

CAMELFORD TOWN COUNCIL

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

PL32 9PD

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

Ordinary Council Meeting – 17th May 2022

Minutes of the Ordinary Meeting of the Council, held at Town Hall.

1. To note Councillors present

Cllr Rotchell (Mayor) opened the meeting at 7.00pm with 7 other Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Hewlett, Grigg, Shaw.
22/268

2. To receive Apologies for absence with reasons

Cllrs Ackroyd-Johnson - personal, Thomson - Business.

It was **resolved** to accept the apologies

Proposed: Cllr Coombes

Seconded: Cllr Grigg

unan

22/269

3. To receive Declarations of Interest & Approve Dispensations

None

22/270

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

Cllr Barry Jordan – Spoke regarding Mayor for Cornwall. Mayor's remuneration set by Remuneration Panel who set Councillor pay. Nothing cast in concrete. If goes to referendum will be binding. Need 21,500 signatures. 20mph. Cormac have put all signs out. Stephen Rushworth wants to meet regarding possible Camel Trail and money for Camelford. Integrated care service needs to be in place by July. Lots needs to happen before the deadline. 22/271

5. To receive and approve the Minutes of:

It was **resolved** to approve the Annual Meeting 5th May 2022

Proposed: Cllr Burgis

Seconded: Cllr Shaw

unan

22/272

6. To receive Clerk's report

Matters arising from the Minutes. Please CP – CC are waiting on CTC to advise it regarding the waste contract for the bins. Camelford show bus has been provided by Cllr Barry Jordan via the Community Chest Grant. Thanks given. AGAR has been sent to the external auditors. No response from letter to Nom Noms dated 3 May. Cllr Rotchell - If not heard by the end of the week send a follow up letter.
22/273

7. Planning

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

PA22/04344. 49 Highfield Road. Mrs Brown. Conservatory on domestic dwelling. Cllr Shaw noted

It was **resolved** to support.

Proposed: Cllr Shaw

Seconded: Cllr Bond

unan

22/274

8. Portfolio Reports

a. Mayor's Report – 10th May - rehearsal Beating the Bounds with Dave Goodman. Taken over from his Dad Sid Goodman. Good access. Just to advise people it is a good walk but there are 3/4 slate stiles which may be an issue for some with mobility issues. 12th May attended Chris Edwards (Boscastle Buoys) funeral formally. 13th May E&P meeting. 14th May Bingo for Camelford Show Fundraiser which was very successful. This morning interview Radio Cornwall regarding 20s plenty as

consultation ended on 20 April. Waiting to hear results. It is worth looking at the map as it covers most of Camelford. Showed the reporter (Christine Butler) the skate park and new parkour/pump track. She took some photos and did an interview. Hopefully appear on Radio Cornwall at some point. Cllr Shaw noted that at the Community Speedwatch Seminar that Camelford and another only 2 places in South West doing 20s Plenty. Recruited 60 police officers and cameras to enforce (not yellow boxes). Cllr Rotchell was concerned about enforcement so good news. St Clether selling their flashing sign. Clerk to write to request information/cost. 22/275

9. Correspondence

- a. CC – Business rates annual bill £2,672.45 for Clease CP. **Noted** 22/276

10. Agenda Items

- a. It was **resolved** to nominate Cllr Burgis to attend CC Climate Emergency DPD hearings.
Proposed: Cllr Elford **Seconded: Cllr Hewlett** **unan** 22/277
- b. It was **resolved** to apply free parking to Churchfield CP for Jubilee weekend
Proposed: Cllr Hewlett **Seconded: Cllr Bond** **unan** 22/278
- c. The Events Working Group meeting minutes were **noted** 22/279
- i. It was **resolved** to approve Fun Week/Jubilee breakdown of costs
Proposed: Cllr Bond **Seconded: Cllr Grigg** **unan** 22/280
- ii. The Centenary sculpture, leaf workshops and dance workshops were discussed. It was **resolved** that they be booked and that CTC fund these workshops if FEAST funding is not secured (within budget).
Proposed: Cllr bond **Seconded: Burgis** **7-0 (1 abs)** 22/281
- iii. It was **resolved** to approve Event Tech sound engineering costs Music in the Park and Jubilee and instruct Celebration Pyrotechnics to do fireworks for Winter Festival
Proposed: Cllr Bond **Seconded: Cllr Elford** **unan** 22/282
- iv. It was **resolved** to appoint India Rabey, John Praoline, Kate Woods as non-voting members of the Events Committee.
Proposed: Cllr Bond **Seconded: Cllr Hewlett** **unan** 22/283
- d. It was **resolved** to allow a 7 x 5ft shed on Allotment Plot 18
Proposed: Cllr Grigg **Seconded: Cllr Shaw** **unan** 22/284
- e. It was **resolved** to pay £1,000 churchyard maintenance grant to PCC of Lanteglos-by-Camelford
Proposed: Cllr Elford **Seconded: Cllr Shaw** **7-1** 22/285
- f. Clease CP enforcement was discussed. It was **resolved** to review in April 2023 and not instruct enforcement at this point in time.
Proposed: Cllr Shaw **Seconded: Cllr Grigg** **7-0 (1 abs)** 22/286
- g. It was **resolved** to move to Part 2 due to the nature of the business (contracts).
Proposed: Cllr Coombes **Seconded: Cllr Shaw** **unan** 22/287
- h. (i) It was **resolved** to instruct Cormac for Churchfield and Clease/Fore Street lining works £1,107.47 & £361.18 respectively.
Proposed: Cllr Grigg **Seconded: Cllr Shaw** **unan** 22/288
- (ii) It was **resolved** to revise quote regarding the 3 recycling new spaces. 2 x CTC parking spaces and 1 x MC bay, sign at front to advise MC parking at back. **Noted** may increase the price. Clerk to inform Town Trust of plans.
Proposed: Cllr Grigg **Seconded: Cllr Shaw** **7-0 (1 abs)** 22/289
- i. The graffiti on the inside of the bird hide was discussed. It was **resolved** to stain (rather than paint) inside of Bird Hide.
Proposed: Cllr Shaw **Seconded: Cllr Burgis** **unan** 22/290
- j. The potential for a Mayor for Cornwall Council was discussed. It was **resolved** that CTC would support a referendum.
Proposed: Cllr Grigg **Seconded: Cllr Elford** **unan** 22/291

