



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig BA(Hons), CiLCA

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Annual Report 2021-22



Contents

Mayor's Annual Report
Committee/Working Group Reports and Responsibilities
Councillors and Staff
Budget, Income and Expenditure
Aims and Objectives 2021-25

Annual Report on Town Council Business by the Mayor, Cllr Rob Rotchell

Cllr Rotchell noted the challenges to council in this past year. Restrictions were imposed due to the pandemic but work at Council continued. Thanks to the Clerk and her team for first class work. Cllr Chandler resigned due to work pressures; Cllr J Thomson was co-opted in his place. Meetings reverted to in person but they continued to be live streamed. Working Groups were held virtually. CTC are proud not to have missed any meetings – one of few in Cornwall that managed to do so. Budget for 2022–23 - despite increase in costs and decrease in funding, the precept has been kept low. CTC were able to reinstate some of its annual events this year – Camelford in Bloom, Winter Festival and Halloween. Thanks to all involved. Enfield Park River bank has had extensive repairs to hold back erosion and maintain the integrity of the circular path. The path around the pond has been replaced by a nonslip/trip surface. Landscaping work at the cemetery continues. The official opening of Phase 2 of the OCM skatepark was held on St.Piran's day. It is a facility Camelford can be proud of. The grant funders are delighted with the wide range of activities available. More discussions about the bypass are taking place at a high level. CTC have provided more information to the Department of Transport and the Treasury. Westminster now has all the information and CTC await the decision - no idea when it will come. CTC has commissioned consultations with Camelford residents regarding the vision for Camelford. Cleese Car Park will be devolved to CTC. The car park has been relined, resurfaced and electric car charge points installed. Cleese will continue to be a free car park. Low number of planning applications received for consultation due to phosphates leaking into water course in the River Camel special area of conservation. Cornwall Council working hard to mitigate the effect of this pollution. Donations have been given to local organisations; Camelford Show, Camelford Hall, Leisure Centre, Christmas Lights, Churches, Citizens Advice.



"The Town Council took over responsibility for the skate park back in 2017 when the Youth Club closed. The park was in very poor condition and shortly after taking it over we were advised to close it as it was deemed unsafe and the site almost derelict. The Town Council took the decision to rejuvenate the park and fast forward five years to today. It's not been a straightforward journey but here we are with a state-of-the-art facility that we can all be proud of. Inevitably given the challenges we have all faced over the past couple of years there are still some finishing touches to make."

Committees and Working Groups

Council has 5 committees and working group that discuss projects, town assets and services. These committees recommend actions to Full Council

Staffing Committee

Chair Cllr Rotchell noted the recruitment of another grounds person to ensure continuity within the team. Also, a Youth worker – the position has been part grant funded by Reaching Communities (Big Lottery funding). Appraisals have been undertaken, staff handbook has been reviewed and policy and procedures have been approved.

Specific Functions

Personnel and Staffing

To draft and keep under review the staffing structure of the Council and make recommendations as appropriate, to keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence, to keep under review all staff contracts of employment, terms and conditions and make recommendations to full council, to monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate, to review health and safety at work for all Council employees, to agree job descriptions, person criteria, advertising channels and interview dates for CTC vacancies, to shortlist from applications received, interview candidates for vacancies, and choose the most appropriate candidate

Performance

To carry out staff appraisals, to make recommendations on personnel related expenditure to the Full Council, to identify training requirements through appraisal and agree staff training programmes.

Complaints

To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure, to investigate and, where appropriate, hear complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.



Estates and Properties Working Group

Chair Cllr Shaw thanked the grounds staff, and the volunteers that carry out gardening projects; their efforts are much appreciated. The general state of Camelford's estates is good including Enfield Park and play area. Brambles upper part will be cut back so the pond and bird hide can be seen clearly. Some bench seating needs replacing and general TLC. Pleased to announce completion of the riverbank work to stop further erosion and that the slate path was removed for H&S reasons. Broadwood bridge will have some of its boards repainted and the poetry boards refurbished. Cemetery – CTC not opening site at present as no immediate need or demand this has saved the rate payer £2k. The orchard needs more maintenance (pruning, bracken removal etc). Have programmed in more cuts. CTC has planted over 100 trees and hedge rows around Camelford including a specimen broadleaf lime in Enfield Park to celebrate 100th anniversary of the park (donated by the Tingcombe family), 2 copper beech trees to commemorate the life of the Duke of Edinburgh, and the platinum jubilee of HRH Queen Elizabeth II. These will be fitted with plaques. Cllr Shaw feels that work should be done by grounds team before it becomes a bigger job and having to get in contractors; although he realises that contractors are needed for larger work (riverbank repairs, new footpaths etc). Lots going on in the Estates and Properties portfolio.

