. If not, you may wish to contact him direct. It may be best and safest for us to contact the Charity Commission and ask for consent in relation to the lease. This will ensure that the terms of the lease comply with the obligations on the Trust and will also ensure that there will be no subsequent repercussions on either the Trust or the Council.  If you are able to talk to the Trust about this and let me know, I can contact the Charity Commission and ask them for approval of the lease. I will need to consider the further requirements of the Commission but should be able to draw all of this together for you  JJ reply - Thank you for letting us know I am sure that the trustees will be happy for you to contact the charity commission as their main objective is to get the lease completed. The trustees will be having a meeting via zoom next Monday and I will let them know where we are with it all. (Is there a possibility of a time frame as I will need to let the town council know) Has Finn law been informed of the delay??
9 December 2020	AL emailed Simon Finn Law to get update. No reply.
15 December 2020	AL emailed Simon Finn Law to chase an update. No reply.
8 January 2021	JJ emailed AL - I said I would keep you updated with any news that I have. I have heard from Sproulls that the lead time before Christmas from the Charity Commission was 4 - 5 days but of course that was before the present lock down. Melissa has sent off the necessary paperwork at the beginning of this week. We have not heard back yet about the land registry.
19 January 2021	AL emailed Simon Finn Law to chase an update. No reply.
25 February 2021	AL emailed Simon Finn Law re update from Sport England – need draw down funds by 31 March.
4 March 2021	AL emailed Simon Finn Law to chase. Forwarded the email from Sport England with their requirements.
9 March 2021	AL emailed Simon Finn Law to chase.

*Emails sent in Spain.*



23 March 2021	AL emailed Simon Finn Law and had subsequent conversation re amended Lease and Deed. Clause in it restricting TT from selling/leasing to anyone else during 7 year period. <b>Noted that unfortunately emails from CTC to Finn Law went into spam folder.</b>
25 March 2021	AL emailed Jill Jeffs Tripartite Deed and Lease (7 years). Charities Commission now not needed. Reaching Communities Officer on annual leave and not back 5 April so do not know whether it will be acceptable.
1 April 2021	Lease and Tripartite Deed taken to Full Council meeting. To be signed by councillors the following week. AL stated work in progress and that Reaching Communities need to be happy with the clause.
8 April 2021	AL forwarded Reaching Communities email from Jenny Fish to Simon Finn Law re approximate starting. If lease agreed by end of April, could start talking to Freestyle about scheduling work but AL not happy at that point yet.
14 April 2021	AL forwarded signed Lease to Simon at Finn Law. Asked whether it needed to be dated and for further news.
26 April 2021	Jill Jeffs emailed EG stating still waiting on Charities Commission.
26 April 2021	EG responded to Jill Jeffs email. Charities Commission no longer involved as land registered?
27 April 2021	AL emailed Simon at Finn Law for update and confirmation that Charities Commission no longer need to be involved. Thought this was sorted when land registered in January?
30 April 2021	AL emailed Simon at Finn Law for update.
4 May 2021	AL emailed Simon at Finn Law for update. EG left message.
4 May 2021	EG spoke with Simon. Had rang and left message with Melissa. All need is 7 year lease and agreement to restriction that TT won't sell or lease to anyone else in that 7 year period. Hoping that will satisfy Reaching Communities as still not standard. Will chase Melissa.
5 May 2021	EG spoke with Jill Jeffs and clarified the current need. Jill Jeffs still under impression from Sproulls that Charity Commission was still involved. JJ speaking to Sproulls.
7 May	<p>Simon Finn emailed Sproulls copied to CTC Dear Melissa</p> <p>Thanks for your email.</p> <p>Appreciate you're still awaiting the Charity commission however my call was to follow up again on my previous proposal now that your title is registered.</p> <p>The lottery fund are willing to consider an unregistered lease subject to a restriction being placed on your client's title and your client entering into a tripartite agreement (the draft form is attached). The aim of the tripartite agreement is to ensure that the land is used for the intended purpose for a sensible period of time. The length of the restriction will not extend beyond the length of the lease. You'll appreciate that the reason behind this is to give the lottery fund some security that should be the lease be assigned or should the lease be forfeited then the lottery funds spent on the land will not go to an unintended use. From my clients conversations with your client I believe that this is also your clients aim.</p>