11. Accounts

- a. Balances at 10th May 2022 were **noted**
- | | | |
|-----------------|-------------|--------|
| Current Account | £126,206.95 | |
| Tracker Account | £51,428.50 | |
| NS&I | £42,487.74 | |
| CCLA | £80,000.00 | 22/292 |

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

Staff	May Wages & expenses	BACS	£8,830.03
HMRC	May Tax & NI	BACS	£2,198.08
Cornwall Pensions	May Pension contributions	BACS	£2,603.04
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Town Hall – Business Rates	DD	£319.00
Cornwall Council	Business rates – Park Store	DD	£51.00
Plusnet	office broadband	DD	£27.55
Pennon	Town Hall Water	DD	£22.50
Pennon	Public Toilets Water	DD	£42.50
Amazon	Public toilet supplies	Debit	£15.98
Amazon	Public toilet supplies	Debit	£25.40
Amazon	Maintenance supplies	Debit	£16.48
Amazon	Union flag bunting	Debit	£34.95
Pickle design	Website optimisation	BACS	£60.00
Voiphone	Office Telephone system	BACS	£9.60
Post Office	Stamps	Debit	£68.00
HSQE	Online training courses	Debit	£46.80
Barclays	Bank Charges	DD	£13.68
H3G	Youth worker mobile	DD	£18.02
Jag Signs	Tree Plaques	BACS	£131.94
Smart Window Cleaning	March and April invoices – Town Hall	BACS	£50.00
Camelford Hardware Store	Maintenance supplies	BACS	£24.52
Seadog IT	Website Hosting	DD	£29.95
Cornwall Council	Churchfield CP enforcement	BACS	£192.00
Camelot Garage	Fuel or maintenance	BACS	£85.39
SLCC	South West Training seminar	BACS	£102.00
Camelford Hall	May invoice	BACS	£64.00
Western Supply	Maintenance supplies	BACS	£79.00
Glasdon	Metal bin liners	BACS	£133.02
LEDhouse	Balance jubilee screen	BACS	£2,040.00
Callum Flew Entertainment	Music 5.6.22	BACS	£400.00
	TOTAL		£18,178.43

Proposed: Cllr Bond	Seconded: Cllr Coombes	unan	22/293
Income was noted			
CCLA	Dividend	AC	£709.11
Various businesses	Fun week stalls	AC	£50.00
Various businesses	Parking permit	AC	£25.00
Various residents	Allotment rent	AC	£132.00
Post Office deposit	Churchfield CP tickets	cash	£335.00
	TOTAL		£1,251.11
			22/294

12. Public Bodies (Admission to Meetings) Act 1960.

To **resolve** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: Contracts

Proposed: Cllr Bond Seconded: Cllr Burgis unan 22/295

- a. It was **resolved** to accept the tender for Café.
Proposed: Cllr Hewlett Seconded: Cllr Bond 6-1 (1 abs) dec carried 22/296
- b. Clerk reported on the estimated prices for café fit out. Second hand equipment - £1k for fridges with counter, £500 for sink and water heater. **Noted.** 22/297

c. **Insurance**
 From the 3 quotes provided, it was **resolved** to appoint Aviva as insurance provider at a cost of £2,055 for a term of 1 year (if any revisions due to the pond is under Zurich quotation). If revisions more than Zurich, enter contract with Zurich for a term of 1 year. Clerk to contact Zurich re inclusion of Bowling Club in their quotation.

Proposed: Cllr Bond Seconded: Cllr Coombes unan 22/298

13. To note items for 21st June 2022 Agenda.

Allotments Cllr Shaw
Cycle racks Churchfield Car Park

The Mayor closed the meeting at 8.03 pm

DRAFT

Chair's Signature.....

Dated.....

Esther Greig

From: clerk@lanteglosbyfowey.org.uk
Sent: 19 May 2022 10:07
To: Esther Greig; andrewmckersie@outlook.com; clerk@delaboleparishcouncil.gov.uk; clerk@tintagelparishcouncil.gov.uk; enquiries@camborne-tc.gov.uk; clerk@carnbreaparishcouncil.gov.uk; clerk@gwennap-parish.net; enquiries@illoganparishcouncil.gov.uk; lannerparishcouncil@outlook.com; portreathparishcouncil@gmail.com; townclerk@redruth-tc.gov.uk; stdaypc@gmail.com; stithianspc@aol.com
Subject: COMPLAINT LETTER

Dear fellow Cornwall Parish and Town Councils

Lanteglos by Fowey Parish Council is writing to ask if you are interested in joining forces to approach the local government ombudsman to elicit change from Cornwall Council in respect of allocation of social housing.

We formally complained to Cornwall Council's Chief Executive about the lack of transparency surrounding the allocation of a council-owned home in the parish. The council is concerned that long-term residents, sometimes with links to the community going back several generations, are being forced to leave the area because of the lack of social housing. A house which would have been ideal for a local family was allocated to a family with no known local connection and a young couple with a child have now moved outside the parish.

We accept the principle that people in desperate need should be housed but we felt obliged to launch a formal complaint because there was no communication with the local community over the allocation and no apparent transparency. Our complaint was rejected out of hand on the grounds that Cornwall Housing had followed its policy and that the house in question had a "homelessness label" attached to it.

Two of our Councillors and the local Cornwall Council elected representative were following the allocation process very closely and none of these people can recall anything about the home being reserved for homeless people.

Does this lack of transparency over housing allocation strike a chord with yourselves? If so, please contact this council through the clerk, Mrs Gillian Thompson.

A simple change in the allocation policy would suffice. This could be along the following lines: "Allocation of social housing in a parish should alternate between those deemed in desperate need, followed by those with a connection to the parish." It seems to Lanteglos by Fowey Parish Council that if this principle was followed and could be seen to be followed, those people waiting for housing could be offered hope.

Kind regards

Gillian Thompson (Mrs)
Parish Clerk
Lanteglos by Fowey Parish Clerk
12 Bonython Drive, Grampond, TR2 4RL
Tel: 01726-884024
Email: clerk@lanteglosbyfowey.org.uk

Not available on Thursdays.

