



# CAMELFORD TOWN COUNCIL

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

PL32 9PD

01840 212880

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

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

## Ordinary Council Meeting – 18<sup>th</sup> January 2022

Minutes of the Ordinary Meeting of the Council, held at St. Thomas Church.

### 1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 8 other Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Grigg, Hewlett, Shaw, Scawn. 22/001

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

Cllrs Ackroyd-Johnson – personal.

It was **resolved** to accept the apologies

**Proposed: Cllr Bond**                      **Seconded: Cllr Elford**                      **unan**                      **22/002**

Thank you to those who have sent cards and messages to those who sent cards and messages

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

Cllr Elford	7b planning	pecuniary	to leave the room	
Cllr Rotchell	11b accounts	pecuniary	to leave the room	22/003

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

6 members of the public attended.

Sharon Musgrove spoke regarding Boxing day hunt. Reported on the event itself – health and safety issues. No application for an event and no road closure. Chapel street blocked for 40 minutes, Horses all over the disabled bays, numerous horses and people wandering in the road, traffic on the wrong side of the road. Numerous people in the road. Various incidents filmed. Child stepped into the road. Population 3k. only a couple of hundred came to see; so not well attended. Verbally abused hunt 'antis' on the moor and car damaged– hunt don't want people watching them. You would be able to do it this in any other format – couldn't do this with motorbikes. Dogs should be on a lead with tags, created chaos with the traffic.

Neil Loe-Edmunds, resident of College Road, spoke regarding planning application College Road. Objecting to tepee - land directly behind his house; was erected without any permissions last year – enforcement involved, planning now submitted. Increase in traffic, large structure and on a raised wooden deck base, obscures view from bedroom window, taller than the house, noise and light pollution. Development not in keeping in the area – bright yellow. Can be seen from Fore Street. Very tall. Camping at the end of the road already, don't need more.

Cllr Rotchell introduced Co-option procedure. 2 apologies for personal reasons. Part 2 debate. 3 applications. Cllr Rotchell read out 2 statements from Jim Thomson & Sue Dutt (all 3 attached). Aaron Dawe spoke - would love to be a councillor again, been here for 2 decades and passionate about this town, he'd approachable and would be speaking on resident's behalf. He could bring something that is need for grass roots politics, people have a passion for this town. I would like to voice and achieve something great. Son goes to primary school. Wants this to be the best community he can to grow up in. 22/004

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

1

Chair's Signature.....

Dated.....

It was resolved to approve the Ordinary Meeting 21<sup>st</sup> December 2021

**Proposed: Cllr Elford**

**Seconded: Cllr Grigg**

**7-0 (2abs)**

**22/005**

**6. To receive Clerk’s report**

Matters arising from the Minutes. Cleese Road resurfacing and EV charger completed; charger had 12 users in December. CC have notified CTC that devolution scheduled for 1<sup>st</sup> April; CC consulting on its car parking order from 14<sup>th</sup> February, CTC will need to consult during similar time period – Clerk to bring documents for resolution to 3<sup>rd</sup> February meeting. OCM phase 2, slight delay due to supplies, started again yesterday and are hoping to finish at a similar time. Enfield park drainage and pond path scheduled 7<sup>th</sup> February; trying to get quote for slate removal. High Street Christmas trees went to Widemouth Bay – dune stabilisation. Broadwood Bridge structural engineer report – will get quotes for the essential repairs. Grounds person advert gone live today. EDF meter at skatepark – EDF made mistake; rectifying before CTC can change providers. Extra Events working group meeting scheduled for the 9<sup>th</sup> February due to increase in planned activities on St.Piran’s day. Had notification of Library fine compensation £237.98. 22/006

**7. Planning**

a. Any late applications will be discussed under this section.

**\*\*Cllr Elford left the room\*\***

**PA21/11920. Land East of Culloden Dairy, College Road. Mr & Mrs Smeeth.** Change of use of land and the siting of 1no. tepee for camping use, together with a new toilet/shower/amenity building and the provision of ancillary works (including timber decking and below ground service connections). Cllr Shaw looked at the sight last year, different application but similar as changes implemented with no planning permission and changes of boundary line. Mindful of extra traffic, applicant has closed off some of the entrance splay - no passing space. A big development for that size of field. Don't think it's the right size. Its substantial – very spacious. And a substantial washroom too – more space on that site for more development. Sets a precedent. Cllr Rotchell noted the site further down the road where its narrower. Building on a green field. Building of a washroom block indicates looking to extend the site further. Clerk noted that CTC can only consider current information in the application. It was **resolved** to reply with Objection

**Proposed: Cllr Shaw**

**Seconded: Cllr Bond**

**7-1 (dec carried)**

**22/007**

**PA21/12273. 11 Penmelen. Mr K Holder.** Single storey front extension and new pitch roof to replace flat roof. Cllr Shaw noted short life span of current set-up, would tidy it up.

It was **resolved** to Support

**Proposed: Cllr Shaw**

**Seconded: Cllr Grigg**

**unan**

**22/008**

**8. Portfolio Reports**

a. Mayor’s Report – Attended Staffing Working group – considered appointment of grounds person, staff wage increase, recommendations at next meeting. Volunteered to take 60+ Christmas trees to Widemouth – planted in the dunes, sand accumulates against the trees to prevent erosion. Over 200 trees taken. 5 meetings for the bypass in January, initial business case with the Treasury, but it requires even more information. Hopefully decision by end of February – to be announced shortly after that. 22/009

**9. Correspondence**

a. Letter from resident – regarding Action Against Foxhunting. **Noted**

**22/010**

b. Letter from resident – regarding Boxing Day Hunt. **Noted**

**22/011**

Cllr Rotchell clarified exactly what CTC can influence directly – CTC announcements and barriers. Clerk clarified that St.Ives Town Council have not 'banned' the hunt; just not invited them to take part in its feast day event. Cornwall Council events could be notified, and the hunt should undertake risk assessments for its own insurance purposes. By putting barriers up, CTC could be seen to be taking responsibility for Health & Safety. The correct authorities are CC for highways closures and events and the Police for obstruction etc. CTC have no powers of enforcement as it has no jurisdiction Cllr Shaw noted that historically/traditionally never supported it, not voted against it. Barriers are provided as there is a safety issue. CTC don't give them permission to have an event. Cllr Grigg suggested they could meet at Davidstow, as the motorbikes do. It would be safer. Barriers were not put up by CTC staff this year. Cllr Shaw noted the economic benefit of a social event – general meeting of people in town centre. Can't afford to lose the economic benefit. Cllr Rotchell noted that CTC can't stop them from meeting Camelford. Cllr Hewlett agreed that by installing barriers CTC

could be perceived as taking responsibility for H&S. Cllr Scawn noted that the meet should contact CTC and TT for permission to enter onto Fore Street parking area in future, if required. Cllr Elford noted the dogs are pack animals; need to be very careful; trained to do one thing – dangerous. CTC is neither for, nor against the meet. Cllr Bond – don't advertise, don't put up the barriers.

It was **resolved** to stop putting up safety barriers and not to mention on CTC publicity channels.