	<p>I enclose duplicates of the tripartite agreement, unregistered lease and deed of grant with plans for completeness.</p> <p>The reason of my call was that my client is on the verge of losing one of the grants (the largest grant) which will bring an end to the project if they do. Are you able to take instructions swiftly on this and if it is agreed I will need to provide a certificate of title to the lottery fund.</p>
12 May 2021	AL emailed Simon Finn Law to find out if any update. Replied that there was no reply as yet.
12 May 2021	AL copied Simon's email to Jill Jeffs asking for intervention from someone senior at Sproulls as no further forward and risk of losing funding now imminent.
13 May 2021	<p>Simon copied AL into email from Melissa from Sproulls: Dear Simon</p> <p>Thank you for your email. I note that the Lottery Fund are willing to consider an unregistered Lease and I am in the process of considering all the documentation you have provided. I will consider this in the light of the Charity Commission requirements and be back in touch as soon as I am able to.</p>

### QUOTATIONS FOR VAN RECOVERY

Company	Cover	Cost per annum
RAC	Roadside and at home	£115
Green Flag	24/7 roadside assistance Vehicle fixed at the roadside or taken to nearest garage within 10 miles Misfuel cover Unlimited call outs Cover at home	£84
Covea (add on insurance)	Roadside repair when more than a quarter mile from home Transport the vehicle and you and up to 7 passengers to a destination of your choice, up to 10 miles if RAC cannot repair Repair vehicle at home or within a quarter of a mile within home Provide a replacement driver if driver is medically unfit to drive.	£82

Grounds Manager contacted all local garages. Only Highfield Garage would help with any call outs but would charge £60 per hour. They would only recover Monday to Friday within a 10 mile radius during usual working hours (i.e. 9am to 5pm).

## Esther Greig

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**From:** Angela Cooper <AngelaJeanCooper@hotmail.com>  
**Sent:** 19 April 2021 12:43  
**To:** Esther Greig  
**Subject:** RE: Lanteglos municipal burial ground

Morning Esther,

We are certainly noticing a reduction in church involvement in funerals overall and cremations have increased over burials for many years. This last year when we were expecting an increased number of funerals has thankfully seen even fewer than normal.

Many Camelford families, especially ones who already have relatives there, do have a strong connection to Lanteglos and want future family burials to take place there – I suspect they will never opt for the cemetery whilst space remains in the churchyard. Most plots are dug double-depth allowing for two full family burials and Cremated Remains can then be interred on top. I believe that a few years ago (before my time) it was thought we were rapidly running out of space, so I presume the Council facility was prepared at that time. Since then some land which was reclaimed with infill from the building of the school has allowed a little more space to be used, and Mary Pearce, our Churchwarden, has done a sterling job in clearing the churchyard and identifying further plots – ie gaps left when 2 graves have to be dug in close succession and therefore cannot be immediately next to one another. I am waiting to hear back from Mary, how many new plots are still available and will let you know. It is impossible to say of course, how quickly they might be used.

The difficulty will always be that no one wants to be first in the new site! Forgive me if you have already thought of this, but is some of the site designated for Woodland burials ie ecologically sound (much more so than cremations) and with trees planted instead of headstones? It might be an attractive option to some even now, if made known, perhaps via leaflets at the Funeral Directors and interested groups.

I hope you can solve the dilemma and will let you know as soon as I have the number of remaining plots.

Kind regards

Angela

The Revd Angela Cooper  
Rector, The Camel-Allen Benefice  
Lanteglos, St Thomas Camelford, Advent St Teath & Delabole  
01840 212468

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**From:** Esther Greig <clerk@camelford-tc.gov.uk>  
**Sent:** 19 April 2021 11:47  
**To:** Angela Cooper <AngelaJeanCooper@hotmail.com>  
**Cc:** Rob Rotchell <rob.rotchell@camelford-tc.gov.uk>  
**Subject:** Lanteglos municipal burial ground

Morning Angela,

Following a committee meeting last week, I am contacting you regarding burials.

## Esther Greig

---

**From:** Bronwen Hockerday <Bronwen.Hockerday@liscornwall.org.uk>  
**Sent:** 20 April 2021 12:09  
**To:** Esther Greig  
**Subject:** FW: Burial demand query

Information Classification: CONTROLLED

Response from Kingsley Bryant

**From:** Caring Bryant <caring@awbryant.co.uk>  
**Sent:** 20 April 2021 12:03  
**To:** Bronwen Hockerday <Bronwen.Hockerday@liscornwall.org.uk>  
**Subject:** Re: Burial demand query

Hi Bronwen,

I would say that its just over 70% of people that choose cremation over burial, and yes people are still being burial in Lanteglos.

Perhaps the council should do an advertising campaign to let people know that they have this option and it is a non-denominational site.

