



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 January 2023

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 8 other Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Hewlett, Scawn, Shaw, Thomson 23/001

2. To receive Apologies for absence with reasons

None received
 Cllr Elfors noted that Cllr Grigg was indisposed.

3. To receive Declarations of Interest & Approve Dispensations

None 23/003

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

Cllr Jordan noted last week he went for CAPS meeting; Cllr Fairman's ward might be joined with the Wadebridge network. Speaking with David Rodder at an economic meeting – Camelford seems to have been put on the back burner; CC need to focus on the Camel trail and bypass – not been written in; it's all about Bude. Today at Full Council – agreed from April next year to apply 200% Council Tax increase on second homes and CC will be writing to government to request 300% potentially raising between £27 & £46m. 23/004

Cllr Jordan left

5. To receive and approve the Minutes:

It was **resolved** to approve the Ordinary Meeting 20th December 2022

Proposed: Cllr Burgis Seconded: Cllr Bond 5-0 (3abs) 23/005

6. To receive Clerk's report

Matters arising from the Minutes. Lining at Fore Street car park not done. dumpy bag of salt delivered – replenished reserve. CCTV system update – still not completed. Churchfield EV Chargers – nothing from SWARCO. Mowing machine has been sold. SPF update - Tendering process for the professional contractors ends 3rd February. Insurance claims settled but works not done yet. 23/006

Water Utilities – suggested change to Everflow from SSW for 3 meters by broker as prices are set to rise in April. Recommended to fix for 3 years.

It was **resolved** to change providers to Everflow

Proposed: Cllr Scawn Seconded: Cllr Thomson unan 23/007

7. Planning

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

PA23/00207. Land North of Polstraul, Trewalder. Mr S Saffron. Reserved matters pertaining to access, appearance, landscaping, layout and scale, following Outline approval PA19/03897 (for a proposed live/work unit) without compliance with condition 1 of decision notice PA21/02635. Cllr Shaw noted the history of the site and can't see what had changed. Clerk noted perhaps minor amendment but CC Officer was unavailable to check – these plans aren't controversial. It was **resolved** to reply with No Objection (unless notified otherwise)

Cllr Hewlett arrived

Proposed: Cllr Shaw Seconded: Cllr Coombes 8-0 (1abs) 23/008

Chair's Signature.....

Dated.....

For Information

TPO for Highfield Road – 2 groups of beech.

PA21/02345, Mr G Down. Hilltop Farm Shop. Shepherd Hut. **Withdrawn**

PA22/09343. Mr & Mrs D Nyul. Beery Park Barn. Garage conversion. **Approved**

PA22/09156. CTC. Skatepark. Variation of condition. **Approved.**

23/009

8. Portfolio Reports

a. Mayor's Report – Cllr Rotchell noted no meetings or events over festive period. Cllr Jordan has given him some speed data for the pilot 20mph zones, including Camelford/Slaughterbridge. Cllr Rotchell notes that Speedwatch hasn't met recently. Looks like the 20mph has reduced the mean speed by 0.6mph...

23/010

b. Camelford Network Panel - Cllr Hewlett noted the October meeting discussed merging of network areas and the price tag of the bypass - increased dramatically. Next meeting tomorrow in St. Teath 7pm. Cllr Shaw will attend. Both neighbouring towns are bigger and have more influence – won't make that much of a difference which Camelford is merged with. Cllr Burgis noted there was request for air pollution statistics and the impact 20mph – has it made any difference? Clerk noted that 2021 figures have been published on CC website; 2022 figures will not be available until summer 2023.

23/011

9. Correspondence

- a. Magazine – Countryside voices. **Noted** 23/012
- b. Magazine – Clerks and Councils Direct. **Noted** 23/013
- c. Email from Harrisons - no further claim will be made regarding retentions for skatepark. **Noted** 23/014
- d. Email from CALC – invitation to AGM 21st February 7pm Bodmin. **Noted** 23/015
- e. Email from AAF North Cornwall – boxing day meet. **Noted** 23/016
- f. Email from Cornwall Council – confirming no election required for Councillor vacancy. **Noted** 23/017

10. Agenda Items

a. The co-option procedure was **reviewed**. Invite expressions of interest over next 3 weeks and to invite anyone interested speak to the Clerk/Cllrs with any questions and details of the commitment expected.

It was **resolved** that co-option for Councillor vacancy will be held at the next FC meeting 21st February

Proposed: Cllr Rotchell **Seconded: Cllr Bond** **unan** 23/018

b. It was **resolved** to renew membership of CPRE - £36.

Proposed: Cllr Shaw **Seconded: Cllr Coombes** **unan** 23/019

c. It was **resolved** to **approve** Risk Management Policy 2023

Proposed: Cllr Shaw **Seconded: Cllr Thomson** **unan** 23/020

d. The restoration of medieval windows at Lanteglos was **discussed**. Cllr Shaw noted that a lot of money in this project; the windows are priceless. Clerk noted that £380 remains in the budget for grants. Invite an application for the balance next year.

It was **resolved** to grant £350 to Friends of Lanteglos Church.

Proposed: Cllr Rotchell **Seconded: Cllr Scawn** **unan** 23/021

e. The Leisure Centre Celebratory evening 28th Jan 6.30pm was **discussed**. Cllr Rotchell can't believe its 10 years already. Cllr Shaw, Coombes and Thomson are interested in attending. To email the clerk.

23/022

f. SPF funding decision was **discussed**. Cllr Rotchell noted that the SPF Board meeting is on the 20th January – time frame for action and project is very tight. Potential for a big project – CTC role will be to manage the finances.

It was **resolved** to delegate responsibility to the Finance and Staffing Committee to review SPF grant terms and conditions and to manage the appointment of contractors process on behalf of CTC if application for Camelford Hall refurbishment is successful. To hold meeting on 10th February (moved from 27th Jan). To report back with proposals/resolutions, if applicable, at the next meeting on 21st February.

Proposed: Cllr Bond **Seconded: Cllr Burgis** **unan** 23/023

g. The request from Allotment holder for 24 x 16ft polytunnel was **discussed**. Cllr Shaw noted concerned about the width – nearly industrial size. Cllr Rotchell noted that it's a double plot – could add a rider in the contract as its larger than CTC standard size. Cllr Scawn noted the water saving idea – encourage them to tell CTC about. Defer to the next meeting and invite them to attend. Clerk noted that tenant was made aware they could attend the meeting. Cllrs also concerned about a precedence starting – need to be consistent with our approach. 23/024

h. It was **resolved** to switch Grounds Maintenance Manager's business mobile from Tesco to Three at a cost of £12 per month.

Proposed: Cllr Bond Seconded: Cllr Elford unan 23/025

11. Accounts

a. Balances at 11th January 2023 were **noted**

Current Account	£130,040.12	
Tracker Account	£51,476.90	
NS&I	£42,487.74	
CCLA	£80,000.00	23/025

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

Staff	January Wages & expenses	BACS	£9,108.65
HMRC	January Tax & NI	BACS	£2,318.80
Cornwall Pensions	January Pension contributions	BACS	£2,783.14
Cornwall Council	Churchfield – Business Rates	DD	£444.00
Cornwall Council	Town Hall – Business Rates	DD	£319.00
Cornwall Council	Cleaze – Business Rates	DD	£334.45
Pennon	Water	DD	£19.00
Pennon	Public Toilets Water	DD	£42.50
Camelford Town Trust	Town Hall/Library Rent	DD	£507.81
Camelford Town Trust	OCM Rent	DD	£950.00
Positive Energy	Town Hall Electricity – October	DD	–£27.81
Positive Energy	Town Hall Electricity – October	DD	£250.75
Positive Energy	Town Hall Electricity – November	DD	£123.45
Positive Energy	Town Hall Electricity – December	DD	£119.84
Positive Energy	Town Hall Electricity – December	DD	£284.62
British Gas	OCM Electricity	DD	£105.57
Octopus Energy	Cleaze CP EV chargers	DD	£136.47
Seadog IT	Web hosting December	DD	£29.95
Tesco	Mobile – MGM	DD	£7.50
Voiphone	Office Telephone system	DD	£11.40
Mailchimp	Marketing – visitcamelford	DD	£11.06
Jason Ryan	Town Hall – window cleaning December	BACS	£25.00
Barclays	Bank Charges	DD	£7.19
Seadog IT	Web support	BACS	£15.00
Seadog IT	Web hosting January	DD	£29.95
Plusnet	office broadband January	DD	£27.55
Hankun EU	Library supplies – paint pens	Debit	£27.98
Amazon	Library supplies – Cellotape	Debit	£11.91
Amazon	Office supplies – face shield	Debit	£7.94
Seadog IT	.gov.uk domain registration	BACS	£155.00
Amazon	Office Supplies – sticker paper	Debit	£17.98
Western Supply	Maintenance supplies – screws/bits	BACS	£213.86
H3G	Youth worker mobile	DD	£18.00
Camelot Garage	Fuel for van	BACS	£40.00
R Sleep Ltd	Maintenance supplies – filter/plugs	BACS	£64.35
Breakthrough Communications	Respectful Social Media training	BACS	£72.00
Tintagel Skip Hire Ltd	6yd Mixed waste	BACS	£336.00
Cornwall Council	Parking Enforcement – December	BACS	£165.00
Methodist Church	Room hire – youth worker	BACS	£200
Cornwall ALC	Planning training	BACS	£36.00
SLCC	Practitioners' conference (virtual)	BACS	£120.00
Amazon	Caps for Youth Club	BACS	£83.78

Proposed: Cllr Bond	Seconded: Cllr Thomson	TOTAL	£19,554.64
		unan	23/026
Income was noted			
BHIB	Insurance refund	AC	£42.35
Post Office deposit	Churchfield CP tickets/permits	cash	£70.00
Post Office deposit	Churchfield CP tickets/permits	cash	£50.00
Post Office deposit	Tickets/permits/Library/Map	cash	£760.40
Post Office deposit	Wayfair/donation winter festival	cheques	£311.18
Cornwall Council	Local Maintenance payment	AC	£857.04
Carl Hamilton	Ride on Mower	AC	£1000.00
		TOTAL	£3,090.97
			23/027

12. To note items for 21st February 2023 Agenda.

- Councillor vacancy.
- Polytunnel
- Youth club attendance figures
- Café update
- SPF update
- Network panel report.

The Mayor closed the meeting at 19.45 pm

Esther Greig

From: Jo Summers <jo@5dsols.co.uk>
Sent: 13 February 2023 14:03
To: Esther Greig
Cc: Dan Stones
Subject: RE: Meadow View Site adjacent to skate park off Chapel St, Camelford
Attachments: Meadow Views.jpeg

Hello Esther,

Thank you for discussing the street naming at the meeting and for the feedback. We did look at versions including "Chapel" but there are already a number in the area and we wanted avoid confusion. Chapel Court is already a registered address so definitely cannot be used. We are obliged to adhere to Cornwall Council Address Registration guidance which states

- A variation in the last word, for example, "street", "road", "avenue", will not be accepted if the main part of the name is duplicated. For example a request for "Church Close" off an existing "Church Road" will not be allowed as this could cause confusion, which is undesirable particularly in an emergency situation.

We chose Meadow View because it is not used anywhere else in Camelford and the views from the properties at the rear elevation are extensive across the meadows (see attached photos).

However, if the Council don't like this then we don't have a problem if they wish to choose something else, we are not wedded to any particular name, just keen to get the registration done so that we can move forward with utility providers.

I look forward to hearing from you.

Kind regards

Jo

Jo Summers | Partner | 5D Solutions Ltd
☎ 07919 550959 ✉ jo@5dsols.co.uk



📍 Unit 17 Creykes Court | 5 Craigie Drive | The Millfields | Plymouth | PL1 3JB

From: Esther Greig <clerk@camelford-tc.gov.uk>
Sent: 10 February 2023 09:28
To: Jo Summers <jo@5dsols.co.uk>
Subject: RE: Meadow View Site adjacent to skate park off Chapel St, Camelford

Dear Jo,

Street naming at the Old Museum site was discussed at the Strategic Committee meeting. The committee noted that Meadow View does not seem appropriate – there won't be that much of a view. It suggested Chapel Court or Chapel Mews to give an indication of location within the town.