**Proposed: Cllr Grigg                      Seconded: Cllr Hewlett                      6-3 (dec carried)                      22/012**

c. Clerks and Councils Direct Magazine. **Noted** 22/013

d. Email from Cornwall Council – notification of election charges £255. Query returning officer charge. **Noted** 22/014

e. Consultation Cornwall Council – Empowering Local Communities. **Noted** 22/015

f. Duchy Defibrillators – increase in service price notification and newsletter. **Noted**. Clerk to ensure BHF have correct information. Cllr Bond noted another defib to be installed at SJS. 22/016

## 10. Agenda Items

a. The Town Council Logo was **discussed**. Clerk read out response from previous Clerk noting that Seadog redesigned the logo for CTC in 2014. Cllr Shaw noted the original one is the town seal – updated to make it more presentable. Cllr Rotchell concerned that it could be put on documents that are nothing to do the Town Council. Cllr Shaw noted Town Trust or Town Council can use this.

Mindful losing part of the history. Logos are about identity – Town Council redesign – should just be Town Council. Clerk noted that the original seal design is still available for the Trust to use for differentiation purposes. Cllr Coombes suggested both could put its respective name underneath the new one to avoid confusion. Town team designed an alternative for business/everyone else to use in Camelford for free – a marketing tool. Carnival, Liberal club and Camelford website. For promoting business. There is an effective alternative.

It was **resolved** to add 'Camelford Town Council' underneath logo.

**Proposed: Cllr Coombes                      Seconded: Cllr Shaw                      unan                      22/017**

b. The high street sanitiser units were **discussed**. 2 left from 5. Cllr Shaw noted it should be down to the retailer. When the rest pack up that's it. Remaining ones are stationed at the Post Office and Butchers.

It was **resolved** not to replace

**Proposed: Cllr Grigg                      Seconded: Cllr Hewlett                      unan                      22/018**

c. It was **resolved** to pay CPRE Membership £36

**Proposed: Cllr Shaw                      Seconded: Cllr Bond                      unan                      22/019**

d. It was **resolved** to **approve** of bench for Churchfield car park at £160.

**Proposed: Cllr Grigg                      Seconded: Cllr Burgis                      unan                      22/020**

e. It was **resolved** to enter into Office broadband contract for 24 months at £21pcm.

**Proposed: Cllr Bond                      Seconded: Cllr Coombes                      unan                      22/021**

f. It was **resolved** to **instruct** All in 1 building to repair wall on boundary to OCM and High Street Neighbouring property.

**Proposed: Cllr Elford                      Seconded: Cllr Hewlett                      7-0 (2 abs)                      22/022**

g. It was **resolved** to **approve** list (report attached) provided by Hall for Cornwall via Welcome Back funding.

**Proposed: Cllr Burgis                      Seconded: Cllr Grigg                      unan                      22/023**

h. It was **resolved** to accept full quote/options for Clease car park devolution from Paul Finn Solicitors.

**Proposed: Cllr Elford                      Seconded: Cllr Burgis                      unan                      22/024**

Can add in a motorbikes area in the larger bay? Clerk to liaise with CLO

i. It was **resolved** to **instruct** Paul Finn Solicitors to produce legally correct tenancy agreement and notice to quit.

**Proposed: Cllr Hewlett                      Seconded: Cllr Grigg                      unan                      22/025**

j. It was **resolved** to record meetings and publish next day due to limits to wireless connection from St.Thomas.

**Proposed: Cllr Hewlett                      Seconded: Cllr Burgis                      unan                      22/026**

k. The price to sell slate around the pond was discussed. Alan Valley suggested it more like crazy paving so it is not interested. Cllr Shaw suggested contacting Delabole slate for price for its equivalent, then to advertise on channels for removal by purchaser, and then to remove to Cemetery as a last option. 22/027

I. Emergency item: Jet washing of bandstand highlighted a live wire on outside of Public toilet building. This wire was cut on installation of new cameras 6-7 years ago. It was **resolved** to instruct contractor from estimate received for rectification of live wires in roof of public toilet building and full installation check.

**Proposed: Cllr Hewlett                      Seconded: Cllr Bond                      unan                      22/028**

## 11. Accounts

a. Balances at 11<sup>th</sup> January 2022 were **noted**

Current Account	£128,284.00		
Tracker Account	£51,427.22		
NS&I	£42,483.49		
CCLA	£80,000.00		22/029

\*\* Cllr Rotchell left the room, Cllr Bond took the chair\*\*

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

Staff	January Wages & expenses	BACS	£7,193.25
HMRC	January Tax & NI	BACS	£1,897.61
Cornwall Pensions	January Pension contributions	BACS	£2,232.86
Cornwall ALC	Budgeting for Clerks – training DC	BACS	£30.00
All in 1 building SW Ltd	OCM camera pole/manhole move	BACS	£408.00
Camelford Town Band	winter festival/carols	BACS	£120.00
Barclays	Charges	DD	£14.77
Amazon	Office Stationary	Debit	£31.99
Amazon	First Aid Supplies	Debit	£4.90
Sea Dog IT	Webhosting	DD	£25.00
LED House Limited	Deposit Screen for Jubilee	BACS	£2,040.00
3 Business Services	mobile phone – youth worker	DD	£18.00
Amazon	First Aid Supplies	Debit	£26.39
Amazon	Maintenance PPE/Gloves	Debit	£11.99
Amazon	Battery – Churchfield Ticket machine	Debit	£89.99
SLCC	Office reference books	BACS	£148.19
Camelot Garage	Fuel for maintenance	BACS	£71.97
Cornwall Council	Churchfield CP enforcement	BACS	£70.80
Smart window cleaning	Town Hall	BACS	£25.00
R Sleep Ltd	Maintenance Supplies	BACS	£58.03
Cloudy IT	Office computer systems	DD	£218.58
Plusnet	Broadband/Telephone	DD	£54.67
Pennon	Water	DD	£6.50
Pennon	Water	DD	£49.50
Camelford Town Trust	Town Hall Rent	SO	£488.28
Camelford Town Trust	OCM Annual Rent	SO	£950
Voiphone	Telephone system	DD	£9.60
Pickle Design	Website – google search	DD	£60.00
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Town Hall – Business Rates	DD	£319.00
Cllr Rotchell	Halloween/Xmas events - Mayor's Al.	BACS	£85.54
Paul Finn Solicitors	OCM Charges and Disbursement	BACS	£6,936.23
		<b>TOTAL</b>	<b>£24,140.64</b>

**Proposed: Cllr Grigg**

**Seconded: Cllr Elford**

**unan**

**22/030**

\*\*Cllr Rotchell returned and took chair\*\*

Income was **noted**

Sport England	OCM phase 2 grant 1 <sup>st</sup> payment	AC	£43,872.00
Post Office	Tickets	cash	£40.00
Post Office	Cups and tickets	cash	£140.00
Revival books	Dead Stock Sale	AC	£28.04
		<b>TOTAL</b>	<b>£44,080.04</b>

21/031

## 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: Co-option

**Proposed: Cllr Bond                      Seconded: Cllr Burgis                      unan                      22/032**

a. Co-option procedure was debated due to 2 candidates not being present.

It was **resolved** to co-opt a new member to Council considering candidates written applications.

