



CAMELFORD TOWN COUNCIL

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Minutes of the Finance and Staffing Committee Meeting – 21st October 2022

1. To note Councillors present

Cllr Coombes opened the meeting at 10am with 3 other Councillors present: Cllrs Burgis, Rotchell, Shaw.
Clerk: Esther Greig. FS22/015

2. To receive Apologies for absence with reasons

Cllr Grigg – personal

It was **resolved** to accept the apologies

Proposed: Cllr Rotchell **Seconded: Cllr Shaw** unan **FS22/016**

3. To receive Declarations of Interest & Approve Dispensations

None FS22/017

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

None FS22/018

5. To receive and approve the Minutes of Finance & Staffing 5th August 2022

It was **resolved** to approve the minutes

Proposed: Cllr Rotchell **Seconded: Cllr Coombes** unan **FS22/019**

6. To receive Clerk's report Q2 budget to expenditure

Clerk reported mostly as expected with a couple of unbudgeted items – as previously noted in Q1. Welcome back funding was paid in Q2 rather than in 21-22. Clerk will be checking individual payments as looks like a payment in insurance is missing. Salaries slightly over – events. Skatepark is showing over budget on this spreadsheet but is not taking into account the EMR – will rectify for main report to Council. FS22/020

7. Agenda Items

- a. Q2 internal control check – Cllrs Rotchell and Scawn – to be scheduled FS22/021
- b. The internal auditor report was **noted**. Highlighted 2 minor mistakes in VAT and payroll; which have been corrected. FS22/022
- c. Committee terms of reference were **discussed**. Amalgamation of staffing and finance discussed and added two functions. To make policy recommendations to Council and to provide provision of mentors to Councillors for those who want/need it. **To recommend updated terms to Full Council** FS22/023
- d. To **discuss** date and format for the first budget working group meeting – suggesting 1130 4th November on Teams. Next agenda. FS22/024
- e. The social media policy was **reviewed**, Contradictory to the broadcasting policy in one section – to be amended. To add standard response to 'trolls' to be signposted to the office for investigation. Also, a response for Councillors to use at the time of occurrence to manage expectations. **Clerk to amend and recommend to Full Council.** FS22/025
- f. A tractor purchase/budget was **discussed**. Cllr Coombes noted that the kit that would do the jobs required would be approx. £30k but there is an 18 months old vehicle that is on for £20k – quite a good deal and worth checking out. Clerk noted current and future staff hours, plans and inflation issues. An unbudgeted item; so would need to go to Council for a decision if it was felt that it was the right equipment and could be purchased from reserves rather than added to precept at the current time. EMR for Churchfield resurfacing and cemetery buildings are unspent and would cover £20k – not had VAT reclaims for 18 months - £75k outstanding. If it was not suitable then item would be budgeted for 2024-25. FS22/026
- g. CTC income/fees for 2023 were discussed. Allotments and printing fees to be increased by 10%. CP permits could return to pre-pandemic levels – i.e £100 for all second vehicles – both residential and business. To discuss at budget working group. FS22/027

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

It was **resolved** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: staffing.

Proposed: Cllr Rotchell

Seconded: Cllr Coombes

unan

FS22/028

a. An update on staff appraisals was received.

FS22/029

9. Items, time and date for next meeting.

tbc - 2023, 10am Town Hall