From: jilljeffs2000@yahoo.co.uk <jilljeffs2000@yahoo.co.uk>
Sent: 23 May 2022 12:27
To: Esther Greig <clerk@camelford-tc.gov.uk>
Subject: Re: TOWN HALL RENT - TOWN TRUST

Esther,

stees have asked me to say that they are happy to accept a rent increase of 4%. Francis will drop in a letter for records. The increase does not need to be back dated.

es are happy to continue with the old lease for the car parking areas. Please would you update it and send it signed.

2022, 11:23:05 BST, Esther Greig <clerk@camelford-tc.gov.uk> wrote:

please please?



The Pensions Regulator

Making workplace pensions work

PO Box 343
RUNCORN
WA7 9EG

www.thepensionsregulator.gov.uk

Ms Esther Greig
Town Clerk and Responsible Financial Officer
CAMELFORD TOWN COUNCIL
Camelford Town COUNCIL
CAMELFORD LIBRARY
TOWN HALL, MARKET PLACE
CAMELFORD
CORNWALL
PL32 9PD



00039
0022891393

24 May 2022

Dear Ms Greig

Automatic enrolment duties: Acknowledgement of updated re-declaration of compliance

This letter confirms CAMELFORD TOWN COUNCIL has completed a re-declaration of compliance with The Pensions Regulator under the Pensions Act 2008 (or for employers in Northern Ireland the Pensions Order 2008). The Pensions Regulator has recorded the following information as being submitted.

Date of re-declaration	23/05/2022
Date of re-enrolment	22/05/2022

Details of the person who completed the re-declaration

Title	Ms
First name	Esther
Last name	Greig
Main telephone number	01840212880
Email address	clerk@camelford-tc.gov.uk
Organisation name	CAMELFORD TOWN COUNCIL
Your contact address	Camelford Town COUNCIL CAMELFORD LIBRARY TOWN HALL, MARKET PLACE CAMELFORD
Postcode	CORNWALL PL32 9PD
Country	United Kingdom

Employer details

Name of employer	CAMELFORD TOWN COUNCIL
Alternative identifier type	VAT Registration Number
Alternative identifier	GB711940064



automatic
enrolment

Employer contact details

Title	Ms
First name	Esther
Last name	Greig
Job title	Town Clerk and Responsible Financial Officer
Email address	clerk@camelford-tc.gov.uk
Employer address	Camelford Town COUNCIL
	CAMELFORD LIBRARY
	TOWN HALL, MARKET PLACE
	CAMELFORD
	CORNWALL
Postcode	PL32 9PD

PAYE schemes

PAYE scheme reference 1	470/LA351
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Pension scheme used for automatic enrolment

	Occupational pension scheme
Pension scheme name	Cornwall Pension Fund
Pension scheme registry number	10254697
EPSR	00121
Number of staff re-enrolled into this scheme	0

Staff details

Total number of staff in employment on the re-enrolment date	9
Number of staff you had to put into the Cornwall Pension Fund pension scheme on your re-enrolment date	0
Number of staff who were already members of a pension scheme on your re-enrolment date	9
Number of staff who did not fall into any of the above categories	0

Important note

As the employer, it is your responsibility to check these details are correct. If someone else has completed the re-declaration on your behalf, this includes checking that the person who submitted the re-declaration is authorised by you to do so.

You should make sure that any incorrect details are amended within the next 14 days. You can do this by visiting www.autoenrol.tpr.gov.uk

If your re-declaration was done by telephone, please call The Pensions Regulator's customer support on 0345 600 1011.

You will be required to re-enrol certain staff into a pension scheme and re-declare with The Pensions Regulator in approximately three years' time. In the meantime, you will have ongoing responsibilities to:

- continue to assess and put any staff who meet the requirements into your scheme
- pay contributions on behalf of the staff you have put into, or have asked to join, your scheme
- process anyone that has asked to join the scheme or asked to leave the scheme
- keep records of the above.

This list is not exhaustive. For more information please go to: www.tpr.gov.uk/next

You should be aware that there may be consequences if you do not comply or if you provide false or misleading information to The Pensions Regulator, including fines, civil penalties and/or prosecution.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. R. Charles', written in a cursive style.

Mel Charles
Director, The Pensions Regulator



PART OF THE
CORSERY GROUP
A CORNWALL
COUNCIL COMPANY

Your ref:

My ref: EDG2078 (C-CNA)

Date: 26th May 2022

Dear Sir / Madam,

20mph Rollout - Phase 1 - Camelford Community Network Area

Thank you for responding to our consultation on the above proposals. I am writing to let you know the outcome.

After consideration of all the responses received, it has been resolved that the proposals will be implemented in each area as outlined below.

SN03 SPLATT & TRESMEER

The proposals at Splatt will be implemented as advertised. However, the extents at Tresmeer will be reduced to encompass the residential area only, where drivers can see a clear change in environment (rural to urban).

SN05 BOSCASTLE

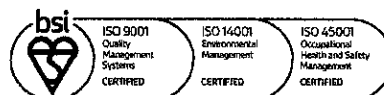
Whilst the original proposals have been substantially confirmed, the below amendment has been made:

- Due to site constraints, the proposed 20mph speed limit on the B3266 will start at its junction with Mount Pleasant, replacing the existing 30mph limit.

SN13 DELABOLE

The original proposals will be implemented, with the below exception:

- Following consultation responses, the proposed extents of the 20mph speed limit on Trebarwith Road will be extended, in order to ensure that it fully encompasses the main residential area.



SN01 Warbstow, SN02 Canworthy Water, SN04 Tresparrett & Marshgate, SN06 Tintagel & Treven, SN07 Treknow, SN08 Trewarmett, SN09 St. Beward, SN10 Helstone, SN11 Camelford & SN12 Slaughterbridge

No changes have been made to the original proposals in these areas, and the proposed speed limits will therefore be implemented as advertised.

Where any revisions have been made to the original proposals, I have attached plans illustrating these changes.

Works started on site in May 2022 and aim to be completed in June. Please note that any new speed limits will not come into effect until all the necessary works have been carried-out on site.