Sorry I can't help anymore

Kind regards

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

Head/Registered Office: Morwenna Court, Princes Street, **BUDE**, Cornwall EX23 8AT  
Telephone - 01288 352282  
Email - [caring@awbryant.co.uk](mailto:caring@awbryant.co.uk)  
Website - [www.awbryant.co.uk](http://www.awbryant.co.uk)

Branch offices:  
19 Market Place, **CAMELFORD**, Cornwall PL32 9PD  
Telephone – 01840 214891

25 The Square, **HOLSWORTHY**, Devon EX22 6AN  
Telephone - 01409 253000

On Mon, 19 Apr 2021 at 16:06, Bronwen Hockerday <[Bronwen.Hockerday@liscornwall.org.uk](mailto:Bronwen.Hockerday@liscornwall.org.uk)> wrote:

Information Classification: CONTROLLED

Good afternoon Kingsley



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CILCA

Town Hall  
Market Place  
Camelford PL32 9PD

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[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)  
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## 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

<b>Key details</b>	
Name of organisation (please complete in block letters) CITIZENS ADVICE CORNWALL	
Name and purpose of project Camelford Town Digital Help Hub at the Old Bank	
Total amount requested from the Town Council  £750	
Contact name and position  Pippa Cann, Business Development Officer	Telephone: 07854 276675  Email: <a href="mailto:pippa.cann@citizensadvicecornwall.org.uk">pippa.cann@citizensadvicecornwall.org.uk</a>
Address for correspondence  Pippa.cann@citizensadvicecornwall.org.uk  Citizens Advice Cornwall, Duchy House, 21 Dean Street, Liskeard, Cornwall  Post code : PL14 4AB	
Bank account name, sort code and account number: Bank: Unity Trust Bank Account name: CAB Cornwall Sort Code: 60-83-01 Account number: 20214274	

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

The organisation exists to offer free, independent and confidential advice to everyone to help solve their problems and improve their lives – from consumer issues to problems at work and from benefit applications and appeals to debt relief and homelessness – we’re here to help everyone regardless of race, class, religion, politics or sexual identity.

As an organisation, we value diversity, promote equality and challenge discrimination. In addition to advice, we also lobby and campaign for changes to policies and practices that impact on people’s lives, bringing concerns to the attention of local and national government and businesses.

We have a team of over 120 highly trained staff and volunteers working from 9 offices and 10 digital help hubs, as well as their kitchen tables, spare bedrooms and garden sheds helping people who have been impacted by Covid19 or just life in general. We cover welfare benefits, debt, housing, employment, energy, money management and relationships. We work with anyone who needs us and in recent months have added 2 programmes aimed at young people leaving care and those not in employment, education or training.

We offer advice by telephone, video link (from home or from Digital Help Hubs for those without internet or their own device), webchat, email, text and face to face - when Covid conditions allow.

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

registered charity	<input checked="" type="checkbox"/>	number ... 1096193.
company limited by guarantee	<input checked="" type="checkbox"/>	number 04409017
social enterprise	<input type="checkbox"/>	
community group	<input type="checkbox"/>	
other	<input type="checkbox"/>	

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

Yes

If yes, please give brief details.

Citizens Advice Cornwall is an independent charity and member of the national Citizens Advice Service.

### 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
Laptop	E	£600
Digital Handset	E	£180
Initial Cleaning equipment	E	£20

What is the total cost of your project?		£800
Amount requested from Camelford Town Council		£800
Have successful applications for grants been submitted to other organisations?		
Yes / No: We have received funding from several Town Councils and Councillor Community Chests for Digital Help Hubs in their own towns.		
(if yes, please supply the name of the funder and the amount)		
Name of funder		Amount granted
None for this outreach		
Total granted		
Give brief details of organisation's own fundraising efforts including amount raised (eg, raffle, bucket collections, etc.)		
Activity		Amount raised
Cornwall Council Grant (approx. 75% of income of General service)		£296,000 pa
<b>Project details</b>		
Name of project: Digital Help Hub for the Old Bank, Camelford		
Who will manage the project? The project will be managed by our Digital Outreach Manager, Becky Moore, who will co-ordinate the appointments and liaise with the venue. Emma Cardoza, who runs the Foodbank on Wednesdays at the Old Bank, has agreed to let clients in to the private space where the equipment will be housed and to switch the equipment on and off.		