**Proposed: Cllr Grigg                      Seconded: Cllr Coombes                      5 for (dec carried)                      22/033**

Council took candidates in alphabetical order, voting by show of hands.

Jim Thomson received absolute majority under the voting procedure

It was **resolved** to reinstate standing orders to announce result

**Proposed: Cllr Burgis                      Seconded: Cllr Bond                      unan.                      22/034**

Cllr Rotchell announced Jim Thomson as successful candidate.

**13. To note items for 3<sup>rd</sup> February 2021 Agenda.**

Car parking order

Broadband and Electricity supplier/contracts at OCM

Structural Engineer's report on Broadwood bridge and quotes for repair

Outside pressure washed.

Slates around bandstand repaired

**The Mayor closed the meeting at 20:30 pm**



Camelford Town Council  
Camelford Town Clerk And Responsible Financial  
Officer  
Town Hall  
Market Place  
Camelford  
Cornwall  
PL32 9PD

Your ref:

My ref: EN19/01448

Date: 17 January 2022

Dear Sir/Madam

### **Town and Country Planning Act 1990 - Section 174 Appeal**

I am writing to let you know that an appeal has been made to the Ministry of Housing, Communities and Local Government in respect of an enforcement notice that has been issued by Cornwall Council following alleged breaches of planning control at the following site. The appeal is to be decided by an Public Inquiry to be held on a date yet to be arranged. I will write to you again when a date for the Inquiry has been confirmed.

MHCLG ref:	<b>APP/D0840/C/21/3289342</b>
Cornwall Council ref:	<b>EN19/01448</b>
Appeal Start Date:	<b>11 January 2022</b>
Breach of Planning Control:	<b>Appeal against Enforcement Notice - The change of use of land from agriculture to a mixed residential and business use and the undertaking of operational development including the construction on the land of 2 buildings used for residential purposes (1 used as a residence, the other as a shower and toilet block. The storage of other residential paraphernalia which includes a table, chairs, BBQ, firepits, washing lines and water butts, alongside a shipping container used for business purposes, the laying of aggregate to form a hard standing and the erecting of steel gates.</b>
Location:	<b>Land North West Of Trewen Bridge Lanteglos Camelford</b>
Appellant:	<b>Daniel Edwards (site Address)</b>

The Council considered it expedient to issue the enforcement notices because:

The construction of two timber buildings used for residential (C3) use, alongside the stationing of a shipping container, used for business purposes, obscured by a galvanised steel gate on land in a prominent location in open countryside outside of

Cornwall Council

Tel: 0300 1234 151 [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

IDOX/ENDATEIN

17 January 2022

any settlement, would fail to respect or sustain the landscape character of the locality resulting in visual harm. Residential and commercial uses in such a location are only permitted in exceptional circumstances, none of which are met by this development. The development is contrary to Policies 1, 2, 3, 5, 7, 12, 23 & 27 of the CLP and paragraphs 8, 11, 79, 80, 84, 85, 174 and 59 of the NPPF.

The grounds on which the appeal has been made are:

**Ground D** That, at the time the enforcement notice was issued; it was too late to take enforcement action against the matters stated in the notice.

The enforcement notice and the appellant's statement are available for inspection at these offices between 9.00am and 5.00pm Monday to Friday. You have been notified so that you may, if you wish, submit your views in writing or request a copy of the appeal decision letter. You should write direct to The Planning Inspectorate, Room 3/26a, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN, within 6 weeks of the appeal start date (stated above) quoting their reference number. If you require an acknowledgement letter or a copy of the final decision you must include this request in your communication.

The Planning Inspectorate has introduced an online appeals service which you can use to comment on this appeal. You can find this service through the Appeals area of the Planning Inspectorate Web Site – see <https://acp.planninginspectorate.gov.uk>. The Inspectorate may publish details of your comments on the internet on the Appeals area of the Planning Inspectorate. Your comments may include your name, address, e-mail address or telephone number. Please ensure that you only provide information, including personal information belonging to you, that you are happy will be made available to others in this way. If you supply information belonging to a third party, please ensure that you have the permission to do so. More detailed information about data protection and privacy matters is available on the Planning Inspectorate Web Site.

You can get a copy of The Planning Inspectorate's booklet, "Guide to taking part in enforcement appeals proceeding by Public Inquiry – England" free of charge from this office or via the following link:

<https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>

For interested parties wishing to formally appear at the inquiry as a Rule 6(6) party the Planning Inspectorate has published guidance at the following link:

<https://www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application>

Page 3 of 3

17 January 2022

If, having read the above guidance, you wish to apply for Rule 6(6) status it is essential that you contact the Planning Inspectorate immediately.

Should you require any further information in connection with this appeal, please telephone me.

Yours faithfully

**Sandra Oram**

**Senior Development Support Officer  
Planning and Sustainable Development Service  
Tel: 01209 614090 Mob 07395 834868  
Email: [planningappeals@cornwall.gov.uk](mailto:planningappeals@cornwall.gov.uk)**





# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall  
Market Place  
Camelford  
PL32 9PJ

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

## Minutes of the Finance Working group meeting – Friday 21<sup>st</sup> January 2021

1. Members present and apologies were **noted**  
Cllrs; Coombes, Rotchell Shaw. Esther Greig – Clerk.  
Apologies; Cllr Grigg (received during meeting), none received - Cllr Burgis
2. Clerk's report Q3 budget to expenditure was **received**  
As per Q2. 3 cost codes are over budget; Audit - due to end of year RBS payment for last year, and IT support (now spending from EMR), Training - due to chapter 8 road closure training. Noted that ICCM subscription may not be needed in 2022-23.  
Mileage budgets hardly touched.  
Park maintenance/OCM/Cleas CP items will occur Q4. Budget figure for these items have been adjusted  
Town maintenance will be tight due to 2 x orders of play bark within this financial year – 1 from last year.  
PWL B riverbank £9000 underspend. This is covering shortfall regarding the path and drainage project budget  
Public Toilet emergency electrical repair will be covered by the water refund.  
Refuse and Van costs to come in Q4 – have chased Biffa for its invoice and the MOT is booked for next week.  
Unbudgeted bracken cutting costs have caused cemetery maintenance to overspend £900, but Cemetery business rates savings of £2600  
Allotment – queried input regarding water as showing by 2 different companies. Cllr Shaw noted the meter is by the tap, under a slate.  
  
Residual funds at end of Q4 to go towards potential EMRs, and investments to be considered at end of year/Q4 discussions in April meeting.
3. Q3 internal control – Cllr Burgis.
4. OCM phase 2 budget. Clerk noted currently on budget, costs are fluctuating but cash-flow being updated regularly to take into account these slight variations. Café tender document to go to next FC meeting following discussions at the Staffing WG meeting last week.
5. Asset inspection – Cllr Shaw to liaise with MGM regarding annual inspection by End of March.
6. Fees. To recommend to FC that; Website listings to remain at £10pa, Pickle – google analytics to be cancelled – not needed, allotments – to remain at £22pa, parking permits – to remain the same; including reduced rate of £25pa for 2<sup>nd</sup> + business permits for another year.
7. IT support contract. Working Group happy with current contractor – duration of current contract one year. To recommend to FC to continue (subject to contract details). Cllr Rotchell suggested cybersecurity training should be offered to Councillors.
8. Staff laptop/tablets. Noted that DC laptop is being used by Youth Worker – its not fit for purpose. To get quotes for tablet or laptop to present to FC. Clerk noted that it is within the Skatepark budget. Cllr Rotchell noted that FC should consider providing tech to all Councillors, for use specifically for Council business. Clerk noted that 3 laptops were bought in order for 3 Councillors to attend virtual meeting as they didn't have appropriate tech at the time. Nothing in the budget for that in 2022-23.
5. Date and items for next meeting  
22<sup>nd</sup> April 9.15am.  
End of year review  
EMRs and Investments.