Specific Functions

To review and inspect all land and properties owned or administered by CTC, recommend remedial action, review maintenance tasks, to review scales of fees for services, leases and tenancy agreements, to plan and prepare for future requirements, to review tenders and quotations, to make recommendations to Full Council; including submitting budget requirements for consideration.

Enfield Park

To ensure that the park is a place for safe enjoyment of the environment and conserve natural habitat, encourage wildlife and increase biodiversity

Cemetery

Following the opening of the cemetery facility in April 2020; to recommend final structures and elements of design are finished and ensure maintenance procedures are in place.

Orchard

To increase the biodiversity, to encourage use of community asset

Play Areas

To review play provision in Camelford in line with our vision for all children and young people of Camelford, to have play provision and play space that is stimulating and exciting and allows children to encounter and learn about risk which helps them to build confidence, learn skills and develop resilience at their own pace.

Allotments

To provide allotment gardens for the community, and to consider long-term alternative sites as the opportunities arise.

Camelford Hall

To ensure that this community asset remains viable by having a representative on the Hall Committee

Mount Camel Heather Beds/Land at Valley Truckle

To plant and maintain these CC Highways properties

Car Park

To provide parking facilities that service Camelford's requirements



Finance Working Group

Chair Cllr Coombes noted 3 councillors plus the Mayor and Clerk attended these meetings. Responsible for the public purse and spending wisely. He feels that CTC have done that in this last 12 months. Lots of good things have been achieved. The Clerk and Deputy Clerk have worked hard to find grants to pay for projects so they do not cost council too much money. Therefore, CTC can achieve the completion of more projects (park, riverbank etc as outlined by Cllr Shaw). The group discuss where to save money as a priority and ensures CTC stays within budget.

Specific Functions

Internal Audit

To ensure internal control checks are undertaken. 2 Councillors per quarter to review, to review financial regulations annually, to review transparency code requirements annually, to ensure audit procedure is adequate, to review and action internal and external auditor reports, to ensure insurance policy is adequate, one member of Working Group to check monthly bank reconciliations, to agree cemetery fees

Performance

To review expenditure to budget quarterly, to ensure projects run to budget, to ensure grant conditions are met, to review investment returns.

Financial strategy

To decide on value of reserves annually, to decide on investment strategy, to plan funding of Council projects, to recommend precept following thorough annual budgeting process, to review risk strategy annually and recommend changes to insurance cover

C A M E L F O R D R E V I S E D C O N C E P T



Events Working Group

Chair Cllr Ackroyd-Johnson noted that it had been a difficult year. Fun week was cancelled, other spring time events were scaled back. Halloween and the winter festival went ahead full steam – bigger than usual with enhanced budgets. All events are posted on social media, website and posters are put on noticeboards around town. Lots of events for Fun Week 2022, Music in the Park and Jubilee. Also planning an event to mark the centenary of Enfield Park in August.

As part of Welcome Back Funding (European Regional Development Fund, Cornwall Development Company and Hall for Cornwall), it had the opportunity to host a variety of workshops around the town. Many of these were held at the library, the Old Bank and the skatepark and were open to both adults and children. Thank you to all those who supported these workshops by attending; a great time was had by all. The poetry from the poetry workshop (run by Olivia Lowry) will be etched into the Broadwood Bridge boards as soon as the bridge has been painted and existing boards removed of paint and restored to their former natural glory. The library has also hosted workshops for Manga drawing (run by Keith Sparrow) and various Storytelling sessions which are always very popular. There was also a parkour workshop run by the Urban Playground Team, who also performed “Zoo Humans” at the opening of the OCM (pictures above). Articulate provided willow ship and story workshops at the Primary School and performed their stories in the library. The Flag workshops (run by Janie McDonald) were a roaring success and the flags looked amazing in the High Street.