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

Pre-Covid, Citizens Advice Cornwall, operated from 9 offices and 6 outreaches across Cornwall, offering face to face appointments as well as telephone and webchat. When we were forced to close our doors to face to face advice in lockdown one, we quickly adapted to working from home so we could keep phone lines open and clients could continue to contact us by text, webchat, email and telephone.

Demand for our services increased dramatically during lockdown and we have continued to offer advice, helping people navigate their way around furlough, government schemes for the self-employed, redundancy, claiming benefits, dealing with debt, accessing food and services, housing issues and much more.

Our advisers have gone above and beyond to reach clients in a way that suits them. We have set up video appointments offering virtual 'face to face' advice direct to people in their homes. We have set up laptops in libraries, community centres and foodbanks to help people that have no access to the internet at home reach us and get help, recently opening 'Help Hubs' in St Ives, the Isles of Scilly, Newquay Foodbank, Bude and Torpoint libraries, Launceston Community Centre and Treverbyn Hall near St Austell.

We discovered that whilst Covid 19 was a shock, it was also an opportunity for us to redesign our services so that we could make our service more accessible.

We have worked with partners, acting as hosts to computer equipment which we have set up in various locations where we do not have offices, and we have now found a perfect venue in Camelford to do this. We are working with Emma Cardoza at The Old Bank in the centre of town. Emma runs the Foodbank on a Wednesday and they can offer a private interview room to place a laptop and digital phone so clients can use this to contact Citizens Advice for video appointments, or, when the equipment is not in use for appointments with us, they can use the equipment for job searching, applying for benefits, shopping online, switching energy supplier – or any other things that digitally excluded people normally cannot access.

We recognise that many people in the county are digitally excluded as they don't have equipment or internet access. We have programmed each laptop with an internet phone - so residents can use this to phone us in emergencies and get the help they need, or indeed phone other organisations. The phone has pre-programmed numbers to the Cornwall Council Digital Inclusion Team who can help people who have never used a computer before to get online so it is a simple 'one click' tool. We also provide full instructions with each laptop with pictures to make usage simple and effective.

We have also programmed each laptop with MS Teams so that we can conduct 1-2-1 private appointments for local residents on the problems in their lives - sometimes these are quite sensitive in nature and which is why we need a private space. We can 'dial' into the machine - all the host has to do is to 'turn on and off' each day the service runs. We can agree days and times of service in advance.

What we need to run this service : A laptop, a private space, access to the internet and a host who is willing to put the equipment out and turn on/off.

We do not need anyone to have personal contact with a client and we provide hand sanitiser and wipes - asking clients to wear a mask and maintain social distance whilst in the buildings - and clean hands/equipment pre and post use. We've tried to make this as covid safe as possible!

In 2019-2020, we helped helped 9,500 people with 55,200 issues, helped people in Cornwall gain over 5.7 in income and write off 5.6 million in debt. In 2020-21 we expect these figures to be higher still as demand has increased.

From April to October 2020 alone, we helped 45 residents of Camelford with 225 issues and helped them gain over £26,000 in income. Having a presence in the city centre of Camelford will help us reach many more residents of the town and help them access this support, and

is therefore likely to achieve improvement of the economic well-being of the Camelford Town Council area.

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

Signed..........Pippa Cann, Business Development Officer.....

Date.....12/04/2021.....



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CiLCA

Town Hall  
Market Place  
Camelford PL32 9PD

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

## Grant application form

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

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

<b>Key details</b>	
Name of organisation (please complete in block letters) CAMELFORD AND DISTRICT AGRICULTURAL ASSOCIATION LTD.	
Name and purpose of project CAMELFORD AGRICULTURAL SHOW 2022	
Total amount requested from the Town Council £4,000	
Contact name and position DEBBIE BABB SHOW SECRETARY	Telephone: 07483 964125  Email: <a href="mailto:info@camelfordshow.co.uk">info@camelfordshow.co.uk</a>
Address for correspondence DANLEIGH LANTEGLOS LANE, HELSTONE, CAMELFORD.  <div style="text-align: right;">Post code PL32 9RL</div>	
Bank account name, sort code and account number National Westminster Bank. Launceston. Sort code: 52-10-47 Account Number: 17009669	

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

TO RUN ANNUAL SHOW (2022) WHICH PROVIDES INFORMATION AND ENTERTAINMENT FOR LOCAL RESIDENTS AND VISITORS TO THE AREA.

TO ENGAGE YOUNGER GENERATION BY OFFERING VOLUNTEERING OPPORTUNITIES WITHIN AGRICULTURAL SHOW PLANNING

RAISING AWARENESS OF APPRENTICESHIP OPPORTUNITIES ON LOCAL FARMS.