Q3 2021-22	Budget Receipts		Budget Payments		EMR
	Total for year	Act.	Total for Year	EMR	
<b>Income</b>					
Precept	262,831.00	262831.00	0.00	0.00	
CTS Grant	10,830.00	10830.19	0.00	0.00	
Grants and Donations	72,020.00	50927.50	0.00	0.00	70.71%
Income - Car Park	6,500.00	5587.86	0.00	0.00	85.97%
Footpath Grant	719.00	0.00	0.00	0.00	0.00%
Allotment Rent	1,250.00	1342.50	0.00	0.00	
Other Income	94,711.75	95176.09	0.00	0.00	
OCM Phase 2 Grants	190,000.00	25000.00	0.00	0.00	13.16%
Interest - Bank	3,000.00	2175.46	0.00	0.00	72.52%
CIL PA20/05739	2,936.00	1815.73			61.84%
<b>Accommodation</b>					
Office Rent	0.00	0.00	5950.00	4424.52	74.36%
Rates and Utilities £3193	0.00	0.00	6850.00	6298.42	
Building Operations	0.00	0.00	900.00	787.54	
Lift	0.00	0.00	3000.00	1326.00	44.20%
Building Modifications	0.00	0.00	0.00	0.00	0.00%
<b>Administration</b>					
Salaries	0.00	0.00	153000.00	108160.18	70.69%
Staff Mileage	0.00	0.00	500.00	76.30	15.26%
Councillor Mileage	0.00	44.10	300.00	44.10	14.70%
Training	0.00	0.00	2000.00	2036.79	
Mayors Allowance	0.00	0.00	650.00	141.78	21.81%
Bank Charges	0.00	0.00	200.00	159.59	79.80%
Audit	0.00	0.00	1650.00	1810.00	
Insurance	0.00	0.00	2600.00	2727.93	
Office Supplies	0.00	0.00	2000.00	1773.08	88.65%
Telephone/Broadband	0.00	0.42	800.00	816.40	
Legal Expenses	0.00	0.00	2000.00	0.00	0.00%
IT and Support	0.00	0.00	6750.00	3942.43	58.41%
CTC Website	0.00	0.00	750.00	321.25	42.83%
COVID-19	0.00	0.00	0.01	0.00	0.00%
Subscriptions	0.00	0.00	1455.00	1473.22	
Elections	0.00	0.00	0.01	0.00	0.00%
<b>Car Parks</b>					
<b>Total for year</b>			<b>Act. Total for Year</b>		
Churchfield Car Park Maint	0.00	0.00	9750.00	5,000.00	40.37%
Cleese Car Park Maintenan	0.00	0.00	19060.00	14595.68	76.56%
PWLB Loan Repayment - C	0.00	0.00	9725.00	4862.42	50.00%
Car Park Rates £4441.10	0.00	0.00	4650.00	3997.10	85.96%
<b>Community</b>					
Events	0.00	486.00	11450.00	3,500.00	33.54%
Christmas Lights	0.00	0.00	4000.00	3652.08	
					Additional funding for St.Piran's Day



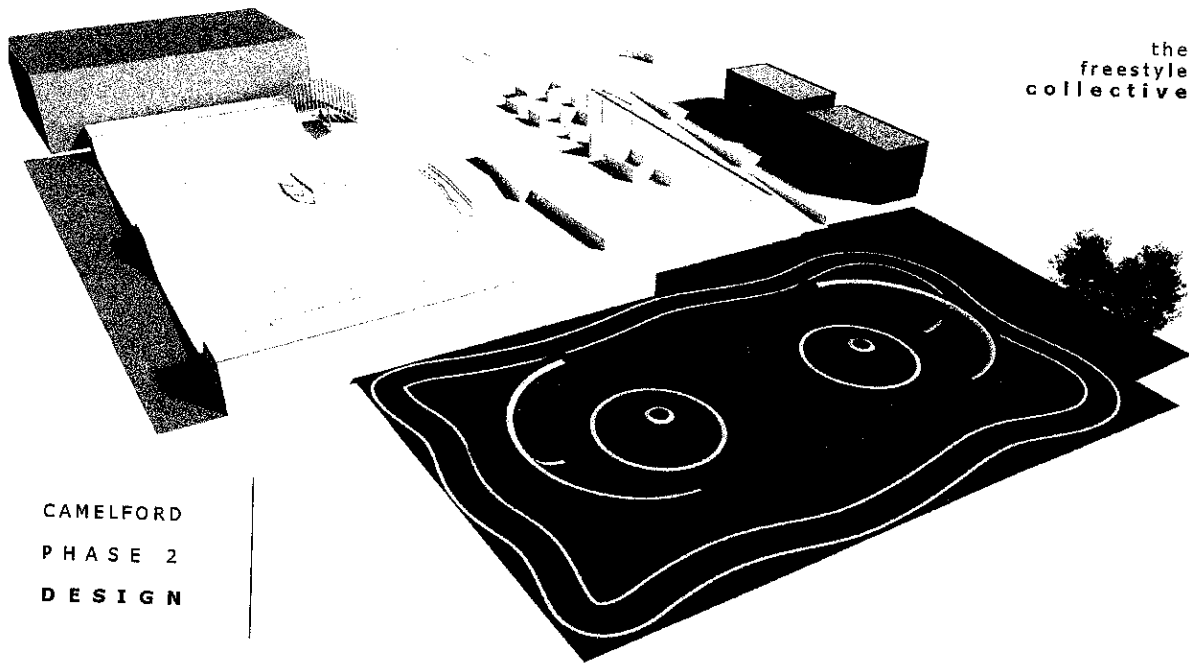
**Camelford Town Council**  
**Reserves Balance**  
**2021 - 2022**

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
OCM Phase 2 Grants	5,000.00				5,000.00
Fireworks	2,200.00	-2,200.00			
NDP	1,679.00				1,679.00
Cemetery	11,225.00				11,225.00
Lift	12,656.00				12,656.00
Skatepark	8,200.00	-8,200.00			
Events	3,500.00				3,500.00
Stained Glass Window - Second	1,073.00				1,073.00
IT	3,500.00	-3,500.00			
Churchfield Car Park Resurfacing	5,000.00				5,000.00
Allotments	1,897.00				1,897.00
Community Chest Library	400.00	-400.00			
<b>Total Earmarked</b>	<b>56,330.00</b>	<b>-14,300.00</b>			<b>42,030.00</b>
<b>TOTAL RESERVE</b>	<b>56,330.00</b>	<b>-14,300.00</b>			<b>42,030.00</b>
<b>GENERAL FUND</b>					278,366.05
<b>TOTAL FUNDS</b>					269,066.05

**SUMMARY OF CHANGES (HIGHLIGHTED)**  
**INVITATION TO TENDER**  
**FOR CAFÉ/YOUTH HUB AT THE OLD CATTLE MARKET (OCM)**  
**CAMELFORD, CORNWALL**  
**PART OF OCM REGENERATION PROJECT**



**An exciting opportunity for a completely new enterprise within the OCM site**



**CAMELFORD  
PHASE 2  
DESIGN**

Camelford Town Council is seeking tender proposals from interested parties to run a new café/creperie at the Old Cattle Market site, Clease Road, Camelford.