Camelford residents came out in force, despite Storm Arwen, to enjoy the Annual Winter Festival organised by Camelford Town Council and the Christmas Lights Team. Thanks to the Welcome Back Fund, this year's event was enhanced with street entertainment. CTC also invested extra into the Fireworks by Celebration Pyrotechnics, which was spectacular. It was heart-warming to see so many smiling faces as we celebrated the Winter Festival here in Camelford on Saturday evening. The day started with the Mayor's Senior Citizens Christmas Lunch. At 6pm the lantern parade led by Camelford Town Band went down into the town followed by the switching on of the lights and the firework display, both of which were the best for many years. We were superbly entertained by the Boscastle Buoys and the Jumping out Jazz Duo and Acrobatic Elves delighted the children. I can't say thank you enough to everyone who helped organise and participated in the event.



Specific Functions

To organise activities on behalf of CTC, to ensure CTC is compliant with Cornwall Council's policies and procedures in regard to safeguarding, risk assessments, health and safety and other policy as recommended by Cornwall Council. To seek grants to enhance the activities on offer, to review and plan future/other events to enhance the annual calendar, to work within the budget allocated by the Council.

Strategic and Economic Development

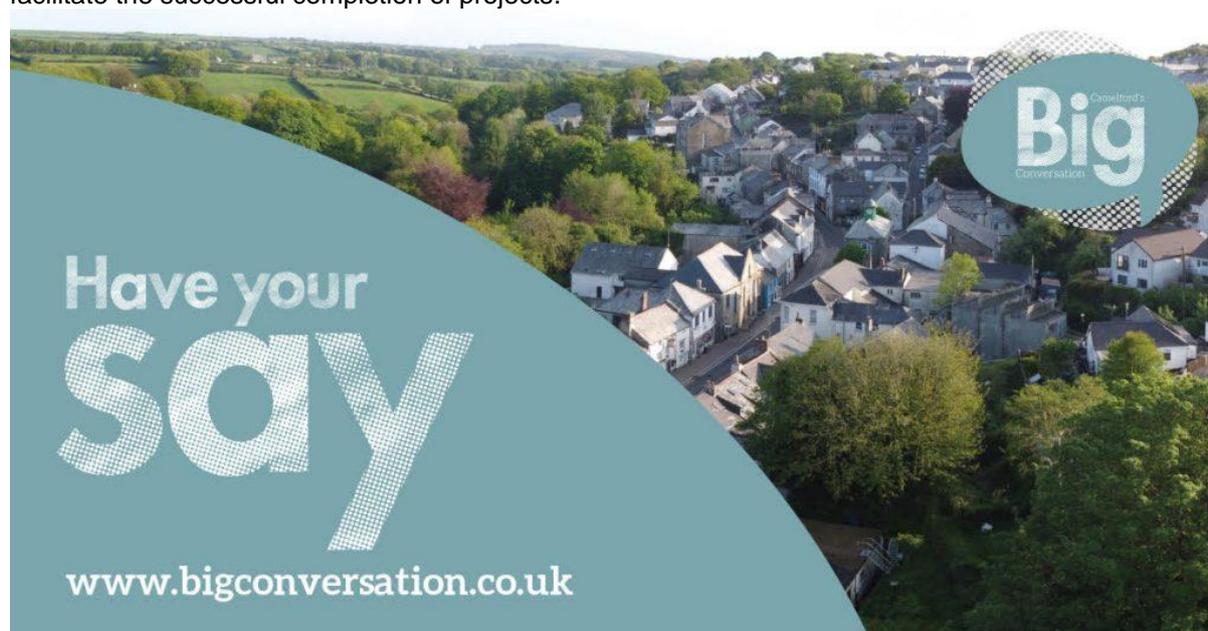
Strategic and Staffing – Chair. Public consultation, Clease car park and installation of EV charges. Visitcamelford website created and town maps. Place shaping group formulated. Successful to Cornwall Council Town Regeneration Fund £43k. Liaison with Town Trust.

Specific Functions

To create a strategic plan, to engage in public consultations, to work in partnership with outside organisations, to review key service and transport provision, to encourage economic regeneration, to consider tourist information and the marketing of Camelford as a destination.

Strategic Plan

To suggest projects, to produce recommendations for full Council, to research grant funding for projects, to research best practice for projects, to produce cost and benefit analysis for projects, to facilitate the successful completion of projects.