TO ENGAGE WITH AND PROMOTE OTHER BUSINESSES IN CAMELFORD AREA THROUGH WORKING TOGETHER, ADVERTISING AND SPONSORSHIP

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

- registered charity  number .....
- company limited by guarantee  number ...05498724.....
- social enterprise
- community group
- other

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

Yes or no NO

If yes, please give brief details.

### Financial details

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

Item	A or E	Cost
ADMIN	E	40,105
ESTABLISHMENT COSTS	E	4,200
DEPRECIATION COSTS	E	78
THESE AMMOUNTS ARE BASED ON COSTS FROM 2020 PLUS ESTIMATED ANNUAL INCREASES		
What is the total cost of your project?		44,383 E
Amount requested from Camelford Town Council		4,000

Have successful applications for grants been submitted to other organisations?

Yes / No

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

Name of funder	Amount granted
NO	N/A
Total granted	

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

Activity	Amount raised
NONE TO DATE DUE TO COVID RESTRICTIONS. WE ANTICIPATE THE FOLLOWING	
BINGO, WHIST DRIVE, RAFFLES (plus any other group activity. COVID permitting)	500 E
TURNOVER (if 2022 show commences)	40,000 E

**Project details**

Name of project

CAMELFORD AGRICULTURAL SHOW 2022

Who will manage the project?

DEBBIE BABB (AND SHOW COMMITTEE)

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

Camelford Show is an important part of Camelford's heritage, the Show is now in its 115th year but its future is in jeopardy due to the impact of the current Covid situation. Camelford Show has been run by volunteers throughout its history, these people willingly give their time in a bid to provide the all essential link between the main town and the outlying farming community. Camelford falls into an area of high deprivation and unemployment, it is our aim to highlight to the local community the possibilities within the farming industry.

We will link with schools and colleges to ensure that opportunities for the young people of our area are clear and transparent. Camelford itself forms part of the beautiful North Cornwall Tourist Area, the Show is essential in generating entertainment and information for visitors to the area which will boost interest and expenditure in Camelford Town.

We were hard hit by the cancellation of the 2020 and 2021 Shows, as at our end of year accounts; September 2020 we had made a loss of £4382 despite running a few fundraisers before the lockdown. We have annual expenses, which we are subject to even in the absence of actually running the Show, these are itemised on our financial reports.

It is hoped that the Covid situation will have improved significantly by next year and that we can hold a Show in line with our development plan (see attached) which will offer all of the benefits to the local community as described above.

Sponsors can promote local business through advertising on Show schedules and the website. The Show also offers a great opportunity for building relationships and promoting local products through our trade stand section.

Farming is prominent in the area so we are exceptionally popular with livestock exhibitors who can compete in classes to demonstrate their breeds and so promote their business and breeding lines. We offer a range of classes for the young people in the area, these include animal handling classes as well as horticulture and handicraft. These classes will be promoted through local schools and Duchy College.

The Show annually picks a local charity to which it makes a donation from monies gained, the charity we are currently carrying over to our next Show is the Camelford Minibus. This is another example of how we can help people in the community as transport links are poor and services such as the mini bus are essential for locals with out their own transport. Many of our elderly residents use this service to access the much needed social activities as well as the town's shops, G.P. and Post Office. Without this service they could potentially be isolated and lonely.

I thank you for taking the time to consider our application.

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

Signed..... DLB SHOW SECRETARY

Date..... 27-04-2021

**Camelford & District Agricultu Assoc Ltd**

**(Registration number: 05498724)  
Balance Sheet as at 30 September 2020**

	Note	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	4		23,093		22,957
<b>Current assets</b>					
Debtors	5	6,050		3,739	
Cash at bank and in hand		<u>16,092</u>		<u>22,354</u>	
		22,142		26,093	
<b>Creditors: Amounts falling due within one year</b>	6	<u>(1,414)</u>		<u>(847)</u>	
<b>Net current assets</b>			<u>20,728</u>		<u>25,246</u>
<b>Net assets</b>			<u>43,821</u>		<u>48,203</u>
<b>Capital and reserves</b>					
Other reserves		18,304		18,304	
Profit and loss account		<u>25,517</u>		<u>29,899</u>	
<b>Total equity</b>			<u>43,821</u>		<u>48,203</u>

For the financial year ending 30 September 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved and authorised by the Board on ..... and signed on its behalf by:

.....