Further information on construction timescales, when they become available, can be found on the Roadworks section of Cornwall Council's website at <https://www.cornwall.gov.uk/transport-and-streets/roadworks/>

Yours sincerely,

Annan Birkett
Engineer
Cormac Infrastructure (Regulatory Team)
Tel: 01872 327 281
Email: traffic@cormacltd.co.uk



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA (Hons) CILCA

Town Hall
Market Place
Camelford PL32 9PD

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

Grant application form

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

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

Key details	
Name of organisation (please complete in block letters) TOP TOWN MEMORY CAFE	
Name and purpose of project SCULPTURE WORKSHOP TO INTRODUCE OUR MEMBERS TO A NEW HOBBY	
Total amount requested from the Town Council £350.00	
Contact name and position Jane Moore	Telephone: 01840 212 780 Email: jigs.moore@hotmail.co.uk
Address for correspondence TREGUE FARM, SLAUGHTER BRIDGE, CAMELFORD. Post code PL32 9TT	
Bank account name, sort code and account number BARCLAYS BANK SORT CODE: 20-74-20 ACCT NO: 53365972	
Aims of organisation – state the aims and objectives of your organisation and the nature of its activity MEMORY CAFÉ TO ENHANCE AND SUPPORT THE LIVES OF PEOPLE WLIVING WITH MEMORY LOSS AND THEIR CARERS. ENTERTAINMENT; ART AND CRAFTS; MUSIC AND SOCIAL INTERACTION.	

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

registered charity number

company limited by guarantee number

social enterprise

community group 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
SCULPTURE WORKSHOP sept/oct 2022 AT THE CAFÉ BY RICHARD AUSTIN	A	£350
FOR 40 PEOPLE @ £10 PER PERSON		
What is the total cost of your project?		£400
Amount requested from Camelford Town Council		£350
Have successful applications for grants been submitted to other organisations? Yes / No NO (if yes, please supply the name of the funder and the amount)		
Name of funder	Amount granted	

Total granted	

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

Activity	Amount raised
RAFFLE AT THE CAFE	£50

Project details

Name of project SCULPTURE WORKSHOP

Who will manage the project? RICHARD AUSTIN/JANE MOORE

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

THE SCULPTURE WORKSHOPS WILL GIVE OUR MEMBERS FROM CAMELFORD AND IMMEDIATE SURROUNDING AREAS A CHANCE TO ENJOY THIS WONDERFUL WORKSHOP AND MAYBE EVEN A NEW HOBBY THEY CAN DO AT HOME AFTERWARDS. IT WILL BENEFIT THEIR MENTAL WELLBEING AND SOCIAL INTERACTION AS WELL AS BEING A VERY FUN PROJECT. TIS PROJECT WILL BENEFIT BOTH MEN AND WOMEN AND SOMETHING PEOPLE WITH MEMORY LOSS WILL FIND EASY TO DO SO WILL RAISE THEIR SPIRITS.

I HAVE PERSONAL EXPERIENCE OF THESE WORKSHOPS AND HIGHLY RECOMMEND THE LAUGHTER, FUN AND INTERACTION THEY BRING. ANYONE CAN TAKE PART WHICH MAKES IT A WHOLE CAFÉ EXPERIENCE.

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

Jane Moore

Signed.....

Date.....20-05-2022.....

TOP TOWN MEMORY CAFE Constitution.

1. Name

The name of the organisation is the *TOP TOWN MEMORY CAFE* (- the Organisationⁿ).

2. Administration

Subject to the matters set out below the Organisation shall be administered and managed in accordance with this constitution by members by members of the Management Committee, constituted by clause 7 of this constitution (The Management Committee)

3. Objects

The object of the Organisation ('the object') is:

To relieve the needs, and to promote and protect the good health of persons living with any form of memory loss of dementia, as well as their care-partners and family, in particular but not exclusively, by the provision and development of a memory café.

4. Powers

In furtherance of the objects and with the approval of the members, the Management Committee may exercise the following powers:

- (a) to raise funds and to invite and receive contributions;
- (b) to buy or lease and to maintain equipment or materials necessary for the achievement of the objects;
- (c) to rent any property necessary for the achievement of the objects and to maintain and equip it for use;
- (d) sell, lease or dispose of all or any part of the property of the Organisation;
- (e) to employ such paid workers (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for paid workers and their dependants;
- (f) to advertise, select, train and develop volunteers, to support the Memory Café, through a recognised volunteer scheme;
- (g) to publish books, periodicals, pamphlets and other material in printed, recorded or electronic format, and to hold intellectual property rights in any such material;
- (h) to organise conferences, debates, seminars, and other such special events as the Management Committee may determine;
- (i) to co-operate with other organisations in furtherance of any of the objects or of similar purposes;
- (j) to provide indemnity insurance cover for members of the Management Committee (or any of them) out of the funds of the Organisation: Provided that any such insurance shall not extend to any claim arising from any act or omission which the members of the Management Committee (or any of them) knew to be a breach of duty or breach of trust or not;
- (k) to do all such other lawful things as are necessary for the achievement of the Objects.

5. Membership

5.1 Ordinary Membership of the Organisation shall be open to individuals, and Group Membership shall be open to groups, who are interested in furthering the Organisation's objects and who shall be admitted by and pay the annual subscription laid down from time to time by the Management Committee.

5.2 Membership shall be open to all who wish to regularly attend the Memory Café and other peer support events.

5.3 Every member shall have the right to vote at the Annual General Meeting or Extraordinary General Meetings of the Organisation.

6. Honorary Officers

At the Annual General Meeting the members shall elect from among themselves the

following Honorary Officers, who shall hold office from the conclusion of that meeting:

- the Chair;
- the Secretary;
- the Treasurer.

7. Management Committee

The Management Committee shall consist of:

- a) The Honorary Officers specified in the preceding clause, plus
- b) Not less than 3 and not more than 6 Ordinary members and representatives of Group Members, elected at the Annual General Meeting, who shall hold office from the conclusion of that meeting.
- c) Not more than 6 persons whom the Management Committee may co-opt including two members to act as Memory Café facilitators (to maintain a focus on the engagement activities of the group.)

All members of the Management Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.

A member of the Management Committee shall cease to hold office if he/she

- (a) has been convicted of any offence involving dishonesty or deception;
- (b) has been adjudged bankrupt or sequestration of her/his estate has been awarded and he/she has not been discharged;
- (c) has made a composition or arrangement with, or granted a trust deed for, His/her creditors and has not been discharged;
- (d) has been removed by the Charity Commissioners or by any court or under the Company Directors Disqualification Act 1986 or the Insolvency Act 1986 from being concerned with the management or control of anybody;
- (e) has become incapable by reason of mental disorder, illness or injury of managing his or her own affairs;
- (f) has been absent without the permission of the Management Committee from all its meetings held within a period of 12 months and the Management Committee resolves that he/she shall cease to hold office or;
- (g) notifies the Management Committee of her/his resignation: Provided that at least four members of the Management Committee will remain in office when the notice of resignation is to take effect.