Esther Greig

From: Carly Northover [redacted]
Sent: 02 January 2023 20:07
To: Esther Greig
Subject: Polytunnel

Hello

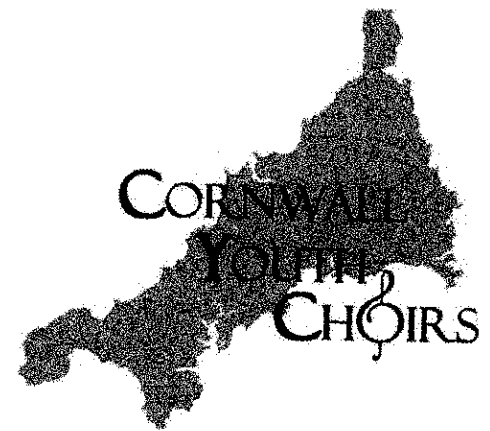
We are struggling to find a decent polytunnel to the sizes given. Considering it will be providing water for our plot and inside tunnel the run off wont be sustainable.
The only ones we can find are the cheap green pop up ones but these break easy and they are not very eco friendly either.

Considering we have a double plot could we erect a 24 x 16 please? Or could we come to a meeting to explain our sustainable system? We also looked at the 2 polycarbonate tunnels on one of the plots and the the size of ours will be less than those 2 combined.

Much Thanks

Carly.

26/01/23



Dear Camelford Town Council,

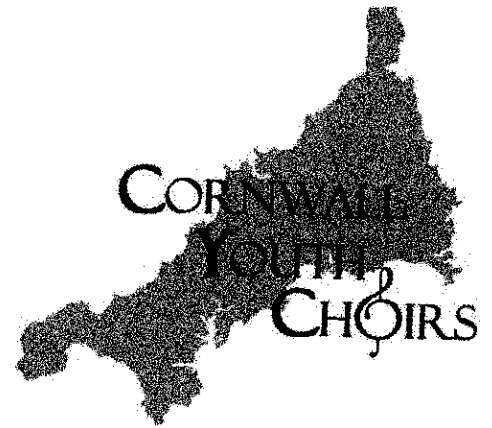
My name is Ruby Keat and I am a member of Cornwall Youth Choir. Our members come from all over Cornwall, from St Just to Saltash to share our love of singing, to forge friendships and share mutual interests. Despite the challenges presented by the rural area we live in, we are very proud of what we have achieved on our journey so far. During the pandemic, through online rehearsals, digital performances, friendship and perseverance we started to recognise our potential. We were invited by Music for Youth to take part in their 2020 digital proms which featured our version of 'Cornwall my Home'. This performance became a viral hit and we were invited to feature in their first live post lockdown Music for Youth Proms at the Royal Albert Hall in November 2021.

Despite the challenges and uncertainty that we face in our post-covid world, singing continues to be a huge part of our lives and our wellbeing. We strive to be the best we can be, to be proud of each other's achievements and recognise that we can all learn from each other.

We have a unique opportunity to showcase our achievements as a choir on a global platform in April 2023 as, for the first time ever in its history, Interkultur are holding an international choir competition in the UK. The event takes place in Hull over 4 days, from 27th April to 1st May. We are entered for two competitive classes, 'Youth Choirs of Mixed Voices' and 'Pop, Jazz & Gospel' and also an Individual Coaching session. Also, we have the unique opportunity to take part in a friendship concert with the world-renowned Barnsley Youth Choir.

I have been a member of the Cornwall family of choirs for the last 8 years, starting with the girls choir and now in the senior choir. We practice at least once a month and do a number of performances during the year. It is really exciting that we are now at the level to be able to take part in more National and international events. I am really looking forward to meeting likeminded individuals from throughout the world at the Hull Interkultur event. It also makes me feels pride to be able to do it whilst representing my home County Cornwall. We have a strong singing heritage in Cornwall with the male voice choirs and more recently the shanty groups like 'Fisherman Friends' who we enjoyed preforming with last year at the Royal Cornwall Show.

We would love to be a part of this but to attend, each choir member needs to raise £340, with the total cost of the trip being in the region of £20,000. This is a large amount but I'm confident that I'll be able to raise as much as possible with the support of local people, our surrounding businesses and the rest of my fellow choir members. We have all been trying to do our bit to raise money for the trip. So far we have done bake sales, a 12 Hour Singathon, there will be bag packing events at local supermarkets throughout Cornwall. We are now doing a virtual walk to Hull (416 miles) and asking for sponsorship, each member of the choir will walk as far as they can and the total added together. All these small events are helping us gel as a choir and developing much stronger bonds between us.



My mum who works for Buttermilk Confectionery, had a batch of fudge donated by her workplace that we have sold at events. It's the generosity of our local community that its helping us reach our target.

You might be interested to know that myself and my parents are organising a concert at the Otterham and St Juliot Hall on the 25th of March. The local singing group the Boscastle Buoys have kindly donated their time and are going to come along and support the Youth Choir. The choir will preform songs from their Hull repertoire and the Buoys will sing some Cornwall favourites. We will hold a raffle on the night and an auction of a canvas print of Trebarwith Strand that has been kindly donated by a local business. Come along an support us if you can.

Now the cheeky bit!! I am writing to ask if whether you would be able to support us on our journey to Hull. The closing date for donations/fundraising money is the beginning of March as all final monies have to be paid to Interkultur by 10th March. I was wondering whether the Town Council had any funds available that they would be willing to offer the choir, any amount would be gratefully received.

I will naturally keep you updated on our journey to the competition and report back afterwards. We will be rehearsing and getting together in venues all over Cornwall for informal performances as often as possible and will also be participating in local music festivals and events between now and April, in preparation for what will be a once in a lifetime opportunity.

Of course, if a donation or another kind of non-financial support isn't possible, then I completely understand. If you would like to stay updated with our progress, then you're more than welcome to follow us on our social media channels as well as our website.

Thank you for taking the time to read my letter and I hope to hear back from you soon. If you have any questions, please feel free to contact me at heavrog.keat@btinternet.com . If you have any questions for the leaders, you can also contact them via email at friendsofcyc@gmail.com

With best wishes,

Ruby Keat

Instagram: @cornwallcountychoirs

Facebook: cornwallyouthchoirs

Website: www.cornwallyouthchoirs.co.uk

Esther Greig

From: Esther Greig
Sent: 01 February 2023 13:49
To: Tracy Whittle
Cc: Rob Rotchell; Barry Jordan (cllr.barry.jordan@cornwall.gov.uk)
Subject: RE: Council Tax Increase For Second Home Owners

Dear Tracy,

Thank you for your correspondence. I will add onto the next agenda.

The decision to increase Council tax for second homes is that of Cornwall Council, not Camelford Town Council. I have copied this email to the ward member for this area - Cllr Barry Jordan.

Camelford Town Council has its own separate precept for town services, such as the park, library and the allotments. CTC has endeavoured to keep this year's rise to below that of inflation - less than 10%.

Best regards

Esther Greig. PSLCC
Camelford Town Clerk and Responsible Financial Officer Town Hall Market Place Camelford Cornwall
PL32 9PD

Tel: 01840 212880
Email: clerk@camelford-tc.gov.uk
Website: www.camelford-tc.gov.uk

-----Original Message-----

From: Tracy Whittle <tracy.whittle@camelford-tc.gov.uk>
Sent: 01 February 2023 12:24
To: Esther Greig <clerk@camelford-tc.gov.uk>
Subject: Council Tax Increase For Second Home Owners

Dear Mayor Rotchell

I have just read the minutes for the January CTC meeting and we are devastated to see that the council tax is to be increased by 200% next April and by 300% the following year.

We are a second home owners but we are not a rich banker from London that swans down twice a year, this increase is going to be very hard for us.

We have invested our inheritance, after sadly both losing both sets of parents in a 3 year period, into a property in Camelford. This was a property no one local wanted to buy due to the cost of the work needed to renovate it, we were the only people to make an offer on it.

We bought this as our home, which we intend to move into full time when we retire, we would move permanently now if we could find the right employment opportunity. We spend a minimum of 3 nights a month in this property so it is not one of those homes left standing empty for months on end.

We have been slowly renovating this property removing the dangerous asbestos boarding and re-wiring to make the property safe, we need to keep living and working up country to pay for these works which allow us to employ local tradespeople.

We don't want to change it to a holiday letting business, it is our home and I wouldn't want to put our lovely neighbours through the grief of having strangers coming and going every week, that would be so unfair and disruptive to the small close we live in.

We fully appreciate the struggle for local people trying to find affordable property but wouldn't putting a 157 selling restrictions on property to keep it for local people be more effective than an increase in council tax which they won't really benefit from at a personal level?

Unfortunately due to the cost of living rise we are struggling to meet the cost of running 2 houses, and no were not asking for sympathy, we are obviously in a much better position than so many other people but this hike in council tax is undoubtedly going to make it hard for us to keep our property in Camelford.

The thought of having to sell our home in Camelford breaks our hearts and shatters our dreams of one day living in Cornwall full time.

I know that is email will not change anything but I just wanted you to hear the point of view of a second home owner, please remember we are not all the same and not all rolling in money.

Kind regards

Tracy Whittle

Sent from my iPad



16th Jan 2023

Tamar Toll Action Group

Dear Sir/Madam,

I am writing to you to seek your help and support in furthering the interests of **The Tamar Toll Action Group (TTAG)** which is supported by local people and businesses, and has the collective **aim of abolishing ALL TOLLS** currently imposed on traffic using the Tamar crossings.

The Tamar Bridge is part of the A38 arterial Trunk Road, a nationally important route and a vital strategic link in the South West. There is no practical alternative to entering Cornwall from the Plymouth area or vice versa. We believe that **it is fundamentally wrong that its upkeep and maintenance is funded by local councils imposing a toll; a toll that places an unfair financial burden on local people and businesses on both sides of the river.**

Along with the above toll, the toll booths create a bottleneck that can be hazardous and causes **unnecessary delays**. The queuing also contributes to pollution, and both are **additionally detrimental to local businesses and residents.**

You will be aware that the Tamar Bridge is 'linked' to the Torpoint Ferries via the **Tamar Bridge Act** and that both crossings are owned by **Cornwall Council and Plymouth City Council** and operated via the **Tamar Bridge and Torpoint Ferry Joint Committee (TBTFJC)**. Whilst this coalition was instrumental in the building of the bridge over 60 years ago, we believe that the two councils should not be forced to meet this cost indefinitely, especially in view of the fact that other crossings in the UK are now Governmentally funded, such as the Severn Bridge.

You may also be aware that **Tamar bridge users are significantly subsidising Torpoint ferry users each and every time they cross the bridge**. This is due to the TBTFJC failing to establish an alternative and more appropriate funding model for the ferry. Though this is clearly unfair to the residents and businesses of Saltash and surrounds, we would like to **emphasise that our group's aim is to abolish the tolls on both crossings.**

Recent increases in tolls have brought this long-standing issue to a head. From January 2023, the toll to cross the Tamar Bridge will be the most expensive crossing of its type in the country. This has come at a time of unprecedented economic downturn. The financial impact **on local people** is increasingly affecting the lives of individuals and businesses across the South West, and the TTAG's position is that:

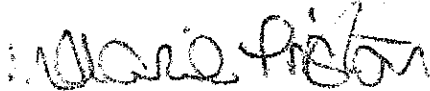
- **The toll places an unfair additional financial burden on locals – especially to those who have to use the crossings daily to attend work, hospital, school etc.**
- **It impedes business development.**
- **It disadvantages residents on the Cornwall side who are charged additional delivery costs.**
- **It deters visitors and tourists to the area, reducing the benefit of their custom.**
- **Collection of the toll creates delays, inconvenience and an increase in pollution.**

The TTAG's aim is to ensure that this 'unfair financial burden on local people' gets the publicity it needs until the crossings are centrally funded. We will also lobby all parties of influence to assist our goals. Our group was incepted only a few months ago and our numbers already exceed 2000. We continue to grow as others learn of our existence and what we are trying to achieve.