For more information please contact Amanda Lash, Deputy Town Clerk [admin@camelford-tc.gov.uk](mailto:admin@camelford-tc.gov.uk)

The closing date for proposal submission is [date].

## Café/Youth Hub

CTC is purchasing a 20ft x 6ft container to house the café, with the existing shelter being relocated next to the new container to form extra seating. Consultation revealed that people would like a creperie. This has the additional benefit of providing a food that is not currently served in Camelford, and therefore does not “step on any toes”. This is important to CTC. Camelford currently has 2 café/takeaways and so it is looking to provide something different. CTC is open to any healthy suggestions for food and drink.

## Our Offer

- Basic fit out of converted container unit (to be discussed with successful bid)
- Covered by CCTV
- Sole use of the cafe for food preparation and catering
- Rent free period (subject to negotiations).
- Apprentice

Rent is paid monthly in advance on the 1<sup>st</sup> day of each month by standing order. A rent-free period will be offered (subject to negotiation). Rent of £420 to be paid monthly in advance by standing order. Rent to be reviewed annually thereafter.

## Contract Commencement Date

- 1.1. Contract negotiations to start February 2022. It is expected that the contract will commence February/March 2022.



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall  
Market Place  
Camelford  
Cornwall  
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)

## Minutes of the Staffing Working Group Meeting – Friday 14<sup>th</sup> January 2022

1. Cllrs present – RR, AS. Clerk. Apologies from Cllrs Grigg and Scawn.
2. The minutes of 1<sup>st</sup> October 2021 were **reviewed**.
3. Grounds Person recruitment was **discussed**. Recommendation to FC:
  - i. Terms and conditions as standard contract. Budget for 37 hours on SCP 7 agreed in budget for 2022-23. Working hours Sun-Thurs 10-6 summer, 8.30-4.30 winter. One year contract with a view to permanent position following potential restructure in May 2023. Start date 11<sup>th</sup> April 2022
  - ii. Advertising and time scales for recruitment. Immediate advertise on CC (fee), Indeed (no fee), Job centre, CTC website and social media. Deadline for applications 10<sup>th</sup> February.
  - iii. Shortlisting of 4/5 applications. Cllr Shaw, Cllr Scawn & Clerk 11<sup>th</sup> February (time tbc).
  - iii. Interviews. Cllr Rotchell, Cllr Grigg and Clerk 18<sup>th</sup> February (time tbc).To **recommend** FC resolve to delegate appointment of Grounds Person decision to 2 Councillors and Clerk.
4. Plan 'b' for the OCM café was **discussed**. RR noted one expression of interest to sell burgers – which is not what was requested and other outlets already provide in town. Clerk noted options; pop-ups, changes to tender document, min advertising time on Rightmove 6 months, buy equipment for youth worker use, employ someone to run, invite community groups to use. RR noted CTC had no appetite to run itself, to **recommend** to FC that Tender is changed to first 12 months' rent free and to readvertise.
5. The way forward for 21-22 staff pay rise was **discussed**. No agreement between Government and unions yet – 1.75% on the table. Clerk mindful of need to set-up an earmarked reserve for 2021-22 backpay for the 1.75% and of the tax changes from April 2022 would adversely affect employees if the rise is backdated after 6<sup>th</sup> April. CTC have budgeted 2%. To **recommend** to FC that CTC pay 2% in March if decision has not come through, to come off SCPs until such time as the pay agreement is published and then to go back onto the relevant SCP with no back pay due. Clerk has spoken with the majority of employees regarding pay rise and possible options.
6. Delegated authority scheme for officers and committees was **discussed**. Clerk noted that legally all standing meetings should be committees allowing public access for transparency. Currently all are working groups with no delegated authority (all decisions are made by FC) in order to enable meeting to take place virtually during this pandemic. Also, useful document to provide clarification regarding officer powers to stop speculation. Clerk showed example of scheme of delegation from another town. RR requested that Clerk review committee set-up and produce a scheme for meetings and officer delegation by the end of February. To be discussed at FC, with a view to implementation in the next administrative year. To ensure it is cost neutral on the staffing budget.
7. Proposal from MGM to carry over 2 weeks holiday was **discussed**. Clerk noted that under current policy, 5 days is allowed but rather than MGM take last week in March, he wishes to take 1<sup>st</sup> week in April therefore carrying over 10. RR noted no issue with this. Recommend to FC that 10 days carried over
8. Next meeting date and items for the agenda.  
20<sup>th</sup> May 2022.

## Esther Greig

---

**From:** Amanda Lash  
**Sent:** 25 January 2022 10:28  
**To:** Esther Greig  
**Subject:** FW: EDF Portacabin, Old Cattle Market Skatepark, Clease Road, Camelford, PL32 9PL  
**Attachments:** E68818356001.pdf; Camelford Town Council 671168818356.pdf

**From:** LSCollections <lscollections@edfenergy.com>  
**Sent:** 25 January 2022 10:15  
**To:** Amanda Lash <admin@camelford-tc.gov.uk>  
**Subject:** EDF Portacabin, Old Cattle Market Skatepark, Clease Road, Camelford, PL32 9PL

Dear Amanda,

- Supply address Portacabin, Old Cattle Market Skatepark, Clease Road, Camelford, PL32 9PL
- Meter V03D54244
- Mpan 2200040556356

I am emailing you today to confirm that your old energy account 671163342106 , for wrong meter S07H03289, has now been reversed off.

Do not use that account number in the future for any payments etc.

The credit of £481.75 has been transferred to the corect account which is 671168818356

Your new business account is 671168818356, for mpan 2200040556356 , meter V03D54244- see attached welcome letter and latest bill.

Using your email [admin@camelford-tc.gov.uk](mailto:admin@camelford-tc.gov.uk) you can register for our self-service portal MyAccount and boo the smart meter exchange online.

EDF My Account link <https://my.edfenergy.com/user/login>.

Number for our Sales is **0333 009 7085**

Your Sincerely

Sylvia Frosztega  
**Customer Service Advisor**  
SME Revenue Collection

0333 200 5112



[edfenergy.com](http://edfenergy.com)

**Proud sponsors of Prostate Cancer UK**  
[prostatecanceruk.org](http://prostatecanceruk.org)



**Account number**

671 168 818 356

**Invoice number:** E68818356001

**Bill date:** 23 Jan 2022

**24 hour emergencies:**

Electricity: call 105

Access your energy account  
securely 24/7 via MyAccount  
[edfenergy.com/247](https://edfenergy.com/247)

Contact a Live Chat adviser  
24/7 via our website

Camelford Town Council  
Town Hall  
Market Place  
Camelford  
PL32 9PD

Page 1 of 4

**Supply Address:**

Portacabin, Old Cattle Market Skatepark,  
Cleese Road, Camelford, PL32 9PL

S

Dear Business Customer,

**Your first business electricity bill**

**We owe you £283.13**

11 October 2021 - 06 January 2022 (88 days)

Your charges for this period (including VAT)

£283.13  
in credit

**Your new account balance**

**£283.13**  
in credit

**About your payments**

This bill is based on your latest meter readings.