8. Meetings and proceedings of Management Committee

8.1 The Management Committee shall hold at least 2 ordinary meetings each year. A special meeting may be called by the chair or by any two members of the Management Committee upon not less than 7 days' notice being given to the members of the Management Committee of the matters to be discussed.

8.2 There shall be a quorum when 4 persons are present at the meeting – of those at least two must be honorary members.

8.3 When a vote is taken the matter shall be decided by a majority of those present and voting. In the case of equality of votes the Chair shall have a second or casting vote.

8.4 The Secretary shall keep minutes of the proceedings of the Management Committee.

8.5 In the absence of the Chair or Secretary the first business of the meeting shall be to ensure that a substitute is appointed for the duration of the meeting.

9. Sub-committees

The Management Committee may appoint such sub-committees as it thinks fit for supervising or performing any activity or service, defining the terms of reference and determining each sub-committee's composition and the duration of its activities. All acts and proceedings of each sub-committee shall be reported as soon as possible to the Management Committee.

10. Receipts and expenditure

The funds of the Organisation including all subscriptions, donations, contributions and bequests, and receipts of any other nature shall be paid into an account operated by the Management Committee in the name of the Organisation at such bank or other financial institution as the Management Committee shall from time to time decide. Funds belonging to the Organisation shall be applied only in furthering the objects.

11. Accounts

11.1 The Treasurer shall present to each ordinary meeting of the Management Committee an up-to-date statement of the accounts.

11.2 The Treasurer shall prepare annual statements of accounts to 31st March, which, after examination by an independent person appointed by the Management Committee, shall be presented to the Annual General Meeting.

12. Indemnity

No member of the Management Committee shall be liable:

(a) for any loss to the property of the Organisation by reason of any improper investment made in good faith (so long as s/he shall have sought professional advice before making such investment); or

(b) for the negligence or fraud of any agent employed by him/her or by any other member of the Management Committee in good faith (provided reasonable supervision shall have been exercised);

and no member of the Management Committee shall be liable by reason of any mistake or omission made in good faith by any member of the Management Committee other than wilful and individual fraud, wrongdoing or wrongful omission on the part of the member whom it is sought to make liable.

13. Annual General meetings

13.1 There shall be an Annual General Meeting of the Organisation which shall be held in the month of April each year or as soon as is practicable thereafter. Every Annual General Meeting shall be called by the Management Committee. The secretary shall give at least 21 day's notice of the Annual General Meeting to all members of the Organisation, who shall be entitled to attend and vote at the meeting.

13.2 The business of each Annual General Meeting shall be:

(a) to receive any apologies;

(b) to approve the minutes of the previous Annual General Meeting;

(c) to receive the Annual Report of the Management Committee;

(d) to receive the accounts of the Organisation for the preceding financial year;

(e) to elect the Honorary Officers *specified* in clause 6 of this constitution;

(f) to elect the members of the Management Committee specified in sub-clause 7b

(g) to appoint one or more independent examiners for the coming year to examine the accounts of the Organisation;

(h) to consider and vote on any proposals to alter this constitution in accordance with clause 14 of this constitution;

to consider any other business of which due notice (submitted in writing 7 days in advance of the meeting) has been given.

13.3 The Management Committee may call an Extraordinary General Meeting at any time.

If at least ten members of the Organisation request such a meeting in writing stating the business to be considered, the secretary shall call such a meeting without delay.

At least 21 days' notice must be given and the notice must state the business to be discussed.

13.4 Notice for the General Meetings shall consist of ensuring that a Notice of the Meeting is publicised at the Memory Café.

14. Procedure at general meetings

All general meetings shall be chaired by the Chair appointed at the preceding Annual General or, in his/her absence, by a person appointed at the beginning of the meeting. The Secretary or some other person specially appointed by the meeting shall keep a full record of proceedings at every General Meeting. There shall be a quorum when at least 6 persons are present.

All resolutions at General Meetings other than those relating to matters referred to under clauses 14 & 15 shall be decided by a majority of those members present and voting. In the case of equality of votes the Chair shall have a second or casting vote.

15. Alterations to the Constitution

This Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting

16. Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Organisation it shall call a General Meeting of all members of the Organisation, of which not less than 21 days' notice shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Management Committee shall have the power to realise any assets held by or on behalf of the Organisation. Any assets remaining after the satisfaction of any proper debts or liabilities shall be transferred to and distributed among member memory cafes in Cornwall, any such other Charitable organisation or organisations (having objects similar to the Organisation) in Cornwall as the General Meeting or the Management Committee (in absence of direction from the General Meeting) may determine.

Chairperson: Jane Sleeman.....
Treasurer: Susan Alexander.....
Secretary: Jane Moore.....
Dated: 11th March, 2020

This constitution was adopted at the Annual General Meeting of the Memory cafe held March 2020 The Chairman, Secretary and Treasurer were authorized to sign the document on behalf of the members of the organization.

Amanda Lash

From: Roger Gates <Roger.Gates@cornwall.gov.uk>
Sent: 10 June 2022 18:51
To: Esther Greig; Amanda Lash
Subject: Clease Road Car Park

Information Classification: CONFIDENTIAL

Hi both,

Just to let you know the re-charge costs for cleansing of Clease Road Car Park this year would be:

£442.50 p.a.

Let me know if you need any further info.