As one of our Councillors representing the people of Cornwall, TTAG are seeking your endorsement and support. We would appreciate the opportunity to meet with you to discuss how we might be able to work together to achieve this aim. We would also look to share your response with all our members.

I look forward to hearing from you.

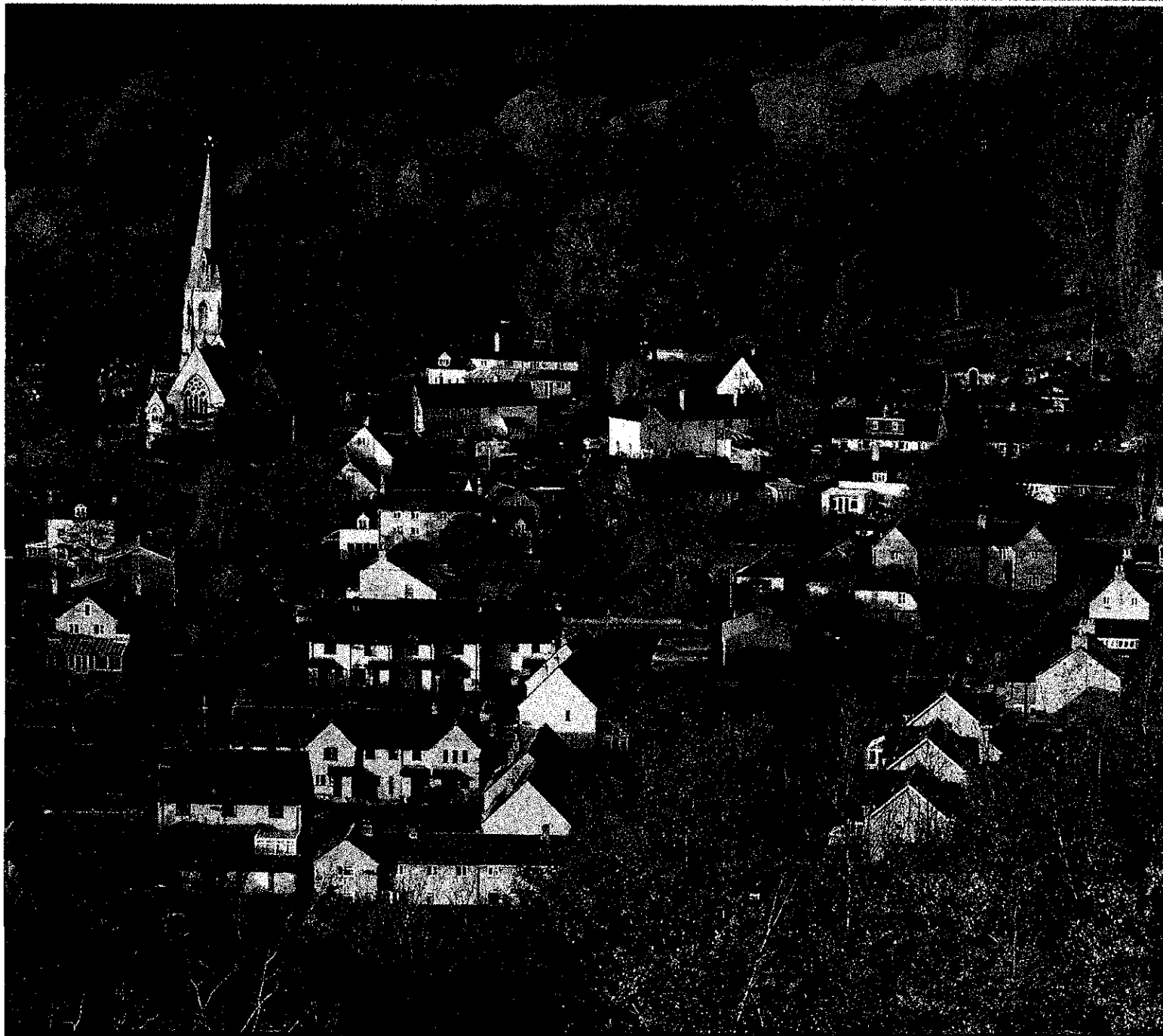
Yours sincerely,



Dr Melanie Priston, Chair
For and on behalf of The Tamar Toll Action Group

e-mail: chair@tamartollactiongroup.org

Tel No: 07580-129096



CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

QUOTATION FOR

Camelford Town Council - QH-01880-0

24/02/2022

Commercial Summary

Line	Item	Qty	Payment Term	Unit Price	Ext. Price
1	Microsoft 365 Business Standard Microsoft 365 Business Standard	1.00	Annual	£112.80	£112.80
2	Enterprise Mobility + Security E5 Microsoft Enterprise Mobility + Security E5 is the most comprehensive cloud delivered solution for securing your company data in a mobile-first, cloud-first world.	1.00	Annual	£148.80	£148.80
3	Annual WebSecure Premium - LG - Endpoint protection - AV and monitoring - Patch management	4.00	Annual	£118.80	£475.20
4	Microsoft 365 Business Basic Best for businesses that need professional email, cloud file storage, and online meetings & chat. Desktop versions of Office apps like Excel, Word, and PowerPoint not included. For businesses with up to 300 employees.	15.00	Annual	£54.00	£810.00
5	Datasafe Cloud Cloud to Cloud backup of Microsoft Exchange, OneDrive, SharePoint, Calendar and Contacts - 3x daily backups retained for 30 days - Dailies are kept after 30 days - Weeklies are kept after 90 day - Monthlies are kept after a year for an infinite period - Data encryption both at rest and in transit - Data controls and monitoring tools, including audit logs, uptime and availability SLAs	1.00	Annual	£50.40	£50.40
6	CloudyIT End User Support Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday) - Access to CloudyIT support desk via email, phone, support tool - Includes onsite support (should issue not be resolved remotely) - For more information, including our standard SLA please view terms and conditions	3.00	Annual	£180.00	£540.00
7	Exchange Online (Plan 1) Messaging, calendaring, and email archiving plan accessible from Outlook on PCs, the Web and mobile devices.	2.00	Annual	£36.00	£72.00
Annual					£2,209.20

Payment Terms Summary

One-Time Total	N/A
Monthly Total	N/A
Annual Total	£2,209.20
VAT	£441.84
Total	£2,651.04

****Please note****

The project will not progress further than the architecture call until 50% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

DRAFT

OUR BESPOKE SERVICES



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for the Modern
Council



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Silver Small and Midmarket Cloud Solutions



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8 Homeground, Buckingham Industrial Park, MK18 1UH
01280 814684 info@cloudyit.co.uk cloudyit.co.uk



Offer of Grant: Local Maintenance Partnership (LMP) / SWCP Cutting 2023

Camelford Town Council Acceptance

We accept Cornwall Council's offer dated 27th January and agree to comply with the conditions of the offer.

We wish to undertake: LMP Cutting SWCP Cutting (tick as appropriate)

Signed on behalf of Camelford TC

Name in Capitals:.....

Position:

Signature:

Date:

Please return this form via email to lmpp@cornwall.gov.uk

- Please do not send the form back in the post.

Either:

- Print and complete the form, scan it, and then send via email
- Print and complete the form and take a digital photo of the signed form and send via email
- Or we will accept an email stating that you wish to undertake the cutting, indicating if this is LMP, SWCP or both.



Esther Greig
 Camelford Town Council
 Clerk@camelford-tc.gov.uk

Your ref:
My ref: LMP 2023
Date: 27th January 2023

Dear Esther,

Local Maintenance Partnership 2023 - 24.

Thank you for your continued support with this excellent initiative. I have pleasure in providing you with information for the Local Maintenance Partnership programme for 2023 - 24.

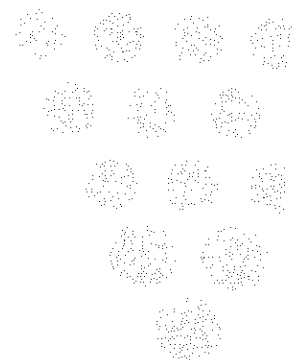
This funding is specifically for the cutting of vegetation that grows along the surface of Public Rights of Way and is calculated at £141.08 per km, per cut for specific Gold paths, £7.05 per cut for specific isolated gates or stiles and a flat rate of £56.43 per km is offered for the overall length of Silver paths in the parish. Currently there is no specific grant for Bronze paths.

Each of the rates above have increased by 7.5% from the previous year, and therefore I am pleased to offer you £986.30 for the cutting of Public Rights of Way (PRoW) in your parish or town council area.

Please note, the figure has been adjusted to take into account any annual cutting changes.

These alterations have also been made to the schedules, the large scale cutting map.

Due to the number of changes made over the course of this year, we would ask that you check both the maps and the schedules carefully. Should you find any discrepancies, or require any further information, then please contact the Environment Service via email: Imp@cornwall.gov.uk



In addition to this letter, you should find the following documents attached to this email:

- **Parish Schedule** – schedule of cutting lengths and eligible costs.
- **Contractor summary of cutting** – this details cutting lengths only; please copy as necessary and pass to your contractor asking them to note the dates that they undertake each cut and return it to you with their invoice.
- **Digitised Public Rights of Way Maps** - illustrating the Gold, Silver and Bronze path cutting regimes for the Parish. Please make these available to your contractor to use with their schedule so that they can locate areas that require cutting.
- **Information Sheets** - LMP Frequently Asked Questions, Risk Management Note for the Local Maintenance Partnership and Small Works Contract.
- **Invoice Template** – Please use this template when you are ready to submit your invoice.
- **Acceptance of offer form** – To be signed and returned confirming your acceptance.

If you would like to accept this offer, sign your acceptance form and return it to me within one month of the date of this letter to Imp@cornwall.gov.uk

We would ask that you do not send the form back in the post, but via email. If you do not have access to a scanner, then we would accept a photo of the signed form, or an email stating your acceptance.

On receipt of your acceptance we will send you a Purchase Order in April.

You will need this as a reference to be able to invoice us for the funds once the final cutting is complete. Your invoice must be supported by copies of your contractor invoices and their completed cutting schedule.

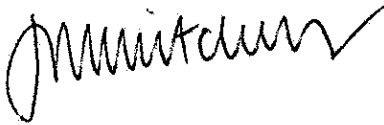
In order to aid our finance team, we would request that all of the invoices are submitted no later than 30th November 2023.

We look forward to continuing to work in partnership with you. The interim Chair of Cornwall Countryside Access Forum, Esther Kieboom, is pleased to support this initiative. The Forum is an organisation which is independent of Cornwall Council and advises the Council on improving access to the countryside. Further information about the Forum is available on the Council's website.

<http://www.cornwall.gov.uk/environment-and-planning/countryside/cornwall-countryside-access-forum/>

If you have any questions about the scheme in general please do not hesitate to contact me.

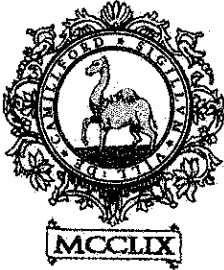
Yours sincerely

A handwritten signature in black ink, appearing to read 'Jon Mitchell', with a stylized flourish at the end.