Please turn to the next page to see the details.

Access your energy account  
securely 24/7 via MyAccount  
[edfenergy.com/247](http://edfenergy.com/247)

Contact a Live Chat adviser  
24/7 via our website

0333 200 5103  
8am-6pm Mon-Fri

24 hour emergencies:  
Electricity: call 105

Page 3 of 4

## About your tariff

### Electricity

<b>Tariff name</b>	Deemed Elec Product SME	<b>Payment method</b>	Cash/Cheque (Monthly)
<b>Tariff end date</b>	Not applicable	<b>Exit fee</b> (for early cancellation of tariff)	Not applicable
<b>Tariff notice date</b>			Not applicable

#### Tariff notice statement

You can agree a new contract with us or another supplier. To see all our available business tariffs, simply log in or register for MyAccount - [edfenergy.com/247](http://edfenergy.com/247) or call us on 0333 009 7085.

#### About your usage

We don't have enough information to show you a full comparison of this bill with the same period last year.

**BROADBAND AT OCM**


**PLUSNET QUOTATION**

£17 plus VAT up front payment when order placed

£17 plus VAT per month D/D

Includes free installation and router

**4-6 weeks timescale**

<h1 style="text-align: center;">Heads of Terms for Freehold Transfer</h1>	
<b>SUBJECT TO CONTRACT</b>	
<b>1. Initial Information</b>	
1.1 Premises Address (shown outlined in red on the attached plan):	Cleese Car Park, Cleese Road, Camelford, PL32 9PL as shown outlined in red on the plan. UPRN14311.
1.2 Area of Property (e.g. sq.m.):	2,463 sq m
1.3 Full Name and Address of Vendor:	Cornwall Council New County Hall Truro Cornwall
1.4 Contact Name for Vendor:	Lamorna Smith
1.5 Email for Vendor:	<a href="mailto:Lamorna.Smith@cornwall.gov.uk">Lamorna.Smith@cornwall.gov.uk</a>
1.6 Telephone Number for Vendor:	01872 327443
1.7 Mobile Number for Vendor:	
1.8 Full Name and correspondence address of Purchaser:	Camelford Town Council c/o Esther Greig Town Clerk Town Hall Market Place Camelford PL32 9PB
1.9 Purchaser's Company Registration Number (if applicable):	
1.10 Purchaser's Registered Office (If applicable):	As above
1.12 Contact Name for Purchaser:	Esther Greig
1.13 Email for Purchaser:	<a href="mailto:clerk@camelford-tc.gov.uk">clerk@camelford-tc.gov.uk</a>
1.14 Telephone Number for Purchaser:	01840 212880
1.15 Mobile Number for Purchaser:	
1.16 Consideration:	£1
1.17 Is VAT Payable?	No
<b>2 Rights</b>	
2.1 Rights granted by the Vendor (inc. RoWs, drainage connections etc.):	Right to connect to or maintain any services through under or upon the adjacent land owned by Cornwall Council. Right reserved to the Town Council for access and egress for the purposes of maintaining or repairing any of the demised property adjacent to Cornwall Council land
2.2 Rights reserved for the Vendor:	Right to connect to or maintain any services in connection with Cornwall Council's adjacent land and buildings.

	Access and egress onto Cornwall Council's adjacent land and buildings for Cornwall Council appointed agents, contractors or associated companies, tenants or licensees. Access to maintain Cornwall Council's adjacent land and buildings.
2.3 Covenants attached to the transfer:	A covenant is to be included limiting the use of the site to that of car parking.
<b>3 Accommodation Works</b>	
3.1 What accommodation works are to be carried out by the Purchaser?	None
3.2 Is there a deadline for the works?	
3.3 What accommodation works are to be carried out by the Vendor?	None
3.4 Is there a deadline for the works?	
<b>4 Overage</b>	
4.1 Is there an overage provision in the transfer?	No
4.2 If so, provide details:	
4.3 Trigger event/notice	
<b>5 Costs</b>	
5.1 Who is responsible for the Vendor's surveyor's costs?	Vendor
5.2 Is there a set amount?	No
5.3 Who is responsible for the Vendor's legal costs?	Vendor
5.4 Is there a set amount?	No
<b>6 Vacant Possession</b>	
6.1 Is the site sold with vacant possession?	Yes
6.2 If no, provide further details.	
<b>7 Any other terms</b>	
7.1 Detail any further terms or conditions relating to the transfer:	None
<b>8 Conditions</b>	
8.1 References	
8.2 Cabinet / Member approvals	
8.3 Planning	
8.4 Local Authority consents	
8.5 Further surveys required?	
8.6 Vendor's Solicitor	County Legal Services, The Cornwall Council, New County Hall, Treyew Road, TRURO TR1 3AY

8.7 Vendor's Solicitor's Telephone Number:	TBC
8.8 Vendor's Solicitor's Email Address:	<a href="mailto:chantal.golden@cornwall.gov.uk">chantal.golden@cornwall.gov.uk</a>
8.9 Purchaser's Solicitors:	<b>The Vendor recommends that the Purchaser seeks independent legal advice.</b>
8.10 Purchaser's Solicitor's Telephone Number:	
8.11 Purchaser's Solicitor's Email Address:	TBC
8.12 Timing and Other Matters:	
8.13 Exclusivity period, target for exchange?	TBC
8.14 No Contract:	<b>These heads of terms are subject to contract.</b>
8.15 Purchaser's Agent(s):	<b>The Vendor recommends that the Purchaser seeks independent professional advice.</b>
8.16 Vendor's Agent(s):	Lamorna Smith

## Esther Greig

---

**From:** Liam Cardwell <Liam.Cardwell@paragon-id.com>  
**Sent:** 26 January 2022 08:50  
**To:** Esther Greig  
**Subject:** Car Parking Ticket quote - Paragon ID  
**Attachments:** Camelford Town Council.pdf

Hi Esther,

Hope you are well.

Thanks for your call yesterday, please find your attached ticket proof for your approval.

As mentioned yesterday, we have had an increase in costs of raw materials into us, the new price is below – if you are happy to proceed please send through a Purchase Order to me and I can get this booked in with our production team for you.

The lead time to allow us chance to canvass the area for advertising is 8 weeks.

**133-10474A – Metric Aura Elite Non Adhesive Tickets – 40,000 tickets @£6.48 p/1000 = £259.20 + VAT and £7 Carriage + VAT** – if we successfully sell the advertising on the tickets you would receive a an and when we sell advertising discount of **£2.85 p/1000 which would be £114**, we will do our best to canvass the area.