Councillors 2021-22

Cllr R Rotchell: Mayor Chair Staffing, Strategic WGs	2 Green Meadows, Camelford, PL32 9UD Tel: 01840 214528/07828980157 Email: rob.rotchell@camelford-tc.gov.uk
Cllr S Bond: Deputy Mayor	19 Highfield Road, Camelford, Cornwall PL32 9QZ Tel: 07846 807913 Email: Stephen.bond@camelford-tc.gov.uk
Cllr A Ackroyd-Johnson Chair Events WG	Oceanside, Trevillet, Tintagel PL34 0HL Tel: 07428747421 Email: ayla.ackroyd-johnson@camelford-tc.gov.uk
Cllr A Burgis:	6 Fore Street, Camelford, PL32 9PG Tel: 07545098212 Email: alan.burgis@camelford-tc.gov.uk
Cllr M Coombes: Chair Finance WG	Higher Trefrew Farm, Willow Garth, PL32 9XQ Tel: 07989869278 Email: mike.coombes@camelford-tc.gov.uk
Cllr S Elford:	Hillandale, College Road, Camelford PL32 9TL Tel: 01840 213337/07719 858043 Email: sue.elford@camelford-tc.gov.uk

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Cllr A Scawn: 3 Trevia Park Terrace, Camelford PL32 9RB
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Cllr A Shaw: 7 High Street Camelford PL32 9PQ
Chair Estates & Properties WG Tel: 01840 213730
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Cllr J Thomson: 12 Green Meadows, Camelford PL32 9UD
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County Councillor: Cllr Barry Jordan

Attendance – full council meetings May 2021 – April 2022

	Attended	Meetings held	% attended
Cllr Ackroyd-Johnson	7	22	31.8%
Cllr Burgis	19	22	86.4%
Cllr Bond	20	22	90.9%
Cllr Chandler	1	10	10%
Cllr Coombes	21	22	95.5%
Cllr Elford	16	22	72.7%
Cllr Grigg	10	22	45.5%
Cllr Hewlett	17	22	77.3%
Cllr Rotchell	21	22	95.5%
Cllr Scawn	6	22	27.3%
Cllr Shaw	20	22	90.9%
Cllr Thomson	5	6	83.3%

CTC Staff

Clerk:	Esther Greig
Deputy Clerk:	Amanda Lash
Maintenance and Grounds Manager:	John Gilbert
Senior Librarian and Administrator:	Bronwen Hockerday
Grounds Person:	Rob Botten
	Neil Pearce
Youth Worker:	Dave Edkins
Saturday Librarian:	Jessica Marsh
Cleaner:	Helen Parkyn

Budget, income and expenditure information

Income	20-21	21-22		22-23
	Actual	Budget	Actual	Budget
Precept	260197	262831	262831	286255
Council Tax Support Grant	11792	10830	10830.19	5132
Grants and Donations	11330	72020	54246	4000
Income - Car Park	3808	6500	6607.72	6500
Footpath Grant	700	719	714.20	719
Allotment Rent	1299	1250	1342.50	1000
Other Income	1277	94711.75	95625.90	500
OCM Phase 2 Grants	0	190000	187315.17	5000
Interest - Bank	3609	3000	2912.10	3250
CIL PA20/05739		2936	1815.73	
Total Income	294012	644798	624240	312356
Expenditure				
Accommodation				
Office Rent	5778	5950	5969.36	6200
Rates and Utilities	3194	3350	7878.85	3500
Building Operations	3837	4000	862.54	4200
Lift	1201	3000	1502	2300
Building Modifications	3227	0	0	0
Administration				
Salaries	136918	153000	145900.39	165000
Staff Mileage	0	500	448.45	500
Councillor Mileage	0	300	44.10	300
Training	1200	2000	2243.58	3000
Mayors Allowance	555	650	300.57	650
Bank Charges	112	200	191.14	200
Audit	2157	1650	1810	2000
Insurance	2329	2600	2727.93	2800
Office Supplies	875	2000	3288.13	2000
Telephone/Broadband	750	800	1026.09	1250
Legal Expenses	3182	2000	0	2000
IT and Support	2179	6750	6766.83	2550
CTC Website		750	491.25	600
COVID-19	4753	0	0	0
Subscriptions	1191	1455	1509.22	1500
Elections	0	0	255	1000
Car Parks				
Churchfield Car Park Maintenance	3303	9750	4672.95	10650
Cleas Car Park Maintenance & rates		19060	14690.12	4500
PWLB Loan Repayment - Car Park	9725	9725	9724.84	9725
Churchfield Car Park Rates	4441	4650	4441.1	4650
Community				
Events	104	7250	5823.46	16493
Christmas Lights	3953	4000	3652.08	4000
Defibrillator	320	350	320	350
Fireworks	0	4000	4000	2200
Leisure Centre Grant		3000	3000	3000