Thanks,

Roger

Roger Gates
Community Link Officer
Camelford Area, China Clay Area & Community Right to Bid Lead
Localism
Communities Service
Neighbourhoods Directorate
Cornwall Council
www.cornwall.gov.uk | Onen hag oll

Room 3E.01, County Hall, Treyew Road, Truro TR1 3AY

Email: roger.gates@cornwall.gov.uk | Mobile: 07794 059025

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Part 2 –Quote for cleansing services

Cornwall Council provide cleansing services on behalf of the devolving organisation

Asset Assessment & Cost of Cleansing 1 st April 2021- 31 st March 2022	
Organisation acquiring site	Camelford Town Council
Location:	
Name	Cleaze Road Car Park, Camelford
Post code	PL32 9PL
UPRN	14311
Area of land:	
m ²	1737.389817
km ²	0.001737389817
Number of bins:	
Litter Bin	2 x 110 litre
Dog Bin	
Dual Bin	
On-the-go Recycling Bin	
Cleansing Zone	2
Cost (p.a.) [NB: it will be indicated if cost is pro rata]	
Total	£442.50

Table 1: Asset Assessment and Cost of Cleansing

1. Specification details

For the purposes of the devolution process (and to ensure Cornwall Council can recover the relevant costs associated with the cleansing of these sites), the Council has provided a list of services that are included, and those which are excluded for the devolved sites. This is shown in Table 1 below:

Included (where relevant)	Excluded
Litter/dog bin emptying (bins will be emptied at a frequency to prevent overflowing)	Litter picking of waste created by grass cutting (when grass is cut there is litter picking undertaken prior to the cut under the Cormac arrangements, and this will not be covered by Biffa)
Wiping down of litter/dog bins	Litter picking, litter/dog bin emptying following Special Events e.g. Fairs, Party in the Park etc
Disposal of collected litter and dog bin waste	Disposal of waste generated by litter picking, litter/dog bin emptying following Special Events e.g. Fairs, Party in the Park etc (this could be provided by Biffa under a separate private arrangement/cost).
Fly-tipping removal (if proved to be genuine fly-tip)	Removal of a large dead animal e.g. badger, deer, cow etc.
Disposal of fly-tipped waste (if found to be genuine fly-tip)	Disposal of any commercial waste from site including grounds maintenance waste e.g. grass cuttings
Graffiti removal from public property on the site	Enforcement of waste and environmental crime/issues relating to the site (this can be arranged privately)
Fly-posting removal (if found to be illegal flyposting)	Provision of new or replacement litter/dog bins
Emergency call out/clean-up of offensive deposits e.g. syringes, vomit, human excrement etc	
Removal of a small dead animal e.g. fox, rabbit, seagull etc.	
Litter picking inc. removal of any drug related litter	

Included (where relevant)	Excluded
Disposal of collected litter	

Table 2: Waste activities included/excluded from the Devolved Land Agreement

2. Site specific elements

It should be noted that the Council will undertake these services where required. This is an outcome-based specification and therefore no level of staffing, hours, inputs or frequencies will be stated, as the outcome is the focus. As many of the events such as graffiti, fly-tipping, fly-posting, dead animal removal, emergency call outs etc, are responded to on demand, the Council has had to estimate the number of occasions it believes this will occur on the given site. The Council is therefore initially taking the risk on this. If it is found that the numbers increase, or that there is a specific issue which pushes the costs/occurrences above that estimated, the Council will need the Parish/Town Council to address this with them. If this still cannot be resolved, then the costs will need to be reviewed.

If any waste related additional services are required on this site, the Parish or Town Council must discuss this with Cornwall Council Waste Team in the first instance. Nothing is to be added or removed on the site which will impact on the services (i.e. additional litter/dog bins) without the Council being consulted in the first instance, as any additional services will need to be formally costed and assessed by the Council under the existing contract.

3. Monitoring & Reporting

Monitoring will cover the cleansing and bins in the area to be devolved (along with other elements included as part of the overall costs, set out in Table 1 of this document).

Any contract compliance issues will be dealt with through Cornwall Council's waste contract with its contractor Biffa. The Waste Team's compliance team will oversee this element and any issues can be raised directly with them. Contact details will be provided. Alternatively, local community/parish/town council can raise any cleansing issues via the council's website for reporting issues.

In terms of any street cleansing or litter/dog bin issues, the waste contractor has response times to deal with this and will either carry out any additional empties to bins needed to prevent them from overflowing, or any

additional cleansing to streets to bring them back a specific grade, at no additional cost.

Response periods vary depending upon the intensity of use of the area or zone. These are set out in Table 3 below.

	High Intensity of Use (Zone 1)	Medium Intensity of Use (Zone 2)	Low Intensity of Use (Zone 3)	Special Circumstances (Zone 4)
Nature of the response	Areas which, through intense pedestrian and/or vehicular movements, are prone to fluctuations in litter and refuse and require both high levels of monitoring and frequent cleansing	Areas affected by moderate levels of pedestrian and vehicular activity and therefore less prone to fluctuations in litter and refuse usually situated outside centres of retail or commercial activity, but used regularly by members of the public	Areas subject to low or infrequent level of pedestrian and vehicular activity and therefore less prone to fluctuations in litter and refuse, often located in more rural areas	Types of land where issues of health and safety and reasonableness and practicability are dominant considerations when undertaking environmental maintenance work (includes legislative restrictions for all land types)
Maximum response time to Restore to grade 'A' if it falls below grade 'B'	1/2 a day. This means by 6pm if reported before 1pm or by 1pm the next duty day if reported between 1pm and 6pm on the previous day	1 day. This means by 6pm the following evening	14 days	28 days or as soon as reasonably practicable

Table 3: Cleansing response times per intensity of use (Zones). Extracted from Defra's Code of Practice for Litter and Detritus

Date:

Esther Greig

From: Jonathan Clarke <jonathan.clarke@biffa.co.uk>
Sent: 14 June 2022 07:21
To: Amanda Lash; Esther Greig
Subject: Invoicing

Good Morning Ladies !

I trust all is well with you ?

As promised before tomorrows meeting;

This years Bulk bin emptying for the Car Park weekly x 52 and the Skate Park monthly x 12 is £1942.50 + vat 1/4/22 to 30/3/23 (5% up on last year)

The extra Bulk bin for the Jubilee fun week £52.50 + vat (Again 5% up)

6 boxes of black litter Sacks @ £16.50 each = £99 + vat (These have nearly doubled) ☹️

Kind Regards - Jon



Jon Clarke / Supervisor
Mobile 07795 354622 **Office** 01288 353884
E-Mail jonathan.clarke@biffa.co.uk
Kingshill Depot, Bude, EX23 8QN
www.biffa.co.uk

Follow, like and share exclusive content and updates on [LinkedIn](#) and [Twitter](#)