Jon Mitchell
Public Space & Forestry Team Leader
Cornwall Council

Imp@cornwall.gov.uk

RESKAMMEL



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

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

Minutes of the Estates and Properties Committee Meeting – 20th January 2023

- 1. To note Councillors present**
Cllr Shaw opened the meeting at 10am with 4 other Councillors present: Cllrs Burgis, Elford, Hewlett, Rotchell and Clerk, MGM. EP/23/001
- 2. To receive Apologies for absence with reasons**
None EP/23/002
- 3. To receive Declarations of Interest & Approve Dispensations**
None EP/23/003
- 4. Public question time (15 minutes allowed for this)**
None EP/23/004
- 5. To receive and approve the Minutes of:**
It was **resolved** to approve the Meeting minutes of 9th December 2022
Proposed: Cllr Rotchell Seconded: Cllr Hewlett unan EP/23/005
- 6. To receive Clerk's report**
Car Park lining not done yet. Public benches – not completed. Bollard at Town Hall and Churchfield signage – insurance monies are in but work not done yet. Allotment gate chain not been replaced yet. Cemetery storage Mezzanine has been completed. Meeting with Scouts January 30th. OCM café – waiting on fit out. Cllr Shaw confirmed that Scouts have not replied to yet about having a key to the hut. Access is difficult to manage with the Scouts (CTC no longer has a key for access to utilities or CCTV and has to organised supervised access). Following confirmation from the administrator of Freestyle – there now approx. £6k available as the retention will not be requested. Cllr Rotchell noted that this needs to be spent on the project as it is part of the grant monies and otherwise will need to be returned to funders. Need to get the utilities and CCTV into an external container/feeder pillar and for storage for Grounds and Youth workers. EP/23/006
- 7. To receive Grounds Manager's report – Clerk.**
OCM gravel edging done and the benches will be installed soon as possible but no longer have full complement of staff. Cladding at Scout Hut – Scouts have not provided their one length to MGM. Low hanging cherry tree branch at the entrance will be pruned now the lights have been removed. Jobs that aren't getting completed are 2-man jobs and these are not getting done because of continued absence of staff. MGM suggested solution to getting all the winter maintenance completed before the growing season could be to close the ladies/gents blocks of the toilets until February half-term – leaving disabled one open for all. Toilets are not busy at the moment and they take 1-1.5 hours to clean thoroughly. Cllr Elford suggested closing again between half-term and Easter. Cllr Rotchell noted that it would have to be well advertised and signed properly to avoid complaints.
It was **resolved** to close toilets on that basis.
Proposed: Cllr Elford Seconded: Cllr Rotchell unan EP/23/007
- 8. To receive portfolio holder reports**

Play Areas/OCM. Play areas look fine, No change EP/23/008
Enfield Park. Cllr Shaw has located a spot for the Cyprus at the back of the park. And that some brambles still need cutting back for the visibility splay to the pond. Otherwise park looks reasonable. EP/23/009
Car Parks – Cllr Burgis noted none of the car park projects are in the coming budget so will push for them in 204-5. External night lighting in Churchfield CP should be considered with the new build medical centre – Cllr Rotchell will note in his discussions with Veor. MGM to check with St.Thomas as to whether the bulb has blown on the outside of the Church. Cllr Shaw noted that the new bike racks at market place are not that well used. EP/23/010
Cemetery & Orchard. Cllr Shaw noted that the Darly Oak has been planted but needs fencing. Grass needs cutting in the orchard before the trees can be pruned and the site where the container will go needs to be cleared. EP/23/011
Allotments & Footpaths – No change but noted chippings have been left outside, MGM noted that a local tree surgeon leaves it there for all to help themselves. EP/23/012
Town Hall – Cllr Rotchell noted that the proposal with the Pop-in will not be included with the town centre regeneration bid. They were not open to discussing change or refurbishment ideas. Clerk noted that they would like new heating but the monitoring work that the funders would require in exchange for the grant could not be realistically fulfilled by CTC. Clerk and Cllr Rotchell noted it would be best to work with them on an ad hoc basis. EP/23/013

9. Agenda items

- a. The SPF town centre regeneration application was **reviewed**. Clerk noted items included in the bid; town trail plaques, 3 walk map, interactive noticeboards and tourist information, noticeboards, event seating, enhanced events calendar, Lighting scheme for Market Place and Enfield Park, flower planters, heritage display cases for library (museum items), EV chargers at Fore Street. EP/23/014
- b. A date for pruning trees at cemetery was **diarised** – 15th February 10am. EP/23/015
- c. The hedge at Entrance to park and replacement trees was **discussed**. Cllr Hewlett and Shaw noted different small trees and bushes such as dogwood, crab apple, pittosporum, camelia, hydrangeas etc. Acid test the ground. Won't know how many to buy until the existing shrubs are cleared. Cllr Hewlett will have a look at the nursery for trees. Hedges to be cleared on the 25th with the volunteer gardeners. MGM to hire a shredder It was **resolved** to purchase 2-4 Dogwoods and a few hydrangeas.
Proposed: Cllr Elford **Seconded: Cllr Rotchell** **unan** **EP/23/016**
- d. Air quality was **discussed**. No exceedance of objectives in 2021. EP/23/017
- e. It was resolved to purchase Boxtor shipping container for cemetery from the 3 quotes provided.
Proposed: Cllr Shaw **Seconded: Cllr Burgis** **unan** **EP/23/018**
Clerk to source alternatives to the concrete pad base.
- f. Options for storage container(s) for electrics, CCTV, YW and maintenance equipment at OCM were discussed. It would be useful to get the electrics out of the Scout hut. Money available in OCM budget due to the retention not being demanded (Freestyle bankrupt). Cllrs Hewlett and Rotchell noted that monies must be spent at OCM otherwise would need to be returned to funders. EP/23/019
- g. The placement of memorial trees in Enfield Park was discussed. Swamp Cyprus to go at the back of the park. To be collected from Endsleigh. Memorial willow to go by the bank repair, MGM to pick a spot to avoid the drainage pipes. Donated Willow to go in the daffodil field. EP/23/020

10. Date & Items for next meeting.

3rd March 10am.



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

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

Minutes of the Finance and Staffing Committee Meeting – 10th February 2023

1. To note Councillors present

Cllr Coombes opened the meeting at 10am with 3 other Councillors present: Cllrs Burgis, Rotchell, Shaw.
Clerk: Esther Greig. FS23/001

2. To receive Apologies for absence with reasons

Cllr Grigg – none received FS23/002

3. To receive Declarations of Interest & Approve Dispensations

None FS23/003

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

None FS23/004

5. To receive and approve the Minutes of Finance & Staffing 21st October 2022

It was **resolved** to approve the minutes

Proposed: Cllr Shaw Seconded: Cllr Rotchell unan FS23/005

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 Qs1&2. Clerk went through each cost centre. Administration – on budget overall, slight overspend on salaries but covered by underspend in other areas such as audit and insurance. Car parks on budget. Community- underspend in general; marketing and visitcamelford website and events. Parks and recreation – significant underspend for trees and bridge maintenance in particular. Town maintenance – expected overspend in CCTV due to additional system required. Town services slight overspend £100. Accommodation – as expected. Income more than expected. Clerk noted the changes in budget headings – reduced elsewhere and increased for vehicle costs to reflect the purchase of the tractor. FS23/006

7. Agenda Items

a. Q3 internal control completed – Cllrs Shaw & Hewlett. **Noted** FS23/007

b. LGPS pensions discretions policy was **reviewed**. It was **resolved to approve** policy.

Proposed: Cllr Rotchell Seconded: Cllr Shaw unan FS23/008

c. The of resignation of the Youth Worker was noted. FS23/009

d. The interview and decision criteria for architects' interviews was **discussed**. Clerk to advise applicants that the decision has been postponed, to check whether fees would remain the same, to consider whether the revised time scales would mean they would wish to remain as an active bid, and whether project management could be included in the fees. It will be recommended to FC that the interview and decision criteria for architects' interviews shall be undertaken by an Advisory Board. Terms of Reference for the advisory board to go to FC on the 21st February for approval, but will include adjustment of financial regulations for this project to £10k for the Clerk, and £20k for Clerk plus Councillor. The Finance committee would meet monthly during the active phase of the project to sign off invoices – terms of reference will need to be amended for that committee too. FS23/010

e. Grant Policy was **discussed**. Committee noted that grant applications are for a specific, achievable, outcome that can be scrutinised. Examples used: cabling, tyres. For capital items not revenue. Clerk to ensure that the Lights application fits these criteria before being presented to Council. Need to apply criteria to all applications; no exceptions.

It was **resolved** to approve Grant Application Policy 2023.

Proposed: Cllr Rotchell Seconded: Cllr Coombes unan FS23/011

f. Coronation event grant application form was **reviewed**. It was **resolved** to apply for Lottery grant.

Proposed: Cllr Coombes

Seconded: Cllr Rotchell

unan

FS23/012

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 Burgis

unan

FS23/013

a. The OCM grant requirement with regard to YW vacancy were **discussed**. Clerk outlined current situation – targets not achieved, but grant funder will see that the process is being managed. DTC and Library assistant will be able to undertake the community outreach and hopefully achieve volunteer targets, sporting activities would need to be bought in via contractors.

It was **resolved** that current staff and contractors will manage the project to ensure targets are hit over the spring and summer season.

Proposed: Cllr Rotchell

Seconded: Cllr Burgis

unan

FS23/014

Review point end of Q2. May wish to employ in house at that point or curtail project/return funding.

b. Clerk reported on staffing issues. Have a medium-term sickness issue, appointment booked with Occupational Health. Process is being managed correctly, but any decisions regarding continuing capability will need to be taken by Staffing Committee following receipt of OH report.

FS23/015

c. The extension of grounds person's employment contract was **discussed**. It was resolved to extend for 6 months or until other matters have resolved – whichever is sooner.

Proposed: Cllr Shaw

Seconded: Cllr Commbes

unan

FS22/014

d. The tenders from architectural services and resolve to shortlist 6 - to go to Advisory Committee.

FS23/016

e. The lift service contract was **reviewed** and make recommendation to Full Council for Arrow Lifts

FS23/017

9. Items, time and date for next meeting.

28th April, 10am Town Hall

Staffing - Date to be advised following Occupational Health report.

Q3 Expenditure to budget

Administration	Budget	Actual	Year to date	
Salaries	172000.00	131882.44	76.68%	Suggest move in EMR £5k OCM phase 2
Staff Mileage	500.00	471.59	94.32%	3 x first aid courses to come
Councillor Mileage	300.00	42.75	14.25%	
Training	3000.00	2,024.64	67.49%	
Mayors Allowance	650.00	556.85	85.67%	no other expected expenditure
Bank Charges	200.00	130.71	65.36%	
Audit	2000.00	1625.00	81.25%	no other expected expenditure
Insurance	2800.00	2516.14	89.86%	no other expected expenditure
Office Supplies	2000.00	1477.16	73.86%	scribe payment to be invoiced - will be 25% of
Telephone/Broadband	1250.00	529.23	42.34%	broadband - new cheaper deal
Legal Expenses	2000.00	0.00	0.00%	
IT and Support	2550.00	39.71	1.56%	CloudyIT payment to be invoiced
CTC Website	600.00	394.55	65.76%	
COVID-19	0.00	0.00	0.00%	
Subscriptions	1500.00	1457.74	97.18%	no other expected expenditure
Elections	1000.00	0.00	0.00%	£1k to transfer into EMR April '23
	192350.00	143148.51	74.42%	
Car Parks				
Churchfield Car Park Maintenance	5650.00	2924.64	51.76%	line painting yet to be completed
Cleas Car Park Maintenance £2672	4500.00	2876.88	63.93%	£1250 to go to EMR - resurfacing
PWLB Loan Repayment - Car Park	9725.00	4862.42	50.00%	
Car Park Rates £4441.10	4650.00	3997.10	85.96%	
	24525.00	14661.04	59.78%	
Community				
Events	19993.00	17815.57	89.11%	some outstanding invoices - being chased
Christmas Lights	4000.00	305.66	7.64%	grant application now received
Defibrillator	350.00	440.00	125.71%	upgrade to Cleas defibrillator
Fireworks	2200.00	2200.00	100.00%	no other expected expenditure
Leisure Centre Grant	3000.00	3000.00	100.00%	no other expected expenditure
GPC Grants	7200.00	6,819.96	94.72%	
Marketing	1500.00	335.34	22.36%	£500 to transfer into EMR for future consultati
Visit Camelford Website	1000.00	291.96	29.20%	
	39243.00	31208.49	79.53%	
Parks and Recreation				
Park/River Maintenance	8970.00	4588.01	51.15%	No bridge or tree maintenance. Band stand lic
Skate Park	3450.00	1814.66	52.60%	
Play Area	3650.00	1067.67	29.25%	
Rates and Utilities Store £359.28	850.00	359.28	42.27%	no utilities in this line - in public toilets.
PWLB Loan Repayment - Riverbank	9068.00	9068.40	100.00%	no other expected expenditure
	25988.00	16898.02	65.02%	
Town Maintenance				
Public Toilets (all electric, water, supplie	2150.00	2785.12	129.54%	£984.66 unexpected electrical repair
CCTV	500.00	1693.36	338.67%	extra because of the sculpture placement
General Town Maintenance	7000.00	5,204.34	74.35%	
Refuse	2500.00	2165.00	86.60%	no other expected expenditure
Vehicle Costs	22000.00	21473.00	97.60%	no other expected expenditure
	34150.00	33320.82	97.57%	
Town Services (Allotments/Cemetery/Orchard)				
Allotment expenditure	500.00	903.25	180.65%	Pest control - unexpected
Cemetery Business Rates		0.00	0.00%	
Cemetery Maintenance	1600.00	1300.82	81.30%	no other expected expenditure