GPC Grants	8150	5900	5250	7200
Marketing	14134	56000	56028.60	1500
NDP/Visit Camelford Website		0	520	1000

Parks and Recreation

Park/River Maintenance	8603	101962	103925.49	8970
Skate Park	3370	204119	186595.82	3450
Play Area	11,771	2850	341	3650
Rates and Utilities Store £359.28	359	800	359.28	850
PWLB Loan Repayment - Riverbank		9000	0	9068

Town Maintenance

Public Toilets (all electric, water, supplies)	4540	3500	3409.57	2150
CCTV	1153	500	386.50	500
General Town Maintenance	7270	5750	5375.33	7000
Refuse		2500	1929.98	2500
Vehicle Costs	1504	2500	1802.16	2000

Town Services (Allotments/Cemetery/Orchard)

Allotment expenditure	1101	500	791.48	3800
Cemetery Business Rates	2847	3000	582.20	0
Cemetery Maintenance	368	700	1560	1600
	260454	652721	602394	312356

Aims and Objectives for the Administration 2021-25

Completed 2021-22

OCM phase 2 completed – regeneration of the Old Cattle Market area of Camelford. Includes more skateable area and a pump track

Engaged Youth Worker – to work with Camelford youth at the OCM skatepark and to ensure access to youth club once a week.

Riverbank and path repairs – shored up the flood defences and banks to protect Enfield Park from erosion. Improved the drainage over the pond path in 4 sections and replaced slate path around the pond with a non-slip surface.

Cleaze car park - installed of EV chargers and devolved from Cornwall Council. New car parking order put in place

Consultation completed on Camelford Vision document following feasibility study.

Continued lobbying for Bypass

Launched Visit Camelford website

Safely reopened of Council services and events post COVID pandemic. Continuing to provide

Facebook live-streamed Council meetings to promote engagement

Ratification of Neighbourhood Development Plan – had been postponed due to COVID.



2022-23

Events - planning for the Jubilee and Enfield Park Centenary,

Increase events offer – Live music on the bandstand through summer on Fridays

Centenary Arts project (including creative and dance workshops)

To monitor and build on community engagement at Skatepark. To source grant funding to increase youth worker hours to help provide inclusive and supportive environment at OCM

To review action plan for the administration post Camelford vision consultation:

- To continue to lobby for A39 bypass, improved medical services and a supermarket.
- To work with new Camelford Community Interest Company to attain services and facilities identified in the vision document
- To consider Camel trail extension

To consider enhancing provision of tourist information

Add regular newsletters and content to 'visitcamelford' website.

Sourcing grants for replacement play equipment in Enfield Park – phase 3 - see-saw, accessible swing and roundabout.

Enhance service delivery by increasing maintenance staff hours

To open OCM cafe

To plan OCM phase 3 – landscaping, additional half-pipe.

To assess current green space provision with Parish – parks and walks - and identify opportunities for improvement and promotion.

To revitalise brass rubbing circuit

To consider the provision of cycle racks around town.

2023-25

To consider enhanced EV charger provision in Churchfield car park

To consider small tractor with attachments for maintenance tasks &/or consider replacing CTC diesel van with electric vehicle.

To identify further areas for tree planting

To consider ways to ensure Camelford assets become carbon neutral. Town Hall – historic grade 2 listed building: retrofitting air source heat pumps, insulation, secondary glazing.

To consider use of café for community hub offer

To consider water fountain at OCM

To plan re-opening of Cemetery and building of related structures

To locate for land to purchase for allotments

To review action plan for the administration post Camelford vision consultation:

- To consider Camelford cider press and related events
- To consider regeneration options post bypass decision
- To consider enhancement of rare wet woodland in Enfield Park.
- To consider provision of new museum premises, meeting and co-working space, community hub, increased library offer. Incorporation of artefacts and information from the "Old Museum"
- To set up a Town Trail to celebrate the heritage/history of Camelford