E M Broad  
Director

## Camelford & District Agricultu Assoc Ltd

### Statement of Changes in Equity for the Year Ended 30 September 2020

	<b>Other reserves</b>	<b>Profit and loss</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
At 1 October 2019	18,304	29,899	48,203
Deficit for the year	-	(4,382)	(4,382)
Total comprehensive income	-	(4,382)	(4,382)
At 30 September 2020	18,304	25,517	43,821
	<b>Other reserves</b>	<b>Profit and loss</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
At 1 October 2018	17,784	35,639	53,423
Deficit for the year	-	(5,740)	(5,740)
Other comprehensive income	520	-	520
Total comprehensive income	520	(5,740)	(5,220)
At 30 September 2019	18,304	29,899	48,203

The notes on pages 7 to 9 form an integral part of these financial statements.



## Camelford & District Agricultu Assoc Ltd

### Detailed Profit and Loss Account for the Year Ended 30 September 2020

	2020 £	2019 £
<b>Turnover</b>		
Trade stands, gate receipts	-	26,993
Sponsors & donations	220	4,044
Catering	-	675
Fund raising	1,804	3,080
Floats and prizes returned	335	3,339
Sundry income	10	403
	<u>2,369</u>	<u>38,534</u>
<b>Establishment costs</b>		
Rent	-	700
Insurance	2,450	3,400
	<u>2,450</u>	<u>4,100</u>
<b>General administrative expenses</b>		
Telephone	-	410
Printing, postage and stationery	451	5,194
Rosettes	-	1,997
Secretaries honorarium	1,650	2,200
Trade subscriptions	248	241
Charitable donations	500	750
Marquee, toilet and other hire	-	12,387
Sundry expenses	107	2,491
Catering costs	-	1,871
Advertising	287	2,474
Show entertainment	-	1,520
Accountancy fees	708	834
Prize money and floats	280	7,151
Judges and stewards expenses	-	585
	<u>4,231</u>	<u>40,105</u>
<b>Depreciation costs</b>		
Depreciation of computer equipment	73	74
<b>Other interest receivable and similar income</b>		
Bank interest receivable	3	5

This page does not form part of the statutory financial statements.



Camelford and District Agricultural Association Ltd  
Company Number 5498724

Show Secretary: Debbie Babb

Danleigh, Lanteglos Lane, Camelford, Cornwall PL32 9RL

Tel: 07483 964125

Email: info@camelfordshow.co.uk

## CONSTITUTION OF:

Camelford and District Agricultural Association Ltd.

ADOPTED ON: 01/04/2021

### 1. Name

The name of the Group shall be: Camelford and District Agricultural Association

### 2. Aims (see development plan)

a. To run annual one-day agricultural show which will generate enough income to sustain the show for another year. To provide a profit to enable local, charitable donations plus reinvestment for improvements to future shows.

b. To promote agriculture and tourism in Camelford and surrounding area

c. To engage 16-18 year olds and highlight benefits of employment through agriculture

### 3. Powers/Objectives

a. Plan Layout, Invite trade stands, Promote entries, Invite judges, Invite caterers,

Source insurance, first aid, healthy and safety advice (check against DEFRA and Covid guidance)

b. Advertising campaign through use of local press, social media and poster advertising in shops and businesses

Offer pre show competitions to local families which will enable them to win family passes

Encourage sponsorship from local businesses

Apply for grants which will support sustainability

c. Engage with Duchy College to discuss promotional stand and information to encourage apprenticeships on farms and local businesses



Camelford and District Agricultural Association Ltd

Company Number 5495724

Show Secretary: Debbie Babb

Danleigh, Lanteglos Lane, Camelford, Cornwall PL32 9RL

Tel: 07483 964125

Email: [info@camelfordshow.co.uk](mailto:info@camelfordshow.co.uk)

#### **4. Membership**

- a) Membership of the Group shall be open to any person over 18 or an organisation living or located in the Camelford and surrounding areas who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.
- b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- c) Every individual member and each organisation shall have one vote at General Meetings.
- d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.
- e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

#### **5. Management**

- a) The Group shall be administered by a Management Committee of the Officers and not more than 15 other members elected at the Group's Annual General Meeting (AGM).
- b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer, Executives and the Secretary.
- c) The Management Committee shall meet at least 3 times a year
- d) The Chairperson shall chair all meetings of the Group
- e) The quorum for Management Committee meetings shall be 7 members
- f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- g) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.