2100.00 2204.07 104.96%

Accommodation

Office Rent	6200.00	4570.29	73.71%
Rates £3193	3500.00	2874.60	82.13%
Building Operations	4200.00	3296.55	78.49%
Lift	2300.00	1470.00	63.91%
Building Modifications	0.00	0.00	0.00%
	16200.00	12211.44	75.38%
	334556.00	253652.39	75.82%

lift maintenance due Q4

Income

Precept	286,255.00	286255.00	100.00%
CTS Grant	5,132.00	5132.22	#REF!
Grants and Donations	4,000.00	20429.02	510.73%
Income - Car Park	6,500.00	5211.93	80.18%
Footpath Grant	719.00	0.00	0.00%
Allotment Rent	1,000.00	1364.00	136.40%
Other Income	500.00	2250.50	450.10%
OCM Phase 2 Grants	5,000.00	7684.83	153.70%
Interest - Bank	3,250.00	2313.02	71.17%
CIL PA20/05739	0.00	1815.73	0.00%
	312,356.00	332456.25	106.44%

no other expected income

no other expected income

Welcome back 2021-22

Will be slightly under - only tickets to end Mar

paid January 23

more than expected

£284 cup sales, advertsing toilet £300, £570 €

OCM Phase 2 balance 2021-22 paid in year

will be slightly under

unbudgeted item - transferred to EMR

EMR

Skatepark	21443	13283.99	61.95%
CIL	3631.46		0.00%
Staffing			
Playarea	2500	1005.79	40.23%
Cleese CP	5211	3092.08	59.34%
Allotments	1897		0.00%
Churchfield CP resurfacing			
Stained glass window	1073	945	88.07%
Lift	14154		0.00%
Cemetery	6225		0.00%
OCM grant - YW	5000		0.00%
	61134.46	18326.86	29.98%

no longer liable for the retention

total received 21-22 & 22-23

£7k moved into this year's expenditure - staffi

No further spend - need to keep £1000 for pay

£10k moved into this year's expenditure - vehi

No further spend £128 back to general reserv

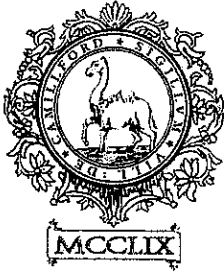
£5k moved into this year's expenditure - vehic

recommend moved into this year's expenditur

42807.6

To end of December

RESKAMMEL



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig

Town Hall
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Cornwall
PL32 9PD








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Internal audit procedure form

To be completed quarterly by two Councillors

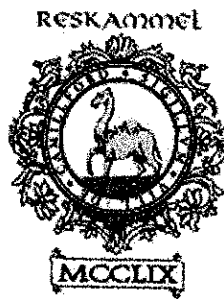
We certify that we have carried out the tests detailed below in accordance with the suggested approach contained in the 2021 edition of "Governance and Accountability in Local Councils in England and Wales - A Practitioners Guide". Where an entry has been made in column 4, an explanation is attached.

Signed:   Date: 8/2/23

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?			
Proper bookkeeping	Is the cashbook maintained and up to date?			
	Is the cashbook arithmetically correct?			
	Is the cashbook regularly balanced?			
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?			
	Has a Responsible Financial Officer been appointed?			
	Have items or services above a de minimis amount been competitively purchased?			

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?	COA		
	Has VAT on payments been identified, recorded and reclaimed?	COA		
	Has the Council published the appropriate data in compliance with the Transparency Code requirements?	COA		
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?		COA	
	Has there been any change of supplier bank records? Random check to be carried out regularly.		COA	
	Is insurance cover appropriate and adequate?	COA		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	COA		
	Is actual expenditure against the budget quarterly reported to Council?	COA		
	Are there any significant unexplained variances from budget?		COA	
	Have virements been approved by Full Council?	COA		
Income Controls	Is income properly recorded and promptly banked? Check Car park spreadsheet and library cashbook v paying-in slips	COA		
Debt collection	Does allotment spreadsheet balance?	COA		
	Does the precept recorded in the cashbook agree to Cornwall Councils notification?	COA		

1 Internal Control	2 Tests	3 Initial if Yes	4 No	5 Comments
	Are security controls over cash adequate and effective?	Ced		
Payroll Controls	Do salaries paid agree with those approved by Council?	Ced		
	Are other payments to the Clerk reasonable and approved by Council?	Ced		
	Has PAYE/NIC/pension been properly operated by the Council as an employer?	Ced		
	Are expenses and mileage claims completed on the correct form and authorised by the Clerk?	Ced		
	Are the Clerk's expenses completed on the correct form and authorised by a member of the Finance Committee?	Ced		
Assets Controls	Does the Council keep an Assets Register of all material assets owned?	Ced		
	Is the Register up to date?	Ced		
Bank Reconciliation	Has the Bank Reconciliation been completed for the previous month-end? If 'No' how many months have not been completed?	Ced		
	Have bank statements and reconciliation reports been signed by a member of the Finance Committee?	Ced		
	Does the balance figure on the Reconciliation equal the balance on the Bank Statements?	Ced		
	Are any unexplained differences explained?	—		there are none



Local Government Employers Discretions Policy

Cornwall Pension Fund

Adopted by Camelford Town Council 21st February 2023

Summary

This document sets out Cornwall Council's policy in exercising its discretions under the Local Government Pension Scheme (LGPS) 2014.

The default position is that it will not make additional pension contributions. However, exceptionally, where it is in the financial interests of the Council to do so and there is a tangible and specific organisational benefit, the policy allows for the payment of discretionary benefits in cases of early retirement and the award of additional pension. The policy also provides for early retirement on compassionate grounds in exceptional circumstances and flexible retirement where there is a benefit to the Council.

Policy details

Shared Cost Additional Voluntary Contributions (AVC) (Regulation 17)

AVCs allow any active employee to increase their main scheme benefits by making regular monthly payments direct from their salary to an insurance policy the pension fund currently holds with Standard Life. These payments accumulate and are payable in the form of a pension and lump sum along with the main LGPS benefits when the employee retires.

The Council's policy is not to contribute to an employee's AVC.

Early payment of Retirement Benefits – Waiving Actuarial Reduction (Regulation 30 (8))

Employees can retire from age 55 and receive immediate payment of their pension benefits providing they have at least two years' membership of the LGPS. Whilst the default position is that the pension benefits payable will be subject to an actuarial reduction, the Council may elect to waive any actuarial reduction for early retirement where a financial saving can be achieved within two years and there is a benefit to the Council or in accordance with item D below (early retirement on compassionate grounds).

The Council's policy is not to waive actuarial reduction.

Early Payment of Retirement Benefits between aged 55 and 60 – Transitional Provisions Regulations

Prior to the LGPS 2014 where an employee's age and length of service totalled 85 (known as the "85 Year Rule") they could retire with unreduced benefits with the consent of the employer. As the decision to retire early now rests entirely with the employee, the LGPS 2014 Regulations automatically provide for the 85 Year Rule to be 'switched off' resulting in a reduction to all of the employee's benefits. This of course means there is no additional cost to the employer.

The Council will not 'switch on' the 85 Year Rule for early retirement

Early Retirement on Compassionate Grounds (Regulation 30 (5))

The Council may permit early retirement on compassionate grounds in exceptional circumstances. These circumstances might include extreme financial hardship or the need to give up work in order to provide constant care for an immediate family member.

The Council will exercise its discretion depending on the circumstances described above, subject to consultation with the Responsible Financial Officer regarding the budget from which any additional costs are to be met.

Flexible Retirement (Regulation 30 (6))

The Council permits flexible retirement only where there is a benefit to the Council (either financial or operational) and where an employee's reduced level of earnings together with his or her pension does not exceed his or her pre-retirement earnings.

The Council will not waive any actuarial reduction to an employee's pension benefits in these circumstances.

Increase of Pension by Employer (Regulation 31)

The Council permits the award of a discretionary additional amount of pension, as a result of an employee appraisal, for those employees who have reached the top of their salary scale.

The Council will exercise its discretion depending on the circumstances described above, subject to consultation with the Responsible Financial Officer regarding the budget from which any additional costs are to be met.

Transfer of Service into the LGPS (Regulation 100)

The Pensions Administration Manager is not authorised to extend the 12 month time limit for allowing active members to transfer benefits from previous pensionable employment into the Cornwall Pension Fund



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

Grants Policy

Adopted 21 February 2023

Application procedure

For the purpose of requesting financial support, applications may be submitted at any time during the year - Camelford Town Council (CTC) meet twenty-two times per year where applications received may be considered. The final decision as to whether an award is made will rest with CTC.

Applications for organisations must be submitted on an application form and be accompanied by the documentation requested, i.e. the latest balance sheet, a copy of the constitution and a statement of how the application will promote or improve the social, economic and environmental well-being of the parish or parishioners. Any supporting documentation, including photographs and plans would be welcome. Applicants who cannot provide a copy of a balance sheet are asked to submit a business plan or strategy with other supporting documentation. CTC reserves the right to request any additional information to aid determination of the grant.

Once it has been decided by CTC if an applicant should receive a grant, an offer letter will be sent to the applicant detailing the level of grant awarded. The offer letter will set out how much grant is offered and detailing any specific conditions attached to the offer.

Eligible applicants

Any charity, voluntary group or community organisation may apply. CTC must be satisfied that any grant made is likely to achieve the promotion or improvement of the economic, social or environmental well-being of the Camelford Town Council area. While grants will be made only to organisations working for or helping the people of Camelford, if assistance is also made available to residents from the surrounding parishes this will not be a disqualification.

CTC will not fund activities of a political nature. CTC promotes equal opportunities.

CTC will not award grants to national organisations which do not have a direct specific benefit to the people of Camelford or where local groups raise funds which are sent to a regional or national HQ for redistribution and not spent locally. Local branches of national organisations will have to show why assistance is not forthcoming from the parent body.

Organisations will not be given a grant more than once a financial year.

Conditions of funding

The following conditions will apply:

- Organisations should be properly constituted, with a written constitution and appointed officers;
- Grants will only be considered if submitted on the appropriate form to the Town Clerk (available from the Clerk's office or downloaded from the website) supported with the necessary requested documentation. If there is insufficient documentary evidence of the organisation's financial position, the application may not be considered;
- If the project is relying on funding from CTC it should not be started until an offer letter has been received;
- Grants will not be awarded retrospectively for work, goods or services;
- Grants may be awarded for less than the amount requested;
- Grants will not be awarded to finance running costs, salaries or wages;
- If the group is unable to use the grant for the stated purposes and within the stated timescale, monies must be returned to the Town Council;
- CTC will require surplus funds to be returned;
- The grant must be used only for the purpose for which the application was made.
- CTC's decision will be final.

Awards for All Coronation Funding

The Coronation of His Majesty the King – Camelford

What would you like to do?

Camelford Town Council (CTC) would like to celebrate the Coronation of His Majesty the King on Saturday 6 May 2023. This is a one-off day event, which will bring the community together, a community which is still struggling to recover after the effects of COVID. This will benefit both residents and visitors to Camelford, taking advantage of the extra Bank Holiday. CTC would like to put on a special event, to include live streaming the Coronation on a big screen in the Park, live music, Coronation Crown arts workshop, circus skills, stilt walkers and a Big Lunch, including a Coronation Community Cake to be handed out. This event will involve local voluntary groups such as the WI and Camelford Primary School, where the school choir will sing. Coronation bunting will be displayed to bring a real festival feel to the town. This project will give our local community something to look forward to, strengthen social cohesion, create a sense of civic pride and showcase Camelford as a destination rather than a place to drive through. It will also increase footfall which in turn will bring economic benefit to our small local businesses. It will give CTC an opportunity to market its events for the rest of the year to encourage out of season visitors and the economic benefits that come from that. It will also provide an opportunity to learn from putting on a larger scale event and therefore help shape future projects that are in the pipeline. The event will be publicised through a multi-channel marketing strategy to include social media platforms, the local papers, visitcamelford website, CTC website, posters in shops, A-frames along the High Street and in our local schools. It will also be advertised in the free publication of Cornwall Life, which is distributed widely online/hotels.