**Stay
together**



Wash your hands
frequently



Reduce social
contact



Follow hygiene
protocols



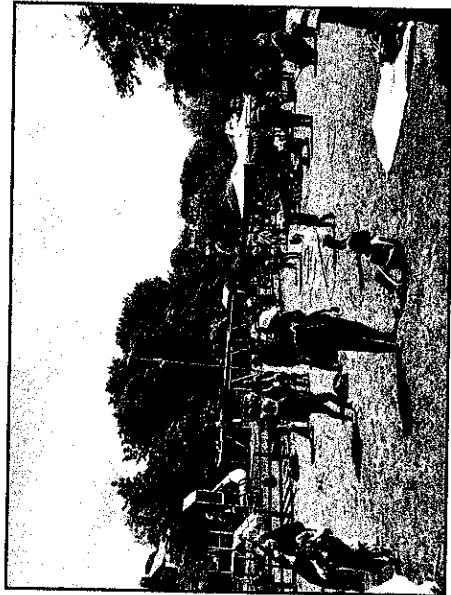
Stay at home if you
have symptoms

All of the companies listed below are part of a group of companies of which the ultimate parent company is Biffa plc. Biffa is a trading name of this group of companies. Biffa plc is a public limited company registered in England and Wales No. 10336040. Registered office: Coronation Road, Cressex, High Wycombe, Buckinghamshire HP12 3TZ. The VAT registration number for the companies listed below is 537 911 627.

Biffa Waste Services Limited is registered in England and Wales No. 0946107; Biffa Environmental Municipal Services Limited is registered in England and Wales No. 00905800; Biffa Leicester Limited is registered in England and Wales No. 04602279; Biffa West Sussex Limited is registered in England and Wales No. 06744107; Biffa Municipal Limited is registered in England and Wales No. 04321212; O'Brien Waste Recycling Solutions Limited is registered in England and Wales No. 09362987; Amber Engineering Limited is registered in England and Wales No. 01067283; Weir Waste Services Limited is registered in England and Wales No. 03777183; Cressex Insurance Services Limited is registered in England and Wales No. 06848093; Syracuse Waste Limited is

The Park is regularly used for events such as Music in the Park, dog shows, Tug of War, family fun runs, slip 'n slide, bird and bat walks and more recently the Big Picnic to celebrate the Queen's Platinum Jubilee.

Every day, it is used by people of all ages and is regarded as the "Jewel of Camelford". It sits on the bank of the River Camel and is surrounded by tall and beautiful trees, which provides peace and tranquility for all.



PROGRAMME

2pm

Opening and welcome by Mayor,
Cllr Rob Rotchell and Mr & Mrs Tingcombe

2.15pm

Dances by the children: Name of dance/participants

2.30pm Tug of War

3.30pm

Unveiling of the Centenary Tree and
Burying of the Time Capsule

Circus skills workshop

4pm Music by Boscastle Buoys

5.15pm Music by Change the Letter

6.30pm Music by Electric Bandits

7.45pm

Dancing - DJ Steve Fudge --
Club Classics Set

FINISH 9.30pm

Bar will be provided by The Masons Arms
Food: New Hanger Management, Crème de la
Crepes, Tea/coffee cake: WI, Festival hair and glitter:
Hair and Beauty Place. Memorabilia provided by
Nancy Lane and the Tingcombe Family



Souvenir Programme

100

Years

of
Enfield Park
Camelford

Saturday 9 August 2022



For rest and recreation
NE LAEDAMUS

Enfield Park was gifted to Camelford Town Council (CTC) on August 9th, 1922 by Mr A.C. Tingcombe, who was born in Camelford in the year 1860. He served an apprenticeship with Mr W.H. Hayne, Draper, of Camelford and at the conclusion of his apprenticeship in 1880 he went to London. After spending a few years in the City, he commenced business in Enfield. He retired from business in 1920 and returned to his native town.

Enfield Park has seen many changes over the past 100 years, with much investment from CTC. The Estates and Properties Committee is responsible for overseeing the upkeep of the park. It has a dedicated grounds team who manage the "wild area" at the back of the park,



as well as the more "kept" areas by the play area.



Memorial seating and trees can be seen around the park. A specimen broadleaf lime tree was planted to celebrate the Centenary of the park, and two copper beech trees to commemorate the life of the Duke



of Edinburgh and the Platinum Jubilee for HRH Queen Elizabeth II. Look out for plaques.

Gym equipment was installed in [date] and is regularly serviced and maintained. It is hoped to add/replace some equipment in the near future.

A BBQ area was created in 2018 for users of the park.



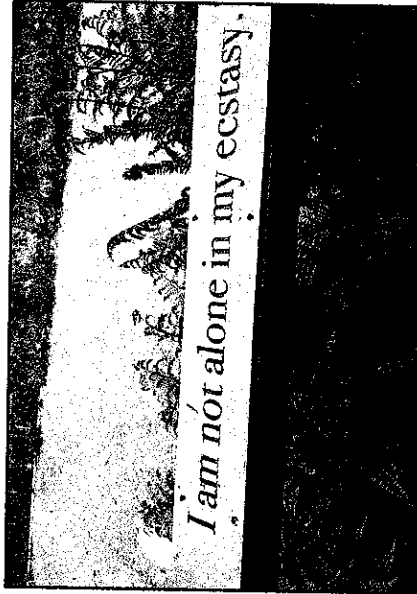
Starting at the entrance gate, in 2018, a mural was commissioned (with funding from FEAST) in partnership with students of Sir James Smith's Community School. This bright and beautiful mural depicts some of the wildlife found in the park (with a little creative licence!)

In 2019, with funding from the Customer & Communities Improvement Fund for Great Western Railway, the play area was refurbished to promote the heritage of Camelford Station. A train structure and adventure trail (incorporating all 13 station signs from Halwill Junction to Padstow) was installed depicting the train's journey. The trail ends at the boat play apparatus, which was installed, together with swings, shelter and wetpour surfacing in 2018. A new see-saw, basket swing and

disabled roundabout is planned in the near future. A new zip wire was installed in 2020.

Moving through the park, in 2021 the riverbank was rebuilt to stop further erosion of the park and will last for many years to come. The slate path from around the pond was removed for health and safety reasons and replaced with shingle. The pond is regularly cleared of weed.

In 2017, Broadwood Bridge was turned into a poetry bridge (with funding from FEAST). Community workshops were held in 2017 and 2022 (with European Development Welcome Back Funding), and the poetry from these workshops inscribed into boards attached to the bridge.





CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

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

Minutes of the Estates and Properties Committee Meeting – 13th May 2022

1. **To note Councillors present**
Cllr Shaw opened the meeting at 10am with 3 other Councillors present: Cllrs Burgis, Elford, Rotchell and MGM, Clerk. EP/22/001
2. **To receive Apologies for absence with reasons**
Cllr Hewlett – personal.
It was **resolved** to accept the apologies
Proposed: Cllr Shaw **Seconded: Cllr Elford** **unan** **EP/22/002**
3. **To receive Declarations of Interest & Approve Dispensations**
None EP/22/003
4. **Public question time (15 minutes allowed for this)**
None EP/22/004
5. **To receive and approve the Minutes of:**
It was **resolved** to approve the Ordinary Meeting 1st April 2022
Proposed: Cllr Rotchell **Seconded: Cllr Burgis** **5-0 (1 abs)** **EP/22/005**
MGM noted fences and Zip wire have been repaired – to monitor as may have the same issue again. 'O' tings for the swings have yet to arrive. Cllr Shaw noted had meeting with recycled plastic company; noted he would prefer to use outside town centre and to use wood in Enfield Park for the benches. They will send through samples. Cllr Burgis has the cycle rack quotes – recommendation to go to Council as over budget. Cllr Shaw noted that the bollards at Clease/OCM entrance are damaged. MGM confirmed belongs to TT. Cllr Shaw noted that a scooter was driven onto OCM and parked – should be directed to Clease CP. Clerk will advise YW. Cllr Shaw requested update on pond path as surface not suitable; Clerk noted from minutes that it was for review later in the year. Clerk advised contacting quantity surveyor to make recommendation. Cllr Shaw and Elford will seek advice from their contacts in the first instance – for next agenda. EP/22/006
6. **To review terms of reference**
No changes required EP/22/007
7. **To receive Clerk's report**
Car Park lining – revised quote received including Fore Street and motorcycle bay at Clease CP. On the FC agenda but recommend to Council that 5 bays (not 6) are lined at Fore Street and the 3 new bays in Churchfield CP are marked as CTC. Clerk noted that the main lines in Churchfield CP will need painting 2024-25. Library window; still not been secondary glazed. Tree inspections – not done yet, Broadwood bridge – painting to be done by grounds team. Leat clearance – no other quotes received. Cllr Rotchell suggested reviewing budget situation in September to ascertain whether the leat is cleared this year or next and to be done at the same time as the pond clearance. OCM – Scout Hut - delays with materials holding up the repair of the cladding, Steel railings will be fitted in approx. 5 weeks. Café on FC agenda. Gym equipment service has not happened – supply issue again with replacement parts. Cycle racks – Cllr Burgis has sent round a link – to be passed to FC for recommendation. Reschedule cemetery walk round – Cllr Rotchell to suggest a few dates.

Cllr Shaw has mounted the plaques for trees in Enfield Park. Cllr Shaw to liaise with MGM for installation. Contracts procedure review - Cllr Shaw couldn't find the procedure; Clerk to forward. EP/22/008

8. To receive Grounds Manager's report

Clerk read out electrician's report on the Market Place/park/Bandstand electrics; some extra work over the original quotation is required in order to reach standard required – approx. £200. MGM noted OCM bins and benches will be installed soon as the liners have been received. Gravel edging at skatepark causing stop hazard – the service channel will be blocked off and concreted in where appropriate – fencing work for behind containers is in original budget. Cllr Shaw noted that a door in gent's toilet has dropped and needs attention. Disabled door is working fine with no further issues. EP/22/009

9. To discuss and allocate portfolio holder positions

As previous:

Play Areas/OCM. Cllr Hewlett OCM, Cllr Elford Enfield Park play area
Enfield Park. Cllr Shaw

Car Parks. Cllr Burgis

Cemetery & Orchard. Cllrs Shaw and Hewlett

Allotments & Footpaths. Cllr Shaw

Town Hall. Cllr Rotchell

EP/22/010

10. To discuss electricity usage. EV chargers

Clerk shared spreadsheet of usage and electricity cost. £53 vs £115 for Q1 2022. Suggested doubling the chargeable rate for now to be reviewed after Q3 as electricity due to rise again in the Autumn. Clerk noted a £250 budget towards electricity as CTC were unsure how often it would be used. Usage is not overnight – the installation is intended for residents to charge overnight; but being used for short bursts in the day at the moment.

It was **resolved** to immediately implement charge of 60p p/kw/hr.

Proposed: Cllr Elford

Seconded: Cllr Rotchell

unan

EP/22/011

7. To discuss max number of allotment plots per person.

While there is an active waiting list for plots, no more than 2 plots per household to be issued. To review if demand increases. Discussed potential of the Cemetery land to provide a few extra plots if the need arises – next agenda. Clerk/MGM to work up a plan of possible number/location within cemetery field. EP/22/012

8. To discuss Street Lights contract.

Clerk outlined current contract with SSE £64 per quarter to service and maintain 4 street lights. Were charged to fix the broken lamp. Cllr Rotchell noted not good value for money.

It was **resolved** not to renew the contract

Proposed: Cllr Shaw

Seconded: Cllr Rotchell

unan

EP/22/013

9. Date & Items for next meeting.

24th June 2022 10am

Apologies Cllr Rotchell

Sensory garden

Enfield Park Pond path

Cemetery Allotments.



CAMELFORD TOWN COUNCIL

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Camelford Town Council – CIL Receipts Report 23.5.22.

Reporting as per CIL Regulation 121B

Total Receipts 2021-22 = £1,815.73 (received on 01/11//21)

Total Expenditure 2021-22 = £0

No notices received in accordance with Regulation 59E

£1,815.73 retained at end of 2021-22

Esther Greig
Camelford Town Clerk



CAMELFORD TOWN COUNCIL

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Internal audit procedure form

To be completed quarterly by two Councillors

We certify that we have carried out the tests detailed below in accordance with the suggested approach contained in the 2021 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide". Where an entry has been made in column 4, an explanation is attached.

Signed..... *MPL Jombles* Date... *19.5.22*

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	<i>MPL</i>		
Proper bookkeeping	Is the cashbook maintained and up to date?	<i>MPL</i>		
	Is the cashbook arithmetically correct?	<i>MPL</i>		
	Is the cashbook regularly balanced?	<i>MPL</i>		
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	<i>MPL</i> <i>18/5/22</i>		
	Has a Responsible Financial Officer been appointed?	<i>MPL</i>		
	Have items or services above a de minimis amount been competitively purchased?	<i>MPL</i>		

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

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