Camelford and District Agricultural Association Ltd  
Company Number 6498724

Show Secretary: Debbie Babb

Danleigh, Lanteglos Lane, Camelford, Cornwall PL32 9RL

Tel: 07483 964125

Email: [info@camelfordshow.co.uk](mailto:info@camelfordshow.co.uk)

## 6. Duties of the Officers

- a) The duties of the Chairperson are to:
  - Chair meetings of the Committee and the Group
  - Represent the Group at functions/meetings that the Group has been invited to
  - Act as spokesperson for the Group when necessary
- b) The duties of the Secretary are to:
  - Take and keep minutes of meetings
  - Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
  - Maintain the membership list
  - Deal with correspondence
  - Collect and circulate any relevant information within the Group
- c) The duties of the Treasurer are to:
  - Supervise the financial affairs of the Group
  - Keep proper accounts that show all monies collected and paid out by the Group

## 7. Finance

- d) Any money obtained by the Group shall be used only for the Group
- e) Any bank accounts opened for the group shall be in the name of the Group
- f) Any cheques issued shall be signed by the Treasurer and one other nominated official

## 8. Annual General Meeting

- a) The Group shall hold an Annual General Meeting (AGM) in the month of November
- b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM will be all members
- c) The business of the AGM shall include:
  - Receiving a report from the Chairperson on the Group's activities over the year
  - Receiving a report from the Treasurer on the finances of the Group
  - Electing of Committee members into specific roles
  - Considering any other matter as may be decided



Camelford and District Agricultural Association Ltd

Company Number 5498724

Show Secretary: Debbie Babb

Danleigh, Lanteglos Lane, Camelford, Cornwall PL32 9RL

Tel: 07483 964125

Email: info@camelfordshow.co.uk

**9. Special General Meeting**

A Special General Meeting may be called by the Management Committee to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

**10. Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting or the AGM.

**11. Dissolution**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

**This Constitution was adopted at the General Meeting of the Group**

**On: 01/04/2021**

**Signed by:**

Chairperson ..... *J. Ward* .....

Secretary ..... *A. E. Wayne* .....

Treasurer ..... *E. M. Broad* .....

<p>To engage 16-18 year olds and highlight benefits of employment through agriculture</p>	<p>Engage with Duchy College to discuss promotional stand and information to encourage apprenticeships on farms and local businesses</p>	<p>Secretary Duchy College Schools</p>	<p>To engage young people in a voluntary role to assist with planning and running of annual show</p> <p>To engage at least two young people onto the committee to represent age group at regular meetings.</p>	<p>June 2022</p>	
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Comments and evaluation for future planning.

<p></p>
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## Camelford Show: Business and Development Plan. 21/22

Aim	Actions	By Whom	Desired Outcome	Date to be done	Actual Outcome
<p>To run annual one day agricultural show which will generate enough income to sustain the show for another year.</p> <p>To provide a profit to enable local, charitable donations plus reinvestment for improvements to future shows.</p>	<p>Plan Layout</p> <p>Invite trade stands</p> <p>Promote entries</p> <p>Invite judges</p> <p>Invite caterers</p> <p>Source insurance, first aid, healthy and safety advice (check against DEFRA and Covid guidance)</p>	<p>Committee and Stewards</p>	<p>To provide a one-day agricultural show which will offer information, advice and entertainment whilst promoting all aspects of farming and country life.</p> <p>Full take up of trade stand pitches which will demonstrate local produce and craft as well as employment and training opportunities.</p>	<p>August 2022</p>	

<p>To promote agriculture and tourism in Camelford and surrounding areas</p>	<p>Advertising campaign through use of local press, social media and poster advertising in shops and businesses</p> <p>Offer pre show competitions to local families which will enable them to win family passes</p> <p>Encourage sponsorship from local businesses</p> <p>Apply for grants which will support sustainability</p>	<p>Committee, Stewards and Local Businesses</p>	<p>To provide a one-day show that offers entertainment as part of the annual Camelford "fun week"</p> <p>To strengthen links to businesses in the Camelford area through sponsorship and promotion.</p> <p>To offer a show that encourages attendance by both visitors and members of the local population</p>	<p>March 2022</p>	
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## AV SOLUTIONS FOR MEETINGS