How does your project meet our funding priorities?

This event will build strong relationships across our community by bringing people of all ages together, to celebrate this historic event. It will give opportunities for people to volunteer, planting the seed for perhaps more volunteering opportunities in the future for the benefit of Camelford and those who live here. People will bear witness to what a community can do when it comes together for the greater good. The community will be encouraged to share memorabilia and photos of the Coronation of the Queen, sharing experiences and memories from 70 years ago. Local businesses will be encouraged to put up flags, using the flagpoles that CTC previously invested in. The event will take place in Enfield Park, which is considered the heart of Camelford. This area, together with the Bandstand and High Street, will be decorated which will be a vast aesthetic improvement.

How does your project involve your community?

CTC will lead the project, with involvement from the local community. CTC's Events Committee is made up of councillors, local business owners and volunteers. This group will meet once a month on the lead up to the Coronation Event. The agenda is

posted on the CTC website and available for all to see and comment. The project has already been discussed with local artists, the school, local businesses and musicians. A "save the date" post was put on social media and received hundreds of "likes" and was shared over 20 times. It has taken on board feedback from the Jubilee and, if funding allows, will distribute Coronation Mugs to all the children of Camelford. The event itself will involve our local schools, local organisations (such as the WI) and our local Youth Club. It will also use local companies to provide food and drink. All of our community will be invited. It is accessible to all.

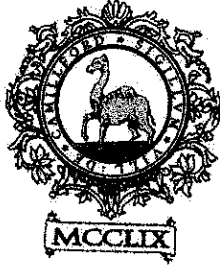
List the costs you would like us to fund

Individual Costs

Posters:	£50
Live Band "Company B":	£900
Marketing Cornwall Life:	£350
Coronation Mugs:	£1500
Flags:	£100
Circus Skills workshop:	£350
Coronation Crowns art workshop:	£500
Street entertainment - stilt walkers:	£1500
Technical support/hire of stage:	£1700
Total:	£6950

Tell us the total cost of your project

£ 8950



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Grant application form

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

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

Key details	
Name of organisation (please complete in block letters) CAMELFORD CHRISTMAS LIGHTS	
Name and purpose of project CAMELFORD CHRISTMAS LIGHTS. LIGHTING UP CAMELFORD AT CHRISTMAS	
Total amount requested from the Town Council £3800.00	
Contact name and position Wendy Praoline - Treasurer Michael Reeve - Treasurer	Telephone: 07946160682 Email: praolinew@yahoo.com mickreeve@live.co.uk
Address for correspondence 121 Treclago View Camelford <div style="text-align: right;">Post code PL32 9AE</div>	
Bank account name, sort code and account number Camelford Christmas Lights 20-74-20 20875392	
Aims of organisation – state the aims and objectives of your organisation and the nature of its activity To erect and maintain the Christmas lights. To take them down and store and repair the lights.	

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 - YES
 other

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

Yes or no

If yes, please give brief details.

NO

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
Materials for repairs	E	2500.00
Insurance	E	450.00
New display	E	13000.00
What is the total cost of your project?		15950.00
Amount requested from Camelford Town Council		3800.00

Have successful applications for grants been submitted to other organisations?

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
Bucket collections	190.00
Donations	1882.61
Project details	
Name of project Christmas lights	
Who will manage the project? Christmas lights committee	
Please provide a statement of how the project will benefit residents of Camelford. Lighting up Camelford for the festive period, bring cheer to all!	

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

Signed...W Praoline

Date 10/11/23

2021/22

Money In

DATE	DESCRIPTION	REF	AMOUNT	EXPENSES	REF
16/01/2022	Switch on night	190			99
16/01/2022	Santa Donations	189		407.2	
16/01/2022	Masons Collection	1156.5		2870.82	100
16/01/2022	Bronwen Donation	20.1		111	101
16/01/2022	Santa Sleigh	367.01		762.03	102
16/01/2022	Co-op Community Donation	150		71.53	102
17/11/2021	Town Council Grant	3500		214	104
			5572.61		

4436.58

Start Balance
End Balance

12,192.05

13328.08 6.61 difference is in change box



Minutes of the Events Committee Meeting – 8 February 2023

1) To note Councillors present

Cllr Rotchell opened the meeting at 7pm with 3 other Councillors present: Cllrs Burgis, Bond, Thomson and co-opted members, John Praoline, India Rabey, Kate Woods.
Staff: Amanda Lash

E/22/029

2) To receive Apologies for absence with reasons

Bronwen Hockerday
It was **resolved** to accept the apologies.

E/22/030

3) To receive Declarations of Interest & Approve Dispensations

None.

E/22/031

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

None.

E/22/032

5) To receive and approve the Minutes of:

It was **resolved** to approve the Events Minutes 7 September 2022

E/22/033

6) Agenda items

a) Note resignation of Ayla-Ackroyd Johnson and Provisional Chair

Thanks were given to Ayla for her hard work on the events team. It was **resolved** for RR to Chair events until May. However, **JT will Chair next meeting.**

E/22/034

b) Feedback from Winter Festival

Winter Festival worked well. Weather did not deter people. Discussed Father Christmas location. **Recommend to Council** to keep location at Masons Arms. Discussed insurance and that responsibility would fall to the Masons Arms.

E/22/035

Discussed pony and trap. Thanks were given to Cassie at Pencarrow Livery for bringing Father Christmas into town. There was an issue with having 2 pony and traps. Doubles risk. Discussed other options for bringing Father Christmas down. Using Sleigh on a car – reduce risk of animals/general public. It was understood that Pencarrow Livery have spent a lot on decorating the traps and horses. A cost that CTC have not budgeted for. AL to discuss with Cassie and then options for Council to decide. **ACTION: AL to contact Cassie with regards to this year and whether, with rising costs, would still like to do it.** E/22/036

Discussed timing of lights switch on and fireworks. **Recommend to Council to keep schedule to lights at 7pm and fireworks at 7.30pm.**

E/22/037

Discussed letter from resident raising concerns about risk/harm of fireworks to birdlife. SB said very little risk due to migration of many birds at this time of year. Discussed alternatives (laser show). Cost is incredibly high. All residents are informed of fireworks in advance and as the duration is up to 10 minutes, not necessary to change anything. **ACTION: AL to write to resident and offer meeting with SB.**

E/22/038

c) **Event Calendar for 2023**

Discussed. **Recommend calendar of events to Council.**

E/22/039

d) **Budget review**

AL outlined budget and possible funding (Shared Prosperity Fund, FEAST and Awards for All: Coronation). AL will endeavour to get as much funding as possible to support events. Will mean enhanced events if successful (stilt walkers, art workshops etc). AL to update any progress at next meeting.

E/22/040

e) **St Piran's Day**

Due to a busy events schedule, will not be organising anything for St Piran's Day. However, flags that were created at last year's flag workshop will be going up again. KW outlined the Masons Arms plans for a pasty competition and the Trelawney Shout.

E/22/041

f) **Easter Eggstravaganza**

Easter is Saturday 8 April this year. Discussed Easter Egg Trail. Will do again in shops to increase footfall. Will run for a week till Saturday 8 April. Saturday will have the usual Easter Egg and Easter Bonnet competitions, plus crafts and story time. Mayor to read. Prizes to be sourced. JP will try and get some Amazon Vouchers. JP to update AL if prizes sourced.

E/22/042

g) **Fun Week**

AL distributed draft of Fun Week schedule. Amendments noted – Add Duck Race on Saturday 3 June (SB to speak to Karen to organise). Walking/car treasure hunt – Christmas Lights Committee to organise. Details to follow. AL outlined possible funding (FEAST, Shared Prosperity Fund "SPF") for another sculpture workshop and enhancement of events. Should find out from FEAST in February and SPF in May/June. Will liaise with members of the Committee in due course regarding leads for each event to share the workload. Fun Week will start on Saturday 27 May with the copper leaf workshop (if funding secured) which will take place by the bandstand due to noise being greater inside. OCM event may take place on the Monday or Friday, depending on who is available to run in the absence of a Youth Worker. The Youth Worker day was a Monday, but as a Bank Holiday, they probably would not work. AL will update at next meeting.

E/22/043

h) **Coronation**

Palace have not yet announced times of the Coronation but have outlined the ceremony, Big Lunch event and concert which will take place over 3 days. CTC will be doing the Big Lunch and Coronation on one day. Expected to be mid-morning start on 6 May. Will live stream the Coronation in the Park (will use CTC projector and Masons Arms screen). AL sourcing technical support to live stream. Company B booked. If funding received from the National Lottery Awards for All, will be able to have stilt walkers, an art workshop and it will help fund Coronation Mugs and bunting/flags for the High Street. No bar. Seriously AweFul Symphonia keen to play either before Company B (if time allows) or in the Bandstand in the morning. AL will update when the Palace announce more details. KW noted that tarp needs to be put around/over the screen to make it darker and picture easier to see. Discussed having a "Best Coronation" Window competition for businesses to enter. **ACTION: JP to source vouchers for winner and runner up.**

E/22/043

i) **Lotus Race Davidstow 2024**

RR outlined the idea behind this. It will be 70 years next year since the first Lotus F1 race took place at Davidstow. Would like to organise a 10k road race (1 stretch of 20m is grass rest can be run on despite potholes). RR walked/ran this with Matt A a couple of years ago to see if suitable. Has been in touch with Lotus and will chase again with different email address. This would be a huge event and require lots of organisation. Would hire an organisation to run the race (entrance fee, timing, numbers, t-shirts etc). Need to get in the athletic calendar asap. Committee noted it would be a shame to miss this event. **Recommend to Council that it looks into it further with a view to organising this. ACTION: JT to speak with St Piran's Cycling Team to see if they are willing to help/support.**

E/22/044

j) **Meeting Dates 2023/24**

8 March, 10 May, 12 July, 13 September, 11 October

E/22/045

k) **AOB**

SB has been approached by The Federation of Old Cornwall Societies about holding an event in Camelford. SB to get more information.