Kind Regards,

Liam

Liam Cardwell  
Inside Sales Executive - Parking  
Paragon ID | Stockholm Road | Sutton Fields | Hull | HU7 0XY  
DDI: +44 (0)1482 371212

**PARAGON ID**

Bemrose Booth Paragon Hull, Stockholm Road, Sutton Fields, Hull, HU7 0XY.

This e-mail and its attachments are sent on behalf of Bemrose Booth Paragon Ltd. Registered Office: Stockholm Road, Sutton Fields, Hull, HU7 0XY Registered Number 04891375.

The contents of this e-mail and its attachments are confidential, may be the subject of legal privilege and are intended solely for the person to whom they are addressed.

If you are not that person then please notify us immediately by return e-mail and permanently delete this e-mail and its attachments without first reading their contents, copying them or forwarding them to any other person.

FAO Esther Greig  
Town Hall  
Market Place  
Camelford  
PL32 9PD

Our Ref: 10130\_TF\_18\_II

12<sup>th</sup> January 2022

Dear Sirs

**Re: Reinspection of timber and steel pedestrian bridge, Enfield Park, Camelford**

Further to my recent inspection of the above please be advised of the following.

#### Introduction

Further to my previous report (ref 10130\_TF\_18, dated 4<sup>th</sup> October 2018) you have asked I reinspect the bridge and provide an update in regards to its apparent structural condition. The below is account of my findings upon my inspection yesterday. This report should be read in conjunction with my previous report.

#### Observations

##### Ramps

Some of the works proposed in my previous report appear to have been undertaken, but certainly not all. Any outstanding works suggested in my previous report should be undertaken as soon as possible. Unfortunately, it now appears the condition of the upper section of the ramp on the east side of the bridge has deteriorated significantly. There is now excessive movement in the supporting timber structure here. Inspection from below reveals that at least one of the supporting members has now failed completely. As a consequence, rotation in the adjoining joists and a pulling away of the joist hangers at their connection has occurred; see Photographs 1-4. **It is considered sudden and local failure of the deck here is possible. It is advised the bridge be closed to pedestrian access until this defective section is suitably repaired.** Repairs will involve removal of the decking and joists and replacement. I would note the previous recommendation given in my report that "A new floor deck and suitably designed balustrading system should be installed, forming both ramps."

(cont....)

Foulkes Jackson Fewings Ltd  
The Studio  
4 Duke Terrace  
Launceston  
Cornwall PL15 8HJ

01566 770 900

www.foulkesjacksonfewings.co.uk  
info@fjfconsulting.co.uk



Directors: T Fewings MEng (Hons)  
B Jackson BSc (Hons)

Registered in England No. 06213909  
VAT Reg.No. 861 0746 30





# Foulkes Jackson Fewings

## Civil & Structural Engineers

***In the matter of the inspection of the bridge in Enfield Park, Camelford, Cornwall (cont...)***

Bridge deck

The steel bridge deck appears to remain in a serviceable condition. There is however some slight movement in the timber boarded finishes at the western side of the deck. The movement is significantly less than that at the apex of the ramp on the east side. Inspection of the support members from below is restricted in this area. It is suggested the timber boards are locally lifted to allow inspection of the supporting structure from above. If found members are found to be in reasonable condition then the boards may simply require additional fixing here.

In the event that you have any further queries please do not hesitate to contact me.

Yours faithfully,

Tom Fewings MEng (Hons)

*Encs*

Foulkes Jackson Fewings Ltd  
The Studio  
4 Duke Terrace  
Launceston  
Cornwall PL15 8JJ

01566 770 900

[www.foulkesjacksonfewings.co.uk](http://www.foulkesjacksonfewings.co.uk)  
[info@ljfconsulting.co.uk](mailto:info@ljfconsulting.co.uk)

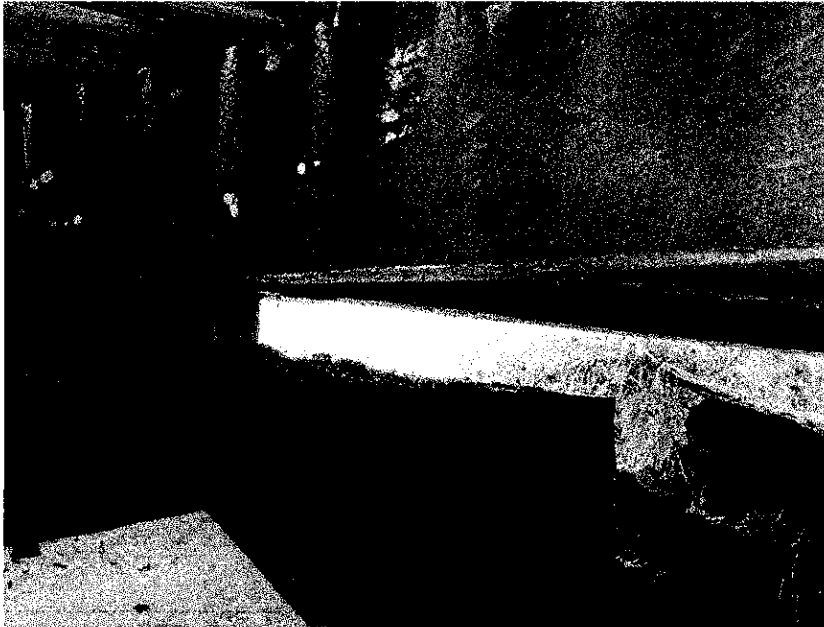


Directors: T Fewings MEng (Hons)  
B Jackson BSc (Hons)

Registered in England No. 06213909  
VAT Reg.No. 861 0746 30

*In the matter of the inspection of the bridge in Enfield Park, Camelford, Cornwall (cont...)*

1.0 **Appendix A; Supporting Photographs**



Photograph 1. Failure of supporting timber member at head of the ramp.



Photograph 2. Failure of supporting timber member at head of the ramp.

Foulkes Jackson Fewings Ltd  
The Studio  
4 Duke Terrace  
Launceston  
Cornwall PL15 8HJ

01566 770 900

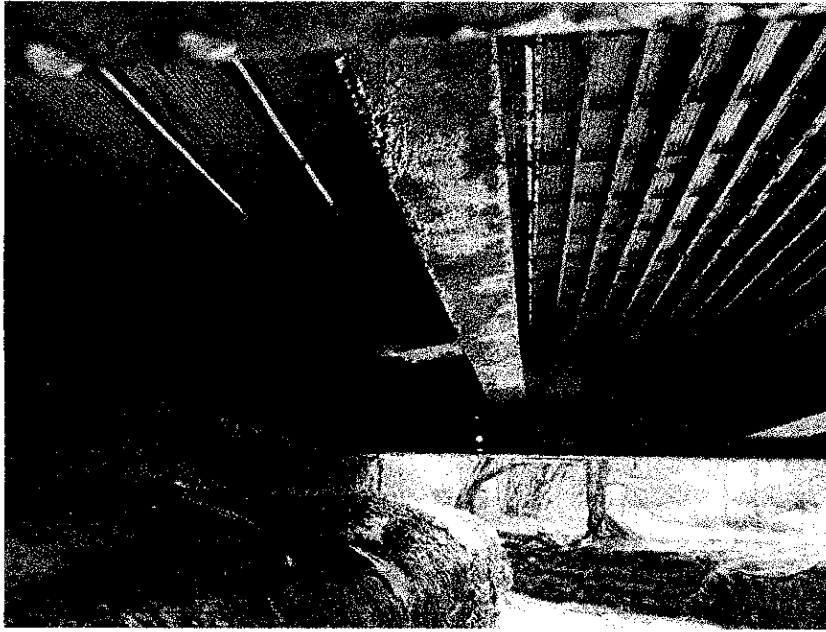
[www.foulkesjacksonfewings.co.uk](http://www.foulkesjacksonfewings.co.uk)  
[info@fjfconsulting.co.uk](mailto:info@fjfconsulting.co.uk)



Directors: T Fewings MEng (Hons)  
B Jackson BSc (Hons)

Registered in England No. 06213909  
VAT Reg.No. 861 0746 30

*In the matter of the inspection of the bridge in Enfield Park, Camelford, Cornwall (cont...)*



Photograph 3. Rotation of joists at supporting hangers.