Company	AV Solution	Cost
Meeting Owl Pro	<ul style="list-style-type: none"> <li>• <b>BETTER COLLABORATION.</b> The Meeting Owl Pro captures 360° video in 1080p HD and 360° audio up to 5.5m and automatically focusses on whoever is speaking to foster active collaboration and increased participation. Option to pair Meeting Owl Pros using Owl Connect to support even larger conference rooms and classrooms.</li> <li>• <b>PLUG AND PLAY SIMPLICITY.</b> Enjoy fast and easy meeting setup with the Meeting Owl Pro. Simply plug in the power and USB, launch your preferred video conferencing platform, and start your meeting. Anyone in your organisation can control the Meeting Owl Pro during the meeting via the iOS or Android Meeting Owl mobile app.</li> <li>• <b>UNIVERSALLY COMPATIBLE.</b> Compatible with virtually all web-based video conferencing platforms, including Zoom, GoToMeeting, Google Meet, Microsoft Teams, Cisco Webex, BlueJeans, and many others.</li> <li>• <b>RECOMMENDED BY ZOOM.</b> The Meeting Owl Pro is recommended by Zoom and the winner of numerous industry awards including TIME's</li> </ul>	£992

Company	AV Solution	Cost
	<p>Best Inventions of 2020 the CES Innovation Award in 2020 and 2021.</p> <ul style="list-style-type: none"> <li>• <b>WIFI-ENABLED FOR UPDATES AND ENHANCEMENTS.</b> Powered by Wise OS, the Meeting Owl Pro is WiFi enabled to get feature upgrades and enhancements delivered over-the-air via WiFi.</li> <li>• Does not have record facility, although can be recorded via the video connecting platforms such as Zoom and Teams. Therefore needs wifi.</li> </ul>	
Cloudy IT	<ul style="list-style-type: none"> <li>• Logitech BCC950 Conference Cam All-in-one design Perfect for small groups Connects to your PC Uses desktop video applications Remote control your meetings</li> <li>• Everyone can be seen Sound crystal-clear Carl Zeiss optics with autofocus Show your best angle Conversations are life-like Professional-grade certifications.</li> <li>• The camera itself doesn't record, but by using the system to stream to YouTube it creates a live stream which is automatically saved to your YouTube channel.</li> </ul>	<p>£252 plus set up and training costs of £131.25</p> <p><b>TOTAL £461.09</b></p>
Mevo	<ul style="list-style-type: none"> <li>• Stream to all platforms: Facebook, YouTube, Livestream, Periscope, Twitter and Vimeo in up to Full HD 1080p from virtually anywhere over Wi-Fi or LTE.</li> </ul>	<p><b>£349.99</b></p>

Company	AV Solution	Cost
	<ul style="list-style-type: none"> <li>• Edit with ease, in real-time: Using the Mevo App, your mobile device is now your personal video editing suite - zoom, pan and cut with ease, all from a single camera &amp; app. Available for Android (6 or higher) and iOS (9.3 or higher)</li> <li>• Go live—and stay live: 802.11ac Wi-Fi chip with 2x2 MIMO antennas delivers faster data transmission speeds, stronger Wi-Fi performance and increased range</li> <li>• Stunning video quality: 150 degree all-glass Lens and Sony 4K/12MP CMOS sensor enables recording in stunning 4K or streaming in up to full 1080p HD</li> <li>• Built-in audio, or customise as needed: Features built in stereo microphones, plus the ability to plug in external audio for crystal clear sound</li> <li>• Record facility download to SD card. Therefore could be used in St Thomas to record the meeting.</li> </ul>	

## **CAMELFORD TOWN COUNCIL DIRECT DEBITS/STANDING ORDERS**

CAMELFORD TOWN TRU	Library rent	£488.28
CAMELFORD TRUST	Market Place rent	£20.00
SEADOG IT	CTC website	£25.00
British Gas business	Electric Market Place	£24.20
CLOUDY IT	Monthly IT	£214.02
CORNWALL COUNCIL	Rates Cemetery	£289.00
CORNWALL COUNCIL	Rates Library	£319.00
CORNWALL COUNCIL	Rates Store	£51.00
CORNWALL COUNCIL	Rates Car Park	£444.00
Driver & Vehicle Licensing Agency	Van Tax	£265.00
GC re Pozitive Energy	Electric Library	£94.89
GC re Pozitive Energy	Electric Library	£211.09
INFORMATION COMMISSIONER IP	Copyright	£35.00
PENNON WATER SERVICES LIMITED	Library Water	£39.50
PENNON WATER SERVICES LIMITED	Water Toilets	£106.50
PLUSNET PLC	Broadband Library	£52.20
PUBLIC WORKS LOAN BRD GBS	Car Park Loan	£4,862.42
SOUTH WEST WATER LTD	Allotments	£107.09
TESCO MOBILE LTD	GM phone	£7.50
ZOOM	Virtual meetings	£14.99