E/22/046

7) Agenda items for next meeting 8 March

- Banners/wire across road
- Easter Eggstravaganza Update
- Four Days of Fun Update
- Coronation Update
- Lotus Race Update

Meeting closed at 8.15pm

Camelford Town Council Events Calendar 2023

All details will be posted on www.visitcamelford.co.uk in due course and on our Facebook and Twitter Pages

March	
Sunday 5 March	St Piran's Day Flags go up in the Town
April	
Saturday 8 April	Easter Eggstravaganza (Easter crafts, Easter Bonnet and Best Easter Egg competition, stories and Easter Egg Trail). Prizes galore!
May	
Saturday 6 May	King Charles III Coronation – Picnic in the Park Bring a picnic or enjoy the food on offer to watch this historic event. Details/times TBA from the Palace. <ul style="list-style-type: none"> • Live stream of the Coronation • Live music – Company B (Jump and Jive Band) • Live music – The Seriously Awful Symphonia • Crepes by Cornish Crepes • Food – New Hanger Management • WI – Brick a brack, cake and tea • Body glitter, glitter tattoos, hair braids and body gems – Abi's Glitter Boutique • FREE Coronation Mugs • 1940s Fancy Dress (not obligatory!)
Fun Week 2023	Poster to follow
Friday 26 May	Lighting of the Beacon to start Fun Week. Band in bandstand TBC
Saturday 27 May	Follow-up copper leaf workshop – Come and join Gary and Thomas from Thrussells to continue the leaf workshop and extend the sculpture to a leaf trail around the park. All day. Open to adults and children 8+. Time TBC
Monday 29 May	OCM activities and competitions @ the OCM Skatepark TBC
Wednesday 31 May	Mayor's Story time @ the Library 10am
	Teddy Bear's Picnic with Little Acorns @ Enfield Park
	Lego building competition 11am @ the Library
	Mayor's Afternoon Tea @ Camelford Hall (2pm onwards)
	Bird and bat walk 7pm meet @ The Bandstand
June	
Thursday 1 June	Family Fun Run with the Allans 10.30am start @ Enfield Park
	Slip n Slide with the Allans 2pm @ Enfield Park
	Circus Skills workshop 2pm @ Enfield Park
Friday 2 June	Brownies Bingo @ Camelford Hall eyes down 7pm
Friday 2 June	OCM activities and competitions @ OCM Skatepark TBC
Saturday 3 June	Tug of War @ Enfield Park 12-2pm (registration 11am)
Saturday 3 June	Duck Race @ Enfield Park 2pm
Saturday 3 June	Music in the Park <ul style="list-style-type: none"> • The Prevention 4pm – 6pm • The Harry Peanut Show 6.30pm – 8.45pm • DJ Steve Fudge (Club Classics) 9pm – 10pm • Food – New Hanger Management, Crepes, WI

	<ul style="list-style-type: none"> • Bar – Masons Arms • Body glitter, glitter tattoos, hair braids and body gems – Abi's Glitter Boutique
Sunday 4 June	Dog Show @ Enfield Park 11am
July	
Camelford in Bloom	Applications late July TBC Winner announced @ Camelford Show
Live Music @ The Bandstand (Friday Nights)	7pm to 9pm Friday Nights
Friday 21 July	The Seriously AweFul Symphonia
Friday 28 July	Cobweb Crew
July – August	Summer Reading Challenge @ The Library
August	
Friday 4 August	Back on Nights
Friday 11 August	Jamie Hewett
Friday 18 August	Mr & Mrs Blue Sky
Friday 25 August	The Bootlaces
September	
Friday 1 September	Boscastle Buoys (TBC)
October	
23-30 October	Camelford's 4 th Annual Scarecrow Festival
31 October	Pumpkins on Parade @ the Library
November	
Saturday 4, 11 & 18 November	Christmas rounds workshops (decorations for the tree) @ The Library
Saturday 25 November	Winter Festival <ul style="list-style-type: none"> • Lantern Parade with Brass Band • Lights switch on/fireworks (or laser show)
December	
Saturday 2 December	Senior Citizens Christmas Lunch @ Camelford Hall
Saturday 16 December	Meet Father Christmas and Christmas Stories @ The Library 11am

Summer Reading Challenge

Tree rounds Christmas workshop

PROGRAMME FUN WEEK MAY HALF-TERM 2023

	MORNING	AFTERNOON/EVENING
SATURDAY 27 MAY	IF FUNDING RECEIVED Copper leaf workshop @ Enfield Park/Bandstand area	IF FUNDING RECEIVED Copper Leaf workshop @ Enfield Park/Bandstand area
SUNDAY 28 MAY		2-3pm Car Treasure Hunt (Christmas Lights Event) 3-4pm Walking Treasure Hunt Details TBA
MONDAY 29 MAY BANK HOLIDAY	OCM – skateboard/pump/parkour? @ OCM	Youth event – TBC? @ OCM
WEDNESDAY 31 MAY	Mayor's Story Time 10am @ The Library Lego Building Competition 11am to 12pm @ The Library	Teddy Bear's Picnic with Little Acorns 12pm @ Enfield Park Mayor's Afternoon tea @ Camelford Hall Bird and Bat walk 7pm Meet @ the Bandstand
THURSDAY 1 JUNE	Family Fun Run 10.30am – 1pm @ Enfield Park	Slip n Slide 2pm with the "Allans" @ Enfield Park Circus Skills workshop 2pm (waiting for confirmation) @ Enfield Park
FRIDAY 2 JUNE	OCM – skateboard/pump/parkour? @ OCM	Youth event TBC? @ OCM Brownies Prize Bingo 6pm (Eyes down 7pm) @ Camelford Hall, Cleese Road
SATURDAY 3 JUNE	Tug of War 12pm – 2pm @ Enfield Park Men, Women and Child Teams Registration 11am @ Enfield Park (confirmed)	MUSIC IN THE PARK 4PM TO 10PM Duck Race – Brownies Fundraiser 2pm THE PREVENTION 4-6pm THE HARRY PEANUT SHOW 6.30pm – 8.45pm DJ STEVE FUDGE 9pm – 10pm @ Enfield Park Food – Hanger Management, Crème de la Crepe, the WI Drink – Masons Arms Glitter art – Abi Blanchard
SUNDAY 4 JUNE	Dog show – 11am – 2pm Registration 11am @Enfield Park	

OCM PROJECT REPORT JUNE 2021-JANUARY 2022

Pre-phase 2/During construction

June 2021 to March 2022, the Youth Worker (YW) was tasked to:

- Plan skate sessions for pre-school, primary, secondary and free skate to start Summer 2022
- Create “challenges”
- Market OCM skatepark club
- Get Facebook up and running and increase likes/follows
- Liaison with organisations in order to get support in meeting objectives 1 and 3 of the Reaching Communities Grant

Phase 2

From March 2022, when the skatepark opened, YW was tasked with meeting particular targets which met the objectives of the Grant.

The overarching objectives of the role were:

Objective 1 - Bringing People Together/Building Strong Relationships in and across communities

Objective 3 - Enabling more people to fulfil their potential/addressing issues

(Objective 2 was the build)

Targets

The following targets were set. As you will see, some were achieved by the Youth Worker (YW) and/or by Deputy Town Clerk (DTC)

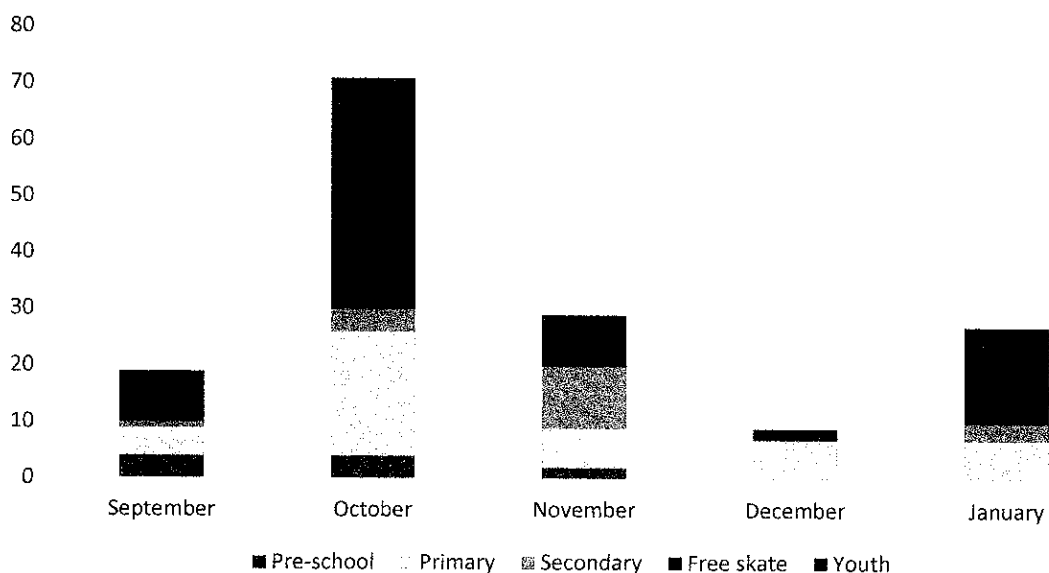
*see further breakdown

Target	Date achieved	Not achieved	Met and who by
New launch event	March 2022		DTC/YW
Membership to 40	August 2022		DTC
Organise AGM to secure more volunteers	September 2022	1 volunteer attended the AGM	DTC organised APM
Provide outline job descriptions for volunteers			DTC/YW
Secure 10 local volunteers		1 regular volunteer achieved	
Pre-school sessions	September/October 2022 only.		YW
15 Youth Club participants*		15 participants achieved	
Primary age sessions*	Sep-Jan		YW
Secondary age sessions*	Sep-Jan		YW
Free skate sessions*	Sep-Jan		YW
Repair Café		Café not operational	
Increase use of skatepark by girls			

Creation of challenges	September 2022		YW
25 sign ups for challenges			
Parkour training session	Opening and 19 March		DTC
Art/creative workshops	January 2023		DTC
Develop partnerships with other organisations			YW/DTC
Disability sessions			
Reduce incidents of vandalism by 25%			
Competitions		2 competitions in a in first year. Parkour competition during term 2 school event.	
Go into schools on regular basis/piggy back school events to promote the activities		No school events proposed	YW contacted school regularly. 2 visits during year. AL visiting schools after February half-term
Secure further funding to support the role			
Regular updating of social media			DTC
Newsletters to OCM members via Mailchimp			DTC

FURTHER BREAKDOWN OF NUMBER OF PARTICIPANTS

MONITORING OCM/YOUTH AVERAGE PER MONTH



	September	October	November	December	January	February	March
Pre-school	4	4	2	0	0		
Age 5-11	5	22	7	7	7		
Age 11-16	1	4	11	0	3		
Free skate	3	25	5	0	7		
Youth	6	16	4	2	10	15	
Total	19	71	29	9	27		

Target for the project was to reach 1800-2500 people in Year 1. Whilst the figures above fall very short of this, the weather for this monitoring period has been a factor, and also the café not being tenanted. The Youth Worker was not able to work for periods during the Summer holidays due to other commitments, which also contributed to lack of “momentum” following the opening. It is important in the future that someone represents the OCM Skatepark Club at all events and is regularly seen at the skatepark and at local events (including school events) to talk to parents/young people. More events need to be organised to support funding the club but this requires volunteers.

Anti-social behaviour has worsened since the pandemic, with schools reporting unprecedented levels of behavioural issues and absenteeism. In addition to this, during the Summer of 2022, groups of children from Bodmin started frequenting the skatepark, causing increased incidents of antisocial behaviour, deterring our young people and families from using the park. The Youth Worker was focused on this group (in line with Objective 3), together with a group of girls causing issues (general antisocial behaviour) and he felt needed support. Fortunately, at the end of Summer, the group from Bodmin moved on and the girls were causing less issues.

It is estimated that in the Summer, it had approximately 1200 users throughout the period June-August (13 per day over a 92-day period). This is an average and some days were busier with around 30-50. At the start, there was increased usage of the pump track with adults coming from Bude and Wadebridge to use the park. However, it was then closed for re-surfacing and the number of users dwindled.

The YW has clearly succeeded in getting the skate sessions up and running together with the “challenges”, but attendance is below what it should be. This has been due in part to sessions being cancelled due to staff sickness and not enough marketing in schools (e.g. attending school events, assemblies etc) plus a lack of volunteers. The one volunteer has been invaluable. However, unless volunteer gets proper training (health and safety, coaching, dealing with conflict etc) it is unlikely they will be attracted to this role.

Going Forward...

The role could be split out into two: (1) a Youth Outreach Worker funded by Reaching Communities and (2) a Skate Coach or combination of coaches who are volunteers or paid by additional funding. Unless a replacement is sought who has first-class organisation, communication skills. Deputy Town Clerk to see whether additional funding can be sought for coaching. An employee has been

approached to see if they would be interested in more hours/getting involved. The areas that need to be covered are:

- 1 Weekly skate sessions, if possible, be sourced by a volunteer/paid skater.
- 2 Marketing (including social media), liaison with schools, competitions, events, planning be undertaken in-house if capacity allows, or by a volunteer
- 3 Youth Club – if CTC plans on continuing this (it was only meant to start this up), staff in house to attend and support/run activities (similar to library workshops on a Saturday, with provision of gaming, music etc). However, for funding priorities, is it better to focus on the OCM skatepark and building that community?

Unless a volunteer coach can be sourced, the cost for a 2hr weekly session would be in the region of £300-£450.

Deputy Town Clerk is liaising with a number of organisations, including a female skateshop owner, who has contacts with other female skaters in Cornwall. Flexibility of when the sessions take place would also help, e.g. maybe one Saturday afternoon a month.