Photograph 4. Area of affected ramp on east side of the bridge

Foulkes Jackson Fewings Ltd  
The Studio  
4 Duke Terrace  
Launceston  
Cornwall PL15 8HJ

01566 770 900

[www.foulkesjacksonfewings.co.uk](http://www.foulkesjacksonfewings.co.uk)  
[info@fjiconsulting.co.uk](mailto:info@fjiconsulting.co.uk)



Directors: T Fewings MEng (Hons)  
B Jackson BSc (Hons)

Registered in England No. 06213909  
VAT Reg.No. 861 0746 30



# Foulkes Jackson Fewings

## Civil & Structural Engineers

*In the matter of the inspection of the bridge in Enfield Park, Camelford, Cornwall (cont...)*

**2.0 Appendix B; Scope of report**

- 2.1 All observations were made from ground level unless noted otherwise. Parts of the structure which were covered, unexposed or inaccessible could not be visually inspected and therefore cannot be reported upon.
- 2.2 This inspection relates to the bridge shown in the enclosed photographs only.
- 2.3 Dimensions, where given in the report, are estimated.
- 2.4 Trial pit excavations were not carried out.
- 2.5 Underground drains were not examined.

Foulkes Jackson Fewings Ltd  
The Studio  
4 Duke Terrace  
Launceston  
Cornwall PL15 8HJ

01566 770 900

[www.foulkesjacksonfewings.co.uk](http://www.foulkesjacksonfewings.co.uk)  
[info@fjfconsulting.co.uk](mailto:info@fjfconsulting.co.uk)



Directors: T Fewings MEng (Hons)  
B Jackson BSc (Hons)

Registered in England No. 06213909  
VAT Reg.No. 861 0746 30

All in 1 building SW Ltd  
8 Hillhead Gardens Camelford  
CW  
PL32 9TD  
07980841867  
allin1buildingservicesw@gmail.com  
www.allin1building.com  
VAT Registration No.: 323547805



All In 1 Building SW LTD  
allin1buildingservicesw@gmail.com  
07980841867 - 07506532050

## Quote

### ADDRESS

Camelford Town council  
Town Council  
Town Hall  
Market Place  
Camelford  
Camelford  
PL32 9PB

QUOTE NO. 1430

DATE 11/01/2022

DESCRIPTION	AMOUNT
Re Enfield Park Bridge Ramp To remove Decking Boards to ramp, Replace complete rotten framework to Field side Ramp and top of ramp to meet bridge using Pressure treated tanalized 7" x 2" Timbers and new Joist hangers , Refit decking boards	780.00

Thank you for your recent inquiry and invitation to quote.  
We trust that the quotation will be of interest to you and look  
forward to hearing from you in the near future. should you  
have any queries I would be more than happy to assist

SUBTOTAL	780.00
VAT TOTAL	156.00
<b>TOTAL</b>	<b>£936.00</b>

Accepted By

Accepted Date

Payment Instructions  
All in 1 Building SW LTD  
Sort code - 40-36-22  
Account No. - 43909484

All in 1 building SW Ltd  
8 Hillhead Gardens Camelford  
CW  
PL32 9TD  
07980841867  
allin1buildingservicesw@gmail.com  
www.allin1building.com  
VAT Registration No.: 323547805



All In 1 Building SW LTD  
allin1buildingservicesw@gmail.com  
07980841867 - 07506532050

## Quote

### ADDRESS

Camelford Town council  
Town Council  
Town Hall  
Market Place  
Camelford  
Camelford  
PL32 9PB

QUOTE NO. 1447

DATE 26/01/2022

DESCRIPTION	AMOUNT
Re Rainwater Harvester Service To Clean out Gutters and make adaptations where necessary to outlets, Service Pump and filters etc. to include replacement parts where necessary	240.00
Thank you for your recent inquiry and invitation to quote. We trust that the quotation will be of interest to you and look forward to hearing from you in the near future. should you have any queries I would be more than happy to assist	
SUBTOTAL	240.00
VAT TOTAL	48.00
TOTAL	<b>£288.00</b>

Accepted By

Accepted Date

Payment Instructions  
All in 1 Building SW LTD  
Sort code - 40-36-22  
Account No. - 43909484

## Esther Greig

---

**From:** Isabelle Risner <Isabelle.Risner@cornwall.gov.uk> on behalf of CornwallALC Enquiries <enquiries@cornwallalc.org.uk>  
**Sent:** 26 January 2022 10:24  
**To:** CornwallALC Enquiries; Sarah Mason  
**Subject:** CALC AGM : Tuesday 8 March at 7pm : please RSVP

Information Classification: CONTROLLED

Dear All,

At a meeting on 28 September 2021, the CALC Board of Directors (Executive Committee) reluctantly took the decision to postpone the 2021 AGM and made a commitment to re-schedule for March 2022.

**CALC are therefore pleased to invite Councillors from our member Councils across Cornwall to a face-to-face CALC Annual General Meeting.**

**On Tuesday 8 March 2022, at 7pm in the Community Centre at St Erme, near Truro.**

### **SPEAKER**

We are delighted to welcome Cllr Olly Monk, Cornwall Council Portfolio Holder for Housing and Planning as our keynote speaker.

### **NETWORKING**

Our AGM will be a great opportunity for Councillors to network, meet the CALC staff team and the CALC Executive.

### **AGENDA**

It is a legal requirement for company business to be conducted including receiving the annual report and accounts. The final agenda and all papers will be issued three weeks before the AGM.

### **VENUE**

For further details of the venue and directions see here:

[http://www.stermecommunitycentre.co.uk/stermecc/how\\_to\\_find\\_us-7312.aspx](http://www.stermecommunitycentre.co.uk/stermecc/how_to_find_us-7312.aspx)

### **VOTING REPRESENTATIVES AT AGM**

Our AGM is open to all members councils and councillors and we hope that your council will support this event.

**RSVP: In order to ensure that the meeting is quorate please can you let us know if your council will be sending a representative and if so, the name of the voting member who will be attending.**

We look forward to welcoming you in person.

If you have any questions please do get in touch.

Many thanks

Isabelle Risner

Assistant County Officer  
Cornwall Association of Local Councils  
Unit 1/1a Riverside House  
Heron Way  
Newham  
Truro TR1 2XN