The Deputy Town Clerk became more involved in September 2022, when it became clear that the Youth Worker was struggling with getting everything done in the hours. Together with the Clerk, regular meetings were set up with the aim of shifting the focus of the Youth Worker from trying to support and address antisocial behaviour, to trying to change the demographic and getting more people involved by regular, well planned out sessions (in short meeting the main objectives of the Grant). At the Camelford Agricultural Show, the main feedback received was that young people would like to use the facility but were put off by the teenagers. Since there has been more regular contact with members through Mailchimp, increased marketing and regular skate sessions (use of Methodist Chapel when wet), a change is starting to happen. In October, there was increased usage and engagement. Bad weather has dampened the figures, and antisocial behaviour has ceased to be an issue, which again could be down to the season. 2 hours of DTC time was included in the bid.

With regards to the Youth Club, over the next 4 months, Endelienta (Ness Lannen) will be running workshops to repaint the youth shelter and cover up some graffiti on the end of the ramps in OCM colours. Deputy Town Clerk and Ness Lannen are due to go into SJS after February half-term to drum up more interest. Following a social media push, 7 attended the first workshop. An ideal number would be 10-15.

Year 2

The café still remains crucial to getting more footfall up at the OCM in order to meet objectives 1 and 3. This year, it is important that the café is open, to bring in more families and change the demographic at the skatepark to avoid the issue that it has last Summer with antisocial behaviour, and to engage with more parents who could potentially volunteer. Going into schools and attending local events to market the OCM skatepark will also be essential to a successful Year 2.

- Need to re-group now for the Summer. Planning day to look at who is available/interested to fill youth outreach role, coaching and support roles in-house. Process has started.
- Create a new community – it will not look like the 2018 community of parents/volunteers. They have moved on.
- Networking key to providing volunteers/experts from other organisations
- Re-brand OCM Skatepark Club to “OCM - Skate and Create” to be more inclusive and reflect what has been achieved in non-skate activities (dance, arts, music, cooking etc)
- Training – for volunteers

Sports and Activities Development plan – Progress Year 1

Objective Ref: [REDACTED]
 Notes/Explanation
 Year 2 – not applicable to Year 1

Objectives	Actions	Personnel	What resources will we require to deliver this objective?	What are the implications for accessing these resources?	What are the timelines for delivery	How will we measure success (quantitative, i.e. numbers and frequencies)
<p>General Objectives/Aims</p> <p>Enable people to spend time together, build strong relationships and create new social networks</p> <p>Improve the physical spaces to meet which belongs to the community and are shared by all</p> <p>Enable a sustainable place for [REDACTED] and [REDACTED]</p>	<p>Build a multi-use games area (parkour, multi-use ball court, netball, basketball, volleyball, tennis, table football). Due to increased costs, a pump track was installed. Ties in with proposed Camel Trail project as part of Levelling up Funding</p> <p>However, tag rugby sessions have been run.</p> <p>café/youth hub for people of all ages to relax and/or supervise children</p> <p>By delivering a wide range of activities from cooking, gardening and [REDACTED]</p> <p>individuals can learn on their own or in a group.</p>	<p>Youth Outreach Worker</p> <p>Volunteers from [REDACTED]</p> <p>Year 2 [REDACTED] Appointees</p> <p>Year 2 [REDACTED] Volunteers</p> <p>Students CTC has reached out to SJS ahead of Year 2.</p>	<p>Marketing materials</p> <p>Posters, flyers etc</p> <p>Football, basketball</p> <p>Gardening equipment</p> <p>Youth Outreach Worker</p> <p>Self-Harm Awareness course in order to apply for funding from [REDACTED] young people</p>	<p>Our people</p> <p>Schools, local sports clubs</p> <p>including [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>	<p>Within first year</p>	<p>Membership numbers</p> <p>Course system for those missing the café</p> <p>Due to COVID, café tenant pulled out. New tenant sought. Looking to open February 2023.</p> <p>Verbal feedback</p>
		<p>Scouts/cubs</p> <p>Year 2 [REDACTED] [REDACTED]</p> <p>CTC Grounds</p> <p>Maintenance Staff</p>				

Sports and Activities Development plan – Progress Year 1

Objective met
 Action completed
 Notes/Explanation
 Year 2 – not applicable in Year 1

Objectives	Actions	Personnel who is going to do it?	What resources will we require to deliver this objective?	What are the implications for accessing these resources?	What are the timelines for delivery	How will we measure success (quantitative, i.e. numbers and frequencies)
	<p>The café/youth hub was not able to open as first thought due to COVID. CTC is in talks with Sir James Smith's school to launch this in Year 2.</p> <p>Another project started with Greening Camelford to develop the site between the two schools. CTC did not want to compete with this project so have decided to see how the Greening Camelford project goes, advertise that, and then re-visit in Year 2.</p>	<p>2 volunteers from OCM Skatepark Club</p>		<p>Arrange activities/timetable Outreach to schools (including ARB unit at Camelford Primary School) Liaison with CC, Invictus</p>	<p>Year 1-2</p>	<p>Reduce incidents of vandalism by 25% in first year. 50% in second year. 40 new members to the OCM Skatepark Club Crime reports from police</p>

Sports and Activities Development plan – Progress Year 1

Objective met
 Action amended
 Notes/Explanation
 Year 2 = not applicable in Year 1

Objectives	Actions	Who is going to do it?	What resources will we require to deliver this objective?	What are the implications for accessing these resources?	What are the timelines for delivery	How will we measure success (quantitative, i.e. numbers and frequencies)
<p>Make the better for everyone - taking sports into the work environment and work opportunities</p>	<p>the OCM which resulted in vandalism and deterred our young people and families from using the park. CTC and the Youth Outreach Worker have been working with the police and the groups, which resulted in them moving on towards the end of the Summer</p> <p>Ensure budget in place Liaison with local doctors/schools/Cornwall Council/charities that support young people</p>	<p>CTC Youth Outreach Worker</p>	<p>Working in school to deliver qualifications</p>	<p>Compliance with regulations covering work experience and employment</p>	<p>Year 2-6</p>	<p>Provide work experience for 2 sets students in business and social work</p> <p>Provide 1 apprenticeship opportunity in catering or social work</p> <p>Provide 2 apprenticeship opportunities for 2 x 100</p>
<p>Make the better for everyone</p>	<p>Using a 4000 square foot room for sports purposes to create some for community activities. All the children in the community are provided in the community</p>	<p>Youth Outreach Worker Youth Outreach Worker Youth Outreach Worker Youth Outreach Worker</p>	<p>Lesson with sports teachers/Coaches and home supervisor</p>	<p>Health and Safety equipment Food Hygiene</p>	<p>Year 1</p>	<p>Provide 2000 hours of sports equipment for 1000 children in Year 1 Provide 2000 hours of sports equipment for 1000 children in Year 2 Provide 2000 hours of sports equipment for 1000 children in Year 3</p>

Sports and Activities Development plan -- Progress Year 1

Objective/Action amended
 Action amended
 Notes/Explanation
 Not applicable in Year 1

Objectives	Actions	Personnel Who is going to do it?	What resources will we require to deliver this objective?	What are the implications for accessing these resources?	What are the timelines for delivery	How will we measure success (quantitative, i.e. numbers and frequencies)
Volunteer Recruitment and Development	<p>Due to COVID and issues finding a tenant, café/youth hub opening moved to Year 2</p>	Tenant - Café				
<p>Provide guidance on how to get involved in volunteering and how to get involved in volunteering</p>	<p>Provide on roles that require to be filled by Youth Hub, GYM and other community facilities, youth hubs and other community facilities</p>	Youth Outreach Worker	Access to P/O/Manager	Purchase of software for marketing administration	1-12 months	Number of awards given
<p>Provide a system of monitoring and reporting on the progress of the scheme</p>	<p>One shared activity evening for volunteers</p>	Youth Outreach Worker	Marketing materials posters, flyers also Facebook Instagram	Marketing roles	1-12 months	Number of awards given
<p>Increase participation in sporting activities</p>	<p>An annual OCM Gift Awards Evening have awards for our volunteers</p>	Awards Night Organiser				Number of awards given
<p>Provide guidance on how to get involved in volunteering and how to get involved in volunteering</p>	<p>Due to scheme including a pump track not</p>		Marketing materials posters, flyers also Facebook Instagram	Marketing roles	12 months Continue to build on through to Year 5	Number of awards given

Sports and Activities Development plan – Progress Year 1

Objective met
 Action completed
 Notes/Explanation
 Year 2 – no activities in Year 1

Objectives	Actions How are we going to achieve it?	Personnel Who is going to do it?	What resources will we require to deliver this objective?	What are the implications for accessing these resources?	What are the timelimes for delivery	How will we measure success (quantitative, i.e. numbers and frequencies)
Promoting fair play, creating inclusive environment and achieving personal goals	<p>Have struggled to find a parkour teacher. Have had 2 sessions in first year.</p> <p>Have had 2 side orienteering sessions</p> <p>Have had 2 sessions</p>	<p>YOUTH OUTREACH WORKER</p>	<p>Marketing materials</p> <p>Posters, maps etc</p> <p>Access to internet</p>		12 months	<p>Increase in membership numbers</p> <p>Verbal feedback</p>
	<p>Competitor orienteering</p> <p>Tag rugby and dodgeball</p> <p>Challenge sessions</p>	<p>YOUTH OUTREACH WORKER</p>	<p>Marketing materials</p> <p>Posters, maps etc</p> <p>Access to internet</p>		12 months	<p>Increase in membership numbers</p> <p>Verbal feedback</p>

Sports and Activities Development plan – Progress Year 1

Objective met
 Action amended
 Notes/Explanation
 Year 2 = not applicable for year 1

Objectives	Actions How are we going to achieve it?	Personnel Who is going to do it?	What resources will we require to deliver this objective?	What are the implications for accessing these resources?	What are the timelines for delivery	How will we measure success (quantitative, i.e. numbers and frequencies)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Year 2-5	[REDACTED]
[REDACTED]	Struggled to find a breakdance teacher. However, dance lessons were carried out by Adie Dove in the Summer 2022 which culminated in a performance in August 2022.	[REDACTED]	[REDACTED]	[REDACTED]	12 months	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Training and Competition	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Sports and Activities Development plan – Progress Year 1

Objective not achieved
 Action amended
 Notes/Explanation
 Year 2 – not applicable in Year 1

Objectives	Actions	Personnel	What resources will we require to deliver this objective?	What are the implications for accessing these resources?	What are the timelines for delivery	How will we measure success (quantitative, i.e. numbers and frequencies)
Improve competitive all levels	Ensuring coaches, parents and park users are aware of competitions and innovation competition updates	Young Outrigger Youth Club New Volunteers			12 months	Competition updates will be emailed out to all park users. No one participated in the May half term competition. However, at the opening 20 skaters participated.
Improve games court	Ensure a minimum number of sessions with the Pump track built instead of games court.					
Partners (develop school sports) provide	Work with schools to provide equipment, B.V.K. and other resources to help develop school sports.	Young Outrigger Youth Club Parents – Year 2			12 months	SUS and Campbell Primary School sessions since a term.
Partners (develop school sports) provide	Work with schools to provide equipment, B.V.K. and other resources to help develop school sports.					Increase in OCY membership to 100
Activities						
Provide people with the information they need to have their children	Work with schools to provide equipment, B.V.K. and other resources to help develop school sports.	Young Outrigger Youth Club Parents – Year 2	Work with schools to provide equipment, B.V.K. and other resources to help develop school sports.	Work with schools to provide equipment, B.V.K. and other resources to help develop school sports.	Year 2	20 participants in 1st year 40 participants in second year

Sports and Activities Development plan – Progress Year 1

Objectives
 Action explained
 Notes/Explanation
 Year 2 – 2020/2021

Objectives	Actions	Personnel	What resources will we require to deliver this objective?	What are the implications for accessing these resources?	What are the timelimes for delivery	How will we measure success (quantitative, i.e. numbers and frequencies)
Set up a Focus Group	Engage members on the Old Bank to help school and Old Bank Old Bank going in different direction – Food Bank primarily. Continuing to work with SJS and Primary School	ONE				